



PROS 08/04 VAR 3

**Retention and Disposal Authority for Records of
the Employment, Investment and Industry
Functions**

Issued Date: 15/02/2021

Retention and Disposal Authority for Records of the Employment, Investment and Industry Functions
Authority number: PROS 08/04 VAR 3

Variation 1

Public Records Act 1973 (Section 12)

Retention and Disposal Authority for Records of the Employment, Investment and Industry Functions

In accordance with section 12 of the *Public Records Act* 1973 (as amended), I hereby vary the Standard applying to the Retention and Disposal Authority for Records of the Employment, Investment and Industry Functions, issued as Public Record Office Standard (PROS) 08/04 on 12/03/2008, as follows:

Extension of the application of this Standard until 12/03/2021.

This Variation shall have effect from its date of issue.

[Signed]

Justine Heazlewood

Director and Keeper of Public Records

Date: 22/09/2017

Retention and Disposal Authority for Records of the Employment, Investment and Industry Functions
Authority number: PROS 08/04 VAR 3

Variation 2

Public Records Act 1973 (Section 12)

Retention & Disposal Authority for Records of the Employment, Investment and Industry Functions (PROS 08/04)

In accordance with section 12 of the Public Records Act 1973 (as amended), I hereby vary the Standard applying to records of the Employment, Investment and Industry Functions, issued as Public Record Office Standard (PROS 08/04) on 12/03/2008, as follows:

The addition of the following text to the scope of the RDA and across the body of the RDA as a footer:

This Retention and Disposal Authority **must not be used** for records about child sexual abuse incidents, allegations nor an agency's prevention, identification and response to such incidents and allegations. This includes records of this nature created through an agency's reporting, oversight or regulatory relationships with other agencies.

Instead **agencies must use PROS 19/08** Retention and Disposal Authority for Records of Organisational Response to Child Sexual Abuse Incidents and Allegations.

This Variation shall have effect from its date of issue.

[Signed]

Justine Heazlewood

Director and Keeper of Public Records

Date of issue: 02/09/2019

Retention and Disposal Authority for Records of the Employment, Investment and Industry Functions
Authority number: PROS 08/04 VAR 3

Variation 3

Public Records Act 1973 (Section 12)

Retention and Disposal Authority for Records of the Employment, Investment and Industry Functions

In accordance with section 12 of the *Public Records Act 1973* (as amended), I hereby vary the Standard applying to the records of the Employment, Investment and Industry Functions, issued as Public Record Office Standard (PROS) 08/04 on 12/03/2008, as follows:

The extension of the application of this authority until varied or revoked.

This Variation shall have effect from its date of issue.

[Approved]

Justine Heazlewood

Director and Keeper of Public Records

Date: 15/02/2021

Retention and Disposal Authority for Records of the Employment, Investment and Industry Functions

Authority number: PROS 08/04 VAR 3

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Retention and Disposal Authority for Records of the Employment, Investment and Industry Functions

Authority number: PROS 08/04 VAR 3

Retention and Disposal Authority for Records of the Employment, Investment and Industry Functions

Retention and Disposal Authority No	PROS 08/04 VAR 3
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Scope	<p>This retention and disposal authority covers records documenting the function of regulating and monitoring Victorian workplaces in order to facilitate fair and reasonable industrial relations practices as well as delivering Services to support business development in Victoria.</p> <p>This Retention and Disposal Authority must not be used for records about child sexual abuse incidents, allegations nor an agency's prevention, identification and response to such incidents and allegations. This includes records of this nature created through an agency's reporting, oversight or regulatory relationships with other agencies.</p> <p>Instead agencies must use PROS 19/08 Retention and Disposal Authority for Records of Organisational Response to Child Sexual Abuse Incidents and Allegations.</p>
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Status	Issued by Keeper
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Issue Date	15/02/2021
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Retention and Disposal Authority for Records of the Employment, Investment and Industry Functions

Authority number: PROS 08/04 VAR 3

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Retention and Disposal Authority for Records of the Employment, Investment and Industry Functions

Authority number: PROS 08/04 VAR 3

Introduction

Purpose of this Authority

The purpose of this Authority is to provide a mechanism for the disposal of public records in accordance with the *Public Records Act 1973*. The Authority:

- identifies records which are worth preserving permanently as part of Victoria's archival heritage
- prevents the premature destruction of records which need to be retained for a specified period to satisfy legal, financial and other requirements of public administration, and
- authorises the destruction of those records not required permanently.

