

Retention and Disposal Authority for Administrative Records of National Bodies

Authority number: PROS 13/07 VAR 2



PROS 13/07 VAR 2

**Retention and Disposal Authority for
Administrative Records of National Bodies**

Issued Date: 02/09/2019

Retention and Disposal Authority for Administrative Records of National Bodies

Authority number: PROS 13/07 VAR 2

Variation 1

Public Records Act 1973 (Section 12)

Retention & Disposal Authority for Administrative Records of National Bodies (PROS 13/07)

In accordance with section 12 of the Public Records Act 1973 (as amended), I hereby vary the Standard applying to Administrative Records of National Bodies, issued as Public Record Office Standard (PROS 13/07) on 19/12/2013, as follows:

- Inclusion of cross references to classes 6.1.2 & 6.1.9
- Inclusion of the following new classes:

Class No	Description	Disposal Action
6.1.19	<i>Cardholder data</i> - Records containing cardholder data captured as part of an electronic financial transaction including information printed, processed, transmitted or stored in any form on a payment card.	Temporary Destroy 3 months after last business, legal and/or regulatory action.
6.1.20	<i>Sensitive authentication data</i> - Records containing sensitive cardholder authentication data captured as part of an electronic financial transaction.	Temporary Destroy after action completed.

This Variation shall have effect from its date of issue.

[Signed]

Justine Heazlewood Director and Keeper of Public Records

Date of issue: 02/02/2015

Retention and Disposal Authority for Administrative Records of National Bodies

Authority number: PROS 13/07 VAR 2

Variation 2

Public Records Act 1973 (Section 12)

Retention & Disposal Authority for Administrative Records of National Bodies (PROS 13/07)

In accordance with section 12 of the Public Records Act 1973 (as amended), I hereby vary the Standard applying to Administrative Records of National Bodies, issued as Public Record Office Standard (PROS 13/07) on 19/12/2013, 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 Administrative Records of National Bodies

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Retention and Disposal Authority for Administrative Records of National Bodies

Authority number: PROS 13/07 VAR 2

Retention and Disposal Authority for Administrative Records of National Bodies

Retention and Disposal Authority No	PROS 13/07 VAR 2
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Scope	<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	02/09/2019
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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

Background and Scope

The CAARA GDA for Administrative Records was developed by the CAARA National Bodies Working Group in accordance with CAARA Policy 11 – Guidelines for the Treatment of Records of Inter-Governmental Agencies. It provides agreed and consistent retention and disposal requirements across all Australian States and Territories for the records of common administrative functions that may be performed by national bodies.

National bodies are established under national schemes where Constitutional powers rest with States and Territories, and not the Commonwealth, and where the bodies concerned are not otherwise Commonwealth bodies.

Records created by national bodies' predecessor agencies are not covered by this Authority. Records of common administrative functions created by predecessor agencies that are subject to the Public Records Act 1973 must be disposed of in accordance with PROS 07/01 General Disposal Authority for Records of Common Administrative Functions.

This Authority does not authorise the disposal of records of functions that are unique to a body (s). Records of functions that are unique should be covered separately by a function or sector specific 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*.

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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.

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.

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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 administrative records of bodies established under national schemes where Constitutional powers rest with States and Territories, and not the Commonwealth, and where the bodies concerned are not otherwise Commonwealth bodies

This standard as varied or amended from time to time, shall have effect from the date of issue unless revoked.

[signed]

Justine Heazlewood, Director & Keeper of Public Records

Date of Issue: 19/12/2013

Acknowledgements

The General Retention and Disposal Authority for Administrative Records is aligned with Keyword AAA, a functional classification scheme developed by the State Records Authority of New South Wales. State Records NSW gave permission for Keyword AAA to be used in this authority. PROV thanks State Records NSW for this permission.

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No	Function/Activity	Description	Status	Disposal Action
1	BOARDS AND COMMITTEES	The function of establishing and administering boards, committees or similar groups.		
1.1	Boards or major committees	Records of boards or major internal, external or inter-agency committees, or similar groups which the agency manages and/or which determine strategic and core policy and/or which implement major programs or initiatives. For example, an internal committee formed to oversee the development and management of a core function or major program or an external committee managed by the agency and/or where the agency provides key input due to their expertise. Includes agendas, minutes and related papers, excluding working papers.	Permanent	Retain as State Archives
1.2	Committees - minor	Records of internal, external or inter-agency committees, which are of minor significance or where the agency has only minor input. For example, an internal committee formed for operational purposes or an inter-agency committee where the agency does not provide the secretariat and only provides limited input because it is not a core function or area of expertise. Includes agendas, minutes and related papers, excluding working papers.	Temporary	Destroy 5 years after committee has ceased.
1.3	Boards or committees - appointment of members for boards or major committees	Correspondence relating to the appointment of external and internal board or committee members, including conditions of appointments and entitlements.	Permanent	Retain as State Archives

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Retention and Disposal Authority for Administrative Records of National Bodies

Authority number: PROS 13/07 VAR 2

No	Function/Activity	Description	Status	Disposal Action
<i>BOARDS AND COMMITTEES</i>				
1.4	Committees - appointment of members for minor committee	Correspondence relating to the appointment of external and internal board or committee members, including conditions of appointments and entitlements.	Temporary	Destroy 5 years after action completed.
1.5	Boards or committees - administrative arrangements	Records of administrative arrangements for external and internal board or committee meetings.	Temporary	Destroy 2 years after action completed.
1.6	Boards or committees - working papers	Working papers for external and internal committees.	Temporary	Destroy 6 months after action completed.
2	COMMUNITY RELATIONS	The function of establishing rapport with the community and raising and maintaining the organisation's broad public profile. Includes marketing, advertising, media liaison, exhibitions, celebrations, ceremonies, speeches, official representation at functions and participation in community activities. Also includes relationships with professional bodies and industry, the management of customer services, handling reactions to those services, customer consultation and feedback.		
2.1	Addresses (presentations)	The activity of giving addresses for community relations purposes.		
2.1.1	Addresses	Records of addresses and presentations given at	Permanent	Retain as State archives

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Authority number: PROS 13/07 VAR 2

No	Function/Activity	Description	Status	Disposal Action
<i>COMMUNITY RELATIONS - Addresses (presentations)</i>				
	(presentations) - major	major state occasions, on matters of substantial public interest and debate or by agency representatives at significant events such as conferences or professional association seminars. Excludes presentations at staff training seminars, workshops, etc, for which see STAFF DEVELOPMENT - Addresses (presentations) .		
2.1.2	Addresses (presentations) - minor	Records relating to other addresses and presentations, e.g. for routine promotion of agency services or marketing products.	Temporary	Destroy 2 years after action completed.
2.2	ARRANGEMENTS	The activities involved in arranging for a journey or trip. Includes preparing travel itineraries, authorisations, entitlements etc. Also includes arrangements made for the delivery of equipment or goods and the usage made of facilities, vehicles, equipment and space.		
2.2.1	Arrangements for supporting community relations activities	Records relating to arrangements made to support community relations activities. Includes arrangements for catering, invitations, venue and entertainment or speakers organised or paid by the agency. Excludes financial or procurement records for which see FINANCIAL MANAGEMENT .	Temporary	Destroy 2 years after action completed.
2.3	CELEBRATIONS, CEREMONIES AND FUNCTIONS	The activities associated with arranging and managing festivities such as launches, closures. Also includes attendance at non-agency functions.		

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No	Function/Activity	Description	Status	Disposal Action
<i>COMMUNITY RELATIONS - CELEBRATIONS, CEREMONIES AND FUNCTIONS</i>				
2.3.1	Agency celebrations, ceremonies and functions - major	Records relating to celebrations, ceremonies and functions which are organised by the agency and are of significance to it. For example, those organised to mark major events, anniversaries, opening of landmark structures or major client facilities or other major buildings, launch of innovative or new programs, etc.	Permanent	Retain as State archives
2.3.2	Agency celebrations, ceremonies and functions - minor	Records relating to celebrations, ceremonies or functions which are organised by the agency but are of minor significance to it. For example, routine functions (such as end of year celebrations) which are organised to strengthen relationships with particular community or interest groups.	Temporary	Destroy 5 years after action completed.
2.3.3	Non agency celebrations, ceremonies and functions	Invitations to, arrangements for attendance at, and general information relating to functions organised by another agency or organisation. Excludes financial records for which see FINANCIAL MANAGEMENT .	Temporary	Destroy 3 months after action completed.
2.4	COMPLIANCE	For compliance in relation to Information Management, such as Right to Information, Freedom of Information or Privacy legislation - See INFORMATION MANAGEMENT - Compliance . For compliance in relation to Financial Management See - FINANCIAL MANAGEMENT - Compliance . For compliance with other mandatory or optional accountability, legal, regulatory or quality standards		

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No	Function/Activity	Description	Status	Disposal Action
<i>COMMUNITY RELATIONS - CONFERENCES</i>				
		- See STRATEGIC MANAGEMENT - Compliance. For compliance in relation to Workplace Health and Safety - See WORKPLACE HEALTH AND SAFETY - Compliance.		
2.5	CONFERENCES	The activities involved in arranging conferences or seminars. Includes management of registrations for participants, publicity and evaluations by participants.		
2.5.1	Agency conferences - major	Master sets of transcripts of proceedings and reports of major conferences organised by the agency.	Permanent	Retain as State archives
2.5.2	External conferences - agency presentations	Records relating to speeches, presentations, etc., made by agency representatives at external conferences.	Temporary	Destroy 5 years after action completed.
2.5.3	Agency conferences - minor	Master sets of transcripts of proceedings and reports of conferences organised by the agency not covered under reference number 2.5.1.	Temporary	Destroy 2 years after action completed.
2.5.4	Agency and external conferences - arrangements	Records of proceedings of conferences and arrangements to attend conferences.	Temporary	Destroy 2 years after action completed.
2.6	CUSTOMER SERVICE	The activities associated with the planning, monitoring and evaluation of customer services provided to clients by the agency.		

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No	Function/Activity	Description	Status	Disposal Action
<i>COMMUNITY RELATIONS - CUSTOMER SERVICE</i>				
2.6.1		Records relating to the development, management and monitoring of specialised customer services, e.g. help/information desks, websites, interpreters, facilities for disabled customers, changes to opening hours, outreach services, etc. Includes records relating to the development and implementation of quality management practices relating to customer needs.	Temporary	Destroy 5 years after action completed.
2.7	DONATIONS	The activities associated with managing money, items, artefacts or property donated or bequeathed to the agency, or by the agency to charities, etc. Includes managing unsolicited donations.		
2.7.1	Gifts and bequests - major	Records of gifts, donations or bequests made to or by the agency which are of: <ul style="list-style-type: none"> • State or Territory significance • long-term value, or • significant public interest. See FINANCIAL MANAGEMENT reference number 6.14.1 for records relating to financial transactions involving gifts and benefits.	Permanent	Retain as State archives
2.7.2	Gifts and bequests - other and refused	Records relating to gifts, donations or bequests made to or by the agency, which are not covered under reference number 2.6.1 or which were refused. See FINANCIAL MANAGEMENT reference number	Temporary	Destroy 7 years after action completed or until terms of the donation or gift have

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No	Function/Activity	Description	Status	Disposal Action
<i>COMMUNITY RELATIONS - ENQUIRIES AND PUBLIC REACTION</i>				
		6.14.1 for records relating to financial transactions involving gifts and benefits.		been fulfilled.
2.8	ENQUIRIES AND PUBLIC REACTION	The process of handling enquiries and public reaction to an organisation's core functions, policies or services. Includes correspondence of congratulations or appreciation, complaints and suggestions from members of the public or clients of the agency. Includes anonymous letters.		
2.8.1	Enquiries, complaints and suggestions - policy significance	Records relating to the management of enquiries, client complaints or suggestions resulting in a reversal of a government decision or changes to government or agency policy, procedures or direction.	Permanent	Retain as State archives
2.8.2	Registers	Enquiries, complaint, compliment or suggestion registers.	Temporary	Destroy 8 years after action completed.
2.8.3	Enquiries - legal significance	Records relating to provision of detailed information or advice to clients which may have legal significance.	Temporary	Destroy 8 years after action completed.
2.8.4	Enquiries, complaints and suggestions - not of policy or legal significance	Records relating to client enquiries, complaints or suggestions which do not have a major impact on the direction, policy or procedures of the agency and the provision of other information to clients, including the provision of information about routine and general matters; hours of operation, change of address, etc.	Temporary	Destroy 2 years after action completed.

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No	Function/Activity	Description	Status	Disposal Action
<i>COMMUNITY RELATIONS - EXHIBITIONS</i>				
2.9	EXHIBITIONS	The activities associated with using agency material in mounting displays for the purpose of informing or educating the viewer, or promoting the activities, services, projects or programs of the agency. Includes displays produced for open days and trade fairs.		
2.9.1	Exhibitions organised by agency or with input from agency - major	Film, video or photographic record of displays and exhibitions of major significance to the State, including associated paper-based material such as catalogues, brochures, posters. For example, exhibition documenting changes over time to major government policies and directions.	Permanent	Retain as State archives
2.9.2	Exhibitions organised by agency or with input from agency - minor	Film, video or photographic record of displays and exhibitions not of major significance to the State, including associated paper-based material. For example, exhibitions in agency foyer promoting routine agency programs.	Temporary	Destroy 5 years after action completed.
2.9.3	Exhibitions with no input from agency	Invitations and publicity material relating to displays and exhibitions organised by other agencies.	Temporary	Destroy 3 months after action completed.
2.10	GREETINGS	The activities associated with preparing, sending and receiving letters of appreciation or condolence.		
2.10.1	Greetings - preparation and sending	Records relating to the preparation and sending of greetings. Also includes greetings received by the agency.	Temporary	Destroy 2 years after action completed.

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No	Function/Activity	Description	Status	Disposal Action
<i>COMMUNITY RELATIONS - GREETINGS</i>				
2.10.2	Greetings - address lists	Address lists kept for sending of greetings.	Temporary	Destroy 3 months after action completed.
2.11	HONOURS, AWARDS AND PRIZES	The activities associated with receiving and giving honours, awards and prizes.		
2.11.1	Honours, awards and prizes - sponsored by agency	Records relating to an award, prize or reward sponsored by the agency, including sponsorships administered by the agency.	Temporary	Destroy 7 years after action completed.
2.11.2	Invitations to sponsor, judge or nominate honours, awards or prizes not sponsored by agency	Records relating to invitations to sponsor, judge or nominate for awards or prizes.	Temporary	Destroy 6 months after action completed.
2.12	LIASON	The activities associated with maintaining regular general contact between the agency and professional associations, professionals in related fields, private sector organisations and community groups. Includes sharing informal advice and discussions, membership of professional associations and collaborating on projects.		
2.12.1	Contact with lobbyists	Records documenting contact between the public authority and registered lobbyists. Records may include, but are not limited to: <ul style="list-style-type: none"> • records of telephone, email or written contact 	Temporary	Destroy 10 years after action completed.

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No	Function/Activity	Description	Status	Disposal Action
<i>COMMUNITY RELATIONS - LIASON</i>				
		<ul style="list-style-type: none"> • meeting reports • entries in a contact register (including name of lobbyist, date of contact, issue discussed, actions or outcomes, contact person in public authority). 		
2.12.2	Liaison and collaboration with groups and associations	Records relating to liaison with community groups and professional associations, including collaboration on projects.	Temporary	Destroy 7 years after action completed.
2.12.3	Memberships - arrangements for joining	Records relating to arrangements for memberships in business, professional, social or sporting clubs and associations.	Temporary	Destroy 5 years after action completed.
2.12.4	Memberships - invitations and promotional material	Invitations to join, brochures and similar promotional material.	Temporary	Destroy 6 months after action completed.
2.13	MARKETING	The process of analysing, creating and selling products and services. Includes market research, sales forecasting, advertising, media releases, promotion, pricing and product evaluation.		
2.13.1	Marketing plans and strategies	Marketing plans and strategies developed to promote the agency's image or activities.	Permanent	Retain as State archives
2.13.2	Marketing materials -	Master set of materials, including brochures, posters, images, videos and film, developed to promote	Permanent	Retain as State archives

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No	Function/Activity	Description	Status	Disposal Action
<i>COMMUNITY RELATIONS - MARKETING</i>				
	major	significant agency achievements or activities, where they have not been deposited with a National or State Library.		
2.13.3	Marketing materials - minor	Materials, including brochures, posters, images, videos and film, developed to promote routine services, operations or activities of the agency.	Temporary	Destroy 5 years after action completed.
2.13.4	Publicity	Records relating to achieving publicity for events or services organised by the agency.	Temporary	Destroy 2 years after action completed.
2.13.5	Advertisements	Records of advertisements not forming part of other classes of records (e.g. copies of advertisements not on a relevant recruitment, tender and contract or program promotion file).	Temporary	Destroy 2 years after action completed.
2.14	MEDIA RELATIONS	The activities associated with establishing a relationship between the media and an agency. Includes cultivating media contacts, coordinating access to the media, authorising and issuing press releases and briefings, and organising media interviews.		
2.14.1	Media releases	Master set of agency media releases.	Permanent	Retain as State archives
2.14.2	Media articles	Master set of media articles relating to agency and / or its activities - if created or collected. For example, includes press cutting book. Excludes media monitors.	Permanent	Retain as State archives

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No	Function/Activity	Description	Status	Disposal Action
<i>COMMUNITY RELATIONS - MEETINGS</i>				
2.15	MEETINGS	See STRATEGIC MANAGEMENT - Meetings		
2.16	PUBLIC REACTION	See COMMUNITY RELATIONS - Enquiries and Public Reaction		
2.17	REPORTING	The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of the results of their examination or investigation. Includes agenda, briefing, business, discussion papers, proposals, reports, reviews and returns.		
2.17.1	Reporting - major	Major non-routine reports on the agencies community relations strategies, directions, policies and programs.	Permanent	Retain as State archives
2.17.2	Reporting - minor	Minor or routine reports on the agencies community relations activities.	Temporary	Destroy 2 years after action completed.
2.18	REPRESENTATIVES	The activities associated with the nomination, appointment or resignation of individuals or groups of personnel appointed by the organisation or their co-workers as official representatives to organisations, offices, unions, workers participation committees, councils or groups. Includes organisational legal representatives.		

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No	Function/Activity	Description	Status	Disposal Action
<i>COMMUNITY RELATIONS - REPRESENTATIVES</i>				
2.18.1	Agency representatives	Records relating to the nominations, appointment and resignation of agency representatives.	Temporary	Destroy 2 years after action completed.
2.19	RESEARCH	The activities involved in investigating or enquiring into a subject or area of interest in order to discover facts, principles etc. Used to support the development of projects, standards, guidelines etc., and the business activities of the organisation in general. Includes following up enquiries relating to organisational programs, projects, working papers, literature searches etc.		
2.19.1	Agency research reports and surveys	Records documenting research into all aspects of community relations needs, satisfactions and dissatisfactions, agency progress in delivering desired outcomes. For example, surveys conducted by the agency of client satisfaction and needs, including arrangements for the collection, collation and distribution of relevant information.	Temporary	Destroy 5 years after action completed.
2.19.2	External research reports and surveys	Records relating to the provision of information for research conducted by other organisations. For example, through responding to a survey.	Temporary	Destroy 2 years after action completed.
2.20	VISITS	The activities involved in arranging visits by other organisations, the public and students to the agency, with a view to inform, educate or promote the services, operation and role of the organisation. Includes arranging visits by staff to other		

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No	Function/Activity	Description	Status	Disposal Action
<i>COMMUNITY RELATIONS - VISITS</i>				
		organisations.		
2.20.1	Visits to agency by dignitaries or official major delegations	Records documenting visits to the agency by dignitaries or official major delegations from non-government organisations. For example, the head of a multinational company or international aid organisation visiting to view agency programs.	Permanent	Retain as State archives
2.20.2	Visits to agency by others or by agency representatives	Records relating to visits to the agency by the members of the public and people from non-government organisations and by agency staff to community and non-government organisations.	Temporary	Destroy 2 years after action completed.
3	COMPENSATION	The function of providing compensation to personnel and visitors injured while proceeding to or from work, during work hours or on the organisation's premises. Includes the rehabilitation of injured workers and compensation for damage to property where such damage is claimed as the organisations responsibility.		
3.1	ACCIDENTS	See WORKPLACE HEALTH AND SAFETY reference number 17.1.0. for records relating to Accidents and Incidents.		
3.2	ADVICE	The activities associated with offering opinions by or to the organisation as to an action or judgement. Includes the process of advising.		

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No	Function/Activity	Description	Status	Disposal Action
<i>COMPENSATION - ADVICE</i>				
3.2.1		Records relating to the provision of high level advice, e.g. to Minister or Chief Executive, relating to substantive aspects of agency compensation policies, procedures, functions, obligations and liabilities.	Permanent	Retain as State archives
3.2.2		Records relating to the provision of routine advice dealing with compensation issues.	Temporary	Destroy 8 years after action completed.
3.3	AGREEMENTS	The processes associated with the establishment, maintenance, review and negotiation of agreements.		
3.3.1		Records relating to compensation agreements under seal.	Temporary	Destroy 21 years after action completed.
3.3.2		Records relating to compensation agreements not under seal.	Temporary	Destroy 8 years after action completed.
3.4	CLAIMS	The process of administering and managing payments in accordance with an insurance policy as compensation for injury, death, or denial of rights of a person or damage or destruction of property. Includes disputes over rights and ownership, and recompense sought for stolen or lost property.		
3.4.1		Register of claims relating to insurance and compensation.	Temporary	Destroy 75 years after last entry.
3.4.2	Workers	Case files containing reports, correspondence and other information relating to incidents reported to the	Permanent	Destroy 7 years after Retain for 75 years

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<i>COMPENSATION - CLAIMS</i>				
	compensation claims	appropriate workers compensation authority for the jurisdiction in which the claim occurred, that may or may not result in a claim for compensation.		from date of birth or 7 years from date of separation, or resignation, whichever is later, then destroy.
3.4.3		Records relating to the management of compensation claims for personal injury made by or on behalf of visitors to agencies. Includes volunteers and work experience students.	Permanent	Destroy 7 years after Retain until person turns 25 years, or 7 years after action completed, whichever is later, then destroy.
3.4.4		Records relating to the management of compensation claims for loss or damage to property made by agency staff, volunteers or visitors.	Temporary	Destroy 7 years after action completed.
3.5	COMMITTEES	See BOARDS AND COMMITTEES		
3.6	COMPLIANCE	For compliance in relation to Information Management, such as Right to Information, Freedom of Information or Privacy legislation - See INFORMATION MANAGEMENT - Compliance For compliance in relation to Financial Management - See FINANCIAL MANAGEMENT - Compliance For compliance with other mandatory or optional accountability, legal, regulatory or quality standards - See STRATEGIC MANAGEMENT Compliance		

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No	Function/Activity	Description	Status	Disposal Action
<i>COMPENSATION - INSURANCE</i>				
		For compliance in relation to Workplace Health and Safety - See WORKPLACE HEALTH AND SAFETY - Compliance		
3.7	INSURANCE	The process of taking out premiums to cover loss or damage to property or premises, and to cover customers and staff against injury or death resulting from incidents on the organisation's premises or whilst engaged during employment.		
3.7.1		Insurance policy register.	Temporary	Destroy 7 years after expiry or cancellation of last policy.
3.7.2		Insurance policy documents (including renewals and associated correspondence) covering loss or damage to property.	Temporary	Destroy 7 years after expiry or cancellation of last policy.
3.7.3		Insurance policy documents (including renewals and associated correspondence) covering agency staff, volunteers, clients or visitors against injury or death resulting from accidents or incidents on the agency's premises.	Temporary	Destroy 30 years after term of insurance policy expires.
3.8	MEETINGS	See STRATEGIC MANAGEMENT - Meetings		
3.9	PAYMENTS	The activities involved in the preparation and payment of money, except in cases of payment of membership fees and subscriptions to journals etc.		

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<i>COMPENSATION - PAYMENTS</i>				
		Includes payment of staff expenses in attending public service interviews etc.		
3.9.1		Records relating to payments of money including claims, approvals and other supporting documentation. Includes ex-gratia payments.	Temporary	Destroy 7 years after action completed.
3.10	POLICY	See STRATEGIC MANAGEMENT - Policy		
3.11	REHABILITATION	The process of managing programs designed to restore the injured worker to the fullest physical, psychological, social, vocational and economic usefulness of which they are capable - consistent with pre-injury status. Includes early intervention with appropriate, adequate and timely services through the use of a Rehabilitation Coordinator.		
3.11.1		Rehabilitation case management files/records maintained in the agency.	Permanent	Destroy 7 years after Retain for 75 years from date of birth or 7 years from date of separation, or resignation, whichever is later, then destroy.
4	EQUIPMENT AND STORES	The function associated with the acquisition, supply, maintenance, repair and disposal of equipment and stores stocked and used by the organisation. Items of equipment include instruments, implements, tools,		

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No	Function/Activity	Description	Status	Disposal Action
<i>EQUIPMENT AND STORES - ACQUISITION AND DISPOSAL</i>				
		<p>machines, plant, telephones, furniture and furnishings. Stores include chemicals, hardware (other than IT), homeware items, kitchen/cleaning items, medical supplies and stationery.</p> <p>See section 6 - FINANCIAL MANAGEMENT for all financial records relating to the acquisition, maintenance, evaluation and disposal of equipment and stores.</p> <p>See section 6.12.0 for contracts and section 6.30.0 for tendering records relating to the procurement of equipment and stores.</p>		
4.1	ACQUISITION AND DISPOSAL	<p>The process of gaining ownership or use of equipment and stores as well as the process of disposing of equipment and stores no longer required by the agency, by sale, transfer, termination of lease, auction, donation or destruction.</p> <p>See FINANCIAL MANAGEMENT, class 6.6.1 for the register of equipment acquired/Asset Register.</p>		
4.1.1		<p>Non-financial records relating to the acquisition, lease and installation of equipment that contains hazardous materials, such as asbestos. Also includes non-financial records relating to the disposal of equipment and stores, including records of exchange, sale or loan.</p> <p>Records may include, but are not limited to:</p>	Temporary	Destroy 100 years after action completed.

