

Linking Table: PROS 07/01 to PROS 24/03

Mapping classes of PROS 07/01 superseded by PROS 24/03

This Linking Table is provided to map functions and classes of *PROS 07/01 Retention and Disposal Authority for Records of Common Administrative Functions* that have been superseded by *PROS 24/03 Retention and Disposal Authority for Records of the Human Resources Management Function*.

The table lists all classes from PROS 07/01 superseded by PROS 24/03, i.e. Functions **8.0 Industrial Relations**, **11.0 Occupational Health & Safety**, **12.0 Personnel Management** and **17.0 Staff Development**. The retention status and disposal action for each superseded PROS 07/01 class is noted and mapped to its corresponding new class in PROS 24/03, the retention status and disposal action. Content is organised by PROS 07/01 functions.

Further guidance on resentencing is provided in the **Notes** column.

NB: Records already sentenced using PROS 07/01

After April 2024 PROS 07/01 Functions 8, 11, 12 and 17 **may not** be used to sentence any records.

Agencies may choose to re-sentence records using PROS 24/03 but in general records already sentenced under PROS 07/01 do not need to be re-sentenced using PROS 24/03.

Class in PROS 07/01	Status/Disposal Action	Class in PROS 24/03	Status/Disposal Action	Notes
8.0 Industrial Relations		3.0 Industrial Relations		
8.1.1	Permanent Retain as State Archives	3.1	Permanent Retain as State Archives, Transfer to PROV	
8.1.2	Temporary Destroy 7 years after administrative use has concluded.	3.2	Temporary Destroy 10 years after action completed.	
8.3.1	Permanent Retain as State Archives	3.1	Permanent Retain as State Archives, Transfer to PROV	
8.3.2	Temporary Destroy 2 years after administrative use has concluded.	3.2	Temporary Destroy 10 years after action completed.	
8.4.1	Permanent Retain as State Archives	3.1	Permanent Retain as State Archives, Transfer to PROV	
8.4.2	Temporary Destroy 5 years after administrative use has concluded.	3.2	Temporary Destroy 10 years after action completed.	
8.5.1	Permanent Retain as State Archives	3.1	Permanent Retain as State Archives, Transfer to PROV	
8.5.2	Temporary Destroy 7 years after administrative use has concluded.	3.2	Temporary Destroy 10 years after action completed.	
8.6.1	Permanent Retain as State Archives	3.1/3.2	3.1 Permanent Retain as State Archives, Transfer to PROV 3.2 Temporary Destroy 10 years after action completed.	Previously, class 8.6.1: Records relating to workplace agreements applying to the agency which are of a precedent-setting nature, or which affect a majority of the agency's employees. Had a status/disposal action of: Permanent - Retain as State Archives

Class in PROS 07/01	Status/Disposal Action	Class in PROS 24/03	Status/Disposal Action	Notes
				<p>Now, the factor is not if a workplace agreement is precedent-setting in nature or affects a majority of the agency's employees – but:</p> <ul style="list-style-type: none"> - The agency is the primary negotiating employer = 3.1 Permanent - the agency is NOT the primary negotiating employer = Temporary Destroy 10 years after action completed.
8.6.2	Temporary Destroy 5 years after discussions have ceased.	3.2	Temporary Destroy 10 years after action completed.	
11.0 Occupational, Health & Safety		2.0 Health, Wellbeing & Safety		
11.1.1	Permanent Retain as State Archives	2.1	Temporary Destroy 30 years after action completed.	<p>CHANGED FROM PERMANENT RETENTION TO A MEDIUM-TERM TEMPORARY CLASS</p> <p>Previously, class 11.1.1: Accident / incident reports and supporting documentation for incidents where death of an employee or contractor has occurred as the result of an incident within the workplace or while travelling for the purposes of employment (while on duty or official business), or where the death of a visitor has occurred as the result of an incident on the agency's premises. Includes accident registers.</p>