Context of this Authority

Public Record Office Victoria Standards

This Authority should be used in conjunction with the Standards issued by the Keeper of Public Records under Section 12 of the *Public Records Act 1973*. Copies of all relevant PROV standards, specifications and regulatory advice can be downloaded from www.prov.vic.gov.au. These documents set out the procedures that must be followed by Victorian public offices.

Disposal of records identified in the Authority

Disposal of public records identified in this Authority must be undertaken in accordance with the requirements of Public Record Office Standard PROS 10/13 *Disposal*.

It is a criminal offence to unlawfully destroy a public record under s 19(1) of the *Public Records Act 1973*.

The destruction of a public record is not unlawful if done in accordance with a Standard established under s 12 of the *Public Records Act 1973*.

This Standard (also known as an Authority) authorises the disposal of public records as described within its provisions. However, disposal is **not** authorised under this Standard if it is reasonably likely that the public record will be required in evidence in a current or future legal proceeding.

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For the purposes of this Retention and Disposal Authority, a 'legal proceeding' has the same meaning as the *Evidence (Miscellaneous Provisions) Act 1958*, and includes any civil, criminal or mixed proceeding and any inquiry in which evidence is or may be given before any court or person acting judicially, including a Royal Commission or Board of Inquiry under the *Inquiries Act 2014*.

If the public office identifies that public records must be retained under other applicable legislation for a period that exceeds the retention period specified under the Standards, then the longer retention period must apply.

Normal Administrative Practice

The destruction of some public records is permitted without final authorisation under normal administrative practice (NAP). NAP covers the destruction of ephemeral material of a facilitative nature created, acquired or collected by public officers during the course of their duties.

The following material may be destroyed under NAP:

- working papers consisting of rough notes and calculations used solely to assist in the preparation of other records such as correspondence, reports and statistical tabulations
- drafts not intended for retention as part of the office's records, the content of which has been reproduced and incorporated in the public office's record keeping system
- extra copies of documents and published material preserved solely for reference.

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Transfer of records to Public Record Office Victoria

Contact Public Record Office Victoria for further information on procedures for transferring permanent records to archival custody.

Use of Other Authorities

In applying the disposal sentences set out in this Authority, reference should be made to other current Authorities where applicable. Where there is a conflict between two Authorities (for instance this Authority and the General Retention and Disposal Authority for Records of Common Administrative Functions), consult the Public Record Office Victoria for advice.

Explanation of Authority Headings

Class Number

The class number or entry reference number provides citation and ease of reference.

Description

The description of each record class is specified in this entry. A record class is a group of records that relate to the same activity, function or subject and require the same disposal action.

Status

This entry provides the archival status of each class - either permanent or temporary.

Custody

This entry specifies whether the records are to be retained by the public office or transferred to the Public Record Office Victoria. Permanent records must be managed and transferred in accordance with PROV Standards.

Retention and Disposal Authority for Records of the Employment, Investment and Industry Functions

Authority number: PROS 08/04 VAR 3

Concurrence of Public Office

This Authority has the concurrence of:

Name: M van Rooden

Position: Acting Secretary

Date: 06/03/2008

Establishment of Standard

Pursuant to Section 12 of the *Public Records Act 1973*, I hereby establish these provisions as a Standard (also known as a Retention and Disposal Authority) applying to the records of the Employment, Investment and Industry Functions. This standard as varied or amended from time to time, shall have effect from the date of issue unless revoked.

[signed]

Justine Heazlewood, Keeper of Public Records

Date of Issue: 12/03/2008

Retention and Disposal Authority for Records of the Employment, Investment and Industry Functions