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Retention and Disposal Authority for Administrative Records of National Bodies

Authority number: PROS 13/07 VAR 2

No	Function/Activity	Description	Status	Disposal Action
<i>EQUIPMENT AND STORES - ACQUISITION AND DISPOSAL</i>				
		<ul style="list-style-type: none"> • proof of ownership records • warranty documents. 		
4.1.2		<p>Non-financial records relating to the acquisition, lease and installation of equipment that does not contain hazardous materials, such as asbestos. Also includes non-financial records relating to the disposal of equipment and stores, including records of exchange, sale or loan.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • proof of ownership records • warranty documents. 	Temporary	Destroy 7 years after disposal of equipment.
4.1.3		Non-financial records relating to the acquisition of stores.	Temporary	Destroy 2 years after action completed.
4.1.4		<p>Operating manuals or instructions developed by the agency for operation of all forms of equipment.</p> <p>See EPHEMERAL DOCUMENTS AND RECORDS for manuals supplied to the agency.</p>	Temporary	Destroy 1 year after equipment is disposed of.
4.2	AUDIT	See STRATEGIC MANAGEMENT - Audit		
4.3	COMPLIANCE	For compliance in relation to Information Management, such as Right to Information, Freedom of Information or Privacy legislation - See INFORMATION MANAGEMENT - Compliance		

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No	Function/Activity	Description	Status	Disposal Action
<i>EQUIPMENT AND STORES - CONTRACTING-OUT</i>				
		For compliance in relation to Financial Management - See FINANCIAL MANAGEMENT - Compliance For compliance with other mandatory or optional accountability, legal, regulatory or quality standards - See STRATEGIC MANAGEMENT Compliance For compliance in relation to Workplace Health and Safety - See WORKPLACE HEALTH AND SAFETY - Compliance		
4.4	CONTRACTING-OUT	See FINANCIAL MANAGEMENT - Contracting-Out		
4.5	DELIVERY AND DISTRIBUTION	The activities involved in the delivery and distribution of equipment and stores.		
4.5.1		Records relating to the installation and use of items of equipment, including log books, booking forms, etc that contain hazardous material, such as asbestos.	Temporary	Destroy 100 years after action completed.
4.5.2		Records relating to the installation and use of items of equipment, including log books, booking forms, etc that do not contain hazardous material, such as asbestos.	Temporary	Destroy 7 years after action completed.
4.5.3		Records relating to the delivery, allocation and distribution of equipment and stores.	Temporary	Destroy 2 years after action completed.

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Authority number: PROS 13/07 VAR 2

No	Function/Activity	Description	Status	Disposal Action
<i>EQUIPMENT AND STORES - DESIGN</i>				
4.6	DESIGN	The activities involved in the design of agency-specific equipment and stores.		
4.6.1	Uniforms	Records relating to the design of uniforms or corporate wardrobe developed specifically for the agency and/or reflecting agency functions.	Temporary	Destroy 5 years after action completed.
4.7	DISPOSAL	See EQUIPMENT AND STORES reference number 4.1.0 for records relating to the acquisition and disposal of equipment and stores.		
4.8	INSTALLATION AND USE	See PROPERTY MANAGEMENT - Installation		
4.9	INVENTORY	See EQUIPMENT AND STORES reference number 4.17.1 for records relating to stocktake.		
4.10	LEASING	The activities involved in leasing items, equipment, accommodation, premises or real estate from another organisation.		
4.10.1		Records relating to equipment leasing documents, including special leases, sub-leases, licences and other registered documents where agreements are under seal.	Temporary	Destroy 21 years after action completed.
4.10.2		Records relating to equipment leasing documents, including special leases, sub-leases, licences and other registered documents where agreements are	Temporary	Destroy 8 years after action completed.

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No	Function/Activity	Description	Status	Disposal Action
<i>EQUIPMENT AND STORES - LEASING-OUT</i>				
		not under seal.		
4.11	LEASING-OUT	The activities involved in leasing-out items, equipment, accommodation, premises or real estate to another organisation or person for a specified period and agreed price. Includes the formal documentation setting out conditions, rights, responsibilities etc of both parties. Also includes subleasing.		
4.11.1		Records relating to loan, lease or hire of equipment to other agencies.	Permanent	Destroy 5 years after Retain for 1 year after return of equipment or, in cases where equipment is not returned, 5 years after action completed, then destroy.
4.12	MAINTENANCE	The activities associated with the upkeep, repair, servicing, modification and preservation of internal/external condition of equipment. See EQUIPMENT AND STORES 4.1.0 for records relating to the acquisition of equipment and stores.		
4.12.1		Records relating to the maintenance of equipment that contains hazardous material, such as asbestos.	Temporary	Destroy 100 years after equipment installed.
4.12.2		Records relating to the maintenance of equipment	Temporary	Destroy 7 years after

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No	Function/Activity	Description	Status	Disposal Action
<i>EQUIPMENT AND STORES - MAINTENANCE</i>				
		that does not contain hazardous material, such as asbestos.		action completed.
4.12.3		Records relating to programming and forward planning proposals for equipment maintenance.	Temporary	Destroy 5 years after action completed.
4.12.4		Records relating to the selection of storage areas for agency equipment and stores.	Temporary	Destroy 2 years after action completed.
4.13	MEETINGS	See STRATEGIC MANAGEMENT - Meetings		
4.14	POLICY	See STRATEGIC MANAGEMENT - Policy		
4.15	PROCEDURES	See STRATEGIC MANAGEMENT - Procedures		
4.16	REVIEWING	See STRATEGIC MANAGEMENT - Reviewing		
4.17	STOCKTAKE	The activities associated with the examination, counting and valuing goods in the agency with the view to reassessing the need for replacing those goods, and to identify missing items and determine the condition of the existing items.		
4.17.1		Records relating to the inventory and stocktake of equipment and stores.	Temporary	Destroy 3 years after action completed.
4.18	TENDERING	See FINANCIAL MANAGEMENT - Tendering		
5	ESTABLISHMENT	The function of establishing and changing the		

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Retention and Disposal Authority for Administrative Records of National Bodies

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No	Function/Activity	Description	Status	Disposal Action
<i>ESTABLISHMENT - COMMITTEES</i>				
		organisational structure through establishing and reviewing positions. Includes classification and grading of positions and the preparation of organisational charts.		
5.1	COMMITTEES	See BOARDS AND COMMITTEES		
5.2	COMPLIANCE	<p>For compliance in relation to Information Management, such as Right to Information, Freedom of Information or Privacy legislation - See INFORMATION MANAGEMENT - Compliance.</p> <p>For compliance in relation to Financial Management - See FINANCIAL MANAGEMENT - Compliance.</p> <p>For compliance with other mandatory or optional accountability, legal, regulatory or quality standards - See STRATEGIC MANAGEMENT - Compliance</p> <p>For compliance in relation to Workplace Health and Safety - See WORKPLACE HEALTH AND SAFETY - Compliance.</p>		
5.3	ESTABLISHING OR RESTRUCTURING OF AGENCY	The activities involved in the reassessment of the activities, goals and structure of an organisation. Includes consideration of the number of staff, their position descriptions, equipment, and other resources required to meet objectives.		
5.3.1		Records relating to the establishment and development of a new agency structure, including	Permanent	Retain as State archives

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No	Function/Activity	Description	Status	Disposal Action
<i>ESTABLISHMENT - ESTABLISHING OR RESTRUCTURING OF AGENCY</i>				
		copies of instruments giving effect to machinery of government changes and information provided to facilitate administrative rearrangements relating to the transfer of functions and employees to/or from other agencies. Includes records of forward staffing estimates.		
5.3.2		Key records documenting the initial establishment of the agency, including its purpose and legislative basis.	Permanent	Retain as State archives
5.3.3	Restructures - major	Records relating to reviews and restructures affecting major functional sections of an agency or the agency as a whole. Examples could include an amalgamation of agencies or the transfer of major functions from one agency to another agency/agencies. Includes organisational charts resulting from major restructures of the agency and records of forward staffing estimates.	Permanent	Retain as State archives
5.3.4	Restructures - minor	Records relating to reviews and restructures affecting only particular sections of an agency and having little effect on the overall functioning of the agency. Includes records of forward staffing estimates.	Temporary	Destroy 7 years after action completed.
5.3.5	Transfer of assets - agreements	Formal agreements documenting the transfer of responsibilities and assets such as premises, information, records, etc.	Permanent	Retain as State archives

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No	Function/Activity	Description	Status	Disposal Action
<i>ESTABLISHMENT - ESTABLISHING OR RESTRUCTURING OF AGENCY</i>				
5.3.6	Transfer of assets - development and implementation of agreements	Administrative records relating to agreements regarding transfer of responsibilities, assets, etc.	Temporary	Destroy 10 years after action completed.
5.4	EVALUATION	The process of determining the suitability of potential or existing programs, items of equipment, systems or services in relation to meeting the needs of the given situation. Includes ongoing monitoring.		
5.4.1		Job evaluation documentation.	Temporary	Destroy 7 years after position has been abolished or reclassified.
5.5	MEETINGS	See STRATEGIC MANAGEMENT - Meetings		
5.6	PLANNING	See STRATEGIC MANAGEMENT - Planning		
5.7	POLICY	See STRATEGIC MANAGEMENT - Policy		
5.8	REPORTING	See STRATEGIC MANAGEMENT - Reporting		
6	FINANCIAL MANAGEMENT	The function of managing the public authority's financial resources. Includes establishing, operating and maintaining accounting systems, controls and procedures; financial planning; budgeting; obtaining and distributing grants; managing funds and revenue; resource allocation and accountability. Also		

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Retention and Disposal Authority for Administrative Records of National Bodies

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No	Function/Activity	Description	Status	Disposal Action
<i>FINANCIAL MANAGEMENT - ACCOUNTING</i>				
		includes the monitoring and analysis of assets to assist the delivery of economic and social services to government, industry and the community. See section 10 - INFORMATION MANAGEMENT for records relating to the disposal of financial information.		
6.1	ACCOUNTING	The activity of collecting, recording, classifying, summarising and analysing information on financial transactions, and subsequently on the financial position and operating results of the public authority. Includes financial statements, and the implementation, maintenance, monitoring and auditing of the public authority's accounting systems and internal controls. Credit cardholder details must be managed in accordance with the PCI DSS. (Payment Card Industry Data Security Standards)		
6.1.1		Register of unclaimed moneys required to be maintained under Treasurers Instructions.	Temporary	Destroy 7 years after the financial year to which the records relate.
6.1.2	Accounting records and associated supporting records	Records relating to the payment or receipt of money. Includes records which document the public authority's financial transactions including revenue, expenditure, expenses, assets, liabilities and equity.	Temporary	Destroy 7 years after the financial year to which the records relate.

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No	Function/Activity	Description	Status	Disposal Action
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FINANCIAL MANAGEMENT - ACCOUNTING

		<p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • General ledger • journals • subsidiary ledgers • reconciliation records • cash books • cheque records • payment records • salary processing payment records, including substantive salaries, allowances, overtime, penalties, deductions, superannuation contributions, leave, adjustments, variations, etc. • petty cash records • cash by post registers • requisition or purchase orders • delivery dockets • sales and purchase invoices • receipt and revenue records • other prime entry records. <p>See FINANCIAL MANAGEMENT reference number</p>		
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No	Function/Activity	Description	Status	Disposal Action
<i>FINANCIAL MANAGEMENT - ACCOUNTING</i>				
		<p>6.1.11 for special payments.</p> <p>See FINANCIAL MANAGEMENT reference number 6.1.12 for taxation records.</p> <p>See FINANCIAL MANAGEMENT reference number 6.30.0 for tendering records.</p> <p>See FINANCIAL MANAGEMENT reference numbers 6.1.19 and 6.1.20 for records relating to the storage of client payment card details.</p> <p>See ACQUISITION under the relevant function for other records relating to the procurement of goods and services.</p> <p>See PERSONNEL AND STAFF DEVELOPMENT reference number 12.26.0 for salary payment documentation.</p>		
6.1.3	Bank accounts - establishment	<p>Records relating to the establishment and ongoing management of bank accounts including records documenting the closure of the bank account.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • applications • approvals. <p>See FINANCIAL MANAGEMENT reference number 6.1.4 for records relating to account transactions.</p> <p>See FINANCIAL MANAGEMENT reference number</p>	Temporary	Destroy 7 years after account closed.

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No	Function/Activity	Description	Status	Disposal Action
<i>FINANCIAL MANAGEMENT - ACCOUNTING</i>				
		6.8.1 for records relating to financial delegations.		
6.1.4	Bank accounts - banking activities	<p>Records relating to the management of banking activities and transactions.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • deposit/withdrawal records • cheque records • bank statements • Electronic Funds Transfer (EFT) and International Money Transfers (IMT) transaction records • certificates • receipts/electronic confirmations • reconciliation records • investment and dividend statements. 	Temporary	Destroy 7 years after the financial year to which the records relate.
6.1.5	Bank accounts register	Entries in the register of bank accounts of the public authority.	Temporary	Destroy 7 years after account closed.
6.1.6	Chart of Accounts	Records documenting the public authority's Chart of Accounts.	Temporary	Destroy 7 years after the financial year to which the records relate.
6.1.7	Contingent assets	Records relating to the management of the public	Temporary	Destroy 7 years after

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<i>FINANCIAL MANAGEMENT - ACCOUNTING</i>				
	and contingent liabilities	authority's contingent assets and contingent liabilities. Records may include, but are not limited to: <ul style="list-style-type: none"> • quarterly reports. 		action completed.
6.1.8	Contingencies register	Register of contingency assets and contingency liabilities.	Temporary	Destroy 7 years after action completed.
6.1.9	Credit card facilities	Records relating to the use of public authority credit card facilities including special purpose facilities, e.g. fuel cards, reward cards, purchase cards. Records may include, but are not limited to: <ul style="list-style-type: none"> • applications • arrangements including charges, card limits and security • amendments (e.g. changes to credit limits, payment terms, benefits, etc.) • statements. <p>See FINANCIAL MANAGEMENT reference number 6.1.2 for records relating to the payment or receipt of money.</p> <p>See FINANCIAL MANAGEMENT reference number 6.1.17 for records relating to accountable forms and vouchers.</p> <p>Credit cardholder details must be managed in</p>	Temporary	Destroy 7 years after the financial year to which the records relate.

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<i>FINANCIAL MANAGEMENT - ACCOUNTING</i>				
		<p>accordance with the PCI DSS. (Payment Card Industry Data Security Standards).</p> <p>See FINANCIAL MANAGEMENT reference numbers 6.1.19 and 6.1.20 for records relating to the storage of client payment card details.</p>		
6.1.10	Debts, overpayments and material losses	<p>Records relating to the management and settlement of debts, overpayments and material losses. Includes debt recovery and write-offs.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • approvals • debtor invoices • records of negotiations with debtors • notices • write-offs • register of material losses. <p>See FINANCIAL MANAGEMENT reference number 6.25.1 for reporting losses.</p> <p>See FINANCIAL MANAGEMENT reference number 6.6.2 for records relating to asset write-offs and losses.</p> <p>See FINANCIAL MANAGEMENT reference number 6.13.0 for records relating to corruption</p>	Temporary	Destroy 7 years after the financial year to which the records relate.

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No	Function/Activity	Description	Status	Disposal Action
<i>FINANCIAL MANAGEMENT - ACCOUNTING</i>				
		investigations.		
6.1.11	Special payments	<p>Financial records documenting special payments made by the public authority including ex gratia payments, extra-contractual payments, out of court settlements and court ordered damages. Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • date and value of payments • recipient details • reasons for payments. <p>Note: This class covers financial transaction records only. Records documenting the payment approval process should be sentenced according to the relevant class in this Authority or a Retention and Disposal Authority covering the core business records of the agency, depending on the purpose of the payment.</p>	Temporary	Destroy 7 years after the financial year to which the records relate.
6.1.12	Taxation	<p>Records relating to taxation matters of the public authority excluding Government Owned Corporations.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • Fringe Benefits Tax (FBT) records • Business Activity Statements (BAS) • certificates (includes electronic interface 	Temporary	Destroy 7 years after action completed.

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No	Function/Activity	Description	Status	Disposal Action
<i>FINANCIAL MANAGEMENT - ACCOUNTING</i>				
		<p>certificates)</p> <ul style="list-style-type: none"> • tax payment records (including Pay As You Go PAYG withholding tax) • Goods and Services Tax (GST) records • Pay-roll Tax records • exemptions • external tax advice • correspondence with Australian Tax Office and Treasury. <p>See FINANCIAL MANAGEMENT reference number 6.1.2 for financial records relating to the payment of salaries</p> <p>See PERSONNEL AND STAFF DEVELOPMENT reference number 12.26.0 for records relating to employee taxation records.</p>		
6.1.13		<p>Records relating to the management of deficiencies and losses. Includes records relating to suspected fraud, theft, misappropriation or negligence, write-offs, overpayments and recovery of debts.</p> <p>See LEGAL SERVICES reference number 11.8.0 for records that result in legal action</p>	Temporary	Destroy 7 years after action completed.
6.1.14		<p>Records relating to the collection of fines and expiation notices.</p>	Temporary	Destroy 7 years after action completed.

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<i>FINANCIAL MANAGEMENT - ACCOUNTING</i>				
6.1.15		Records relating to the management of unclaimed moneys, including all background information.	Temporary	Destroy 5 years after action completed.
6.1.16	Accountable forms register	Entries in the accountable forms register that document the receipt, issue, transfer, return and destruction of accountable forms.	Temporary	Destroy 3 years after action completed.
6.1.17	Accountable forms	<p>Records relating to the management of accountable forms including vouchers, cheques, money forms, etc.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • acquisition orders • Cabcharge vouchers • requests • issue receipts • approvals. <p>Note: Surplus accountable forms including blank and obsolete forms can be destroyed in accordance with section 18 - EPHEMERAL DOCUMENTS AND RECORDS once they have been recorded in the accountable forms register. See FINANCIAL MANAGEMENT reference number 6.1.2 for records relating to the processing of financial forms.</p>	Temporary	Destroy 3 years after the financial year to which the records relate.
6.1.18		Regular or periodic system reports on financial transactions used for routine administrative	Temporary	Destroy 2 years after

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<i>FINANCIAL MANAGEMENT - ACCOUNTING</i>				
		purposes. Includes consolidated monthly and quarterly financial statements, monthly accrual statements.		action completed.
6.1.19	Cardholder data	<p>Records containing cardholder data captured as part of an electronic financial transaction including information printed, processed, transmitted or stored in any form on a payment card.</p> <p>Information may include but is not limited to:</p> <ul style="list-style-type: none"> • Primary Account Number (PAN) • cardholder name • expiry date • service code <p><i>Management of these records should be in accordance with the Payment Card Industry - Data Security Standard (PCI - DSS).</i></p>	Temporary	Destroy 3 months after last business, legal and/or regulatory action.
6.1.20	Sensitive authentication data	<p>Records containing sensitive cardholder authentication data captured as part of an electronic financial transaction.</p> <p>Information may include, but is not limited to:</p> <ul style="list-style-type: none"> • card verification value (CAV2, CID, CVC2 or CVV2) • full magnetic stripe data • Personal Identification Number (PIN)/PIN 	Temporary	Destroy after transaction completed.

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No	Function/Activity	Description	Status	Disposal Action
<i>FINANCIAL MANAGEMENT - ACQUISITION</i>				
		Block <i>Management of these records should be in accordance with the Payment Card Industry - Data Security Standard (PCI- DSS).</i>		
6.2	ACQUISITION	The process of gaining ownership or use of property, services and other items required in the conduct of business.		
6.2.1		Acquisition records, including quotations, requisitions, orders, invoices, etc.	Temporary	Destroy 7 years after action completed.
6.2.2		Duplicate copies of acquisition records (including purchase order book butts) retained in business units or regional offices.	Temporary	Destroy 2 years after action completed.
6.3	ADVICE	The activity of offering opinions by or to the public authority as to an action or judgement. Includes the process of advising.		
6.3.1	Financial management advice	Records relating to advice provided to or received by the public authority on financial management matters. See FINANCIAL MANAGEMENT reference number 6.12 for advice relating to contracts. See FINANCIAL MANAGEMENT reference number 6.9.1 for high level advice.	Temporary	Destroy 8 years after action completed.

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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 Administrative Records of National Bodies

Authority number: PROS 13/07 VAR 2

No	Function/Activity	Description	Status	Disposal Action
<i>FINANCIAL MANAGEMENT - AGREEMENTS</i>				
6.4	AGREEMENTS	The activity of establishing, maintaining, reviewing and negotiating agreements		
6.4.1	Financial agreements not under seal	Records relating to the negotiation, establishment, maintenance and review of agreements not under seal relating to financial management.	Temporary	Destroy 8 years after agreement expires or action completed whichever is later.
6.4.2	Financial agreement under seal	Records relating to the negotiation, establishment, maintenance and review of agreements under seal relating to financial management.	Temporary	Destroy 21 years after agreement expires or action completed whichever is later.
6.5	ALLOCATION	The activity of assigning money, items or equipment to employees or organisational units.		
6.5.1	Fund allocation	Records relating to the allocation of funds to individual units within the public authority following budget requests.	Temporary	Destroy 6 years after the financial year to which the records relate.
6.6	ASSET REGISTER	The activity of recording all assets owned or controlled by the public authority. Includes the date of purchase, depreciation expense, written down value as well as stocktaking and auditing notations. Note: Assets include property, plant/infrastructure, equipment and intangibles (such as software) from which the agency is able to derive future economic		

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Retention and Disposal Authority for Administrative Records of National Bodies

Authority number: PROS 13/07 VAR 2

No	Function/Activity	Description	Status	Disposal Action
<i>FINANCIAL MANAGEMENT - ASSET REGISTER</i>				
		<p>benefits.</p> <p>See EQUIPMENT AND STORES for non-financial records relating to equipment and consumable items.</p> <p>See FLEET MANAGEMENT for non-financial records relating to vehicles used by the agency.</p> <p>See PROPERTY MANAGEMENT for non-financial records relating to capital assets.</p> <p>See TECHNOLOGY AND TELECOMMUNICATIONS for non-financial records relating to technology and telecommunications.</p>		
6.6.1	Asset registers	<p>Entries in asset registers that provide a summary of the assets owned or controlled by the public authority.</p> <p>Includes registers of portable and attractive items, losses and assets written off.</p>	Temporary	Destroy 7 years after disposal of the asset.
6.6.2	Asset management records	<p>Records relating to the asset management process including:</p> <ul style="list-style-type: none"> • approvals • authorisations • asset identification • valuations • revaluations 	Temporary	Destroy 7 years after the financial year to which the records relate.

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Retention and Disposal Authority for Administrative Records of National Bodies

Authority number: PROS 13/07 VAR 2

No	Function/Activity	Description	Status	Disposal Action
<i>FINANCIAL MANAGEMENT - AUDIT</i>				
		<ul style="list-style-type: none"> • verifications • transfers • depreciation • evaluation • losses and write offs. <p>See FINANCIAL MANAGEMENT reference number 6.25.0 for reports on asset reviews prepared for Treasury.</p> <p>See Acquisition under the relevant function for non-financial records relating to the procurement of assets.</p> <p>See Disposal under the relevant function for non-financial records relating to the disposal of assets.</p>		
6.7	AUDIT	<p>The activity of officially checking financial, quality assurance and operational records to ensure they have been kept and maintained in accordance with agreed or legislated standards and correctly record the events, processes and business of the public authority in a specified period.</p> <p>See INFORMATION MANAGEMENT - Inspections for records of audit or inspections by an archival authority or the management of records in response to a discovery order.</p>		

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Retention and Disposal Authority for Administrative Records of National Bodies

Authority number: PROS 13/07 VAR 2

No	Function/Activity	Description	Status	Disposal Action
<i>FINANCIAL MANAGEMENT - AUDIT</i>				
6.7.1	Financial audits - Internal/external	Records relating to internal or external audits resulting in substantial changes to agency financial management policy, precedents or procedures. Includes significant audit outcomes such as failure and reparation, police investigations and prosecutions.	Permanent	Retain as State archives
6.7.2		Records relating to internal or external financial audits of the public authority not resulting in substantial changes to agency financial management policy, precedents or procedures. Includes financial and compliance audits performed to improve operating efficiency and accountability. Records may include, but are not limited to: <ul style="list-style-type: none"> • interim and final audit reports • responses to audit findings from relevant business areas • recommendations • audit plans and strategies for specific audits • implementation plans • reports of corrective action taken • working papers. See BOARDS AND COMMITTEES for records of Internal Audit Committees.	Temporary	Destroy 7 years after the financial year to which the records relate.