Class in PROS 07/01	Status/Disposal Action	Class in PROS 24/03	Status/Disposal Action	Notes
				<p>Had a status/disposal action of: Permanent - Retain as State Archives</p> <p>This has been amended to: Temporary - Destroy 30 years after action completed.</p> <p>This reflects that incidents where death of an employee, contractor or visitor has occurred will be captured in the records of regulatory agencies such as WorkSafe or investigatory agencies such as the Coroner's Office.</p>
11.1.2	Temporary Destroy 50 years after accident occurred.	2.1	Temporary Destroy 30 years after action completed.	
11.1.3	Temporary Destroy 7 years after incident occurred (providing the individual has by then reached the age of 25 years).	2.2	Temporary Destroy 7 years after action completed.	
11.1.4	Temporary Destroy 7 years after all action is completed (providing the individual has by then reached the age of 25 years).	2.2	Temporary Destroy 7 years after action completed.	<p>Previously, class 11.1.4: Records relating to incidents involving employees or contractors (or Victorian Government workers) not resulting in Workers' Compensation claims.</p> <p>Had a disposal trigger linked to age: Destroy 7 years after all action is completed (providing the individual has by then reached the age of 25 years).</p> <p>This has been simplified to: Destroy 7 years after action completed.</p>
11.1.5	Temporary Destroy 7 years after all action is completed (providing the individual	2.2	Temporary Destroy 7 years after action completed.	<p>Had a disposal trigger linked to age: Destroy 7 years after all action is completed (providing the individual</p>

Class in PROS 07/01	Status/Disposal Action	Class in PROS 24/03	Status/Disposal Action	Notes
	has by then reached the age of 25 years).			has by then reached the age of 25 years). This has been simplified to: Destroy 7 years after action completed.
11.1.6	Temporary Destroy 7 years after last entry and administrative use is completed.	2.2	Temporary Destroy 7 years after action completed.	
11.2.1	Temporary Destroy 7 years after administrative use has concluded.	2.2	Temporary Destroy 7 years after action completed.	
11.3.1	Temporary Destroy 10 years after appeal has concluded.	2.2	Temporary Destroy 7 years after action completed.	
11.4.1	Temporary Destroy 7 years after audit was undertaken.	2.2	Temporary Destroy 7 years after action completed.	
11.5.1	Permanent Retain as State archives	2.1	Temporary Destroy 30 years after action completed.	CHANGED FROM PERMANENT RETENTION TO A MEDIUM-TERM TEMPORARY CLASS As per class 11.1.1 this change reflects that where a death has occurred the key records for the State Archives are those captured by regulatory agencies such as WorkSafe or investigatory agencies such as the Coroner's Office.
11.5.2	Temporary Destroy 7 years after finalisation of the claim.	2.1	Temporary Destroy 30 years after action completed.	
11.5.3	Permanent Retain as State archives	2.1	Temporary Destroy 30 years after action completed.	CHANGED FROM PERMANENT RETENTION TO A MEDIUM-TERM TEMPORARY CLASS As per class 11.1.1 and 11.5.1 this change reflects that where a death

Class in PROS 07/01	Status/Disposal Action	Class in PROS 24/03	Status/Disposal Action	Notes
				has occurred the key records for the State Archives are those captured by regulatory agencies such as WorkSafe or investigatory agencies such as the Coroner's Office.
11.5.4	Temporary Destroy 50 years after claim is finalised.	2.1	Temporary Destroy 30 years after action completed.	
11.6.1	Temporary Destroy 7 years after administrative use has concluded.	2.2	Temporary Destroy 7 years after action completed.	
11.6.2	Temporary Destroy 10 years after license or permit has expired.	2.2	Temporary Destroy 7 years after action completed.	
11.6.3	Temporary Destroy 10 years after administrative use has concluded.	2.2	Temporary Destroy 7 years after action completed.	
11.6.4	Temporary Destroy 10 years after administrative use has concluded.	2.2	Temporary Destroy 7 years after action completed.	
11.6.5	Temporary Destroy after hazardous material is disposed of.	2.1	Temporary Destroy 30 years after action completed.	
11.7.1	Temporary Destroy 5 years after administrative use has concluded.	2.2	Temporary Destroy 7 years after action completed.	
11.7.2	Temporary Destroy 5 years after administrative use has concluded.	2.2	Temporary Destroy 7 years after action completed.	
11.8.1	Permanent Retain as State archives	2.1	Temporary Destroy 30 years after action completed.	CHANGED FROM PERMANENT RETENTION TO A MEDIUM-TERM TEMPORARY CLASS This change reflects that the key records for the State Archives are