Authority number: PROS 08/04 VAR 3

No	Function/Activity	Description	Status	Disposal Action
1	INDUSTRIAL RELATIONS MANAGEMENT	<p>The monitoring and regulation of Victorian workplaces in order to facilitate fair and reasonable industrial relations practices. Includes the monitoring and regulation of the employment of children, measures that aim to protect people’s accrued entitlements and the investigation of complaints of illegal, unfair or inappropriate industrial relations practices.</p> <p>[For the drafting of legislation, campaigns, management of enquiries and the management of seminars and events, see the <i>General Retention and Disposal Authority for Records of Common Administrative Functions</i>.]</p>		
1.1	Child Employment Regulation	<p>Activities designed to regulate the working environment of children in order to ensure a fair working environment and protect them from exploitation. Regulation includes the issuing of Child Employment permits for children working under the age of 15 years and the management of child employment permits which involves the monitoring of child workplace environments in order to ensure the conditions of permits are carried out.</p>		
1.1.1	Child Employment Permits - Issue and Management	<p>The issue and management of Child Employment Permits under the <i>Child Employment Act 2003</i> and any codes or regulations associated with the Act. Includes the processing and evaluation of applications. Also includes any supporting documentation to any application such as</p>	Temporary	Destroy 25 years after issue of permit number.

This Retention and Disposal Authority **must not be used** for records about child sexual abuse incidents, allegations nor an agency’s prevention, identification and response to such incidents and allegations. This includes records of this nature created through an agency’s reporting, oversight or regulatory relationships with other agencies.

Instead agencies **must use PROS 19/08** Retention and Disposal Authority for Records of Organisational Response to Child Sexual Abuse Incidents and Allegations.

Retention and Disposal Authority for Records of the Employment, Investment and Industry Functions

Authority number: PROS 08/04 VAR 3

No	Function/Activity	Description	Status	Disposal Action
<i>INDUSTRIAL RELATIONS MANAGEMENT - Child Employment Regulation</i>				
		performance scripts, safety reports, risk assessments, schedules, call sheets, story boards, cast and crew listings etc. Includes successful and unsuccessful applications. Also includes any investigations and site visits for permit holders, activities related to the enforcement of permit conditions and the notification of the cancellation and of any variation to the conditions of permits.		
1.1.2	National Police Certificates and Consents - Summary Management	The summary record of all supervisors and employers of children who have undergone Police Checks as part of the Child Employment permit issue process. The record includes information about when the check took place but does not include the result.	Temporary	Destroy 25 years after last entry.
1.1.3	National Police Certificates and Consents - Receipt and Evaluation	Records documenting Police check information related to the supervisors or employers of children as part of the Child Employment permit issue process. Includes records documenting consent to undergo Police Checks and the evaluation of information contained in National Police Certificates in the course of determining whether someone is an appropriate person to employ or supervise child labour.	Temporary	Destroy 2 years after date of check.
1.1.4	Appointment of Child Employment Officers	The appointment of Child Employment Officers by the Secretary to the Department under the <i>Child Employment Act 2003</i> . Includes briefings relating to appointments, evidence of agreement by appointees to adhere to the Officers Code of Conduct, records of	Temporary	Destroy 25 years after person ceases to be an Officer.

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Retention and Disposal Authority for Records of the Employment, Investment and Industry Functions

Authority number: PROS 08/04 VAR 3

No	Function/Activity	Description	Status	Disposal Action
<i>INDUSTRIAL RELATIONS MANAGEMENT - Long Service Leave Protection</i>				
		the sign-off of appointments by the Secretary.		
1.2	Long Service Leave Protection	The protection of long service leave entitlements through investigation and recovery of withheld long service leave pay under the <i>Long Service Leave Act 1992</i> .		
1.2.1	Long Service Leave Investigations	The investigation of cases concerning unpaid or underpaid long service leave entitlements under the <i>Long Service Leave Act 1992</i> . Includes records of the investigation, meetings between the disputing parties to attempt to negotiate settlements and the preparation for any Court appearance in the Industrial Division of the Magistrates Court.	Temporary	Destroy 7 years after matter declared closed.
1.3	Outworkers Protection	Activities that aim to assist outworkers through investigating claims of unpaid remuneration against employers of outworkers and investigating employers in relation to issues of non-compliance with the <i>Outworkers (Improved Protection) Act 2003</i> .		
1.3.1	Remuneration and Employer Compliance Regulation - Summary Management	The summary record of investigations relating to unpaid remuneration and employer compliance with the <i>Outworkers (Improved Protection) Act 2003</i> and any codes or regulations that support it.	Permanent	Retain as State archives
1.3.2	Claims for Unpaid Remuneration by	The management of assistance given to outworkers following the receipt of claims against employers	Temporary	Destroy 7 years after matter declared closed.