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Retention and Disposal Authority for Administrative Records of National Bodies

Authority number: PROS 13/07 VAR 2

No	Function/Activity	Description	Status	Disposal Action
<i>FINANCIAL MANAGEMENT - AUDIT</i>				
		See FINANCIAL MANAGEMENT reference number 6.8.2 for Head of Internal Audit delegations.		
6.7.3	Financial audits - audit program/plan	Records relating to the internal financial audit program/plan. Records may include, but are not limited to: <ul style="list-style-type: none"> • internal financial audit charter • financial audit program/plan. See FINANCIAL MANAGEMENT reference number 6.7.2 for records relating to internal and external audits.	Temporary	Destroy 7 years after action completed.
6.7.4	Register of audit findings	Entries in the register of issues arising from financial audits recorded for internal use.	Temporary	Destroy 7 years after the financial year to which the audit relates.
6.8	AUTHORISATION	The activity of seeking and granting permission to undertake a requested action.		
6.8.1		Delegations of financial authority to Chief Executives and officers occupying statutory positions.	Permanent	Retain as State archives
6.8.2	Delegations of power	Records relating to delegations of power to public authority staff to authorise financial activities and transactions e.g. delegation to approve expenditure or authorisation to countersign cheques. Includes delegation reviews.	Temporary	Destroy 7 years after delegation is cancelled or superseded.

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Retention and Disposal Authority for Administrative Records of National Bodies

Authority number: PROS 13/07 VAR 2

No	Function/Activity	Description	Status	Disposal Action
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FINANCIAL MANAGEMENT - AUTHORISATION

		See PERSONNEL AND STAFF MANAGEMENT reference number 12.5.0 for other records relating to delegations of authority.		
6.8.3	Register of delegations	Entries in the register of financial delegations to authorise financial transactions.	Temporary	Destroy 7 years after delegation is cancelled or superseded.
6.8.4	Client authorisations	Authorisations to conduct financial transactions on behalf of clients e.g. credit card/direct debit authorisations. Includes amendments to authorisations. Credit cardholder details must be managed in accordance with the PCI DSS (Payment Card Industry Data Security Standards).	Temporary	Destroy 7 years after action completed.
6.8.5	Statutory body financial approvals	Records relating to applications submitted by statutory bodies, including local governments, to the Treasurer for approval to exercise a power (if applicable). Records may include, but are not limited to: <ul style="list-style-type: none"> • applications • approvals • supporting documentation. See FINANCIAL MANAGEMENT reference number 6.9.2 for records relating to budget-related	Temporary	Destroy 7 years after action completed.

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Retention and Disposal Authority for Administrative Records of National Bodies

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No	Function/Activity	Description	Status	Disposal Action
<i>FINANCIAL MANAGEMENT - AUTHORISATION</i>				
		approvals. See FINANCIAL MANAGEMENT reference number 6.1.11 for payments requiring special approval.		
6.8.6	Statutory body approvals register	Entries in the register of approvals given by the Treasurer to statutory bodies, including local governments, for the exercise of a power (if applicable).	Permanent	Destroy 7 years after Retain entries for 7 years after repeal of the approval.
6.9	BUDGETING	The activity of planning the use of expected income and expenditure over a specified period.		
6.9.1		Records relating to the Agency annual budget estimates submitted by the Chief Executive to the Minister for approval and records relating to the budgeting of substantial new policy proposals or programs including details justification and substantive background information. Includes revised estimates.	Permanent	Retain as State archives
6.9.2	Budget records	Records relating to the development and approval of the agency's operating budget. Includes estimates, requests and allocations prepared for external approval by the relevant Minister, governing department, Council or committee. Records may include, but are not limited to: <ul style="list-style-type: none"> • budget statements 	Temporary	Destroy 7 years after the financial year to which the records relate.

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Retention and Disposal Authority for Administrative Records of National Bodies

Authority number: PROS 13/07 VAR 2

No	Function/Activity	Description	Status	Disposal Action
<i>FINANCIAL MANAGEMENT - COMMITTEES</i>				
		<ul style="list-style-type: none"> • submissions • approvals • briefings • calculations • forecasts • costings • working papers • progress reports. 		
6.10	COMMITTEES	See BOARDS AND COMMITTEES		
6.11	COMPLIANCE	The activity of complying with mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements to which the public authority is subject. Includes compliance with legislation and national and international standards.		
6.11.1		Records relating to serious breaches of financial management compliance requirements that may result significant outcomes such as failure and reparation, police investigations and prosecutions.	Permanent	Retain as State archives
6.11.2	Registration	Records relating to the public authority's financial registration requirements. Includes records relating to changes to registration and de-registration. Records may include, but are not limited to,	Temporary	Destroy 7 years after registration lapses or is superseded.

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Retention and Disposal Authority for Administrative Records of National Bodies

Authority number: PROS 13/07 VAR 2

No	Function/Activity	Description	Status	Disposal Action
<i>FINANCIAL MANAGEMENT - COMPLIANCE</i>				
		registration of: <ul style="list-style-type: none"> • Australian Business Number (ABN) • Australian Company Number (ACN) • Data Universal Numbering System Number (DUNS) • Tax File Number (TFN) • AUSTRAC. 		
6.11.3	Exemptions Financial Management and Legislation	Records relating to the agency's exemption from compliance with provisions of financial and management standards and legislation. Records may include, but are not limited to: <ul style="list-style-type: none"> • applications to and correspondence with the Treasurer • legal advice received by the agency relating to grounds for exemption • application for exemption • decision notice from AUSTRAC. See FINANCIAL MANAGEMENT reference number 6.13.0 for records relating to cases of fraud or corruption. See FINANCIAL MANAGEMENT reference number 6.24.0 for records relating to procedural controls to	Temporary	Destroy 7 years after expiry or refusal of exemption.

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Retention and Disposal Authority for Administrative Records of National Bodies

Authority number: PROS 13/07 VAR 2

No	Function/Activity	Description	Status	Disposal Action
<i>FINANCIAL MANAGEMENT - COMPLIANCE</i>				
		<p>prevent fraud.</p> <p>See FINANCIAL MANAGEMENT reference number 6.25.0 for records relating to the agency's reporting requirements.</p> <p>See FINANCIAL MANAGEMENT reference number 6.27.0 for records relating to risk management and the prevention of fraud.</p> <p>See FINANCIAL MANAGEMENT reference number 6.1.12 for taxation-related exemptions.</p>		
6.11.4		Records relating to minor breaches of financial management compliance requirements.	Temporary	Destroy 6 years after action completed.
6.12	CONTRACTING-OUT	<p>The activity of arranging, procuring and managing the performance of work or the provision of services by an external contractor or consultant, or by using external bureau services. Includes outsourcing.</p> <p>Note: This section should not be used for contracts relating to services provided by the agency to another organisation as part of the agency's core business functions. Refer to the public authority's core business or sector authority.</p> <p>See FINANCIAL MANAGEMENT reference number 6.24.0 for records relating to acquisition/procurement procedures.</p> <p>See FINANCIAL MANAGEMENT reference number</p>		

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Retention and Disposal Authority for Administrative Records of National Bodies

Authority number: PROS 13/07 VAR 2

No	Function/Activity	Description	Status	Disposal Action
<i>FINANCIAL MANAGEMENT - CONTRACTING-OUT</i>				
		6.30.0 for records relating to tendering.		
6.12.1		Records relating to the hiring and use of consultants, contractors and suppliers for outsourcing that is the subject of major public interest and debate.	Permanent	Retain as State archives
6.12.2	Highly Significant (landmark) contracts	Records relating to contracts that are highly significant and/or have created major public interest and controversy.	Permanent	Retain as State archives
6.12.3	Contracts under seal	<p>Records relating to the management of approved contracts under seal.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • contracts • agreements • terms and conditions • guarantees and undertakings • contract performance • related correspondence • contract variations. <p>See LEGAL SERVICES reference number 11.8.0 for litigation arising from contractual disputes.</p> <p>See TECHNOLOGY AND TELECOMMUNICATION reference number 16.30.0 for records documenting the procurement process prior to the awarding of the</p>	Temporary	Destroy 21 years after the expiry or termination of the contract.

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Retention and Disposal Authority for Administrative Records of National Bodies

Authority number: PROS 13/07 VAR 2

No	Function/Activity	Description	Status	Disposal Action
<i>FINANCIAL MANAGEMENT - CONTRACTING-OUT</i>				
		contract.		
6.12.4	Contract register	<p>Entries in the register of contracts.</p> <p>See FINANCIAL MANAGEMENT reference number 6.1.7 and 6.1.8 for financial commitments for future expenditure which are not yet formalised in a contract.</p>	Temporary	Destroy 21 years after last entry.
6.12.5	Contracts - not under seal	<p>Records relating to the management of approved contracts not under seal.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • contracts • agreements • terms and conditions • guarantees and undertakings • contract performance • related correspondence • contract variations. <p>See LEGAL SERVICES reference number 11.8.0 for litigation arising from contractual disputes.</p> <p>See TECHNOLOGY AND TELECOMMUNICATION reference number 16.30.0 for records documenting the procurement process prior to the awarding of the contract.</p>	Temporary	Destroy 8 years after the expiry or termination of the contract.

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Retention and Disposal Authority for Administrative Records of National Bodies

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No	Function/Activity	Description	Status	Disposal Action
<i>FINANCIAL MANAGEMENT - CONTRACTING-OUT</i>				
6.12.6		Regular or periodic system reports on the contractual and financial obligations of the agency.	Temporary	Destroy 2 years after action completed.
6.13	CORRUPTION	<p>The processes which allow the disclosure of corruption and strategies for the prevention of corruption. Includes involvement in corruption prevention projects undertaken by the Crime and Misconduct Commission and the education of staff about corruption prevention disclosures.</p> <p>See STRATEGIC MANAGEMENT reference number 15.7.0 for records relating to corruption.</p> <p>See STRATEGIC MANAGEMENT reference number 15.22.0 for records relating to agency-wide risk management strategies.</p> <p>See PERSONNEL AND STAFF DEVELOPMENT for records relating to investigations into individual employees and the resulting disciplinary action.</p>		
6.14	DONATIONS	The activity of managing money, items, artefacts or property donated to the public authority, or by the public authority and/or its staff to charities, etc. Includes managing unsolicited donations.		
6.14.1	Gifts and benefits - financial records and gift register	Records relating to financial transactions involving gifts, benefits and other reportable items received or donated by the public authority and/or its officers. Records may include, but are not limited to:	Temporary	Destroy 7 years after action completed.

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Retention and Disposal Authority for Administrative Records of National Bodies

Authority number: PROS 13/07 VAR 2

No	Function/Activity	Description	Status	Disposal Action
<i>FINANCIAL MANAGEMENT - FINANCIAL STATEMENTS</i>				
		gift register approvals notifications terms and conditions. See COMMUNITY RELATIONS reference number 2.7.0 for other records relating to the management of gifts. See PERSONNEL AND STAFF MANAGEMENT for pecuniary interest declarations.		
6.15	FINANCIAL STATEMENTS	The activity of compiling annual financial statements of the public authority in accordance with accounting standards. See FINANCIAL MANAGEMENT reference number 6.25.0 for other financial reporting requirements.		
6.15.1	Annual and periodic financial statements	Records relating to annual and periodic financial statements prepared by the public authority. Records may include, but are not limited to: <ul style="list-style-type: none"> • certified financial statements prepared for abolished public authorities • certified financial statements prepared for newly formed public authorities • agency copies of Auditor-Generals reports, 	Temporary	Destroy 7 years after the financial year to which the records relate.

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Retention and Disposal Authority for Administrative Records of National Bodies

Authority number: PROS 13/07 VAR 2

No	Function/Activity	Description	Status	Disposal Action
<i>FINANCIAL MANAGEMENT - FUNDS MANAGEMENT</i>				
		<p>comments and agency response</p> <ul style="list-style-type: none"> • working papers relating to the preparation of financial statements. <p>See FINANCIAL MANAGEMENT reference number 6.25.0 for other financial reports.</p> <p>See PUBLICATION reference number 14.13.0 for records relating to the preparation and publication of Annual Reports and legal deposit requirements.</p>		
6.16	FUNDS MANAGEMENT	The activity of managing the funds of a public authority in an efficient and economical manner by ensuring an effective system of internal controls is in operation. Includes investments and loans.		
6.16.1	Trusts - establishment	<p>Records relating to the establishment of trusts.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • instrument/deed of trust • valuations • general correspondence relating to the establishment of the trust. <p>Note: Trusts established for the purpose of the agency's core business functions (e.g. community trusts, river improvement trusts, client management trusts, etc.) should be covered in the public authority's core business or sector schedule.</p>	Temporary	Destroy 7 years after the disbursement of all assets/funds.

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No	Function/Activity	Description	Status	Disposal Action
<i>FINANCIAL MANAGEMENT - FUNDS MANAGEMENT</i>				
6.16.2	Trusts - management	<p>Records relating to the routine management of trust funds.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • periodic reports • batching records • incorrect calculations reports • processing/reporting request forms • processing/updates or file maintenance run lists • trial balances • stores and materials daily/trial/current balances and balance comparison. 	Temporary	Destroy after the financial year to which the records relate.
6.16.3	Loans and investments	<p>Records relating to the establishment and ongoing management of loan and investment accounts.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • approvals • statements • reports • reconciliations • guarantees and undertakings 	Temporary	Destroy 7 years after loan finalised, then destroy.

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Retention and Disposal Authority for Administrative Records of National Bodies

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No	Function/Activity	Description	Status	Disposal Action
<i>FINANCIAL MANAGEMENT - GRANT FUNDING</i>				
		<ul style="list-style-type: none"> • balances. <p>See FINANCIAL MANAGEMENT reference number 6.8.5 for approvals required by statutory bodies (if applicable).</p> <p>See FINANCIAL MANAGEMENT reference number 6.1.11 for records relating to special payments.</p>		
6.17	GRANT FUNDING	<p>The activity of managing the grants funding process where the agency either receives or administers grants.</p> <p>See FINANCIAL MANAGEMENT reference number 6.1 for financial records relating to the receipt or payment of money.</p>		
6.17.1	Funding received by the agency - successful	<p>Records relating to the receipt and administration of grant funds and subsidies received by the public authority including successful applications.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • successful applications • approvals • agreements • notifications • progress reports. 	Temporary	Destroy 8 years after grant has been acquitted.
6.17.2	Administered grants	Records relating to grants and subsidies distributed	Temporary	Destroy 8 years after

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Retention and Disposal Authority for Administrative Records of National Bodies

Authority number: PROS 13/07 VAR 2

No	Function/Activity	Description	Status	Disposal Action
<i>FINANCIAL MANAGEMENT - GRANT FUNDING</i>				
	- successful applications for funding	<p>by the public authority. Includes successful applications.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • applications • approvals • agreements • notifications • progress reports. 		grant has been acquitted.
6.17.3	Administered grants - unsuccessful applications for funding	<p>Records relating to applications for grant funding or subsidies administered by the public authority which are unsuccessful. Includes records of appeals or reviews where the decision to refuse the application is confirmed.</p> <p>See FINANCIAL MANAGEMENT reference number 6.17.2 for records relating to applications which are successful on appeal or review.</p>	Temporary	Destroy 2 years after closing date for funding round.
6.17.4	Funding applications by the agency - unsuccessful	<p>Records relating to unsuccessful applications submitted by the public authority for grant funding or subsidies. Includes records of appeals or reviews where the decision to refuse the application is confirmed.</p> <p>See FINANCIAL MANAGEMENT reference number 6.17.1 for records relating to applications which are</p>	Temporary	Destroy 2 years after action completed.

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Retention and Disposal Authority for Administrative Records of National Bodies

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No	Function/Activity	Description	Status	Disposal Action
<i>FINANCIAL MANAGEMENT - LEASING</i>				
		successful on appeal or review.		
6.18	LEASING	The activities involved in leasing items or equipment from another organisation.		
6.18.1		Records relating to leasing of items or equipment under seal.	Temporary	Destroy 21 years after action completed.
6.18.2		Records relating to leasing items or equipment not under seal.	Temporary	Destroy 8 years after action completed.
6.19	LEASING-OUT	The activities involved in leasing-out items or equipment to another organisation or person for a specified period and agreed price. Includes the formal documentation setting out conditions, rights, responsibilities etc of both parties. Also includes subleasing.		
6.19.1		Records relating to leasing-out of items or equipment under seal.	Temporary	Destroy 21 years after action completed.
6.19.2		Records relating to leasing-out of items or equipment not under seal.	Temporary	Destroy 7 years after action completed.
6.20	MEETINGS	See STRATEGIC MANAGEMENT - Meetings		
6.21	PAYMENTS	See FINANCIAL MANAGEMENT reference number 6.1.0 for accounting records relating to the receipt or payment of money.		

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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 Administrative Records of National Bodies

Authority number: PROS 13/07 VAR 2

No	Function/Activity	Description	Status	Disposal Action
<i>FINANCIAL MANAGEMENT - PLANNING</i>				
6.22	PLANNING	<p>The activity of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.</p> <p>See FINANCIAL MANAGEMENT reference number 6.25.0 for progress reports on financial management plans.</p> <p>See STRATEGIC MANAGEMENT reference number 15.16.0 for other strategic and corporate plans.</p>		
6.22.1	Operational finance plans - final	<p>Final version of approved operational, business, regional financial management plans.</p> <p>See STRATEGIC MANAGEMENT reference number 15.16.0 for plans relating to the business model of the public authority, e.g. plans for commercialisation.</p>	Temporary	Destroy 7 years after action completed.
6.22.2	Operational finance plans - development	<p>Records relating to the development of financial management plans.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • approvals • draft plans • reports • submissions • amendments • calculations 	Temporary	Destroy 3 years after action completed.

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Retention and Disposal Authority for Administrative Records of National Bodies

Authority number: PROS 13/07 VAR 2

No	Function/Activity	Description	Status	Disposal Action
<i>FINANCIAL MANAGEMENT - POLICY</i>				
		<ul style="list-style-type: none"> • consultation records • working papers. 		
6.23	POLICY	<p>The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making, as the basis from which the public authority's operating procedures are determined.</p> <p>See STRATEGIC MANAGEMENT reference number 15.17.0 for records relating to financial policy</p>		
6.24	PROCEDURES	<p>Standard methods of operating laid down by a public authority according to formulated policy.</p> <p>See STRATEGIC MANAGEMENT reference number 15.18.0 for records relating to financial procedures</p>		
6.25	REPORTING	<p>The activities associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies) and to provide formal statements or findings of the results of the examination or investigation. Includes agendas, briefings, discussion papers, proposals, reports, reviews and returns.</p> <p>See PUBLICATION reference number 14.13.0 for records relating to the production and publication of Annual Reports.</p> <p>See FINANCIAL MANAGEMENT reference number</p>		

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Retention and Disposal Authority for Administrative Records of National Bodies

Authority number: PROS 13/07 VAR 2

No	Function/Activity	Description	Status	Disposal Action
<i>FINANCIAL MANAGEMENT - REPORTING</i>				
		6.7.0 for audit records and reports.		
6.25.1	Finance reports	<p>Financial management reports prepared in response to a statutory requirement by a public authority and by organisations during the course of their regular duties, excluding Government Owned Corporations.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • periodic reports • notifications of losses and defalcations • Chief Finance Officer statements and supporting documentation • performance reports • reports generated for internal use. <p>See FINANCIAL MANAGEMENT reference number 6.15.1 for records relating to the agency's annual financial statements.</p>	Temporary	Destroy 7 years after the financial year to which the records relate.
6.25.2	Finance reports - development	Records relating to the development of financial reports.	Temporary	Destroy 3 years after action completed.
6.26	REVIEWING	<p>The activities involved in re-evaluating or re-examining products, processes, procedures, standards and systems. Includes recommendations and advice resulting from these activities.</p> <p>See FINANCIAL MANAGEMENT reference number</p>		

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Retention and Disposal Authority for Administrative Records of National Bodies

Authority number: PROS 13/07 VAR 2

No	Function/Activity	Description	Status	Disposal Action
<i>FINANCIAL MANAGEMENT - REVIEWING</i>				
		6.7.0 for audit records and reports.		
6.26.1	Financial performance reviews	<p>Records relating to reviews or appraisals of financial management programs, operations and systems for compliance with financial legislation and standards. Includes ad-hoc reviews of reported system weaknesses and long-term sustainability reviews.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • establishment records • reports • recommendations • action plans. <p>See FINANCIAL MANAGEMENT reference number 6.7.2 for records of audits which lead to a review.</p> <p>See STRATEGIC MANAGEMENT reference number 15.16.0 for records relating to business development plans.</p>	Temporary	Destroy 7 years after action completed.
6.27	RISK MANAGEMENT	<p>The activities associated with implementing and maintaining appropriate management controls including policies, procedures and practices to reduce the effects of risk to an acceptable level. The process involves identifying, analysing, assessing, treating and monitoring risk in all areas of a public authority's operations and business.</p> <p>See STRATEGIC MANAGEMENT reference number</p>		

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Retention and Disposal Authority for Administrative Records of National Bodies

Authority number: PROS 13/07 VAR 2

No	Function/Activity	Description	Status	Disposal Action
<i>FINANCIAL MANAGEMENT - SALARIES</i>				
		15.22.0 for records relating to financial risk management. See COMPENSATION reference number 3.7.0 for records relating to insurance against identified risks. See BOARDS AND COMMITTEES for records of internal risk management committees. See STRATEGIC MANAGEMENT reference number 15.22.0 for records relating to other corporate risks.		
6.28	SALARIES	The process of managing the payment of salaries to personnel. See FINANCIAL MANAGEMENT reference number 6.1.2 for financial records relating to the payment of salaries. See PERSONNEL AND STAFF DEVELOPMENT for employee related records.		
6.29	STANDARDS	See STRATEGIC MANAGEMENT- Standards		
6.30	TENDERING	The activity of receiving and assessing tenders. Includes offers made in writing by one party to another to carry out at an inclusive price or uniform rate, an order for the supply or purchase of goods, or for the production of work. Note: This authority should not be used for tenders submitted by the agency to provide services to another organisation. Refer to the public authority's		

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Retention and Disposal Authority for Administrative Records of National Bodies

Authority number: PROS 13/07 VAR 2

No	Function/Activity	Description	Status	Disposal Action
<i>FINANCIAL MANAGEMENT - TENDERING</i>				
		core business or sector schedule. See FINANCIAL MANAGEMENT reference number 6.12.0 for records relating to approved contracts.		
6.30.1		Approval and granting of official seals of agencies, Ministers or organisations (e.g. seals used by authorities, boards of committees, etc).	Permanent	Retain as State archives
6.30.2	Highly significant (landmark) tenders	Records relating to the receipt and assessment of tenders and letting of landmark contracts that have created major public interest or controversy. Includes successful and non successful tenders as well as contract documents and contract renewals	Permanent	Retain as State archives
6.30.3	Tenders not of high (landmark) significance - under seal	Records relating to the receipt, assessment development, issue and evaluation of successful and unsuccessful tenders that have not created major public interest or controversy, that are under seal. Records may include, but are not limited to: <ul style="list-style-type: none"> • statement of requirements • request for proposals • expressions of interest • invitations to offer/invitations to quote • specifications • evaluation arrangements 	Temporary	Destroy 21 years after action completed.

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Retention and Disposal Authority for Administrative Records of National Bodies

Authority number: PROS 13/07 VAR 2

No	Function/Activity	Description	Status	Disposal Action
<i>FINANCIAL MANAGEMENT - TENDERING</i>				
		<ul style="list-style-type: none"> • evaluation reports • recommendations • final reports • public notices • submissions • notifications • evaluation reports. 		
6.30.4	Successful tenders not of high (landmark) significance - not under seal	Records relating to the receipt and assessment of tenders and letting of contracts that have not created major public interest or controversy. Includes successful tenders as well as contract documents and contract renewals.	Temporary	Destroy 8 years after action completed.
6.30.5	Unsuccessful tenders not of high (landmark) significance - not under seal	Records relating to the receipt and assessment of unsuccessful tenders that have not created major public interest or controversy and that are not under seal.	Temporary	Destroy 3 years after action completed.
6.30.6	Tender register	Entries in the tender register.	Temporary	Destroy 21 years after tender process completed.
6.31	USER CHARGING	The activity of setting fees and charges for services and goods provided by a public authority.		

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Retention and Disposal Authority for Administrative Records of National Bodies

Authority number: PROS 13/07 VAR 2

No	Function/Activity	Description	Status	Disposal Action
<i>FINANCIAL MANAGEMENT - USER CHARGING</i>				
		See FINANCIAL MANAGEMENT reference number 6.9.2 for records relating to budget planning.		
6.31.1	Fee schedule and setting fees	Records relating to the scheduling of fees and charges set by the public authority and records relating to charging for goods and services provided by the public authority including identifying goods and services which may be charged for and examining levels of charges. Includes approvals. See PUBLICATION for records relating to the publication of approved fees and changes	Temporary	Destroy 7 years after the financial year to which the records relate.
7	FLEET MANAGEMENT	The function relating to the acquisition, supply, use, maintenance, repair, management and disposal of vehicles including boats and aircraft. See section 6 - FINANCIAL MANAGEMENT for all financial records relating to the procurement (including tendering and contracting), maintenance and disposal of vehicles. See section 6.1.0 for records relating to fuel cards.		
7.1	ACCIDENTS	The activities involved in dealing with mishaps causing damage to vehicles.		
7.1.1		Records relating to mishaps causing damage to agency vehicles. See WORKPLACE HEALTH AND SAFETY reference number 17.1.0 for accidents involving agency	Temporary	Destroy 7 years after action completed.