Class in PROS 07/01	Status/Disposal Action	Class in PROS 24/03	Status/Disposal Action	Notes
				those captured by the regulatory agencies such as WorkSafe.
11.8.2	Temporary Destroy 10 years after administrative use has concluded.	2.1	Temporary Destroy 30 years after action completed.	
11.8.3	Temporary Destroy 10 years after action completed.	2.2	Temporary Destroy 7 years after action completed.	
11.9.1	Temporary Destroy 10 years after plan superseded.	2.1	Temporary Destroy 30 years after action completed.	
11.9.2	Temporary Destroy 10 years after review has occurred.	2.1	Temporary Destroy 30 years after action completed.	
11.10.1	Temporary Destroy 50 years after completion of rehabilitation.	2.1	Temporary Destroy 30 years after action completed.	
11.11.1	Temporary Destroy 2 years after appointment lapses.	2.2	Temporary Destroy 7 years after action completed.	
11.12.1	Temporary Destroy 100 years after last action.	2.1	Temporary Destroy 30 years after action completed.	
11.12.2	Temporary Destroy 30 years after last action.	2.1	Temporary Destroy 30 years after action completed.	
11.13.1	Temporary Destroy in accordance with the Directions issued by the public health authority (e.g. Department of Health and Human Services).	2.3	Temporary Destroy 28 days after last action or in accordance with the Directions issued by the public health authority (e.g. Department of Health), whichever is longer	

Class in PROS 07/01	Status/Disposal Action	Class in PROS 24/03	Status/Disposal Action	Notes
12.0 Personnel Management		1.0 Employment Management, 2.0 Health, Wellbeing & Safety 4.0 Staff Development, 5.0 Volunteer Management		
12.2.1	Temporary Destroy 7 years after administrative use has concluded.	1.4	Temporary Destroy 7 years after action completed.	
12.3.1	Temporary Destroy 2 years after administrative use has concluded.	1.4	Temporary Destroy 7 years after action completed.	
12.4.1	Temporary Destroy 7 years after administrative use has concluded.	2.2/4.1	Temporary Destroy 7 years after action completed. Temporary Destroy 7 years after action completed.	Previously, class 12.4.1: Records documenting the provision of counselling or professional coaching to staff. Includes trauma counselling. This has been amended to: <ul style="list-style-type: none"> • career coaching and workplace mentoring arrangements (4.1 - 7 years) • records of trauma counselling organised by the agency (2.2- 7 years) • general referral information made available to staff about external wellbeing and/or counselling services subsidised by the agency. Includes referrals following an incident or traumatic event (2.2 - 7 years)
12.5.1	Permanent Retain as State archives	1.1	Permanent	