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No	Function/Activity	Description	Status	Disposal Action
<i>INDUSTRIAL RELATIONS MANAGEMENT - Outworkers Protection</i>				
	Outworkers	under section 6 of the <i>Outworkers (Improved Protection) Act 2003</i> . Includes the receipt of the claim with accompanying evidence, the establishment of who the money is actually being claimed against, interviews and evidence submitted by the employer, attempts to facilitate a resolution of the claim such as mediations and the preparation for any court appearance.		
1.3.3	Investigation of Employers	The management of investigations of employers in relation to their compliance with the <i>Outworkers (Improved Protection) Act 2003</i> and any codes or regulations that support it. Includes records of on-site inspections both of an on-going and periodic nature or following the suspicion of non-compliance, interviews with employers and employees, extracts of documents and the preparation for any court appearance in relation to employer non-compliance with the Act. Also includes records maintained on employers concerning the non payment of remuneration concerning outworkers.	Temporary	Destroy 7 years after investigation concluded.
1.4	International and Federal Authorities – Submissions and Compliance	The investigation and development of the State of Victoria's response to the Commonwealth Government in relation to the possible ratification of International Labour Organisation (ILO) Conventions. Under Australia's Treaty Making Policy, the Federal Government cannot ratify conventions until all State and Territory Governments have agreed to		

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Retention and Disposal Authority for Records of the Employment, Investment and Industry Functions

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No	Function/Activity	Description	Status	Disposal Action
<i>INDUSTRIAL RELATIONS MANAGEMENT - International and Federal Authorities – Submissions and Compliance</i>				
		ratification. Also includes the management of Victoria's compliance reporting against ILO Conventions (whether ratified or not) and recommendations as required by the ILO Constitution. Also includes submissions to Federal Government Authorities in relation to industrial relations and workplace issues.		
1.4.1	International Labour Organisation Conventions - Recommendations Concerning Ratification	The development of the State of Victoria's responses to the possible ratification of Conventions of the International Labour Organisation following a referral from the Commonwealth Government. Includes assessment of law and practice compliance with the Convention, consultations with government agencies and the Premier on possible ratification, and the development of the formal response by the State Minister for Industrial Relations.	Permanent	Retain as State archives
1.4.2	International Labour Conventions and Recommendations - Reporting	Reporting to the Commonwealth Government in relation to Victoria's compliance with current International Labour Organisation (ILO) Conventions (whether ratified or not) and Recommendations.	Permanent	Retain as State archives
1.4.3	Federal Government Authorities - Submissions	Records of submissions made to Federal Government Inquiries, agencies and authorities in relation to industrial relations and workplace issues. Includes wage case submissions to the Australian Fair Pay Commission, Parliamentary Committees and the Human Rights and Equal Opportunity Commission.	Permanent	Retain as State archives

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Instead agencies **must use PROS 19/08** Retention and Disposal Authority for Records of Organisational Response to Child Sexual Abuse Incidents and Allegations.

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Authority number: PROS 08/04 VAR 3

No	Function/Activity	Description	Status	Disposal Action
<i>INDUSTRIAL RELATIONS MANAGEMENT - Enterprise Bargaining</i>				
1.5	Enterprise Bargaining	The establishment of Victorian Public Service and Victorian Public Sector collective agreements.		
1.5.1	Establishment of Public Service Agreements	The establishment of public service enterprise agreements. Includes the management of negotiations in order to facilitate the development of generic agreements concerning the whole of the public service, individual government agencies and for individual occupations within the Victorian Public Service e.g. ministerial chauffeurs. Negotiations may be with unions or other government departments such as the Department of Treasury and Finance. Includes the drafting of agreements.	Permanent	Retain as State archives
1.5.2	Establishment of Public Sector Agreements	The establishment of agreements concerning employees working for organisations that are considered within the public sector but are not considered within the public service. These include organisations which derive some of their funding from sources other than Government revenue e.g. customer rates. Includes the management of negotiations and the drafting of agreements.	Temporary	Destroy 20 years after agreement expires.
1.6	Workplace Rights Advocacy	Activities designed to promote and facilitate a fairer and more equitable working environment for Victorian workers. Includes the investigation of complaints of illegal, unfair or otherwise inappropriate industrial relations practices as defined by the <i>Workplace Rights Advocate Act 2005</i> . Also		

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Instead agencies **must use PROS 19/08** Retention and Disposal Authority for Records of Organisational Response to Child Sexual Abuse Incidents and Allegations.