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Retention and Disposal Authority for Administrative Records of National Bodies

Authority number: PROS 13/07 VAR 2

No	Function/Activity	Description	Status	Disposal Action
<i>FLEET MANAGEMENT - ACQUISITION</i>				
		vehicles that result in death		
7.2	ACQUISITION	<p>The process of gaining ownership or use of property, services and other items required in the conduct of business where there is no tendering or contracting-out process, i.e. where the cost of the acquisition is below the threshold for tendering.</p> <p>See FINANCIAL MANAGEMENT for financial records relating to the procurement process.</p> <p>See FLEET MANAGEMENT reference number 7.9.1 for records relating to the disposal of vehicles.</p>		
7.2.1		Non-financial records relating to the acquisition of vehicles by purchase or lease.	Temporary	Destroy 7 years after action completed.
7.3	ALLOWANCES	<p>Payments to individuals relating to the use of vehicles.</p> <p>See PERSONNEL AND STAFF DEVELOPMENT reference number 12.2.0 for records relating to how fleet vehicles are to be used by staff</p>		
7.4	ARRANGEMENTS	The activities involved in arranging for a journey or trip. Includes preparing travel itineraries, authorisations, entitlements, etc. Also includes arrangements made for the delivery of equipment or goods and the usage made of facilities, facilities vehicles, equipment and space.		

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Retention and Disposal Authority for Administrative Records of National Bodies

Authority number: PROS 13/07 VAR 2

No	Function/Activity	Description	Status	Disposal Action
<i>FLEET MANAGEMENT - ARRANGEMENTS</i>				
7.4.1		Vehicle running sheets or logbooks.	Temporary	Destroy 7 years after action completed.
7.4.2		Vehicle booking records.	Temporary	Destroy 2 years after action completed.
7.5	AUTHORISATION	See PERSONNEL AND STAFF DEVELOPMENT reference number 12.5.0 for records relating to authorisation of staff to use fleet vehicles.		
7.6	COMMITTEES	See BOARDS AND COMMITTEES.		
7.7	COMPLIANCE	For compliance in relation to Information Management, such as Right to Information, Freedom of Information or Privacy legislation - See INFORMATION MANAGEMENT - Compliance. For compliance in relation to Financial Management - See FINANCIAL MANAGEMENT - Compliance. For compliance with other mandatory or optional accountability, legal, regulatory or quality standards - See STRATEGIC MANAGEMENT Compliance. For compliance in relation to Workplace Health and Safety - See WORKPLACE HEALTH AND SAFETY - Compliance.		
7.8	CONTRACTING-OUT	See FINANCIAL MANAGEMENT - Contracting-Out		

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Retention and Disposal Authority for Administrative Records of National Bodies

Authority number: PROS 13/07 VAR 2

No	Function/Activity	Description	Status	Disposal Action
<i>FLEET MANAGEMENT - DISPOSAL</i>				
7.9	DISPOSAL	The process of disposing of vehicles no longer required by the organisation, by sale, transfer, termination of lease, auction, donation or destruction. See FLEET MANAGEMENT reference number 7.2.0 for records relating to the acquisition of vehicles.		
7.9.1		Records relating to the disposal of vehicles through any means, including destruction, sale and replacement.	Temporary	Destroy 7 years after action completed.
7.10	INFRINGEMENTS	The activities associated with handling breaches of rules. Includes driving or traffic infringements.		
7.10.1		Records relating to infringements of traffic regulations by agency staff.	Temporary	Destroy 1 year after action completed.
7.11	INSURANCE	The process of taking out insurance policies to cover loss or damage to vehicles and to cover the agency against damage to another organisation's property.		
7.11.1		Vehicle insurance policies. Includes records relating to the renewal of insurance policies.	Temporary	Destroy 7 years after expiry or cancellation of policy.
7.11.2		Records documenting insurance claims regarding damage to vehicles See COMPENSATION reference number 3.4.0 for	Temporary	Destroy 7 years after action completed.

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Retention and Disposal Authority for Administrative Records of National Bodies

Authority number: PROS 13/07 VAR 2

No	Function/Activity	Description	Status	Disposal Action
<i>FLEET MANAGEMENT - MAINTENANCE</i>				
		insurance claims relating to individuals.		
7.12	MAINTENANCE	The activities associated with the upkeep, repair and preservation of internal/external conditions of premises, equipment, vehicles, etc.		
7.12.1		Records relating to vehicle maintenance including service history (log books). Excludes maintenance contracts. See FINANCIAL MANAGEMENT for the procurement of maintenance contracts.	Temporary	Destroy after Transfer log book to new owner when no longer required or retain for 1 year after disposal of vehicle, then destroy.
7.12.2	Registration records	Records relating to vehicle registration and renewal.	Temporary	Destroy 1 year after renewal.
7.13	MEETINGS	See STRATEGIC MANAGEMENT - Meetings		
7.14	POLICY	See STRATEGIC MANAGEMENT - Policy		
7.15	PROCEDURES	See STRATEGIC MANAGEMENT - Procedures		
7.16	REPORTING	See STRATEGIC MANAGEMENT - Reporting		
7.17	TENDERING	See FINANCIAL MANAGEMENT - Tendering		
8	GOVERNMENT RELATIONS	The function of administering the formal relationship between the organisation and those processes of government not covered by other general		

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Retention and Disposal Authority for Administrative Records of National Bodies

Authority number: PROS 13/07 VAR 2

No	Function/Activity	Description	Status	Disposal Action
<i>GOVERNMENT RELATIONS - ADDRESSES</i>				
		administrative functions. Includes the organisation's relationship with Ministers and Members of Parliament and the political processes of Government; liaison with bodies carrying out investigations and participating in formal inquiries and investigations such as Royal Commissions, and inquiries by Parliamentary Committees and the Ombudsman; and relationships with other Commonwealth or overseas governments.		
8.1	ADDRESSES	The activity of giving addresses and presentations at government occasions.		
8.1.1		Records relating to addresses and presentations given at major occasions, or on matters of substantial public interest and debate.	Permanent	Retain as State archives
8.1.2		Records relating to addresses and presentation given by agency representatives at conferences or events arranged by other parts of government or other local, state, commonwealth or overseas governments. Excludes presentations at staff training seminars, workshops, etc, for which see PERSONNEL AND STAFF DEVELOPMENT Addresses (presentations) .	Temporary	Destroy 7 years after action completed.
8.1.3		Records relating to other addresses and presentations, e.g. for routine promotion of agency services or marketing products.	Temporary	Destroy 2 years after action completed.

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Retention and Disposal Authority for Administrative Records of National Bodies

Authority number: PROS 13/07 VAR 2

No	Function/Activity	Description	Status	Disposal Action
<i>GOVERNMENT RELATIONS - ADVICE</i>				
8.2	ADVICE	The activities associated with the offering of opinions by or to the agency as to an action or judgement.		
8.2.1		Records relating to the provision of high level advice, e.g. to the relevant Minister or Ministerial Council, government agencies or the Chief Executive, relating to controversial public issues shown to have far-reaching social, economic and/or national implications. Includes records documenting the development of advice.	Permanent	Retain as State archives
8.2.2		Records relating to advice provided to agencies that does not contain controversial public issues shown have far reaching social, economic and national implications.	Temporary	Destroy 8 years after action completed.
8.3	AGREEMENTS	The processes associated with the establishment, maintenance, review and negotiation of agreements.		
8.3.1	Highly significant (landmark) agreements	Records relating to agreements, including joint ventures and public-private partnerships, in which the agency has been involved that has created major public interest or controversy. Includes agreements and proposed agreements	Permanent	Retain as State archives
8.3.2	Agreements not of high (landmark) significance - under seal	Records relating to the agreements in which the agency has been involved that has not created major public interest or controversy.	Temporary	Destroy 21 years after action completed.

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Retention and Disposal Authority for Administrative Records of National Bodies

Authority number: PROS 13/07 VAR 2

No	Function/Activity	Description	Status	Disposal Action
<i>GOVERNMENT RELATIONS - AGREEMENTS</i>				
8.3.3	Agreements not of high (landmark) significance - not under seal	Records relating to the agreements in which the agency has been involved that has not created major public interest or controversy.	Temporary	Destroy 8 years after action completed.
8.4	COMMITTEES	See BOARDS AND COMMITTEES		
8.5	COMPLIANCE	<p>For compliance in relation to Information Management, such as Right to Information, Freedom of Information or Privacy legislation - See INFORMATIONMANAGEMENT - Compliance.</p> <p>For compliance in relation to Financial Management - See FINANCIAL MANAGEMENT - Compliance.</p> <p>For compliance with other mandatory or optional accountability, legal, regulatory or quality standards - See STRATEGIC MANAGEMENT Compliance.</p> <p>For compliance in relation to Workplace Health and Safety - See WORKPLACE HEALTH AND SAFETY - Compliance.</p>		
8.6	GREETINGS	The activities associated with preparing and sending letters of appreciation or condolences. Includes mailing lists for Christmas cards.		
8.6.1		Records relating to the preparation and sending of greetings. Also includes greetings received by the agency. Includes address lists.	Temporary	Destroy 2 years after action completed.

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Retention and Disposal Authority for Administrative Records of National Bodies

Authority number: PROS 13/07 VAR 2

No	Function/Activity	Description	Status	Disposal Action
<i>GOVERNMENT RELATIONS - INQUIRIES</i>				
8.7	INQUIRIES	<p>The activities associated with liaising with bodies carrying out inquiries, and participating in them. Inquiries are investigations carried out by persons or bodies that have been empowered to inquire and report on a subject. These include inquiries carried out by Royal Commissions, Parliament and the Ombudsman. Includes the agency's participation in the inquiry by providing evidence in the form of records, submissions or staff.</p> <p>Note: This retention and disposal authority does not authorise the disposal of records of the formal inquiry body. Contact the relevant archival authority for further advice regarding these records.</p>		
8.7.1	Formal Inquiries into the Functions of the Agency	Records of formal inquiries, such as Royal Commissions, Parliamentary Commissioner for Administrative Investigations (Ombudsman) and Judicial Reviews into functions of the agency (including transcripts of proceedings, minutes, submissions, exhibits, registers, interim and final reports, research papers). Includes records relating to implementation of the findings and recommendations of an inquiry.	Permanent	Retain as State archives
8.7.2		Agency submissions or contributions to inquiries which are not related to their functions.	Temporary	Destroy 7 years after action completed.
8.8	JOINT VENTURES	The activities involved in managing joint operations between departments, either within the agency or		

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Retention and Disposal Authority for Administrative Records of National Bodies

Authority number: PROS 13/07 VAR 2

No	Function/Activity	Description	Status	Disposal Action
<i>GOVERNMENT RELATIONS - LEGISLATION</i>				
		with other agencies, or with the interstate governments where there is a contract, joint contribution to funds and/or time. Includes ventures with the private sector and co-research or collaboration between departments or agencies. Includes the development of Memorandums of Understanding. See GOVERNMENT RELATIONS reference number 8.3 for records relating to joint ventures.		
8.9	LEGISLATION	See STRATEGIC MANAGEMENT - Legislation		
8.10	MEETINGS	See STRATEGIC MANAGEMENT - Meetings		
8.11	POLICY	See STRATEGIC MANAGEMENT - Policy		
8.12	PROCEDURES	See STRATEGIC MANAGEMENT- Procedures		
8.13	REPORTING	The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of the results of their examination or investigation. Includes agenda, briefing, business, discussion papers, proposals, reports, reviews and returns.		
8.13.1		Major reports prepared by the agency about core	Permanent	Retain as State archives

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Retention and Disposal Authority for Administrative Records of National Bodies

Authority number: PROS 13/07 VAR 2

No	Function/Activity	Description	Status	Disposal Action
<i>GOVERNMENT RELATIONS - REPORTING</i>				
		business activities.		
8.13.2		Minor reports prepared by the agency about core business activities. Excludes reports prepared by the agency about administrative activities.	Temporary	Destroy 7 years after action completed.
8.13.3		Reports prepared by the agency about administrative activities.	Temporary	Destroy 5 years after action completed.
8.13.4		Records relating to surveys completed for external government agencies.	Temporary	Destroy 2 years after action completed.
8.14	REPRESENTATIONS	The activities involved in preparing responses to questions raised in Parliament by Members of Parliament on behalf of their constituents. Also includes community-based representations and representations directed to the agency seeking a formal response.		
8.14.1		Records relating to the management of representations that result in changes in policy.	Permanent	Retain as State archives
8.14.2		Records relating to the management of representations that do not result in changes in policy.	Temporary	Destroy 8 years after action completed.
8.14.3	Parliamentary matters	Records relating to Parliamentary questions, possible questions or questions without notice.	Temporary	Destroy 2 years after action completed.

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Retention and Disposal Authority for Administrative Records of National Bodies

Authority number: PROS 13/07 VAR 2

No	Function/Activity	Description	Status	Disposal Action
<i>GOVERNMENT RELATIONS - REPRESENTATIVES</i>				
8.15	REPRESENTATIVES	The activities associated with the nomination, appointment or resignation of individuals or groups of personnel appointed by the agency or their co-workers as official representatives to organisations, offices, unions, workers participation committees, councils or groups. Includes the agency's legal representatives.		
8.15.1		Nomination, appointment and resignation of agency representatives.	Temporary	Destroy 2 years after resignation or term of office expires.
8.16	RESEARCH	See STRATEGIC MANAGEMENT - Research		
8.17	REVIEWING	See STRATEGIC MANAGEMENT - Reviewing		
8.18	SUBMISSIONS	The preparation and submission of a formal statement (e.g. reports, statistics, etc.) supporting a case or opinion held by an agency to an internal or external body.		
8.18.1	Ministerial submissions - major	Submissions made to the Minister about significant functional issues, contentious issues or issues of major significance to the agency and/or the community at large. Includes Ministerial briefs; reports to the Minister; responses to ministerial enquiries and ministerial speech notes prepared by the agency.	Permanent	Retain as State archives

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Retention and Disposal Authority for Administrative Records of National Bodies

Authority number: PROS 13/07 VAR 2

No	Function/Activity	Description	Status	Disposal Action
<i>GOVERNMENT RELATIONS - SUBMISSIONS</i>				
8.18.2	Ministerial submissions - minor	Submissions made to the minister of a minor or administrative nature. Includes Ministerial briefs; reports to the Minister; responses to ministerial enquiries and ministerial speech notes prepared by the agency.	Temporary	Destroy 7 years after action completed.
8.18.3		Records relating to routine Ministerial correspondence.	Temporary	Destroy 2 years after action completed.
8.19	VISITS	The activities involved in arranging visits by the Premier, Ministers and agency representatives within the state, interstate and overseas.		
8.19.1		Records documenting official visits to the agency by dignitaries or delegations from other governments and visits by agency delegates to other governments and overseas.	Permanent	Retain as State archives
8.19.2		Arrangements relating to visits by dignitaries to commemorations, exhibitions, etc., organised by the agency. Includes security arrangements and visit reports.	Temporary	Destroy 7 years after action completed.
9	INDUSTRIAL RELATIONS	The function of establishing formal relations with the organisation's employees and their representatives to achieve a harmonious workplace. Includes negotiations conducted to obtain determinations, agreements or awards, industrial disputes settled within the organisation or by an external arbiter and		

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Retention and Disposal Authority for Administrative Records of National Bodies

Authority number: PROS 13/07 VAR 2

No	Function/Activity	Description	Status	Disposal Action
<i>INDUSTRIAL RELATIONS - ADVICE</i>				
		reports of industrial relations within the organisation.		
9.1	ADVICE	The activities associated with the offering of opinions by or to the agency as to an action or judgement.		
9.1.1		Records relating to the provision of high level advice, e.g. to Chief Executive, relating to substantive aspects of agency industrial relations policies, procedures, functions, obligations and liabilities.	Permanent	Retain as State archives
9.1.2		Records relating to the provision of other advice dealing with industrial relations issues.	Temporary	Destroy 8 years after action completed.
9.2	AGREEMENTS AND AWARDS (INDUSTRIAL)	The processes associated with the establishment, maintenance, review and negotiation of workplace agreements and awards.		
9.2.1		Reviews of industrial awards with significant input by the agency.	Permanent	Retain as State archives
9.2.2		Copies of awards and agreements.	Temporary	Destroy 1 year after award/ agreement has been superseded.
9.2.3		Copies of decisions and determinations of the Industrial Commission.	Temporary	Destroy 10 years after action completed.
9.3	APPEALS	The activities involved in the process of appeals against industrial relations decisions by application to		

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Authority number: PROS 13/07 VAR 2

No	Function/Activity	Description	Status	Disposal Action
<i>INDUSTRIAL RELATIONS - APPEALS</i>				
		a higher authority.		
9.3.1		Records relating to promotion/demotion, grievance and disciplinary appeals resolved within the agency or by an external tribunal or other authority.	Temporary	Destroy 7 years after action completed.
9.4	CLAIMS	The process of administering and managing payments in accordance with an insurance policy as compensation for injury, death, or denial of rights of a person or damage or destruction of property. Includes disputes over rights and ownership, and recompense sought for stolen or lost property.		
9.4.1		Claims relating to pay and working conditions lodged under legislation on, or specific to, the department or agency.	Temporary	Destroy 7 years after action completed.
9.5	COMMITTEES	See BOARDS AND COMMITTEES		
9.6	COMPLIANCE	For compliance in relation to Information Management, such as Right to Information, Freedom of Information or Privacy legislation - See INFORMATIONMANAGEMENT - Compliance. For compliance in relation to Financial Management -		

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Retention and Disposal Authority for Administrative Records of National Bodies

Authority number: PROS 13/07 VAR 2

No	Function/Activity	Description	Status	Disposal Action
<i>INDUSTRIAL RELATIONS - DISPUTES</i>				
		See FINANCIAL MANAGEMENT - Compliance. For compliance with other mandatory or optional accountability, legal, regulatory or quality standards - See STRATEGIC MANAGEMENT Compliance. For compliance in relation to Workplace Health and Safety - See WORKPLACE HEALTH AND SAFETY - Compliance.		
9.7	DISPUTES	The activities associated with the resolution of disputes relating to dissatisfaction about a work situation.		
9.7.1		Records relating to industrial disputes which have a major impact on the agency's operations.	Permanent	Retain as State archives
9.7.2		Records relating to major disputes involving the agency's staff.	Permanent	Retain as State archives
9.7.3		Records relating to minor disputes involving the agency's staff.	Temporary	Destroy 7 years after action completed.
9.8	ENTERPRISE BARGAINING	The process where employees negotiate increased pay or other benefits with their employers in exchange for the implementation of working arrangements that improve the performance of the agency. Includes the activities associated with establishing and implementing an enterprise agreement.		

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Retention and Disposal Authority for Administrative Records of National Bodies

Authority number: PROS 13/07 VAR 2

No	Function/Activity	Description	Status	Disposal Action
<i>INDUSTRIAL RELATIONS - ENTERPRISE BARGAINING</i>				
		See STRATEGIC MANAGEMENT for records of workplace consultative committees.		
9.8.1		Records relating to successful enterprise bargaining, including policy, case/examples of implementation, negotiations and enterprise agreements.	Permanent	Retain as State archives
9.8.2		Records relating to the development of an enterprise agreement. Includes records of cases that did not result in an agreement.	Temporary	Destroy 9 years after action completed.
9.8.3		Enterprise bargaining working papers.	Temporary	Destroy 2 years after action completed.
9.9	INDUSTRIAL ACTION	The activities associated with dealing with a failure or refusal to attend or perform work in association with a dispute between management and workers. Includes lock outs, strikes etc.		
9.9.1		Records relating to industrial action that had a major impact on agency operations, e.g. strikes involving a substantial number of agency staff and having a major impact on agency operations. Includes conciliation and dispute resolution processes.	Permanent	Retain as State archives
9.9.2		Records relating to industrial action resolved with minimal impact on agency operations.	Temporary	Destroy 9 years after action completed.
9.10	MEETINGS	See STRATEGIC MANAGEMENT - Meetings		

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Retention and Disposal Authority for Administrative Records of National Bodies

Authority number: PROS 13/07 VAR 2

No	Function/Activity	Description	Status	Disposal Action
<i>INDUSTRIAL RELATIONS - PLANNING</i>				
9.11	PLANNING	See STRATEGIC MANAGEMENT - Planning		
9.12	POLICY	See STRATEGIC MANAGEMENT - Policy		
9.13	PROCEDURES	See STRATEGIC MANAGEMENT - Procedures		
9.14	REPORTING	See STRATEGIC MANAGEMENT - Reporting		
9.15	RESEARCH	See STRATEGIC MANAGEMENT - Research		
10	INFORMATION MANAGEMENT	The function of providing services based on information and information products. Includes library and records management services.		
10.1	ACQUISITION	The process of gaining ownership or use of information resources or the provision of information services through purchases.		
10.1.1		Records relating to the acquisition of external publications and library materials, including subscriptions to journals, orders, approvals, etc.	Temporary	Destroy 7 years after action completed.
10.2	AUDIT	The activities associated with officially checking records to ensure they have been kept and maintained in accordance with agreed or legislated standards.		
10.2.1		Records relating to official audits of information systems, facilities and processes. Includes working	Temporary	Destroy 7 years after

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Retention and Disposal Authority for Administrative Records of National Bodies

Authority number: PROS 13/07 VAR 2

No	Function/Activity	Description	Status	Disposal Action
<i>INFORMATION MANAGEMENT - COMMITTEES</i>				
		papers, audit trail records, and system reports.		action completed.
10.3	COMMITTEES	See BOARDS AND COMMITTEES		
10.4	COMPLIANCE	The activity associated with complying with mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements to which the organisation is subject. Includes compliance with legislation and with national and international standards, such as ISO 9000 series. Includes compliance with the Right to Information or Freedom of Information legislation. See COMMUNITY RELATIONS reference number 2.8.0 for general enquiries and requests for information received by the agency.		
10.4.1		Records relating to the management of serious breaches of compliance requirements.	Permanent	Retain as State archives
10.4.2		Records relating to agency compliance with mandatory standards or statutory requirements. Includes proof of compliance.	Temporary	Destroy 7 years after action completed.
10.4.3		Records relating to the management of minor breaches of compliance requirements.	Temporary	Destroy 5 years after action completed.
10.4.4	Right to Information applications -	Application files relating to the management of precedent-setting cases or cases generating	Permanent	Retain as State archives

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Retention and Disposal Authority for Administrative Records of National Bodies

Authority number: PROS 13/07 VAR 2

No	Function/Activity	Description	Status	Disposal Action
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INFORMATION MANAGEMENT - COMPLIANCE

	precedent-setting	substantial public interest.		
10.4.5	Right to Information applications	Application files relating to the management of cases that are not precedent-setting or cases that do not generate substantial public interest. Includes application files for access/amendment to records requested under Right to Information or Freedom of Information which may or may not have been subject to internal or external review Includes copies of documents provided to applicant.	Temporary	Destroy 8 years after action completed.
10.4.6	Right to Information - routine correspondence	Routine correspondence dealing with minor matters related to Right to Information or Freedom of Information.	Temporary	Destroy 2 years after action completed.
10.4.7	Right to Information applications - withdrawn or referred	Application files relating to the management of withdrawn applications or applications referred to other agencies.	Temporary	Destroy 2 years after action completed.
10.4.8	Privacy - precedent-setting cases	Records relating to individual privacy cases that are of a contentious or precedent-setting nature.	Permanent	Retain as State archives
10.4.9	Privacy - confidentiality agreements	Confidentiality agreements between the agency and external bodies, and related records.	Temporary	Destroy 7 years after lapsing of agreement, or action completed, whichever is later.

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Retention and Disposal Authority for Administrative Records of National Bodies

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No	Function/Activity	Description	Status	Disposal Action
<i>INFORMATION MANAGEMENT - COMPLIANCE</i>				
10.4.10	Privacy - plans	Plans for the implementation of privacy controls/principles for the collection, use, storage and disclosure of personal information.	Temporary	Destroy 5 years after superseded.
10.4.11	Privacy - investigations	Investigations into alleged privacy breaches, including unauthorised disposal of records containing personal information.	Temporary	Destroy 5 years after action completed.
10.4.12	Privacy - other cases	Records relating to individual privacy cases privacy cases that are not of a contentious or precedent-setting nature.	Temporary	Destroy 2 years after action completed.
10.4.13	General information management - guidelines and procedures	Guidelines and procedures developed by the agency for Right to Information or Freedom of Information. Includes the right to information privacy.	Temporary	Destroy 1 year after superseded.
10.5	CONSERVATION	The activities involved in the preservation, protection, maintenance, restoration and enhancement of information resources and artefacts.		
10.5.1		Records documenting specialised preservation treatment undertaken on permanent records, (e.g. for specific formats such as photographs).	Permanent	Retain as State archives
10.5.2		Records relating to agency conservation plans for the preservation of records and other information resources. Also includes disaster plans and	Temporary	Destroy 2 years after plan superseded.