Class in PROS 07/01	Status/Disposal Action	Class in PROS 24/03	Status/Disposal Action	Notes
			Retain as State Archives, Transfer to PROV	
12.5.2	Temporary Destroy 50 years after date of separation from the agency if a summary record is maintained and if the employee was not exposed to hazardous materials.	1.2	Temporary Destroy 100 years after date of birth.	Sentencing note: Records using PROS 07/01 do not need to be resentenced NB: Sentencing records from March 2024 - if the exact date of birth is not known agencies are advised to calculate a records disposal date which aligns with an approximate employee lifespan of 100 years.
12.5.3	Temporary Destroy 100 years after date of separation from the agency if a summary record is maintained.	1.2	Temporary Destroy 100 years after date of birth.	Sentencing note: Records using PROS 07/01 do not need to be resentenced
12.5.4	Temporary Destroy 7 years after administrative use has concluded.	1.4	Temporary Destroy 7 years after action completed.	
12.5.5	Temporary Destroy 7 years after placement has ended providing the individual has by then reached the age of 25 years and if the individual was not exposed to hazardous materials.	5.1/5.2	Temporary Destroy 30 years after action completed. Destroy 10 years after action completed.	Previously, class 12.5.5: Records documenting the engagement of volunteers and students undertaking work experience placements. Includes personal details and agreed undertakings relating to conditions of engagement and details of work performed. This has been amended to: <ul style="list-style-type: none"> Individual records of volunteers performing hazardous duties, for example volunteer emergency services workers (5.1 – 30 years) Individual records of volunteers not performing hazardous duties/Individual

Class in PROS 07/01	Status/Disposal Action	Class in PROS 24/03	Status/Disposal Action	Notes
				records of work experience student placements (5.2 – 10 years) Sentencing note: Records using PROS 07/01 do not need to be resentenced
12.5.6	Temporary Destroy 100 years after date of separation from the agency.	Function 1.0 or 5.0		No like for like class is included in PROS 24/03 – review functions 1.0 and 5.0 for best fit. Sentencing note: Records using PROS 07/01 do not need to be resentenced
12.5.7	Temporary Destruction is authorised only with the written consent of the respective Department/Agency's Grievance Registrar or Human Resources/Personnel Manager.	1.9	Temporary Disposal is authorised with the documented consent of the officer in charge of the public office or their delegate	
12.5.8	Temporary Destroy 7 years after action completed.	1.4	Temporary Destroy 7 years after action completed.	
12.5.9	Temporary Destroy after compliance with employment condition is verified.	1.8	Temporary Destroy after compliance with employment condition is verified	
12.6.1	Temporary Destroy 5 years after administrative use has concluded.	4.1	Temporary Destroy 7 years after action completed.	
12.7.1	Permanent Retain as State archives	1.3/1.4	1.3 Temporary Destroy 15 years after date of separation. 1.4 Temporary Destroy 7 years after action completed.	CHANGED FROM PERMANENT RETENTION TO A TEMPORARY CLASS Previously, class 12.7.1: Summary documentation of grievances detailing the type of grievance and how resolved.

Class in PROS 07/01	Status/Disposal Action	Class in PROS 24/03	Status/Disposal Action	Notes
				<p>Had a status/disposal action of: Permanent - Retain as State Archives</p> <p>This has been amended: A grievance register is not often created and it does not meet the appraisal characteristics for permanent retention.</p> <p>Grievance records simplified to:</p> <ul style="list-style-type: none"> - grievances which result in separation from the agency (15 years after date of separation) - grievances which do not result in separation from the agency (7 years after action completed)
12.7.2	Temporary Destroy 7 years after administrative use has concluded.	1.3/1.4	<p>1.3 Temporary Destroy 15 years after date of separation.</p> <p>1.4 Temporary Destroy 7 years after action completed.</p>	<p>Previously, class 12.7.2: Records documenting grievances which are handled informally by a line manager or the Grievance Registrar including those settled by mediation.</p> <p>Grievance records simplified to:</p> <ul style="list-style-type: none"> - grievances which result in separation from the agency (15 years after date of separation) - grievances which do not result in separation from the agency (7 years after action completed)