Retention and Disposal Authority for Records of the Employment, Investment and Industry Functions

Authority number: PROS 08/04 VAR 3

No	Function/Activity	Description	Status	Disposal Action
<i>INDUSTRIAL RELATIONS MANAGEMENT - Workplace Rights Advocacy</i>				
		includes investigations into the fairness of collective enterprise bargaining agreements and the management of major inquiries into workplace issues by the Workplace Rights Advocate. [For campaigns see the <i>General Retention and Disposal Authority for Records of Common Administrative Functions.</i>]		
1.6.1	Management of Inquiries	The conduct of formal Inquires by the Workplace Rights Advocate into workplace law issues. Includes the establishment of the Inquiry, the receipt and recording of submissions and the final report.	Permanent	Retain as State archives
1.6.2	Major Workplace Rights Investigations	The management of investigations under the <i>Workplace Rights Advocate Act 2005</i> that have public notoriety, establish precedent, raise systemic issues or lead to debate about aspects of the current workplace laws that employees and employers operate under. Includes major investigations relating to cases that are prominent in advertising and media campaigns run by the Office of the Workplace Rights Advocate and other organisations that argue for changes to workplace laws.	Permanent	Retain as State archives
1.6.3	Minor Workplace Rights Investigations	The management of low profile investigations under the <i>Workplace Rights Advocate Act 2005</i> that do not have public notoriety, do not establish precedent, do not raise systemic issues or that do not lead to debate about aspects of the current workplace laws	Temporary	Destroy 7 years after conclusion of investigation.

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Instead agencies **must use PROS 19/08** Retention and Disposal Authority for Records of Organisational Response to Child Sexual Abuse Incidents and Allegations.

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No	Function/Activity	Description	Status	Disposal Action
<i>INDUSTRIAL RELATIONS MANAGEMENT - Workplace Rights Advocacy</i>				
		that employees and employers operate under.		
1.6.4	Fairness Test Assessment of Public Sector Agreements - Summary Management	The summary record of the result of the assessment of public sector agreements by the Workplace Rights Advocate in order to determine whether they meet the Fairness Test as defined by section 13 of the <i>Public Sector (Award Entitlements) Act 2006</i> .	Permanent	Retain as State archives
1.6.5	Fairness Test Assessment of Public Sector Agreements - Assessment	The receipt and assessment of public sector agreements by the Workplace Rights Advocate in order to determine whether they meet the Fairness Test as defined by section 13 of the <i>Public Sector (Award Entitlements) Act 2006</i> . Includes the determination of and comparison against the relevant award.	Temporary	Destroy 7 years after expiry of agreement.
2	SMALL BUSINESS REGULATION AND PROTECTION	<p>The function of regulating and protecting Victorian small businesses through the promotion of a competitive and fair business environment, the investigation of complaints of businesses abusing market power, enforcement of industry codes of practice and ensuring government practices meet the needs of small business.</p> <p>[For marketing campaigns conducted by the Office of the Victorian Small Business Commissioner, see <i>General Retention and Disposal Authority for Records of Common Administrative Functions</i>.]</p> <p>[For the management of enquiries, see <i>General Retention and Disposal Authority for Records of</i></p>		

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No	Function/Activity	Description	Status	Disposal Action
<i>SMALL BUSINESS REGULATION AND PROTECTION</i>				
		<i>Common Administrative Functions.]</i>		
2.1	Investigation and Mediation of Disputes	<p>The investigation and mediation of disputes by the Office of the Victorian Small Business Commissioner in relation to unfair practices that arise under the:</p> <ul style="list-style-type: none"> • <i>Small Business Commissioner Act 2003</i>; • <i>Retail Leases Act 2003</i>; • <i>Owner Drivers and Forestry Contractors Act 2005</i>; and • Any Subsequent acts that authorise the Office of the Victorian Small Business Commissioner to resolve disputes. <p>Includes the receipt and investigation of complaints, the arranging and conducting of mediations, notifications and the preparation for any appearance at the Victorian Civil and Administrative Tribunal (VCAT).</p>	Temporary	Destroy 7 years after conclusion of investigation or mediation or Victorian Civil and Administrative Tribunal appearance.
2.2	Retail Leases - Registrations	The registration of notifications of retail premises leases and renewals under section 84(1)(g) of the <i>Retail Leases Act 2003</i> .	Temporary	Destroy 7 years after expiry of lease.
2.3	Retail Leases - Notifications	The notification by the landlord party of the signing of a retail premises lease or renewal under Section 25 of the <i>Retail Leases Act 2003</i> . Also includes any notifications of leases that have expired.	Temporary	