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Retention and Disposal Authority for Administrative Records of National Bodies

Authority number: PROS 13/07 VAR 2

No	Function/Activity	Description	Status	Disposal Action
<i>INFORMATION MANAGEMENT - CONSERVATION</i>				
		identification of vital records.		
10.5.3		Records relating to routine preservation activities undertaken on agency records, including bookbinding and repairs.	Temporary	Destroy 2 years after action completed.
10.6	CONTRACTING-OUT	See FINANCIAL MANAGEMENT Contracting-Out		
10.7	CONTROL	<p>The activity associated with creating, maintaining and evaluating control mechanisms, Includes classification, indexing, registration, forms design, etc. to ensure maximum control over records and recordkeeping systems. Also includes control mechanisms for other information resources and systems.</p> <p>For records relating to the management of a collection operated for the benefit of the public, please refer to the agency's core business <i>Retention and Disposal Authority</i>.</p>		
10.7.1	Primary control records	<p>Primary control records for records required as State Archives which are required to facilitate access and give meaning and context to the records over time. Records include: indexes, correspondence file registers or registration systems and mandatory recordkeeping metadata standard data elements.</p> <p>See INFORMATION MANAGEMENT reference number 10.10.1 for records relating to the disposal</p>	Permanent	Retain as State archives

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Retention and Disposal Authority for Administrative Records of National Bodies

Authority number: PROS 13/07 VAR 2

No	Function/Activity	Description	Status	Disposal Action
<i>INFORMATION MANAGEMENT - CONTROL</i>				
		of public records.		
10.7.2		Primary control records for records which are required as State archives but which are not required to facilitate access and give meaning and context to the records over time.	Temporary	Destroy 20 years after records to which they relate are finally disposed of.
10.7.3		Primary control records for records not required as State archives.	Temporary	Destroy 20 years after records to which they relate are destroyed or finally disposed of.
10.7.4		Secondary control records. Records include: <ul style="list-style-type: none"> • file or container movement records (if secondary to the main registers and indexes) • reference sets of control records (e.g. within branches/regions of organisation where master control records are retained centrally) • resubmit, barcode and location lists • superseded sets of control records where information has been fully transferred to a new system • workflow tracking systems facilitating the tracking and monitoring of cases where the systems are not acting as records management systems, e.g. Ministerial tracking systems, minor case management 	Permanent	Destroy after Retain until administrative or reference use ceases, then destroy.

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Retention and Disposal Authority for Administrative Records of National Bodies

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No	Function/Activity	Description	Status	Disposal Action
<i>INFORMATION MANAGEMENT - CONTROL</i>				
		tracking systems.		
10.7.5		Control records documenting library collections e.g. library catalogue.	Temporary	Destroy 1 year after collection is disposed of.
10.7.6	Secure document handling	Registers of, and receipts for, classified or confidential files, correspondence or safe-hand material, including access registers and destruction certificates for classified material.	Temporary	Destroy 5 years after action completed.
10.7.7	File retrieval	Documentation relating to the withdrawal or return of records from Archives or other records storage providers.	Temporary	Destroy 2 years after action completed.
10.7.8	Secondary control records	<p>Secondary control, processing and reference records maintained in either electronic or hard copy format. Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • file transit and requisition advice • resubmit books, cards and diaries • file movement cards or metadata (not showing the ultimate disposal of files) • file census sheets • reference or duplicate control records maintained at sub-registries or other elements of the agency (e.g. branches, sections, outposted staff) 	Temporary	Destroy 1 year after action completed.

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Retention and Disposal Authority for Administrative Records of National Bodies

Authority number: PROS 13/07 VAR 2

No	Function/Activity	Description	Status	Disposal Action
<i>INFORMATION MANAGEMENT - CONTROL</i>				
		<ul style="list-style-type: none"> reports generated from master control records. 		
10.7.9	Loans and control records	Loan records and reference material, including accession lists, lists of holdings of other libraries, inter-library loans, publishers' catalogues and price lists, etc.	Temporary	Destroy 1 year after action completed.
10.8	CUSTOMER SERVICE	The activities associated with the planning, monitoring and evaluation of services provided to customers by the agency.		
10.8.1		Records relating to the management of specialised customer services, e.g. help/information desks, websites, interpreters, facilities for disabled customers, changes to opening hours, outreach services, etc.	Temporary	Destroy 5 years after action completed.
10.8.2		Records relating to the development and implementation of quality management practices relating to meeting customer needs.	Temporary	Destroy 2 years after action completed.
10.8.3	Enquiries Management	Records relating to enquiries directed to an agency.	Temporary	Destroy 2 years after action completed.
10.9	DATA ADMINISTRATION	The activities associated with maintaining and using the data that is held in a system, either automated or manual. Includes the maintenance of data dictionaries and the application of vital records and		

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Retention and Disposal Authority for Administrative Records of National Bodies

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No	Function/Activity	Description	Status	Disposal Action
<i>INFORMATION MANAGEMENT - DATA ADMINISTRATION</i>				
		counter disaster plan objectives to safeguard against data loss or corruption. See STRATEGIC MANAGEMENT reference number 15.9.0 for records relating to Disaster Recovery.		
10.9.1		Records relating to the planning and coordination of information systems. Includes migration of data to successor systems.	Temporary	Destroy 7 years after system closed or superseded, or data migrated to successor system.
10.9.2		Records relating to administrative support for the maintenance of data standards, data definitions and data dictionaries. Includes records that explain the meaning, purpose, logical relationships, use and origin of data.	Temporary	Destroy 7 years after system closed or superseded, or data migrated to successor system.
10.9.3		Periodic data reports and related records used for checking, monitoring, and other routine administrative purposes. Includes data logs.	Temporary	Destroy 1 year after action completed.
10.10	DISPOSAL	The activity of disposing of property no longer required by the organisation, by sale, transfer, termination of lease, auction or destruction. Includes destruction or transfer of archives, and the program of activities to facilitate the orderly transfer of semi-active and inactive records from current office space to low-cost or archival storage.		

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Retention and Disposal Authority for Administrative Records of National Bodies

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No	Function/Activity	Description	Status	Disposal Action
<i>INFORMATION MANAGEMENT - DISPOSAL</i>				
10.10.1	Records transferred to the Archival Authority and master records disposal documentation	Transfer and access documentation for records transferred to the Archival Authority or to another agency or organisation as a consequence of a change in administrative arrangements or functions. Master set/s of records relating to routine disposal matters, including: agency specific disposal authorities issued by the Archival Authority; records of records destruction, including notifications of destruction issued by the Archival Authority; and evidence of the public authority's compliance with the Archival Authority's requirements relating to the early disposal of original paper records which have been digitised. See INFORMATION MANAGEMENT reference number 10.7.0 for master control records.	Temporary	Destroy 20 years after action completed.
10.10.2	Retention and Disposal Authority development	Records relating to appraisal documentation submitted to the Archival Authority for the issue of disposal authorities.	Temporary	Destroy 10 years after Authority superseded.
10.10.3		Records relating to the disposal of library materials and other information products.	Temporary	Destroy 7 years after action completed.
10.11	DISTRIBUTION	The activities associated with disseminating items, correspondence or publications through sales, deliveries or other customer services.		
10.11.1		Records relating to distribution of correspondence and other items in the agency. Includes retrievals	Temporary	Destroy 1 year after

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Retention and Disposal Authority for Administrative Records of National Bodies

Authority number: PROS 13/07 VAR 2

No	Function/Activity	Description	Status	Disposal Action
<i>INFORMATION MANAGEMENT - DONATIONS</i>				
		from secondary storage.		action completed.
10.12	DONATIONS	See COMMUNITY RELATIONS reference number 2.7.0 for records relating to donations.		
10.13	ENQUIRIES	Receiving and responding to enquiries regarding information and services.		
10.13.1		Routine management of library services provided by the agency including provision of materials and records of individual users, loans and inter-library loans.	Temporary	Destroy 2 years after action completed.
10.13.2		Reference material relating to library services including publishers catalogues, price lists, information from other libraries and agencies, etc.	Temporary	Destroy 3 months after action completed.
10.14	EVALUATION	See STRATEGIC MANAGEMENT - Evaluation		
10.15	IMPLEMENTATION	See STRATEGIC MANAGEMENT reference number 15.12 for records relating to technology implementation.		
10.16	INSPECTIONS	The inspection of records by a monitoring agency. See LEGAL SERVICES , class 11.8.4 for the management of discovery orders.		
10.16.1		Records relating to inspections of agency records by	Temporary	Destroy 3 years after

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Retention and Disposal Authority for Administrative Records of National Bodies

Authority number: PROS 13/07 VAR 2

No	Function/Activity	Description	Status	Disposal Action
<i>INFORMATION MANAGEMENT - INTELLECTUAL PROPERTY</i>				
		a monitoring agency such as the Archival Authority.		action completed.
10.17	INTELLECTUAL PROPERTY	The activities involved in managing the agency's intellectual property, both published and unpublished. Includes copyright, patents, and trademarks, royalties and matters of confidentiality such as trade secrets.		
10.17.1	Ownership	Records relating to ownership by the agency of copyright, trademarks and patents.	Temporary	Destroy 7 years after ownership lapses.
10.17.2	Intellectual Property - infringements	Documentation relating to infringements of copyright.	Temporary	Destroy 10 years after action completed.
10.17.3	Intellectual Property - usage	Applications by the agency for permission to reproduce material held under copyright by other individuals/organisations. Includes copyright declaration forms.	Temporary	Destroy 7 years after action completed.
10.17.4	Intellectual Property - requests	Applications received by the agency for permission to reproduce material in which it owns copyright. Includes copyright declaration forms.	Temporary	Destroy 7 years after expiration of the period for which permission is granted.
10.17.5	Intellectual Property - agreements	Copyright agreements.	Temporary	Destroy 7 years after lapsing of agreement, or action completed, whichever is later.

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Retention and Disposal Authority for Administrative Records of National Bodies

Authority number: PROS 13/07 VAR 2

No	Function/Activity	Description	Status	Disposal Action
<i>INFORMATION MANAGEMENT - INTELLECTUAL PROPERTY</i>				
10.17.6		Records relating to the administration of royalties received by the agency.	Temporary	Destroy 7 years after action completed.
10.18	MEETINGS	See STRATEGIC MANAGEMENT - Meetings		
10.19	PLANNING	See STRATEGIC MANAGEMENT - PLANNING		
10.20	PRIVACY	The activity associated with applying the principles of privacy. Includes data protection in relation to privacy. Also includes the process of collection, handling, use and disclosure of records of a private, personal or confidential nature to maintain that the rights of a living person (or immediate family) are secure from unauthorised disclosure or access to such information. See INFORMATION MANAGEMENT reference number 10.4.0 for records relating to privacy.		
10.21	RESEARCH	See STRATEGIC MANAGEMENT - Research		
10.22	REVIEWING	See STRATEGIC MANAGEMENT - Reviewing		
10.23	RISK MANAGEMENT	See STRATEGIC MANAGEMENT - Risk Management		
10.24	SECURITY	The activities associated with measures taken to protect information from accidental or intentional damage or from unauthorised access.		

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Retention and Disposal Authority for Administrative Records of National Bodies

Authority number: PROS 13/07 VAR 2

No	Function/Activity	Description	Status	Disposal Action
<i>INFORMATION MANAGEMENT - SECURITY</i>				
10.24.1		Security arrangements for records including sensitive, financial and critical records.	Temporary	Destroy 5 years after superseded.
10.25	STANDARDS	See STRATEGIC MANAGEMENT - Standards		
11	LEGAL SERVICES	The function of providing legal services to the organisation regarding administrative matters. Includes the interpretation and provision of advice to the organisation regarding legal matters, the drawing up of legal agreements and the handling of legal action and disputes. Also includes legal advice received from in-house consultants and external sources including Crown Law.		
11.1	ADVICE	The activities associated with the offering of opinions by or to the agency as to an action or judgement. Includes the process of advising.		
11.1.1		Legal advice from inside and outside the agency relating to interpretations of legislation administered by the agency; proposals for new or amended legislation; major issues of public interest, precedents or matters which have a major impact on the agency's policy and procedures.	Permanent	Retain as State archives
11.1.2		Legal advice from inside and outside the agency relating to interpretations of legislation administered by the agency; which have a minor impact on the agency's policy and procedures.	Temporary	Destroy 10 years after action completed.

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No	Function/Activity	Description	Status	Disposal Action
<i>LEGAL SERVICES - AGREEMENTS</i>				
11.2	AGREEMENTS	See STRATEGIC MANAGEMENT - Agreements		
11.3	COMMITTEES	See BOARDS AND COMMITTEES		
11.4	COMPLIANCE	<p>For compliance in relation to Information Management, such as Right to Information, Freedom of Information or Privacy legislation See INFORMATIONMANAGEMENT - Compliance.</p> <p>For compliance in relation to Financial Management - See FINANCIAL MANAGEMENT - Compliance.</p> <p>For compliance with other mandatory or optional accountability, legal, regulatory or quality standards - See STRATEGIC MANAGEMENT Compliance.</p> <p>For compliance in relation to Workplace Health and Safety - See WORKPLACE HEALTH AND SAFETY - Compliance.</p>		
11.5	CONTRACTING-OUT	See FINANCIAL MANAGEMENT - Contracting-Out		
11.6	INQUIRIES	See GOVERNMENT RELATIONS - Inquiries		
11.7	INTELLECTUAL PROPERTY	See INFORMATION MANAGEMENT - Intellectual Property		
11.8	LITIGATION	The activities involved in managing lawsuits or legal proceedings between the agency and other parties in		

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No	Function/Activity	Description	Status	Disposal Action
<i>LEGAL SERVICES - LITIGATION</i>				
		<p>a court or other tribunal. Includes briefs for counsel, copies of documents required by or lodged with a court, consultation with the Attorney General's department and other agencies, and records documenting compliance with court instructions, e.g. subpoenas and discovery orders.</p> <p>Note: Records that are or may be needed in evidence in a judicial proceeding, including any reasonably possible judicial proceeding, must be retained for longer.</p>		
11.8.1		Records relating to major issues of public interest or controversy; claims or matters which are of a precedent-setting nature or which have a major impact on the agency's policy and procedures.	Permanent	Retain as State archives
11.8.2	Public interest disclosures - substantiated	Records relating to public interest disclosures made which are substantiated.	Permanent	Retain as State archives
11.8.3		Records created and received during the legal discovery process. Includes subpoenas and discovery orders also includes arrangements for agency witnesses to attend court.	Temporary	Destroy 10 years after action completed.
11.8.4		Records relating to the provision of access to records for legal purposes, including implementation of discovery orders, court subpoenas, requests from tribunals, Ombudsman's Office, etc.	Temporary	Destroy 10 years after action completed.

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No	Function/Activity	Description	Status	Disposal Action
<i>LEGAL SERVICES - LITIGATION</i>				
11.8.5		Records relating to issues, claims or case matters which are not major matters or issues of public interest or controversy. Includes claims of a minor nature.	Temporary	Destroy 7 years after action completed.
11.8.6	Public interest disclosures - unproven	Records relating to public interest disclosures which are unfounded or unsubstantiated after necessary action has been taken.	Temporary	Destroy 3 years after action completed.
11.9	MEETINGS	See STRATEGIC MANAGEMENT - Meetings		
11.10	PLANNING	See STRATEGIC MANAGEMENT - Planning		
11.11	POLICY	See STRATEGIC MANAGEMENT - Policy		
11.12	REPORTING	See STRATEGIC MANAGEMENT - Reporting		
11.13	RESEARCH	See STRATEGIC MANAGEMENT - Research		
11.14	REVIEWING	See STRATEGIC MANAGEMENT - Reviewing		
11.15	SUBMISSIONS	See GOVERNMENT RELATIONS - Submissions		
12	PERSONNEL AND STAFF DEVELOPMENT	The function of managing all employees in the organisation. Employees include Ministerial, permanent, temporary and part-time employees, people working under scholarships, traineeships, apprenticeships and similar relationships. Includes appeals, overtime, salaries, superannuation and		

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Authority number: PROS 13/07 VAR 2

No	Function/Activity	Description	Status	Disposal Action
<i>PERSONNEL AND STAFF DEVELOPMENT - ADDRESSES (PRESENTATIONS)</i>				
		<p>working hours when related to people rather than to Industrial Relations. Also includes arrangements for staff travel and the provision of childcare by the agency.</p> <p>The function of encouraging staff to develop their skills and abilities (through activities, programs and events) to maximise their potential and increase their productivity. Includes identifying and implementing all aspects of training needs and programs (internal and external) available to staff.</p>		
12.1	ADDRESSES (PRESENTATIONS)	<p>The activity of giving addresses for training, professional, community relations or sales purposes. Includes speeches and multi-media presentations.</p> <p>See COMMUNITY RELATIONS reference number 2.1.0 and GOVERNMENT RELATIONS reference number 8.1.0 for records relating to addresses and presentations.</p>		
12.2	ALLOWANCES	<p>The activities involved in arranging and managing money paid to employees in addition to salary to cover expenses incurred in the course of employment, e.g. travelling allowances.</p>		
12.2.1		<p>Records relating to allowances paid to agency staff and volunteers. Includes allowances for travelling, moving, shifts, meals, etc. Also includes rejected applications for allowances.</p>	Temporary	Destroy 7 years after action completed.

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No	Function/Activity	Description	Status	Disposal Action
<i>PERSONNEL AND STAFF DEVELOPMENT - ARRANGEMENTS</i>				
12.3	ARRANGEMENTS	The activities involved in arranging for a journey or trip. Includes preparing travel itineraries, authorisations, entitlements etc. See FINANCIAL MANAGEMENT for payments relating to staff travel.		
12.3.1		Administrative arrangements and specific files relevant to domestic and overseas travel, including itineraries, visas and passport applications. Also includes records relating to the authorisation of staff travel.	Temporary	Destroy 7 years after action completed.
12.3.2		Visit reports where the information is required to fulfil finance and accounting requirements.	Temporary	Destroy 2 years after action completed.
12.4	AUDIT	See STRATEGIC MANAGEMENT - Audit		
12.5	AUTHORISATION	The process of seeking and granting permission to undertake a requested action. See FINANCIAL MANAGEMENT reference number 6.8.0 for financial delegations.		
12.5.1	Delegations - High level	Records relating to delegations of authority relating to the functional or administrative responsibilities of the agency where the delegation is issued: <ul style="list-style-type: none"> • to a Chief Executive Officer or • to a statutory office holder or 	Permanent	Retain as State archives

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No	Function/Activity	Description	Status	Disposal Action
<i>PERSONNEL AND STAFF DEVELOPMENT - AUTHORISATION</i>				
		<ul style="list-style-type: none"> • by a Minister and maintained in the Department. <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • Instrument of Delegation • Register of Delegations and Authorisations. 		
12.5.2	Delegations - Other	<p>Records relating to other delegations of authority relating to the functional or administrative responsibilities of the agency issued to officers that are not covered by reference number 12.5.1. Excludes financial delegations.</p> <p>See FINANCIAL MANAGEMENT reference number 6.8.0 for financial delegations.</p>	Temporary	Destroy 7 years after delegation is cancelled or superseded.
12.6	COMMITTEES	See BOARDS AND COMMITTEES		
12.7	COMPLIANCE	<p>For compliance in relation to Information Management, such as Right to Information, Freedom of Information or Privacy Legislation - See INFORMATIONMANAGEMENT - Compliance.</p> <p>For compliance in relation to Financial Management - See FINANCIAL MANAGEMENT - Compliance.</p> <p>For compliance with other mandatory or optional accountability, legal, regulatory or quality standards - See STRATEGIC MANAGEMENT Compliance.</p> <p>For compliance in relation to Workplace Health and</p>		

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No	Function/Activity	Description	Status	Disposal Action
<i>PERSONNEL AND STAFF DEVELOPMENT - CONFERENCES</i>				
		Safety - See WORKPLACE HEALTH AND SAFETY - Compliance.		
12.8	CONFERENCES	See COMMUNITY RELATIONS - Conferences		
12.9	CONTRACTING-OUT	See FINANCIAL MANAGEMENT - Contracting-Out		
12.10	COUNSELLING	The activities associated with giving advice or guidance to employees for various reasons.		
12.10.1	Employee assistance - case files	Name-specific files raised regarding employee assistance and personal welfare matters (e.g. hardship relief, welfare counselling, bereavement, travel). Note: Some agencies may need to retain these records longer, e.g. the Police.	Temporary	Destroy 7 years after action completed.
12.11	DISCIPLINE	The activities and actions associated with the discipline process. Includes investigations, charges, formal enquiries, punishment and appeals resolved within the agency or by an external authority. See PERSONNEL AND STAFF DEVELOPMENT reference number 12.13.0 for grievances not relating to a discipline process. See PERSONNEL AND STAFF DEVELOPMENT reference number 12.19.0 for managing diminished performance and other performance issues.		

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No	Function/Activity	Description	Status	Disposal Action
<i>PERSONNEL AND STAFF DEVELOPMENT - DISCIPLINE</i>				
12.11.1	Landmark Disciplinary Action	Records of disciplinary cases that generate substantial public interest and debate/or result in changes to agency policy or procedures. Includes summary sheets, interview records, investigation notes or assessments, personal statements, final reports and appeals.	Permanent	Retain as State archives
12.11.2	Disciplinary Action - Informal	Records relating to the management of cases where employees not formally disciplined. Includes records relating to internal enquiries and ongoing disciplinary action. Includes summary sheets, interview records, unsubstantiated investigation notes or assessments, personal statements and final reports.	Temporary	Destroy 7 years after action completed.
12.11.3	Disciplinary Action - Formal	Records relating to the management of cases where employees are formally disciplined. Includes records relating to internal enquiries and ongoing disciplinary action. Includes summary sheets, interview records, investigation notes or assessments, personal statements, final reports and appeals.	Temporary	Destroy 7 years after action completed unless destruction required earlier as part of an agreement.
12.12	EMPLOYMENT CONDITIONS	The activities associated with managing the general conditions of employment for personnel.		
12.12.1	Personnel Registers	Summary records or consolidated service histories of employees and volunteers. Includes registers, electronic records, indexes or sheets which document, employees' appointment history, education, qualifications, salary and superannuation	Permanent	Retain as State archives

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No	Function/Activity	Description	Status	Disposal Action
<i>PERSONNEL AND STAFF DEVELOPMENT - EMPLOYMENT CONDITIONS</i>				
		history, etc. Note: Summary records may include details such as: identification number, name, date of birth, address, contacts, date appointed, status, position and dates held, locations worked, promotions and higher duties and dates held, salary rates, allowances.		
12.12.2	Chief Executive/Head of Agency Personnel Files	Personnel files of prominent employees, such as the Chief Executive/Head of Agency.	Permanent	Retain as State archives
12.12.3	Personnel Files	Files of public sector employees that are not Chief Executive Officer/Head of Agency. Includes exempt personnel, work experience placements, contract employees etc.	Permanent	Destroy 7 years after Retain for eighty five (85) years from date of birth; or seven (7) years from date of separation/retirement whichever is later; or 7 years after death, then destroy.
12.12.4	Pecuniary interests	Register of declarations of pecuniary or other potentially conflicting interests. See FINANCIAL MANAGEMENT for financial records. See COMMUNITY RELATIONS reference number 2.12.1 for records documenting agency contact with lobbyists.	Temporary	Destroy 10 years after action completed unless destruction required earlier as part of an agreement.