Class in PROS 07/01	Status/Disposal Action	Class in PROS 24/03	Status/Disposal Action	Notes
12.7.3	Temporary Destroy 15 years after administrative use has concluded.	1.3/1.4	1.3 Temporary Destroy 15 years after date of separation. 1.4 Temporary Destroy 7 years after action completed.	Previously, class 12.7.3: Records documenting formal grievances including those presented to a panel. Grievance records simplified to: <ul style="list-style-type: none"> - grievances which result in separation from the agency (15 years after date of separation) - grievances which do not result in separation from the agency (7 years after action completed)
12.9.1	Temporary Destroy 50 years after date of separation from the agency.	1.3	Temporary Destroy 15 years after date of separation.	
12.9.2	Temporary Destroy 7 years after action completed.	1.4	Temporary Destroy 7 years after action completed.	
12.9.3	Temporary Destroy 7 years after administrative use has concluded.	1.4	Temporary Destroy 7 years after action completed.	
12.9.4	Temporary Destroy 7 years after administrative use has concluded.	1.4	Temporary Destroy 7 years after action completed.	
12.10.1	Temporary Destroy 15 years after action completed.	1.3	Temporary Destroy 15 years after date of separation.	
12.10.2	Temporary Destroy 7 years after action completed.	1.4	Temporary Destroy 7 years after action completed.	
12.10.3	Temporary	1.5	Temporary	

Class in PROS 07/01	Status/Disposal Action	Class in PROS 24/03	Status/Disposal Action	Notes
	Destroy 2 years after action completed.		Destroy 2 years after action completed.	
12.11.1	Temporary Destroy 7 years after administrative use has concluded.	1.4	Temporary Destroy 7 years after action completed.	
12.12.1	Temporary Destroy 7 years after administrative use has concluded.	1.4	Destroy 7 years after action completed.	
12.12.2	Temporary Destroy 7 years after agreement is superseded.	1.4	Temporary Destroy 7 years after action completed.	
12.13.1	Temporary Destroy 7 years after position or assigned duties have been abolished or altered.	1.4	Temporary Destroy 7 years after action completed.	
12.13.2	Temporary Destroy 2 years after administrative use has concluded.	1.5	Temporary Destroy 2 years after action completed.	
12.14.1	Temporary Destroy 2 years after administrative use has concluded.	1.5	Temporary Destroy 2 years after action completed.	
12.14.2	Temporary Destroy 6 months after recruitment has been finalised.	1.6	Temporary Destroy 6 months after action completed.	
12.14.3	Temporary Destroy 6 months after receipt.			Unsolicited applications received may be destroyed in accordance with the principles of Normal Administrative Process (NAP).
12.15.1	Temporary Destroy 50 years after employee's date of separation from the agency.	1.1/1.2/1.4	Permanent Retain as State Archives Temporary Destroy 100 years after date of birth.	Previously, class 12.15.1: Records documenting employees' salaries. Includes taxation declaration records, group certificates, payroll deduction authorities, records relating to the recovery of overpayments, and employee pay history records.

Class in PROS 07/01	Status/Disposal Action	Class in PROS 24/03	Status/Disposal Action	Notes
			Temporary Destroy 7 years after action completed.	<p>This has been amended to:</p> <ul style="list-style-type: none"> - Summary information about each employee should include: - rates of annual salary (class 1.1 – Permanent) - detailed salary records that do not form part of the summary or employees' salaries and weekly/fortnightly pay history may form part of the consolidated 'personnel file' (1.2 - Destroy 100 years after date of birth) - employees' salaries and weekly/fortnightly pay history. Includes taxation declaration records, group certificates, payroll deduction authorities, and records relating to the recovery of overpayments (1.4 - 7 years after action completed)
12.16.1	Temporary Destroy 7 years after administrative use has concluded.	1.5	Temporary Destroy 2 years after action completed.	
12.16.2	Temporary Destroy 6 months after action is completed.	1.3/1.5/1.7	Temporary Destroy 15 years after date of separation Temporary	Previously, class 12.16.2: Records documenting security checks (vetting) carried out as part of pre-engagement, preemployment and pre-appointment checks, or periodic reviews. Includes checks carried out