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Authority number: PROS 08/04 VAR 3

No	Function/Activity	Description	Status	Disposal Action
<i>GRANTS MANAGEMENT</i>				
3	GRANTS MANAGEMENT	<p>The management of all grants to statutory agencies, local councils, community organisations and private and publicly listed businesses. Includes both one-off grants and ongoing programs.</p> <p>[For original grant agreements and project payment schedules see the <i>General Retention and Disposal Authority for Records of Common Administrative Functions.</i>]</p> <p>[For the management of enquiries, see the <i>General Retention and Disposal Authority for Records of Common Administrative Functions.</i>]</p>		
3.1	Grants Summary Management	The summary management of grants. Includes details of who money was issued to and the amount of money granted.	Permanent	Retain as State Archives
3.2	Grants Independent Assessment Panels	<p>The management of Grants Independent Assessment Panels established to evaluate grant applications and provide recommendations regarding their acceptance or rejection Includes the selection and appointment of panel members and the recording of panel meetings.</p> <p>[For Business Program Assessment Committee Meetings, see <i>General Retention and Disposal Authority for Records of Common Administrative Functions.</i>]</p>		

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No	Function/Activity	Description	Status	Disposal Action
<i>GRANTS MANAGEMENT - Grants Independent Assessment Panels</i>				
3.2.1	Grants Independent Assessment Panels - Selection and Appointment	The selection and appointment of members to Grants Independent Assessment Panels.	Temporary	Destroy 7 years after appointment ceases.
3.2.2	Grants Independent Assessment Panels - Meetings	The master set of minutes, agenda, reports, submissions and other meeting papers of Grants Independent Assessment Panels.	Permanent	Retain as State archives
3.3	Grants - Successful and Completed	The management of grants successfully completed. Includes applications, evaluation and approvals, monitoring of grant expenditure, final evaluation and closing reports.	Temporary	Destroy 7 years after completion of funding period and after all reporting obligations have been fulfilled.
3.4	Grants - Unsuccessful or Not Proceeded With	The management of applications for grants that were unsuccessful or were successful but the resulting project was not proceeded with.	Temporary	Destroy 2 years after administrative use has concluded.
3.5	Grants Allocation Procedures	Records documenting grant allocation procedures.	Temporary	Destroy 7 years after procedures superseded.
4	INDUSTRY AND REGIONAL DEVELOPMENT	Activities and processes undertaken with the intention to make Victorian businesses more innovative and internationally competitive; facilitate the growth of industries considered crucial to Victoria's future prosperity, and enhance the prosperity of regional Victoria. Activities include research and planning for the		

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No	Function/Activity	Description	Status	Disposal Action
<i>INDUSTRY AND REGIONAL DEVELOPMENT</i>				
		<p>development of the Victorian economy or individual industries, conducting business assistance projects and the staging of major strategic infrastructure projects that are designed to facilitate a more innovative climate within Victoria.</p> <p>Includes the gathering and promulgation of information designed to assist stakeholders e.g. small businesses, exporters, etc. and the development of training programs allowing stakeholders to improve their knowledge and skills.</p> <p>[For Grants programs, see 3.0.0]</p>		
4.1	Policy Development and Strategic Planning for the Victorian Economy	<p>The development of strategic plans, policies and the provision of high level advice related to Victorian industries and sectors, the adoption of new technologies and the overall Victorian economy. Includes the development of strategic plans for particular Victorian industries e.g. transport or manufacturing or sectors e.g. regional Victoria, tourism or for the whole of Victoria that are designed to make industries more innovative or internationally competitive or to better attract investment.</p> <p>Also includes the development of plans, discussion and research papers of a structural nature that could cover issues such as what industries and technologies should be prioritised, invested in, advocated or adopted to make the Victorian economy more innovative, dynamic and internationally</p>	Permanent	Retain as State Archives