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No	Function/Activity	Description	Status	Disposal Action
<i>PERSONNEL AND STAFF DEVELOPMENT - EMPLOYMENT CONDITIONS</i>				
12.12.5	Work diaries - Chief Executive Officer	Work diaries of Chief Executive Officers of public authorities which record the occurrence of official duties. Includes electronic diaries. Note: Private appointment diaries not related to recording of official duties are not included.	Temporary	Destroy 7 years after action completed unless destruction required earlier as part of an agreement.
12.12.6	Work diaries - other	Work diaries of all employees that are not Chief Executive Officers all other officers. Includes electronic diaries.	Temporary	Destroy 2 years after action completed unless destruction required earlier as part of an agreement.
12.13	GRIEVANCES	The activities associated with issues or complaints raised by employees in relation to any workplace action or decision which directly affects them and which they perceive to be unfair or unreasonable. See PERSONNEL AND STAFF DEVELOPMENT reference number 12.11.0 for grievances which result in disciplinary action. See PERSONNEL AND STAFF DEVELOPMENT reference number 12.19.0 for managing diminished performance and other performance issues. See INDUSTRIAL RELATIONS reference number 9.3.1 for appeals to external tribunals or other authorities.		
12.13.1		Records relating to grievances and complaints	Permanent	Retain as State archives

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No	Function/Activity	Description	Status	Disposal Action
<i>PERSONNEL AND STAFF DEVELOPMENT - GRIEVANCES</i>				
		generating substantial public interest and debate and resulting in changes to agency policy and procedures.		
12.13.2		Internal grievances and Discrimination Records relating to the internal management of grievance cases and complaints which do not generate substantial public interest and debate or result in changes to agency policy and procedures. Includes incidences of discrimination and sexual harassment. See STRATEGIC MANAGEMENT for records relating to policy.	Temporary	Destroy 7 years after action completed unless destruction required earlier as part of an agreement.
12.14	INFRINGEMENTS	The activities associated with handling breaches of the agency's rules by staff. See PERSONNEL AND STAFF DEVELOPMENT reference number 12.10.0 for infringement activities that result in counselling. See PERSONNEL AND STAFF DEVELOPMENT reference number 12.11.0 for infringement activities that result in discipline. See LEGAL SERVICES reference number 11.8.0 for infringement activities that result in litigation.		
12.14.1		Records relating to infringements not resulting in counselling, discipline or litigation.	Temporary	Destroy 1 year after action completed unless destruction required earlier as part of an

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No	Function/Activity	Description	Status	Disposal Action
<i>PERSONNEL AND STAFF DEVELOPMENT - INSURANCE</i>				
				agreement.
12.15	INSURANCE	The process of taking out premiums to cover loss or damage to property or premises, and to cover customers and staff against injury or death resulting from incidents on the agency's premises or whilst engaged during employment. See COMPENSATION reference number 3.7.0 for records relating to insurance.		
12.16	LEAVE	The process of administering leave for which staff are eligible. Includes unauthorised leave taken by staff. See FINANCIAL MANAGEMENT reference number 6.1.0 for financial records relating to employee leave payments.		
12.16.1		Leave application forms. Includes supporting documentation in accordance with relevant legislation, awards, industrial agreements and agency policies where required (e.g. medical certificates). Records of consolidated leave should be included on the personnel file.	Temporary	Destroy 7 years after action completed unless destruction required earlier as part of an agreement.
12.17	MARKETING	The process of analysing, creating and selling services. Includes market research, advertising, media releases, promotion, etc. See PERSONNEL AND STAFF DEVELOPMENT		

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No	Function/Activity	Description	Status	Disposal Action
<i>PERSONNEL AND STAFF DEVELOPMENT - MEETINGS</i>				
		reference number 2.13.0 for records relating to marketing employment opportunities to personnel.		
12.18	MEETINGS	See STRATEGIC MANAGEMENT - Meetings		
12.19	PERFORMANCE MANAGEMENT	<p>The process of identifying, evaluating, and developing corporate and employee work performance so that the agency's goals and objectives are achieved and also benefitting employees through recognition, performance feedback, catering for work needs and offering career guidance.</p> <p>See PERSONNEL AND STAFF DEVELOPMENT reference number 12.13.0 for internal grievances not relating to a discipline process.</p> <p>See PERSONNEL AND STAFF DEVELOPMENT reference number 12.11.0 for grievances which result in discipline action.</p> <p>See STRATEGIC MANAGEMENT reference number 15.15.0 for agency performance management.</p> <p>See INDUSTRIAL RELATIONS reference number 9.3.1 for appeals to external tribunals or other authorities.</p>		
12.19.1		Records relating to substantial honours and awards conferred on agency staff or volunteers as tokens of distinction or achievement, e.g. honorary degrees,	Permanent	Retain as State archives

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No	Function/Activity	Description	Status	Disposal Action
<i>PERSONNEL AND STAFF DEVELOPMENT - PERFORMANCE MANAGEMENT</i>				
		Australian Honours, Public Service Medals, etc.		
12.19.2		Employee assessment reports, action plans, counselling on work performance, career paths, etc.	Temporary	Destroy 7 years after action completed unless destruction required earlier as part of an agreement.
12.19.3	Diminished performance - disciplinary action	Documentation relating to diminished performance cases resulting in disciplinary action that leads to the rescission of appointment or the non-approval of salary increment. And diminished performance cases where disciplinary action does not result in the rescission/termination of appointment or the non-approval of salary increment.	Permanent	Destroy 7 years after Retain for 7 years after action completed, then destroy. Where rescission of appointment has resulted, documentation relating to the rescission of appointment should be placed on a confidential part of the employee's personnel file.
12.19.4	Diminished performance - no disciplinary action	Documentation relating to diminished performance cases resulting in no disciplinary action, rescission/termination of appointment or non-approval of salary increment.	Temporary	Destroy 7 years after action completed unless destruction required earlier as part of an agreement.
12.19.5		Records relating to performance improvement.	Temporary	Destroy 7 years after action completed unless

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No	Function/Activity	Description	Status	Disposal Action
<i>PERSONNEL AND STAFF DEVELOPMENT - PLANNING</i>				
				destruction required earlier as part of an agreement.
12.20	PLANNING	The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.		
12.20.1		Records of employment plans, succession planning and workforce planning.	Temporary	Destroy 5 years after superseded.
12.21	POLICY	See STRATEGIC MANAGEMENT - Policy		
12.22	PROCEDURES	See STRATEGIC MANAGEMENT - Procedures		
12.23	RECRUITMENT	Records relating to individual vacant positions advertised for filling by assignment or reassignment, including details of vacant position, classification and salary, job and person specification and schedule of applicants; applications and supporting documentation for each applicant; selection reports and recommendation and copies of vetting reports. Note: Documentation other than the appointee's application is not to be placed on an employee's personnel file. Selection documentation should demonstrate that the provisions of the applicable recruitment and selection standard has been observed.		

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No	Function/Activity	Description	Status	Disposal Action
<i>PERSONNEL AND STAFF DEVELOPMENT - RECRUITMENT</i>				
12.23.1		Records relating to the recruitment of Chief Executives or any other appointment requiring a Cabinet or Ministerial submissions.	Permanent	Retain as State archives
12.23.2	Recruitment - positions	<p>Records relating to recruitment and selection for advertised substantive positions and non-substantive positions, including temporary acting and relieving arrangements.</p> <p>Records may include but are not limited to:</p> <ul style="list-style-type: none"> • unsuccessful applications • interview reports • panel recommendation reports • records of appeal/review. <p>Excludes criminal history checks.</p> <p>Note: Successful applications should be retained in accordance with the relevant personnel file.</p> <p>See PERSONNEL AND STAFF DEVELOPMENT reference number 12.23.3 for criminal history checks used for unsuccessful applicants.</p> <p>See PERSONNEL AND STAFF DEVELOPMENT reference number 12.23.4 for position descriptions.</p>	Temporary	Destroy 1 year after date of appointment or 1 year after the conclusion of any appeals process, whichever is longer.
12.23.3	Criminal history, identity, security clearance and	Records relating to criminal history, identity and discipline history checks conducted on preferred	Permanent	Destroy after Retain until the suitability of the applicant has been

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No	Function/Activity	Description	Status	Disposal Action
<i>PERSONNEL AND STAFF DEVELOPMENT - RECRUITMENT</i>				
	discipline history checks	<p>applicants as part of the recruitment process.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • consent forms and supporting documentation • correspondence with the Police • correspondence with the applicant • criminal history report • applicant's consent or withdrawal of consent • records documenting the reasons for finding the person unsuitable to perform relevant duties as a result of a criminal history. <p>Records relating to character and police record checks and documentation relating to clearances for current employees and volunteers.</p> <p>Note: If these records are retained on an agency Personnel File then sentence according to Personnel Files.</p> <p>Excludes checks performed under agency-specific legislation dealing with criminal history.</p> <p>Excludes Working with Children checks/employment screening checks.</p> <p>See PERSONNEL AND STAFF DEVELOPMENT reference number 12.23.0 for checks performed on prospective employees and volunteers as part of the</p>		<p>determined or any review or appeals process has been concluded then destroy. Or if such information is considered the property of either the Commonwealth or the Police it should be retained in accordance with any special arrangement or memorandum of understanding.</p>

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Retention and Disposal Authority for Administrative Records of National Bodies

Authority number: PROS 13/07 VAR 2

No	Function/Activity	Description	Status	Disposal Action
<i>PERSONNEL AND STAFF DEVELOPMENT - RECRUITMENT</i>				
		recruitment process.		
12.23.4		Position descriptions (or statements of duty/role descriptions) of SES and other positions.	Temporary	Destroy 1 year after position superseded.
12.23.5		Employment scheme records, including work experience, vacation and voluntary employment.	Temporary	Destroy 7 years after action completed.
12.23.6		Records relating to recruiting campaigns.	Temporary	Destroy 5 years after action completed.
12.23.7		Records relating to results of competency tests or assessments conducted by the agency to certify competency of staff.	Temporary	Destroy 2 years after action completed.
12.23.8		Careers information; routine correspondence regarding careers information, employment directories, etc.	Temporary	Destroy 1 year after reference ceases.
12.23.9		Employment enquiries received for positions not advertised.	Temporary	Destroy 1 year after reference ceases.
12.24	REPRESENTATIVES	The activities associated with the nomination, appointment or resignation of individuals or groups of personnel appointed by the organisation or their co-workers as official representatives to organisations, offices, unions, workers participation committees, councils or groups. Includes organisational legal representatives.		

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No	Function/Activity	Description	Status	Disposal Action
<i>PERSONNEL AND STAFF DEVELOPMENT - REPRESENTATIVES</i>				
12.24.1		Records relating to the nominations, appointment and resignation of agency representatives.	Temporary	Destroy 2 years after resignation or term of office expires.
12.25	REVIEWING	See STRATEGIC MANAGEMENT - Reviewing		
12.26	SALARIES	The process of managing the payment of salaries to personnel.		
12.26.1		Records documenting employees' salaries. Includes taxation declarations, group certificates, payroll deduction authorities, records relating to the recovery of overpayments and employee pay history records.	Temporary	Destroy 7 years after action completed.
12.26.2		Employment declaration forms.	Temporary	Destroy 1 year after superseded or 1 year after separation.
12.27	SECURITY	The activities associated with measures taken to protect people, premises, equipment or information from accidental or intentional damage or from unauthorised access. Includes the security classification of personnel and criminal records checks.		
12.27.1		Records relating to classifying security levels of staff and volunteers.	Temporary	Destroy 7 years after separation from the

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No	Function/Activity	Description	Status	Disposal Action
<i>PERSONNEL AND STAFF DEVELOPMENT - SECURITY</i>				
				public sector.
12.27.2		Records relating to the issue of security passes, keys, etc to staff and volunteers. Includes registers of pass and key holders.	Temporary	Destroy 1 year after arrangements superseded.
12.28	SEPARATIONS	The activities associated with managing any method of leaving an organisation. Includes resignation, retirement, dismissal, death, redundancy, retrenchment and dispensations of services of temporary personnel.		
12.28.1		Redundancy case files, i.e. files documenting individual redundancy cases.	Permanent	Retain as State archives
12.28.2		Records relating to the administration of redundancy. Includes documentation on the selection of positions to be abolished and the process of offering redundancy to personnel, including expressions of interest not acted upon.	Temporary	Destroy 7 years after action completed.
12.28.3		Routine correspondence relating to transfer, resignation, secondment and promotion.	Temporary	Destroy 2 years after action completed.
12.29	SOCIAL CLUBS	The activities involved in the organisation's relationship with social clubs.		
12.29.1		Records relating to social clubs including support and/or sponsorship given by the agency.	Temporary	Destroy 7 years after action completed.

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Authority number: PROS 13/07 VAR 2

No	Function/Activity	Description	Status	Disposal Action
<i>PERSONNEL AND STAFF DEVELOPMENT - SUGGESTIONS</i>				
12.30	SUGGESTIONS	The process of using suggestions from personnel and the public to improve the services and processes of the organisation.		
12.30.1		Suggestions from staff, including staff surveys.	Temporary	Destroy 2 years after action completed.
12.31	TRAINING	The activities associated with all aspects of training (external/internal) available to staff for their development. See PERSONNEL AND STAFF DEVELOPMENT reference number 12.12.0 where training records are maintained on employee files.		
12.31.1	Training - WHS and hazardous materials	Records relating to the training of staff in WHS matters, including hazardous occupations, the handling of dangerous equipment and training of managers on their WHS responsibilities. Includes the register of WHS training arranged by or for the agency.	Temporary	Destroy 50 years after last entry.
12.31.2	External training - attendance	Records relating to arrangements for employee attendance at seminars or workshops, etc., conducted by another agency or organisation, including the provision of speakers, follow-up of contacts and administrative assistance.	Temporary	Destroy 7 years after action completed.
12.31.3	Events organised by the agency (including	Records relating to major and minor seminars and workshops organised by the agency, including copies	Temporary	Destroy 5 years after

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Retention and Disposal Authority for Administrative Records of National Bodies

Authority number: PROS 13/07 VAR 2

No	Function/Activity	Description	Status	Disposal Action
<i>PERSONNEL AND STAFF DEVELOPMENT - TRAINING</i>				
	administration)	of programs, speeches, papers, summaries, attendance or contact lists, etc. Includes publicity, arrangements and follow-up action for seminars, workshops, etc., organised or coordinated by the agency.		action completed.
12.31.4	Internal training (including administration)	Master set of documentation regarding the development of long-term schemes unique to the agency (e.g. formal 'on the job' training schemes, staff rotation). Master copies of printed handouts and audio visual material (including slides, films, cassettes, videos, etc.) for use in formal staff training prepared by, or for, the agency. Records of applications, attendance and other routine administrative matters relating to in-house training programs.	Temporary	Destroy 5 years after action completed.
12.31.5		Records relating to the evaluation of external training programs in relation to agency staff and volunteer development needs.	Temporary	Destroy 2 years after action completed.
13	PROPERTY MANAGEMENT	The function of managing land and working, storage or living space within premises, and of acquiring, constructing, fitting-out, managing, maintaining, protecting and disposing of property. Includes buildings and land allotments owned, rented or leased by the agency. Also includes removal of pollutants and waste. See section 4 - EQUIPMENT AND STORES for		

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Retention and Disposal Authority for Administrative Records of National Bodies

Authority number: PROS 13/07 VAR 2

No	Function/Activity	Description	Status	Disposal Action
<i>PROPERTY MANAGEMENT - ACQUISITION</i>				
		records relating to equipment and stores. See section 6 - FINANCIAL MANAGEMENT for all financial records relating to the procurement (including tendering and contracting), maintenance and disposal of property.		
13.1	ACQUISITION	The process of gaining ownership or use of property, services and other items required in the conduct of business where there is no tendering or contracting-out process, i.e. where the cost of the acquisition is below the threshold for tendering. See FINANCIAL MANAGEMENT for financial records relating to the acquisition process.		
13.1.1		Non-financial records relating to the acquisition of buildings and structures of historical significance which: <ul style="list-style-type: none"> • are listed on a Commonwealth, State or Territory Heritage register • are listed on the National Trust list • are listed with the Australian Heritage Commission • are major or compulsory acquisitions, or • have been subject to controversy or received architectural or design awards. See FINANCIAL MANAGEMENT for financial	Permanent	Retain as State archives

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No	Function/Activity	Description	Status	Disposal Action
<i>PROPERTY MANAGEMENT - ACQUISITION</i>				
		records relating to the acquisition process.		
13.1.2		Deeds and Certificates of Title relating to agency-owned land and buildings.	Permanent	Destroy after Retain in agency until property is sold, when documents should be transferred to new owner, then destroy.
13.1.3		<p>Non-financial records relating to the acquisition of capital assets not relating to the acquisition of buildings and structures of historical significance which:</p> <ul style="list-style-type: none"> • are listed on a Commonwealth, State or Territory Heritage register • are listed on the National Trust list • are listed with the Australian Heritage Commission • are major or compulsory acquisitions, or • have been subject to controversy or received architectural or design awards. <p>See FINANCIAL MANAGEMENT for financial records relating to the acquisition process.</p>	Temporary	Destroy 7 years after disposal of asset.
13.1.4	Maps, charts and plans	Including all plans and charts which relate to tenure records relating to capital assets required for administrative purposes of the agency (excluding	Temporary	Destroy 5 years after disposal of property or

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Retention and Disposal Authority for Administrative Records of National Bodies

Authority number: PROS 13/07 VAR 2

No	Function/Activity	Description	Status	Disposal Action
<i>PROPERTY MANAGEMENT - ACQUISITION</i>				
		tenure of land which reflects a major functional activity of the agency, such as Natural Resources and Water, Main Roads).		expiration of lease.
13.1.5		Routine correspondence records relating to land matters.	Temporary	Destroy 2 years after disposal of property or expiration of lease.
13.2	ARRANGEMENTS	The arrangements made for the usage of facilities and space.		
13.2.1		Records relating to arrangements that establish and document the usage of facilities, equipment and space. Includes memoranda of understanding.	Temporary	Destroy 8 years after action completed.
13.2.2		Records relating to routine usage of properties, e.g. log books, booking registers, running sheets, parking arrangements, etc.	Temporary	Destroy 1 year after action completed.
13.3	COMMITTEES	See BOARDS AND COMMITTEES		
13.4	COMPLIANCE	For compliance in relation to Information Management, such as Right to Information, Freedom of Information or Privacy legislation - See INFORMATIONMANAGEMENT - Compliance. For compliance in relation to Financial Management - See FINANCIAL MANAGEMENT - Compliance. For compliance with other mandatory or optional		

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Authority number: PROS 13/07 VAR 2

No	Function/Activity	Description	Status	Disposal Action
<i>PROPERTY MANAGEMENT - CONSERVATION</i>				
		accountability, legal, regulatory or quality standards - See STRATEGIC MANAGEMENT - Compliance. For compliance in relation to Workplace Health and Safety - See WORKPLACE HEALTH AND SAFETY - Compliance.		
13.5	CONSERVATION	The activities involved in the preservation, protection, restoration and enhancement of properties, including buildings and land.		
13.5.1		Environmental impact statements or studies prepared or commissioned by the agency.	Permanent	Retain as State archives
13.5.2		Records relating to the conservation of sites of Aboriginal and Torres Strait Islander significance, places and structures of historical significance which are listed in the heritage register; or which are included in the National Trust list or listed with the Australian Heritage Commission; or which have been subject to controversy or received architectural or design awards.	Permanent	Retain as State archives
13.5.3		Records relating to the restoration and enhancement of assets (non heritage listed agency buildings and land) that contains hazardous materials, such as asbestos.	Temporary	Destroy 100 years after action completed.
13.5.4		Records relating to the restoration and enhancement of assets (non heritage listed agency buildings and	Temporary	Destroy 7 years after action completed.

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Retention and Disposal Authority for Administrative Records of National Bodies

Authority number: PROS 13/07 VAR 2

No	Function/Activity	Description	Status	Disposal Action
<i>PROPERTY MANAGEMENT - CONSTRUCTION</i>				
		land) that does not contain hazardous materials, such as asbestos.		
13.6	CONSTRUCTION	This entry refers only to the capital assets and facilities constructed for administrative purposes of the agency.		
13.6.1		Records relating to the design, construction, major renovation or restoration of property (including buildings, structures and environs) that have been heritage listed, received a prestigious State, National or International design awards, are important local or regional landmarks, were precedent setting, involve specialised buildings or involved in major public interest or controversy. Includes records dealing with hazardous materials, such as asbestos.	Permanent	Retain as State archives
13.6.2		Records relating to the design, construction, major renovation or restoration of property (including buildings, structures and environs) that contain hazardous material (such as asbestos) and that have not been heritage listed, received a prestigious State, National or International design awards, are important local or regional landmarks, were precedent setting, involve specialised buildings or involved in major public interest or controversy. Includes records dealing with the location and management of hazardous materials, such as asbestos.	Temporary	Destroy 100 years after action completed.

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Retention and Disposal Authority for Administrative Records of National Bodies

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No	Function/Activity	Description	Status	Disposal Action
<i>PROPERTY MANAGEMENT - CONSTRUCTION</i>				
13.6.3		Records relating to the design, construction, major renovation or restoration of property (including buildings, structures and environs) that do not contain hazardous material and that have not been heritage listed, received a prestigious State, National or International design awards, are important local or regional landmarks, were precedent setting, involve specialised buildings or involved in major public interest or controversy.	Temporary	Destroy 7 years after action completed.
13.7	CONTRACTING-OUT	See FINANCIAL MANAGEMENT - Contracting-Out		
13.8	DISPOSAL	The process of disposing of property no longer required by the agency, by sale, transfer, auction, donation or destruction.		
13.8.1		Records relating to the sale, transfer or demolition of buildings and structures of historical significance which are listed in the heritage register or which are included in the National Trust list or listed with the Australian Heritage Commission; or which have been subject to controversy or received architectural or design awards.	Permanent	Retain as State archives
13.8.2		Records relating to the sale, transfer or demolition of buildings or structures not listed in the heritage register; or which are not included in the National Trust list or not listed with the Australian Heritage	Temporary	Destroy 7 years after disposal of building or structure.

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No	Function/Activity	Description	Status	Disposal Action
<i>PROPERTY MANAGEMENT - FITOUTS</i>				
		Commission; or which have not been subject to controversy or received architectural or design awards.		
13.9	FITOUTS	The process of refurbishing a workplace that does not affect the overall structure of the property. Includes painting, floor coverings, furnishings, furniture, partitions and wall fittings and equipment.		
13.9.1		Records relating to the management of fit-outs, installations, refurbishment and "make good" activities in agency premises that contain hazardous material, such as asbestos.	Temporary	Destroy 100 years after action completed.
13.9.2		Records relating to the management of fit-outs, installations, refurbishment and "make good" activities in agency premises that do not contain hazardous materials such as asbestos.	Temporary	Destroy 7 years after action completed.
13.10	INSPECTIONS	The process of official examinations of facilities, equipment and items to ensure compliance with agreed standards and objectives.		
13.10.1		Records relating to inspections of agency owned or leased property that contains hazardous material, such as asbestos.	Temporary	Destroy 100 years after action completed.
13.10.2		Records relating to inspections of agency owned or leased property that does not contain hazardous	Temporary	Destroy 7 years after action completed.

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No	Function/Activity	Description	Status	Disposal Action
<i>PROPERTY MANAGEMENT - INSTALLATION</i>				
		material, such as asbestos.		
13.11	INSTALLATION	Activities involved in placing equipment in position and connecting and adjusting it for use.		
13.11.1		Records relating to the installation of equipment in agency premises requiring the disturbance of ceilings, walls, wet areas or floor coverings (including cabling and ducting for air conditioning, technology or telecommunications equipment) that contains hazardous material, such as asbestos. Includes installation in workshops, plant rooms, storage areas, etc. and records relating to the modification and installation of utilities, (e.g. air conditioning, ventilation, lighting).	Temporary	Destroy 100 years after action completed.
13.11.2		Records relating to the installation of equipment in agency premises that does not disturb fit-out and contains hazardous material, such as asbestos.	Temporary	Destroy 100 years after action completed.
13.11.3		Records relating to the installation of equipment in agency premises requiring the disturbance of ceilings, walls, wet areas or floor coverings (including cabling and ducting for air conditioning, technology or telecommunications equipment) that do not contain hazardous material, such as asbestos. Includes installation in workshops, plant rooms, storage areas, etc. and records relating to the modification and installation of utilities, (e.g. air	Temporary	Destroy 7 years after action completed.

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<i>PROPERTY MANAGEMENT - INSTALLATION</i>				
		conditioning, ventilation, lighting).		
13.11.4		Records relating to the installation of equipment in agency premises that does not disturb fit-out and does not contain hazardous material, such as asbestos.	Temporary	Destroy 7 years after action completed.
13.12	INSURANCE	The process of taking out insurance policies to cover loss or damage to property.		
13.12.1		Records relating to the management of insurance policies covering loss or damage to property, including public liability insurance.	Temporary	Destroy 7 years after term of insurance policy expires.
13.12.2		Records documenting insurance claims.	Temporary	Destroy 7 years after term of insurance policy expires.
13.12.3		Records relating to the annual renewal of insurance policies.	Temporary	Destroy 2 years after term of insurance policy expires.
13.13	LEASING	The activities involved in leasing accommodation, premises or real estate from another organisation.		
13.13.1		Records relating to leasing of premises, including land, under seal. Includes special leases, licences, tenancy and permissive occupancy agreements, contracts,	Temporary	Destroy 21 years after action completed.

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No	Function/Activity	Description	Status	Disposal Action
<i>PROPERTY MANAGEMENT - LEASING</i>				
		agreements and conditions, documents of investigations and negotiations relating to leased premises.		
13.13.2		Records relating to leasing of premises, including land, not under seal. Includes special leases, licences, tenancy and permissive occupancy agreements, contracts, agreements and conditions, documents of investigations and negotiations relating to leased premises.	Temporary	Destroy 8 years after action completed.
13.14	LEASING-OUT	The activities involved in leasing out - accommodation, premises or real estate to another organisation or person for a specified period and agreed price. Includes both the formal documentation setting out conditions, rights, responsibilities etc. of both parties. Also includes sub - leasing.		
13.14.1		Records relating to leasing-out arrangements under seal (i.e. where the agency is the lessor), including leased residential accommodation. Includes negotiations and individual signed leases.	Temporary	Destroy 21 years after action completed.
13.14.2		Records relating to leasing-out arrangements not under seal (i.e. where the agency is the lessor), including leased residential accommodation.	Temporary	Destroy 8 years after action completed.

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No	Function/Activity	Description	Status	Disposal Action
<i>PROPERTY MANAGEMENT - LEASING-OUT</i>				
		Includes negotiations and individual signed leases.		
13.14.3		Records relating to the tenancy and vacation of residential houses allocated to personnel. Includes correspondence in relation to rent and maintenance. See FINANCIAL MANAGEMENT for records relating to Fringe Benefits Tax.	Temporary	Destroy 1 year after action completed.
13.15	MAINTENANCE	Records relating to the upkeep, repair, servicing and modification of premises. Includes waste removal.		
13.15.1		Records relating to significant maintenance work carried out during the lifetime of the heritage building. Includes major upgrades, maintenance programs and work relating to heritage listing. See PROPERTY MANAGEMENT reference number 13.5.0 for records relating to conservation.	Permanent	Retain as State archives
13.15.2		Records documenting the removal, storage and disposal of hazardous waste and materials that are not from the fabric of the building e.g. chemicals or pesticides.	Temporary	Destroy 50 years after removal of hazardous waste.
13.15.3		Records relating to significant maintenance work carried out during the lifetime of a non heritage building. Includes major upgrades and maintenance programs.	Temporary	Destroy 7 years after the building is disposed.