Class in PROS 07/01	Status/Disposal Action	Class in PROS 24/03	Status/Disposal Action	Notes
			<p>Destroy in accordance with service provider agreement</p> <p>Temporary Destroy 2 years after action completed.</p>	<p>by Victoria Police or police authorities in other jurisdictions.</p> <p>This has been amended to:</p> <ul style="list-style-type: none"> – security clearance vetting carried out in compliance with the Victorian Protected Data Security Standards (class 1.3 - Destroy 15 years after date of separation) – records of security checks (vetting) carried out on existing or prospective staff that are subject to separate specific retention instruction under a check service provider agreement. (class 1.7 - Destroy in accordance with service provider agreement) – pre-engagement, pre-employment and pre-appointment checks (security, financial/credit, confirmation of qualifications or professional accreditation/registration etc.) that are not subject to separate specific retention instruction under a check service provider agreement (class 1.5 - Destroy 2 years after action completed.
12.17.1	Temporary Destroy 2 years after administrative use has concluded.	1.5	Temporary Destroy 2 years after action completed.	
12.18.1	Temporary	1.2/3.1/3.2	1.2 Temporary	Previously, class 12.18.1:

Class in PROS 07/01	Status/Disposal Action	Class in PROS 24/03	Status/Disposal Action	Notes
	Destroy 7 years after agreement has lapsed.		Destroy 100 years after date of birth 3.1 Permanent Retain as State Archives, Transfer to PROV 3.2 Temporary Destroy 10 years after action completed.	Records documenting enterprise agreements / contracts made with individual employees or at a workgroup level. Includes the agreement and records of negotiations. Records of contracts with individuals will be captured in their employment history - class 1.2 (Destroy 100 years after date of birth) The retention of records documenting agreements with particular workgroups or cohorts depends on if: <ul style="list-style-type: none"> - The agency is the primary negotiating employer = 3.1 Permanent - the agency is NOT the primary negotiating employer = Temporary Destroy 10 years after action completed.
12.18.2	Temporary Destroy 5 years after discussions have ceased.	3.2	Temporary Destroy 10 years after action completed.	
17.0 Staff Development		4.0 Staff Development		
17.1.1	Temporary Destroy 7 years after administrative use has concluded.	4.1	Temporary Destroy 7 years after action completed.	
17.1.2	Temporary Destroy after reference ceases.	4.2	Temporary Destroy after action completed.	
17.3.1	Temporary Destroy after reference ceases.	4.2	Temporary	

Class in PROS 07/01	Status/Disposal Action	Class in PROS 24/03	Status/Disposal Action	Notes
			Destroy after action completed.	
17.3.2	Temporary Destroy 2 years after action completed.	4.2	Temporary Destroy after action completed.	
17.3.3	Temporary Destroy after reference ceases.	4.2	Temporary Destroy after action completed.	
17.4.1	Temporary Destroy 7 years after administrative use has concluded.	4.1	Temporary Destroy 7 years after action completed.	
17.4.2	Temporary Destroy 2 years after administrative use has concluded.	4.1	Temporary Destroy 7 years after action completed.	
17.5.1	Temporary Destroy 5 years after administrative use has concluded.	4.1	Temporary Destroy 7 years after action completed.	
17.5.2	Temporary Destroy 5 years after administrative use has concluded.	4.1	Temporary Destroy 7 years after action completed.	
17.5.3	Temporary Destroy 5 years after administrative use has concluded.	4.1	Temporary Destroy 7 years after action completed.	
17.6.1	Temporary Destroy 2 years after action completed.	4.2	Temporary Destroy after action completed.	

Disposal classes from activity **17.7 – TRAINING** were replaced by *PROS 16/01 RDA for Accredited Training* and *PROS 16/02 RDA for Non-accredited Training*. Please refer to these RDAs.