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Retention and Disposal Authority for Records of the Employment, Investment and Industry Functions

Authority number: PROS 08/04 VAR 3

No	Function/Activity	Description	Status	Disposal Action
<i>INDUSTRY AND REGIONAL DEVELOPMENT</i>				
		competitive.		
4.2	Inputs into Policy Development and Strategic Planning for the Victorian Economy	Includes research data that has been analysed and reproduced in reports and working papers. Includes the conduct and results of surveys.	Temporary	Destroy after administrative use has concluded.
4.3	Management of Major Technological and Innovative Projects	Policy and planning relating to projects that set precedents or lead to the development of new technologies or processes or are expected to have a significant impact on the Victorian economy.	Permanent	Retain as State Archives
4.4	Strategic Information Provision	The development of information designed to educate and assist Victorian businesses, industries, sectors or stakeholders of a strategic nature. Information of a strategic nature includes information that might constitute advice or contain recommended course of actions. Includes fact sheets, publications and papers that might supply market intelligence information on particular overseas markets for Victorian exporters. [For the content of training programs, see 4.7.0] [For records related to the production of publications, see the <i>General Retention and Disposal Authority for Records of Common Administrative Functions.</i>]	Temporary	Destroy 7 years after advice is no longer current.
4.5	Non Strategic Information	The development of information designed to educate and assist Victorian businesses, industries, sectors or	Temporary	Destroy 2 years after advice is no longer

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Retention and Disposal Authority for Records of the Employment, Investment and Industry Functions

Authority number: PROS 08/04 VAR 3

No	Function/Activity	Description	Status	Disposal Action
<i>INDUSTRY AND REGIONAL DEVELOPMENT</i>				
	Provision	stakeholders of a non strategic nature. Information of a non strategic nature includes information that would not constitute advice or contain recommended courses of actions. Includes fact sheets and publications about programs, products or options available for them to access.		current.
4.6	Business Support and Development Programs	The establishment and administration of non grants funded projects and programs. Includes programs that might offer specific advice or mentor businesses, or which might facilitate contacts, offer resources or facilities such as overseas office space. Includes programs that assist existing Victorian businesses grow and develop and programs that might assist overseas firms invest and set up business in Victoria. [For grants programs, see 3.0]	Temporary	Destroy 7 years after administrative use has concluded.
4.7	Training Program Development	The development and administration of training programs. Includes programs designed to skill Victorian businesses and individuals and to address skill shortages or to facilitate the entry of individuals or businesses into an industry.	Temporary	Destroy 7 years after conclusion of program.
4.8	Competitions and Awards	The establishment and administration of competitions and awards designed to increase awareness and reward innovation and excellence. Includes Tourism Victoria awards.		
4.8.1	Competitions and	The management of competitions and awards.	Temporary	Destroy 7 years after

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Retention and Disposal Authority for Records of the Employment, Investment and Industry Functions

Authority number: PROS 08/04 VAR 3

No	Function/Activity	Description	Status	Disposal Action
<i>INDUSTRY AND REGIONAL DEVELOPMENT - Competitions and Awards</i>				
	Awards - Management	Includes the activities of setting up and judging the competition or award, and obtaining prizes.		date of final award.
4.8.2	Competitions and Awards - Successful Nominations, Entries and Submissions	The activity of nominating and making submissions by or on behalf of people for awards, prizes and scholarships that are successful. Includes entries for prizes.	Temporary	Destroy 7 years after date of competition.
4.8.3	Competitions and Awards - Unsuccessful Nominations, Entries and Submissions	The activity of nominating and making submissions by or on behalf of people for awards, prizes and scholarships that are unsuccessful.	Temporary	Destroy 2 years after date of competition.
4.9	Establishment of Companies	The setup and registration of companies within Australia and overseas for purposes of conducting affairs in foreign countries. Includes records related to the registration of companies and ongoing transactions with regulatory and registration bodies.	Temporary	Destroy 7 years after company is wound up.
4.10	Funding	The provision of funding other than grants or sponsorships to organisations, projects or events which supplements their core revenue source. For example, funding may be provided in the form of a subsidy. Includes any reporting to which the terms of the funding were subject to. [For grants management see 3.0.0] [For sponsorship, see the <i>General Retention and Disposal Authority for Records of Common</i>	Temporary	Destroy 7 years after funding period ceases and all reporting obligations have been completed.