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No	Function/Activity	Description	Status	Disposal Action
<i>PROPERTY MANAGEMENT - MAINTENANCE</i>				
13.15.4		Records documenting routine maintenance. Includes routine maintenance that does not impact on heritage value.	Temporary	Destroy 7 years after action completed.
13.16	MEETINGS	See STRATEGIC MANAGEMENT - Meetings		
13.17	RELOCATION	The process of relocation of an agency, business unit or work group.		
13.17.1		Records relating to the physical relocation of an agency's premises, e.g. transportable offices that contain hazardous materials, such as asbestos.	Temporary	Destroy 100 years after action completed.
13.17.2		Records relating to the physical relocation of an agency's premises, e.g. transportable offices that do not contain hazardous substances, such as asbestos. Includes records relating to moving office locations, such as arrangements for furniture and stores removal.	Temporary	Destroy 7 years after action completed.
13.18	PLANNING	The process of formulating ways in which objectives can be achieved.		
13.18.1		Records relating to strategic plans for buildings, structures and environs that have been heritage listed, received a prestigious State, National or International design awards, are important local or regional landmarks, were precedent setting, involve specialised buildings or involved in major public	Permanent	Retain as State archives

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No	Function/Activity	Description	Status	Disposal Action
<i>PROPERTY MANAGEMENT - PLANNING</i>				
		interest or controversy.		
13.18.2		Records relating to planning and feasibility studies for the acquisition of capital assets.	Temporary	Destroy 7 years after action completed.
13.18.3		Records relating to strategic planning for buildings, structures and environs that have not been heritage listed, received a prestigious State, National or International design awards, are important local or regional landmarks, were precedent setting, involve specialised buildings or involved in major public interest or controversy.	Temporary	Destroy 7 years after action completed.
13.18.4		Physical asset maintenance plan.	Temporary	Destroy 7 years after action completed.
13.18.5		Records relating to future planning and development in relation to premises.	Temporary	Destroy 3 years after action completed.
13.18.6		Records relating to the development of the physical asset strategic plan.	Temporary	Destroy 3 years after action completed.
13.18.7		Routine correspondence relating to the provision of recreation areas for personnel and visitors.	Temporary	Destroy 2 years after action completed.
13.18.8		Requests from other agencies for temporary use of agency premises.	Temporary	Destroy 2 years after action completed.
13.18.9		Records relating to the use of building space and	Temporary	Destroy 1 year after

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No	Function/Activity	Description	Status	Disposal Action
<i>PROPERTY MANAGEMENT - POLICY</i>				
		land, including arrangements for the accommodation of conferences and meetings, vehicle parking, allocation of office space, etc.		action completed.
13.19	POLICY	See STRATEGIC MANAGEMENT - Policy		
13.20	PROCEDURES	See STRATEGIC MANAGEMENT - Procedures		
13.21	REPORTING	See STRATEGIC MANAGEMENT - Reporting		
13.22	RISK MANAGEMENT	See STRATEGIC MANAGEMENT - Risk Management		
13.23	SECURITY	Records relating to the security of premises. Includes protecting property from accidental or intentional damage as well as from unauthorised access.		
13.23.1		Records relating to breaches of security or incidents resulting in the laying of charges or where sabotage is strongly suspected, e.g. break-ins, intrusion to restricted areas, terrorism bomb threats, intentional damage, fires, records of investigations, liaison with law enforcement agencies.	Permanent	Retain as State archives
13.23.2		Records relating to procedures and instructions for the physical security of personnel and premises; investigations of, and reports on, general security related matters; and investigations of security breaches.	Temporary	Destroy 7 years after action completed.

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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 Administrative Records of National Bodies

Authority number: PROS 13/07 VAR 2

No	Function/Activity	Description	Status	Disposal Action
<i>PROPERTY MANAGEMENT - SECURITY</i>				
13.23.3		Arrangements relating to the provision of safes, security vaults and other security related stores and equipment.	Temporary	Destroy 7 years after action completed.
13.23.4		Surveillance video tapes used for monitoring security of premises which are required for investigations.	Temporary	Destroy 7 years after finalisation of investigative process or court proceedings and any appeals processes.
13.23.5		Building admittance registers and visitor logs, etc.	Temporary	Destroy 7 years after action completed.
13.23.6		Records relating to minor breaches of security or incidents not resulting in the laying of charges nor where sabotage is suspected.	Temporary	Destroy 5 years after action completed.
13.23.7		Records relating to arrangements for fire safety and other emergency services, including fire warden training, safety certification, maintenance and renovations for fire prevention and access to water supplies.	Temporary	Destroy 5 years after arrangements have been superseded.
13.23.8		Routine security arrangements, including issuing and registration of security passes, security reports, access, staff rosters.	Temporary	Destroy 5 years after arrangements have ceased or been superseded.

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Retention and Disposal Authority for Administrative Records of National Bodies

Authority number: PROS 13/07 VAR 2

No	Function/Activity	Description	Status	Disposal Action
<i>PROPERTY MANAGEMENT - SECURITY</i>				
13.23.9		Surveillance video tapes used for monitoring security of premises which are not required for investigations.	Permanent	Destroy after Retain until tape has been verified by agency that it has no further administrative use, then destroy.
13.24	TENDERING	See FINANCIAL MANAGEMENT - Tendering.		
14	PUBLICATION	The function of drafting, production, marketing and supply of agency publications. Includes external publications and leaflets which aim to promote services and public image and internal publications which are not produced for public relations reasons. Also includes multi-media publications, CD ROMs, DVDs and online information services.		
14.1	AGREEMENTS	See STRATEGIC MANAGEMENT - Agreements		
14.2	COMPLIANCE	For compliance in relation to Information Management, such as Right to Information, Freedom of Information or Privacy legislation - See INFORMATIONMANAGEMENT - Compliance. For compliance in relation to Financial Management - See FINANCIAL MANAGEMENT - Compliance. For compliance with other mandatory or optional accountability, legal, regulatory or quality standards - See STRATEGIC MANAGEMENT Compliance.		

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Retention and Disposal Authority for Administrative Records of National Bodies

Authority number: PROS 13/07 VAR 2

No	Function/Activity	Description	Status	Disposal Action
<i>PUBLICATION - CORPORATE STYLE</i>				
		For compliance in relation to Workplace Health and Safety - See WORKPLACE HEALTH AND SAFETY - Compliance.		
14.3	CORPORATE STYLE	The activity of compiling and administering guidelines on the consistency in written style, graphic design etc. within the agency's documents. Includes designing logos, letterhead, stationary and publications etc that incorporate the corporate image of the agency.		
14.3.1		Records relating to the development and implementation of the corporate style for agency documents, stationery and publications.	Temporary	Destroy 2 years after action completed.
14.3.2		Records relating to the creation, design, usage and revision of agency forms.	Temporary	Destroy 2 years after form discontinued or superseded.
14.3.3		Agency style manuals.	Temporary	Destroy 1 year after action completed.
14.4	DISTRIBUTION	The activities associated with disseminating publications through sales, deliveries, or other customer services.		
14.4.1		Records relating to the distribution of agency publications, including inventories.	Temporary	Destroy 5 years after action completed.

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Retention and Disposal Authority for Administrative Records of National Bodies

Authority number: PROS 13/07 VAR 2

No	Function/Activity	Description	Status	Disposal Action
<i>PUBLICATION - DRAFTING</i>				
14.5	DRAFTING	The activities associated with preparing preliminary drafts or outlines of reports, articles, etc prior to publication.		
14.5.1		Records documenting the drafting process of agency publications (including annual reports).	Temporary	Destroy 3 years after action completed.
14.6	ENQUIRIES	See INFORMATION MANAGEMENT - Enquiries		
14.7	INTELLECTUAL PROPERTY	See INFORMATION MANAGEMENT - Intellectual Property		
14.8	JOINT VENTURES	See STRATEGIC MANAGEMENT - Joint Ventures		
14.9	MARKETING	See COMMUNITY RELATIONS - Marketing		
14.10	MEETINGS	See STRATEGIC MANAGEMENT - Meetings		
14.11	PLANNING	See STRATEGIC MANAGEMENT - Planning		
14.12	POLICY	See STRATEGIC MANAGEMENT - Policy		
14.13	PRODUCTION	The process involved in turning material into a publication. Includes design, layout, typesetting, desktop publishing, printing, binding etc.		
14.13.1		Records that demonstrate the structure of the organisation's websites that are created for the use of the general public and agency clients. Includes	Permanent	Retain as State archives

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Retention and Disposal Authority for Administrative Records of National Bodies

Authority number: PROS 13/07 VAR 2

No	Function/Activity	Description	Status	Disposal Action
<i>PUBLICATION - PRODUCTION</i>				
		records of substantial changes made e.g. site maps.		
14.13.2		Records that demonstrate the structure and organisation of websites that are created for the use of internal agency employees. Includes records of substantial changes made.	Temporary	Destroy 5 years after action completed.
14.13.3	External publications - master	Publications and material published by the agency to the general public required for Legal Deposit. Includes Annual Reports, newsletters, pamphlets, magazines, journals, maps, plans, charts; also non-print material such as audio tapes, video recordings, films, disks, microfilms or microfiche.	Permanent	Retain as State Archives
14.13.4	External publications - agency contributions	Significant articles contributed to journals, magazines, newspapers, etc., about the agency or functions.	Temporary	Destroy 10 years after action completed.
14.13.5		Arrangements for design, art work, printing, copying, binding and similar, including file copies of relevant quotes and orders, etc.	Temporary	Destroy 5 years after action completed.
14.13.6	Internal publications - master	Master copy of internal agency publications.	Temporary	Destroy 5 years after action completed.
14.13.7		Galley proofs, bromides, camera-ready copies, minor art work, mock-ups, etc.	Temporary	Destroy 1 year after action completed.
14.13.8	External and internal	Copies of the agency's external and internal	Temporary	Destroy 1 year after

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Retention and Disposal Authority for Administrative Records of National Bodies

Authority number: PROS 13/07 VAR 2

No	Function/Activity	Description	Status	Disposal Action
<i>PUBLICATION - PUBLIC REACTION</i>				
	publications - agency copies	publications.		action completed.
14.14	PUBLIC REACTION	See COMMUNITY RELATIONS - Public Reaction		
14.15	REPORTING	See STRATEGIC MANAGEMENT - Reporting		
14.16	RESEARCH	See STRATEGIC MANAGEMENT - Research		
14.17	REVIEWING	See STRATEGIC MANAGEMENT - Reviewing		
14.18	TENDERING	See FINANCIAL MANAGEMENT - Tendering		
15	STRATEGIC MANAGEMENT	The function of applying broad systematic management planning for the organisation. Includes the activities involved with the development, monitoring and reviewing of business plans, strategic plans, work plans, corporate plans and other long-term organisational strategies. Also includes the development of the corporate mission, objectives, continuous improvement processes, quality assurance and certification, and the formulation and amendment of legislation which provides the legislative basis for the organisation.		
15.1	AGREEMENTS	The processes associated with the establishment, maintenance, review and negotiation of agreements.		
15.1.1	Highly significant	Records relating to agreements that have created	Permanent	Retain as State archives

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Retention and Disposal Authority for Administrative Records of National Bodies

Authority number: PROS 13/07 VAR 2

No	Function/Activity	Description	Status	Disposal Action
<i>STRATEGIC MANAGEMENT - AGREEMENTS</i>				
	(landmark) agreements	major public interest or controversy.		
15.1.2		Records relating to agreements under seal that have not created major public interest or controversy.	Temporary	Destroy 21 years after action completed.
15.1.3		Records relating to agreements not under seal that have not created major public interest or controversy.	Temporary	Destroy 8 years after action completed.
15.2	AUDIT	The activities associated with officially checking financial, quality assurance and operational records to ensure they have been kept and maintained in accordance with agreed or legislated standards and correctly record the events, processes and business of the organisation in a specified period. Includes compliance audits, financial audits, operational audits, recordkeeping audits, skills audits, system audits and quality assurance audits. See FINANCIAL MANAGEMENT reference number 6.7 for financial audit records.		
15.2.1		Records relating to (landmark) audits that have created major public interest or controversy. Or have resulted in substantial changes to agency policy and procedures.	Permanent	Retain as State archives
15.2.2		Records relating to performance audits of the agency and quality audits. Includes audit reports and	Temporary	Destroy 7 years after audit.

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Retention and Disposal Authority for Administrative Records of National Bodies

Authority number: PROS 13/07 VAR 2

No	Function/Activity	Description	Status	Disposal Action
<i>STRATEGIC MANAGEMENT - AUTHORISATION</i>				
		performance management systems audits performed by an external auditor to assess agency operating efficiency and effectiveness. For landmark audits, see 15.2.1.		
15.3	AUTHORISATION	See PERSONNEL - Authorisation		
15.4	COMMITTEES	See BOARDS AND COMMITTEES		
15.5	COMPLIANCE	The activities associated with complying with mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements to which the agency is subject. Includes compliance with legislation and with national and international standards, such as the ISO 9000 series.		
15.5.1		Records relating to serious breaches of compliance requirements.	Permanent	Retain as State archives
15.5.2	Code of conduct - development and master	Records relating to the development of the agency's code of conduct. Includes the master/final approved copy.	Temporary	Destroy 10 years after action completed.
15.5.3		Records relating to agency compliance with mandatory standards or statutory requirements. Includes proof of compliance.	Temporary	Destroy 5 years after action completed.
15.5.4		Records relating to minor breaches of compliance requirements.	Temporary	Destroy 5 years after action completed.

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Retention and Disposal Authority for Administrative Records of National Bodies

Authority number: PROS 13/07 VAR 2

No	Function/Activity	Description	Status	Disposal Action
<i>STRATEGIC MANAGEMENT - CONTRACTING-OUT</i>				
15.6	CONTRACTING-OUT	See FINANCIAL MANAGEMENT - Contracting-Out		
15.7	CORRUPTION	The process that allows the disclosure of corruption, and strategies for the prevention of corruption. Includes involvement in corruption prevention projects undertaken by external authorities and the education of staff about corruption prevention disclosures. See LEGAL SERVICES reference number 11.8.0 for records of public interest disclosures.		
15.7.1		Records relating to the development and implementation of strategies for the prevention of corruption within the agency.	Permanent	Retain as State archives
15.7.2	Corruption - significant cases	Records relating to significant cases of financial misappropriation, fraud, theft or negligence. Factors which may determine significance include cases which: <ul style="list-style-type: none"> • have significant public interest • identify significant systemic issues resulting in major changes to the structure, policies and/or procedures of the agency • have been investigated as a case of whistleblower or public interest disclosure and are found to have substance. 	Permanent	Retain as State archives

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Retention and Disposal Authority for Administrative Records of National Bodies

Authority number: PROS 13/07 VAR 2

No	Function/Activity	Description	Status	Disposal Action
<i>STRATEGIC MANAGEMENT - CORRUPTION</i>				
		<ul style="list-style-type: none"> • result in the dismissal of an employee • proceed to a Royal Commission or Parliamentary Inquiry, or • result in changes to legislation or the implementation of new corruption prevention systems within the agency. <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • investigation records • records of liaison with external agencies • reports. <p>See FINANCIAL MANAGEMENT reference number 6.1.10 for records relating to the identification and management of material losses.</p> <p>See PERSONNEL AND STAFF DEVELOPMENT reference number 12.11.0 for discipline records relating to employees involved in cases of corruption.</p>		
15.7.3	Corruption - minor cases	<p>Records relating to the identification of misappropriation, fraud, theft or negligence not covered under reference number 15.7.2.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • investigation records • records of liaison with external agencies 	Temporary	Destroy 7 years after action completed.

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Retention and Disposal Authority for Administrative Records of National Bodies

Authority number: PROS 13/07 VAR 2

No	Function/Activity	Description	Status	Disposal Action
<i>STRATEGIC MANAGEMENT - CORRUPTION</i>				
		<ul style="list-style-type: none"> • reports • records that have been investigated under whistleblower or public interest disclosure and are not found to have substance. <p>See FINANCIAL MANAGEMENT reference number 6.1.10 for records relating to the identification and management of material losses.</p>		
15.7.4		Records relating to corruption or disclosures in other agencies.	Temporary	Destroy 7 years after action completed.
15.8	CUSTOMER SERVICE	See COMMUNITY RELATIONS - Customer Service		
15.9	DISASTER RECOVERY			
15.9.1		Records relating to the implementation of disaster recovery plans after disasters, such as fire, flood, etc.	Permanent	Retain as State archives
15.9.2	Disaster recovery plan - development and final plan	Records relating to the development and implementation of the agency's disaster recovery plans, such as disaster preparedness and recovery plans. Includes the final agency disaster recovery plan and procedures including those for protection and re-establishment of data in case of a disaster.	Temporary	Destroy 3 years after action completed.
15.9.3		Records relating to agency contribution to essential	Temporary	Destroy 2 years after

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Retention and Disposal Authority for Administrative Records of National Bodies

Authority number: PROS 13/07 VAR 2

No	Function/Activity	Description	Status	Disposal Action
<i>STRATEGIC MANAGEMENT - EVALUATION</i>				
		services contingency plans.		plan revoked or action completed.
15.10	EVALUATION	The process of determining the suitability of potential or existing programs, items of equipment, systems or services in relation to meeting the needs of the given situation. Includes ongoing monitoring.		
15.10.1		Records relating to program evaluation.	Temporary	Destroy 7 years after action completed.
15.11	GRANT FUNDING	See FINANCIAL MANAGEMENT - Grant Funding		
15.12	IMPLEMENTATION	The activities associated with carrying out or putting into action, plans, policies, procedures or instructions, all of which could be internally or externally driven. Includes monitoring to ensure that the implementation goes according to schedule and that standards are met.		
15.12.1	Government-wide policies	Records relating to the implementation of government-wide policies concerning major programs and initiatives such as Anti-discrimination, Freedom of Information, Judicial Review, Equal Employment Opportunity, Corporatisation, Privatisation, Performance Planning and Review, Waste Management, GST, Environment, etc.	Temporary	Destroy 10 years after action completed.
15.12.2	Standards	Records related to the implementation of practices	Temporary	Destroy 3 years after

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Retention and Disposal Authority for Administrative Records of National Bodies

Authority number: PROS 13/07 VAR 2

No	Function/Activity	Description	Status	Disposal Action
<i>STRATEGIC MANAGEMENT - LEGISLATION</i>				
		and procedures based on standards.		action completed.
15.13	LEGISLATION	The process of making laws. Includes Acts, Bills and subsections to Acts, and amendments to each.		
15.13.1		Proposals for new legislation and amendments to existing legislation administered by agency (includes Acts, Regulations and Ordinances), together with summary records of consultations and discussions, explanatory notes, drafts which document significant amendments, submissions and supporting documentation.	Permanent	Retain as State archives
15.13.2		Working papers for Minister's second reading speech, explanatory memorandum, etc.	Permanent	Retain as State archives
15.13.3		Records documenting the development of Regulatory Impact Statements that directly relate to an agency's functions.	Permanent	Retain as State archives
15.13.4		Records relating to the development of legislation and regulations concerning the operations and functions of the agency. Includes drafting instructions, draft legislation, regulation and amendments, submissions to the Minister, reports, comments received from other agencies and any other papers containing substantial input from the agency.	Permanent	Retain as State archives

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Retention and Disposal Authority for Administrative Records of National Bodies

Authority number: PROS 13/07 VAR 2

No	Function/Activity	Description	Status	Disposal Action
<i>STRATEGIC MANAGEMENT - LEGISLATION</i>				
15.13.5		Records documenting detailed responses or submissions to requests for comment on legislation other than that directly relating to the agency's function.	Temporary	Destroy 10 years after action completed.
15.13.6		Records relating to the development of legislation not directly related to agency operations. Includes comments by the agency documenting a minor or nil response to a request for comment on legislation other than that directly relating to the agency's functions.	Temporary	Destroy 2 years after action completed.
15.13.7		Records relating to legislation related to the agency's operations, but formulated by other agencies for which the agency provides advice or makes submissions.	Temporary	Destroy 7 years after action completed.
15.13.8		Copies of legislation kept for reference purposes.	Temporary	Destroy 3 months after action completed.
15.14	MEETINGS	The activities associated with gatherings held to formulate, discuss, update, or resolve issues.		
15.14.1		Records relating to non-committee based, high level meetings that focus on the core functions of the agency, discuss issues that will have a major effect on the agency and highlight changes to structure and operations; or issues affecting staff or volunteer relationships; or issues affecting the agency	Permanent	Retain as State archives

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Retention and Disposal Authority for Administrative Records of National Bodies

Authority number: PROS 13/07 VAR 2

No	Function/Activity	Description	Status	Disposal Action
<i>STRATEGIC MANAGEMENT - MEETINGS</i>				
		relationship with the public and/or its clients. Includes issues of major public interest, controversy or have resulted in change to policies or procedures.		
15.14.2		Records relating to routine non-committee based meetings.	Temporary	Destroy 5 years after action completed.
15.14.3		Records relating to administrative arrangements for meetings.	Temporary	Destroy 2 years after action completed.
15.15	PERFORMANCE MANAGEMENT	The process of identifying, evaluating and developing corporate and employee and work performance so that the agency's goals and objectives are achieved and also benefiting employees through recognition, performance feedback, catering for work needs and offering career guidance. See PERSONNEL AND STAFF DEVELOPMENT reference number 12.19.0 for performance management of individual employees.		
15.15.1		Records relating to summary reporting of agency performance management systems, training and development analysis and the implementation of performance management programs in the agency.	Temporary	Destroy 5 years after action completed.
15.16	PLANNING	The process of formulating ways in which objectives can be achieved. Includes determination of services, needs, and solutions to those needs.		

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Retention and Disposal Authority for Administrative Records of National Bodies

Authority number: PROS 13/07 VAR 2

No	Function/Activity	Description	Status	Disposal Action
<i>STRATEGIC MANAGEMENT - PLANNING</i>				
15.16.1	Strategic plans - development and final plans	Records relating to the development of agency-wide strategic or corporate plans. Includes the final version of plans.	Temporary	Destroy 5 years after action completed.
15.16.2		Information and communications systems strategic plan.	Permanent	Retain as State archives
15.16.3	Business development plans - final	Business plan for agency commercialisation.	Temporary	Destroy 10 years after action completed.
15.16.4	Business development opportunities	Records relating to business development opportunities under consideration by the agency. Includes proposals which do not go ahead	Temporary	Destroy 10 years after action completed.
15.16.5	Operational plans - final	Final version of operational plans and unit level work plans.	Temporary	Destroy 5 years after plan is superseded.
15.16.6	Operational plans - development	Records relating to the development of operational plans.	Temporary	Destroy 3 years after action completed.
15.16.7		Records relating to the development of information and communications systems strategic plan.	Temporary	Destroy 3 years after action completed.
15.17	POLICY	The activities associated with developing and establishing decisions, directions and precedents that act as a reference for future decision making, as the basis from which the organisation's operating		

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Retention and Disposal Authority for Administrative Records of National Bodies

Authority number: PROS 13/07 VAR 2

No	Function/Activity	Description	Status	Disposal Action
<i>STRATEGIC MANAGEMENT - POLICY</i>				
		procedures are determined.		
15.17.1	Policy development - For Government	Records relating to the development of government-wide policy where the agency has played a leading role in the development of the policy. Includes major research drafts, stakeholder consultation records and a copy of the final policy.	Permanent	Retain as State archives
15.17.2	Policy development - administrative	Records relating to formulation of internal agency policy on administrative matters which prescribe the way an agency should operate. Includes activities such as risk management, records management, financial policy, asset management, human resource management, benchmarking, fleet management, etc. Also includes input by branches, sections or regional offices of the agency.	Temporary	Destroy 10 years after action completed.
15.17.3	External policies	Records relating to submissions, comments and other input into the development of government-wide financial management policies. Includes records relating to administrative arrangements.	Temporary	Destroy 3 years after action completed.
15.18	PROCEDURES	Standard methods of operating laid down by an organisation according to formulated policy.		
15.18.1	Procedures - core functions - final	Operational procedures related to the administration of core functions.	Permanent	Retain as State archives
15.18.2	Procedures -	Final version of approved internal procedures,	Temporary	Destroy 7 years after

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Retention and Disposal Authority for Administrative Records of National Bodies

Authority number: PROS 13/07 VAR 2

No	Function/Activity	Description	Status	Disposal Action
<i>STRATEGIC MANAGEMENT - PROCEDURES</i>				
	financial procedures and administrative functions - final	<p>instructions, handbooks, guidelines and circulars relating to financial management and general administrative functions. Includes financial management practice manuals prepared in response to a statutory requirement including amendments, variations and alterations.</p> <p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • financial management practice manuals • procurement manuals • asset disposal manuals. <p>Includes documented business rules for financial management systems.</p>		superseded.
15.18.3	Procedures - development	Records relating to the development of procedures for the administration of either core or administrative functions as well as the development of internal procedures, instructions, handbooks, circulars and manuals relating to financial management.	Temporary	Destroy 5 years after action completed.
15.18.4	Quality procedures	Records relating to quality management as described in the Australian Standards 9000 series. Includes the Quality manual.	Temporary	Destroy 3 years after action completed.
15.18.5	External procedures	Records relating to procedures, policies, circulars and instructions provided to the public authority from an external source with which they must comply.	Temporary	Destroy 1 year after action completed.