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Retention and Disposal Authority for Records of the Employment, Investment and Industry Functions

Authority number: PROS 08/04 VAR 3

No	Function/Activity	Description	Status	Disposal Action
<i>TOURISM MANAGEMENT</i>				
		<i>Administrative Functions.]</i>		
5	TOURISM MANAGEMENT	<p>The development of campaigns and products and the staging of activities designed to promote Victoria as a tourist destination to interstate and overseas visitors. Includes campaigns that promote Melbourne and regional tourist attractions, and to attract people to Victoria. Also includes the development of products that aim to attract people to Victoria in connection with events occurring and activities such as familiarisations that facilitate publicity for Victoria in overseas media. Also includes support given to tourist attractions and projects and the management of negotiations with airlines to facilitate a greater air presence in and out of Melbourne.</p> <p>[For Tourism Industry plans, see 4.0.0]</p> <p>[For the conducting of tourism awards, see 4.8.0.]</p> <p>[For advisory committees and boards, the management of enquiries and the participation in tourism trade events, see the <i>General Retention and Disposal Authority for Records of Common Administrative Functions.</i>]</p>		
5.1	Tourism Campaigns - Brief and Final Design	<p>The brief and final design of major tourism campaigns designed to promote Melbourne and Victoria as a tourist destination to interstate and overseas audiences. Includes campaigns concerning regional Victorian destinations and regional Victoria</p>	Permanent	Retain as State Archives

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Retention and Disposal Authority for Records of the Employment, Investment and Industry Functions

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No	Function/Activity	Description	Status	Disposal Action
<i>TOURISM MANAGEMENT</i>				
		in general or for particular tourist industries e.g. alpine industry, product sectors and niche industries e.g. arts and culture. Also includes the brief and final design of major tourism campaigns that aim to attract visitors to Victoria for individual events such as sporting or cultural events or music festivals. Also includes campaigns where Victoria hopes to leverage tourists from events held outside Victoria.		
5.2	Tourism Campaigns - Planning and Administration	Records relating to the planning and administration of tourism campaigns. Includes liaison about the design and development of campaign materials, what forms of media the campaign should be conducted through and other administrative activities relating to the delivery of any campaign.	Temporary	Destroy 7 years after conclusion of campaign.
5.3	Tourism Product Development	The development and management of packaged tourism products in conjunction with industry and operator contacts. These products are often developed in connection with events such as sporting or cultural events e.g. Australian Open Tennis, Spring Racing Carnival, the Comedy Festival or Flower and Garden Show. The can also be aimed at particular groups of travellers such as backpackers.	Temporary	Destroy 7 years after administrative use has concluded.
5.4	Tourism Product Familiarisations	The planning and management of tourism product familiarisations. Includes itineraries, permits, media releases, articles and newspaper editorials.	Temporary	Destroy 7 years after administrative use has concluded.

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Retention and Disposal Authority for Records of the Employment, Investment and Industry Functions

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No	Function/Activity	Description	Status	Disposal Action
<i>TOURISM MANAGEMENT</i>				
5.5	Tourism - Support and Development	The provision of advice and assistance to industries and projects that affect tourism. Includes advice and assistance in order to facilitate infrastructure projects that will attract tourists to Melbourne and regional Victoria. Infrastructure projects might constitute (but are not limited to) the building or upgrade of tourist attractions or tourist facilities such as hotels. Advice and assistance might be to (but are not limited to) developers, industries, shire councils and assistance might take the form of helping negotiate permits or helping conduct feasibility or economic impact studies.	Temporary	Destroy 15 years after administrative use has concluded.
5.6	Management of Aviation Negotiations	The management of negotiations with airlines to facilitate a greater airline presence in Victoria and increased air services in and out of Victorian airports. Includes negotiations with carriers that already offer services to and from Victorian airports to convince them to maintain or increase their services, or negotiations to convince carriers to offer flights in and out of Victoria for the first time. Includes the development of promotional reports for airlines and ad hoc aviation projects to help support the Victorian airport business cases.	Temporary	Destroy 15 years after arrangements cease.

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