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Retention and Disposal Authority for Administrative Records of National Bodies

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No	Function/Activity	Description	Status	Disposal Action
<i>STRATEGIC MANAGEMENT - REPORTING</i>				
		<p>Records may include, but are not limited to:</p> <ul style="list-style-type: none"> • financial and human resources requirements • circulars issued by the Auditor-General • circulars issued by the Treasurer. <p>Excludes Ministerial directions given to the public authority.</p>		
15.19	REPORTING	The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of the results of their examination or investigation.		
15.19.1		Records that contain strategic information not held elsewhere or that has created major public interest or controversy. Includes major drafts and research records.	Permanent	Retain as State archives
15.19.2		Formal reports to external agencies required as a statutory obligation, such as annual or other reports required by central control agencies on a regular basis, e.g. reports relating to budget estimates, WHS, EEO management plan, financial statements, FOI, human resources, etc. Includes major drafts and research records.	Temporary	Destroy 7 years.

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No	Function/Activity	Description	Status	Disposal Action
<i>STRATEGIC MANAGEMENT - REPORTING</i>				
15.19.3		Periodic internal or system reports on all general administrative matters used to monitor and document recurring activities. Includes cumulative and summary reports, work progress, backlog and production reports, etc.	Temporary	Destroy 2 years.
15.19.4		Responses to surveys requested by other agencies, including central control agencies.	Temporary	Destroy 2 years.
15.20	RESEARCH	The activities involved in investigating or enquiring into a subject or area of interest in order to discover facts, principles, etc. Used to support the development of projects, standards, guidelines, etc. and the business activities of the agency in general. Includes following up enquiries relating to agency programs, projects, working papers, literature searches, etc.		
15.20.1	Landmark Research	Records of major new (unique) research projects relating to agency-wide issues, critical agency functions or strategic issues. These records contain information that is unique or difficult to replicate. Includes responses to legislative audits, program audits, executive orders or court orders.	Permanent	Retain as State archives
15.20.2	Detailed Research	Records relating to detailed research conducted in the agency, such as research into agency business functions and processes in order to form an understanding of what the agency does and how it	Temporary	Destroy 7 years after action completed.

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No	Function/Activity	Description	Status	Disposal Action
<i>STRATEGIC MANAGEMENT - RESEARCH</i>				
		documents its activities and/or determines future needs. This can occur in response to enquiries, or for background material for projects, etc. Includes functional analysis.		
15.20.3	Minor Research	Records of minor research projects where the information involved is not unique or difficult to replicate.	Temporary	Destroy 5 years after action completed.
15.21	REVIEWING	The activities involved in re-evaluating or re-examining products, processes, procedures, standards and systems. Includes recommendations and advice resulting from these activities.		
15.21.1		Records relating to major (landmark) reviews of functions and activities that have created major public interest or controversy. Or have resulted in changes in policy or procedures.	Permanent	Retain as State archives
15.21.2		Records relating to other (non landmark) reviews of functions and activities that have not created major public interest or controversy. Or have not resulted in changes in policy or procedures. See FINANCIAL MANAGEMENT for records of financial audits.	Temporary	Destroy 7 years after action completed.
15.22	RISK MANAGEMENT	The process involving the identification of risks, the likelihood and consequences of those risks and the implementation of appropriate practices and		

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No	Function/Activity	Description	Status	Disposal Action
<i>STRATEGIC MANAGEMENT - RISK MANAGEMENT</i>				
		procedures to treat the risks. Includes financial risk. See COMPENSATION for records relating to insurance.		
15.22.1	Risk Management Plan/strategy - final	Master agency-wide Risk Management Plan/Strategy. Includes the master copy of agency financial management risk management plans.	Permanent	Retain as State archives
15.22.2		Records relating to hazard identification, risk assessment and risk management of foreseeable hazards in agency workplaces e.g. dangerous chemicals, air-borne asbestos, radiation, etc. Includes risk assessment reports, surveillance and monitoring of workplace environments and measures taken to prevent or minimise exposure Includes measures taken to eliminate or control risks. Also includes maintenance and distribution of hazardous substances notices and labels, and material safety data sheets.	Temporary	Destroy 100 years after action completed.
15.22.3	Risk assessment	Records relating to the identification, assessment, monitoring and review of risk. Includes the identification and assessment of financial management risks including the implementation of practices and processes to reduce risk. Records may include, but are not limited to:	Temporary	Destroy 7 years after action completed.

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No	Function/Activity	Description	Status	Disposal Action
<i>STRATEGIC MANAGEMENT - RISK MANAGEMENT</i>				
		<ul style="list-style-type: none"> • results • recommendations • internal control measures • treatment schedules • action plans • implementation plans. 		
15.22.4	Risk register	<p>Entries in the register of agency-wide risks. Includes the financial management risk register.</p> <p>See FINANCIAL MANAGEMENT for records relating to financial risks.</p>	Temporary	Destroy 7 years after action completed.
15.22.5		Records relating to the development of risk management plans in the agency.	Temporary	Destroy 5 years after action completed.
15.23	STANDARDS	The process of developing standards to enhance the quality and efficiency of the organisation.		
15.23.1	Standards - final	Master copy of official standards developed by the agency.	Permanent	Retain as State archives
15.23.2		Records related to the development of standards, guidelines and advisory products issued with substantial input from the agency for implementation across Government.	Permanent	Retain as State archives

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No	Function/Activity	Description	Status	Disposal Action
<i>STRATEGIC MANAGEMENT - STANDARDS</i>				
15.23.3		Records related to the development of standards, guidelines and advisory products issued with minor input from the agency for implementation across Government.	Temporary	Destroy 2 years after action completed.
15.23.4	Standards development	Records related to the development of standards, guidelines and advisory products for core functional activities.	Temporary	Destroy 20 years after action completed.
15.23.5		Records relating to the implementation of practices in the agency in accordance with an industry or agency standard, code of practice, etc.	Temporary	Destroy 2 years after action completed.
16	TECHNOLOGY AND TELECOMMUNICATIONS	Records relating to the acquisition or development, implementation, maintenance, use and disposal of information and communications technology and systems.		
16.1	ACQUISITION	The process of gaining ownership or use of property, services and other items required in the conduct of business where there is no tendering or contracting-out process, i.e. where the cost of the acquisition is below the threshold for tendering. See FINANCIAL MANAGEMENT for financial records relating to the acquisition process.		
16.1.1		Non-financial records relating to the acquisition of information and communications technology and systems, including planning, selection, specifications,	Temporary	Destroy 5 years after system is superseded

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No	Function/Activity	Description	Status	Disposal Action
<i>TECHNOLOGY AND TELECOMMUNICATIONS - ACQUISITION</i>				
		systems documentation and purchase. Includes software licences and up-grade agreements. See FINANCIAL MANAGEMENT for financial records relating to the acquisition process.		or decommissioned.
16.1.2		Records relating to research into acquisition or modifications of systems and applications not proceeded with.	Temporary	Destroy 2 years after action completed.
16.2	ADVICE	The activities associated with offering opinions by or to the organisation as to an action or judgement. Includes the process of advising.		
16.2.1		Records relating to the provision of high level advice on technology and telecommunications, e.g. to the Minister or Chief Executive, relating to substantive aspects of agency policies, procedures, functions, obligations and liabilities.	Permanent	Retain as State archives
16.2.2		Records relating to advice concerning routine operational matters, excluding legal advice.	Temporary	Destroy 8 years after action completed.
16.3	APPLICATION DEVELOPMENT	The activities associated with developing software and programming codes, including ongoing developments, to run business applications. Includes specifications, testing, pilots, prototyping and metadata requirements.		

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No	Function/Activity	Description	Status	Disposal Action
<i>TECHNOLOGY AND TELECOMMUNICATIONS - APPLICATION DEVELOPMENT</i>				
16.3.1		Records documenting the development or modification of specific information and communications technology and systems, including testing documentation.	Temporary	Destroy 7 years after system is superseded or decommissioned.
16.3.2		Records relating to the development of databases and usage protocols.	Temporary	Destroy 7 years after system closed or superseded, or data migrated to successor system.
16.4	APPLICATION MANAGEMENT	The activities associated with the building, prototyping and testing of databases. Includes the management of user rules, passwords and monitoring usage and response times.		
16.4.1		Data logging records for on-line and internet resources that provide information or advice which may have possible legal significance (e.g. system access logs, internet access logs, system change logs and audit trails, which show a history of access or change to data).	Temporary	Destroy 7 years after action completed.
16.4.2		Records relating to the maintenance of data integrity, including data logging records.	Temporary	Destroy 2 years after action completed.
16.4.3		Records relating to the ongoing management of databases including routine reports monitoring usage.	Temporary	Destroy 2 years after action completed.

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No	Function/Activity	Description	Status	Disposal Action
<i>TECHNOLOGY AND TELECOMMUNICATIONS - APPLICATION MANAGEMENT</i>				
16.4.4		Records relating to the migration of information and communications systems and data from one platform to another.	Permanent	Destroy after Retain for 1 generation after migration, then destroy.
16.5	AUDIT	See STRATEGIC MANAGEMENT - Audit		
16.6	COMMITTEES	See BOARDS AND COMMITTEES		
16.7	COMPLIANCE	<p>For compliance in relation to Information Management, such as Right to Information, Freedom of Information or Privacy legislation - See INFORMATIONMANAGEMENT - Compliance.</p> <p>For compliance in relation to Financial Management - See FINANCIAL MANAGEMENT - Compliance.</p> <p>For compliance with other mandatory or optional accountability, legal, regulatory or quality standards - See STRATEGIC MANAGEMENT - Compliance.</p> <p>For compliance in relation to Workplace Health and Safety - See WORKPLACE HEALTH AND SAFETY - Compliance.</p>		
16.8	CONTRACTING-OUT	See FINANCIAL MANAGEMENT - Contracting-Out		
16.9	CONTROL	The activities associated with creating, maintaining and evaluating control mechanisms.		

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No	Function/Activity	Description	Status	Disposal Action
<i>TECHNOLOGY AND TELECOMMUNICATIONS - CONTROL</i>				
16.9.1		Records relating to control of technology and telecommunications systems supporting general administrative functions.	Temporary	Destroy 7 years after system closed or superseded, or data migrated to successor system.
16.10	CUSTOMER SERVICE	See INFORMATION MANAGEMENT - Customer Service		
16.11	DISPOSAL	The process of determining the suitability of potential or existing programs, items of equipment, systems or services in relation to meeting the needs of a given situation. Includes systems analysis and ongoing monitoring.		
16.11.1		Records relating to disposal of technology and telecommunications systems, applications and equipment. Includes salvage of hardware components.	Temporary	Destroy 5 years after action completed.
16.12	EVALUATION	The process of determining the suitability of potential or existing programs, items of equipment, systems or services in relation to meeting the needs of the given situation. Includes ongoing monitoring.		
16.12.1		Records relating to evaluation of information and communications technology and systems.	Temporary	Destroy 7 years after action completed.

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No	Function/Activity	Description	Status	Disposal Action
<i>TECHNOLOGY AND TELECOMMUNICATIONS - IMPLEMENTATION</i>				
16.13	IMPLEMENTATION	See INFORMATION MANAGEMENT - Implementation		
16.13.1		Non key documents involved in the implementation of technology and telecommunications systems. Such as, project management of implementation, communication, training etc. Includes agency-wide and individual deployments.	Temporary	Destroy 7 years after action completed.
16.13.2		Key documents involved in the implementation of technology and telecommunications systems. Such as, document configuration decisions, final implementation reports, implementation plans, database schemas etc. Includes agency-wide and individual deployments.	Temporary	Destroy 2 years after system closed or superseded.
16.14	INSPECTIONS	See INFORMATION MANAGEMENT - Inspections		
16.15	INSTALLATION	See INFORMATION MANAGEMENT - Implementation		
16.16	INTELLECTUAL PROPERTY	See INFORMATION MANAGEMENT - Intellectual Property		
16.17	LEASING	The activities involved in leasing technology and telecommunications items and equipment from another organisation. See FINANCIAL MANAGEMENT - Leasing		

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No	Function/Activity	Description	Status	Disposal Action
<i>TECHNOLOGY AND TELECOMMUNICATIONS - LEASING-OUT</i>				
16.18	LEASING-OUT	The activities involved in leasing-out items, equipment, accommodation, premises or real estate to another organisation or person for a specified period and agreed price. Includes the formal documentation setting out conditions, rights, responsibilities etc. of both parties. Also includes subleasing. See FINANCIAL MANAGEMENT Leasing - Out		
16.19	MAINTENANCE	The activities associated with the upkeep, repair and servicing of technology and telecommunications assets.		
16.19.1		Records relating to the regular maintenance and repair of information and communications technology and systems.	Temporary	Destroy 5 years after action completed.
16.20	MEETINGS	See STRATEGIC MANAGEMENT - Meetings		
16.21	MODELLING	The development of business or technical models or prototypes used to support technology and telecommunication functions.		
16.21.1		Records relating to modelling of general administrative programs and systems.	Temporary	Destroy 7 years after action completed.
16.22	OPERATIONS	The activities associated with keeping computer systems in effective operation on a daily basis.		

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No	Function/Activity	Description	Status	Disposal Action
<i>TECHNOLOGY AND TELECOMMUNICATIONS - OPERATIONS</i>				
		Includes fault reporting, help and desktop support.		
16.22.1		Operation manuals for information and communications technology hardware and software.	Temporary	Destroy 1 year after the life of the system.
16.22.2		Records relating to routine operation of information and communications technology, including administration of user access/permissions.	Temporary	Destroy 2 years after action completed.
16.23	PLANNING	See STRATEGIC MANAGEMENT - Planning		
16.24	POLICY	See STRATEGIC MANAGEMENT - Policy		
16.25	PRIVACY	See TECHNOLOGY AND TELECOMMUNICATIONS - Security		
16.26	PROCEDURES	See STRATEGIC MANAGEMENT - Procedures		
16.27	REPORTING	See STRATEGIC MANAGEMENT - Reporting		
16.28	RESEARCH	See STRATEGIC MANAGEMENT - Research		
16.29	REVIEWING	See STRATEGIC MANAGEMENT - Reviewing		
16.30	SECURITY	The measures taken to protect equipment or information from accidental or intentional damage or from unauthorised access. Includes responses to any security breaches.		

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No	Function/Activity	Description	Status	Disposal Action
<i>TECHNOLOGY AND TELECOMMUNICATIONS - SECURITY</i>				
16.30.1		Records relating to serious breaches of security, including unauthorised access to a computer network, alteration of data, etc.	Permanent	Retain as State archives
16.30.2		Records relating to the monitoring of internet users serious breaches of access rights, including system logs.	Temporary	Destroy 7 years after action completed.
16.30.3		Records relating to the implementation of information privacy controls in agency information and communication technology and systems.	Temporary	Destroy 5 years after superseded.
16.30.4		Records relating to security of information and communication technology and systems.	Temporary	Destroy 2 years after change or disposal of system.
16.30.5		Records relating to minor breaches of security, including unauthorised access to a computer network, alteration of data, etc. See PERSONNEL AND STAFF DEVELOPMENT reference number 12.11.0 for employee discipline records.	Temporary	Destroy 5 years after action completed.
16.30.6		Records relating to the monitoring of internet users' minor breaches of access rights, including system logs.	Temporary	Destroy 1 year after action completed.
16.31	STANDARDS	See STRATEGIC MANAGEMENT - Standards		

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No	Function/Activity	Description	Status	Disposal Action
<i>TECHNOLOGY AND TELECOMMUNICATIONS - TENDERING</i>				
16.32	TENDERING	See FINANCIAL MANAGEMENT - Tendering		
17	WORKPLACE HEALTH AND SAFETY	The function of implementing and coordinating workplace health and safety legislation throughout the organisation. Includes safety policy and the monitoring of safe work practices, procedures and preventive measures.		
17.1	ACCIDENTS AND INCIDENTS	The activities involved in dealing with mishaps or hazards causing death or injury on an agency's premises. Includes injury or death to an employee travelling for the purposes of employment (while on duty or official business), or to visitors or the general public while on the agency's premises. Also includes hazards that may impact on a number of people. See PERSONNEL AND STAFF DEVELOPEMENT reference number 12.12.0 where accident or incident records are maintained on employee files. See COMPENSATION reference number 2.4.0 if the accident or incident results in a compensation claim.		
17.1.1		Accident and incident registers.	Temporary	Destroy 70 years after action completed.
17.1.2		Workplace Health and Safety accident and incident reports and complaints regarding a serious accident, such as a serious injury or fatality. See WORKPLACE HEALTH AND SAFETY reference	Temporary	Destroy 70 years after action completed.

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No	Function/Activity	Description	Status	Disposal Action
<i>WORKPLACE HEALTH AND SAFETY - ACCIDENTS AND INCIDENTS</i>				
		number 17.4.6 for records relating to exposure to hazards such as asbestos.		
17.1.3		Workplace Health and Safety accident and incident reports and complaints regarding a non-serious accident.	Permanent	Destroy 17 years after Retain for 17 years after action completed, then destroy. If records are placed on the Personnel File, dispose of accordingly.
17.2	AUDIT	The activities associated with officially checking quality assurance and operational records to ensure they have been kept and maintained in accordance with agreed and legislated standards regarding WHS.		
17.2.1		Official audit reports on compliance of agency programs and operations with accepted WHS standards.	Permanent	Retain as State archives
17.2.2		Supplementary records relating to WHS audits, including arrangements for inspection of workplaces and records.	Temporary	Destroy 7 years after action completed.
17.3	COMMITTEES	See BOARDS AND COMMITTEES		
17.4	COMPLIANCE	The activities associated with complying with mandatory or optional accountability, fiscal, regulatory or quality standards or requirements to		

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No	Function/Activity	Description	Status	Disposal Action
<i>WORKPLACE HEALTH AND SAFETY - COMPLIANCE</i>				
		which the agency is subject in relation to WHS.		
17.4.1		Register of hazardous substances at agency workplaces, e.g. asbestos register.	Permanent	Retain as State archives
17.4.2		Records documenting breaches of WHS compliance requirements.	Permanent	Retain as State archives
17.4.3	Radiation exposure monitoring	Records relating to directions received from health authorities in accordance with legislation and standards regarding the keeping of radiation exposure monitoring records.	Permanent	Retain as State archives
17.4.4	Major hazards - use and presence	Records relating to the use, or presence, of major hazards, such as asbestos, lead and radiation in buildings or other infrastructure.	Temporary	Destroy 100 years after action completed.
17.4.5	Major hazards - acquisition, neutralisation and removal	Records relating to neutralisation and removal of major hazards, such as asbestos from buildings, plant and workplaces and the acquisition, storage and disposal of radioactive substances and radiation equipment (including X-ray equipment) in accordance with legislation and standards.	Temporary	Destroy 100 years after action completed.
17.4.6	Major hazards - staff exposure	Registers and files maintained on staff and contractors which document exposure or potential exposure to major hazards, such as asbestos, lead and radiation.	Temporary	Destroy 100 years after action completed.

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No	Function/Activity	Description	Status	Disposal Action
<i>WORKPLACE HEALTH AND SAFETY - COMPLIANCE</i>				
17.4.7	Radiation Safety and Protection Plan	Approved Radiation Safety and Protection Plan endorsed by health authorities in accordance with legislation and standards. Includes any applications by the agency for amendments and notices of decisions.	Temporary	Destroy 100 years after action completed.
17.4.8	Radioactive substances - licensing and certification	Records relating to licences and certificates of compliance held by the agency in accordance with the legislation and standards.	Temporary	Destroy 100 years after action completed.
17.4.9	Radioactive substances - quality and safety	Records relating to the monitoring of quality and safety procedures against the agency's Radiation Safety and Protection Plan. Includes outcomes of safety audits, radiation level monitoring, safety device checks and notifications.	Temporary	Destroy 100 years after action completed.
17.4.10		Records relating to agency compliance with mandatory standards or statutory requirements for hazardous materials. Includes proof of compliance and Material Safety Data Sheets (MSDS).	Temporary	Destroy 100 years after action completed.
17.4.11		Records relating to the provision of health and safety facilities and equipment and the appointment of first aid officers, fire wardens and safety officers.	Temporary	Destroy 7 years after action completed.
17.5	CONTRACTING-OUT	See FINANCIAL MANAGEMENT - Contracting-Out		

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No	Function/Activity	Description	Status	Disposal Action
<i>WORKPLACE HEALTH AND SAFETY - HEALTH PROMOTION</i>				
17.6	HEALTH PROMOTION	The process of promotion by the agency of programs which encourage the establishment and maintenance of a healthy work environment.		
17.6.1		Summary records of first aid provided. Includes First Aid Registers, Daily or Weekly Sheets.	Temporary	Destroy 60 years after action completed.
17.6.2		Agency records relating to health monitoring of individuals engaged in the use of hazardous chemicals, substances and/or equipment, or other workplace hazards. Includes records generated in agency first aid or medical centres.	Temporary	Destroy 60 years after action completed.
17.6.3		Records relating to the promotion of safe practices to staff and volunteers. Includes master copy of procedure manuals, notices and instructions.	Temporary	Destroy 45 years after revoked or superseded.
17.6.4		Records relating to the development and implementation of programs which encourage a healthy and safe work environment. Includes provision of relevant facilities and equipment. Also includes management of staff or volunteer counselling on health and safety related matters.	Temporary	Destroy 30 years after action completed.
17.6.5		Records relating to the management of first aid or medical centres operated by agencies. Includes appointment of officers, attendance records, statistical summaries and other general administrative records.	Temporary	Destroy 7 years after action completed.

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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 Administrative Records of National Bodies

Authority number: PROS 13/07 VAR 2

No	Function/Activity	Description	Status	Disposal Action
<i>WORKPLACE HEALTH AND SAFETY - HEALTH PROMOTION</i>				
17.6.6		Records relating to treatment received by individual staff or volunteers members in agency first aid or medical centres.	Temporary	Destroy 7 years after Place on personal history file or destroy 7 years after action completed, whichever is the later, then destroy.
17.6.7		Records relating to the appointment of first aid officers, emergency evacuation wardens, safety officers, etc.	Temporary	Destroy 7 years after action completed.
17.6.8		Records relating to the management of routine health related screening programs delivered by agency first aid or medical centres, e.g. blood pressure and cholesterol testing, etc.	Temporary	Destroy 1 year after action completed.
17.7	INVESTIGATIONS/ INSPECTIONS	The process of official examinations of facilities, equipment and items to ensure compliance with agreed standards and objectives.		
17.7.1		Records relating to inspections and investigations into major workplace health and safety hazards or issues that resulted in major changes.	Permanent	Retain as State archives
17.7.2		Records relating to inspections and investigations into major workplace health and safety hazards or issues that did not result in major changes.	Temporary	Destroy 30 years after action completed.

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No	Function/Activity	Description	Status	Disposal Action
<i>WORKPLACE HEALTH AND SAFETY - INVESTIGATIONS / INSPECTIONS</i>				
17.7.3		Records relating to inspections and investigations into minor workplace health and safety hazards or issues that resulted in major changes.	Temporary	Destroy 15 years after action completed.
17.7.4		Records relating to inspections and investigations into minor workplace health and safety hazards or issues that did not result in major changes.	Temporary	Destroy 15 years after action completed.
17.8	MEETINGS	See STRATEGIC MANAGEMENT - Meetings		
17.9	PLANNING	See STRATEGIC MANAGEMENT - Planning		
17.10	POLICY	See STRATEGIC MANAGEMENT - Policy		
17.11	PROCEDURES	See STRATEGIC MANAGEMENT - Procedures		
17.12	REPORTING	See STRATEGIC MANAGEMENT - Reporting		
17.13	RESEARCH	See STRATEGIC MANAGEMENT - Research		
17.14	REVIEWING	See STRATEGIC MANAGEMENT - Reviewing		
17.15	RISK MANAGEMENT	See STRATEGIC MANAGEMENT - Risk Management		
17.16	STANDARDS	See STRATEGIC MANAGEMENT - Standards		
18	EPHEMERAL	Ephemeral documents are items of short term, temporary informational value. They should not be		

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EPHEMERAL DOCUMENTS

	<p>DOCUMENTS</p>	<p>incorporated into an agency's recordkeeping system. Their authorised destruction is often referred to as Normal Administrative Practice (NAP) which is the routine destruction of ephemeral material of a facilitative or duplicate nature created, acquired or collected by public sector employees during the course of their duties.</p> <p>The below list is not finite but contains examples of ephemeral documents which may be routinely disposed of:</p> <p>Calendars and diaries - personal</p> <p>Desk calendars and office diaries where no entries pertaining to work activities have been recorded.</p> <p>Contact lists</p> <p>Reference sets of directories, address and contact lists, including directories and lists produced by the agency, other agencies and organisations or suppliers.</p> <p>Copies</p> <p>Duplicate copies created for reference.</p> <p>Drafts not required as public records</p> <p>Drafts of reports, correspondence, routine calculations not circulated as final documents internally or externally and of which a final draft has been produced and which becomes the record of the</p>		
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<i>EPHEMERAL DOCUMENTS</i>				
		<p>agency.</p> <p>Informational material Informational material, including lists of suppliers, catalogues, etc.</p> <p>Manuals and instructions - superseded Superseded manuals and instructions (except for a master set which includes superseded portions).</p> <p>Telephone message slips Telephone message slips when the message does not relate to the business functions of the agency.</p> <p>Transitory messages Transitory messages of minor importance, the sole purpose of which was to provide information of temporary, short-term value or information already recorded and available in an acceptable medium (i.e. paper-based or electronic) elsewhere in the agency.</p> <p>Unsolicited brochures Brochures received regarding goods and services.</p> <p>Working documents Rough notes and diagrams which have been used solely to assist in the preparation of other records, such as correspondence, reports and statistical tabulations.</p>		

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