



# **ARCHIVES OFFICE OF TASMANIA**

DISPOSAL SCHEDULE

for

Functional Records of the  
Motor Accidents Insurance Board

Disposal Authorisation No. 2096

91 Murray St Hobart Tasmania 7000

**ARCHIVES OFFICE OF TASMANIA**

**DISPOSAL AUTHORISATION NO. 2096**

**Title:** *Disposal Schedule for Functional Records of the  
Motor Accidents Insurance Board*

**Administering  
Agency:** *Motor Accidents Insurance Board*

***Authorisation:***

Under Section 20 (2) (b) of the *Archives Act 1983*, I hereby authorise the  
[insert position title] to manage the disposal of the records described in this  
Schedule in accordance with the procedures specified herein.

Ian Pearce  
STATE ARCHIVIST

Date: 5 October 2001

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## INTRODUCTION

### 1. Archives Act

The *Archives Act 1983* stipulates that agencies must not dispose of **records of any type or format** (including electronic records, microfilm, sound recordings, films etc.) without the written approval of the State Archivist. Disposal of records involves their destruction, their removal from the custody of their creating Agency, or their transfer to the Archives Office. Any enquiries relating to these matters should be directed, in writing to the Archives Office of Tasmania, 91 Murray Street, Hobart, E-mail - [gisu@education.tas.gov.au](mailto:gisu@education.tas.gov.au) or by phoning 03 6165 5581.

### 2. Disposal Schedules

In order to facilitate the prompt and efficient disposal of functional records of Motor Accidents Insurance Board this Disposal Schedule has been approved by the State Archivist under Section 20(2)(b) of the *Archives Act 1983*.

The Schedule identifies and describes the:

- **Disposal Classes** - groups of records which have the same function.
- **Status** - ie. permanent or temporary retention.
- **Disposal Action** - date for transfer or destruction.

**It should be noted that where possible Disposal Classes have been identified and described in functional terms irrespective of the format or medium in which the records were created.**

### 3. Records Covered by Schedules

- This Schedule Authorised the disposal of the functional records created by the Motor Accidents Insurance Board prior to the Board becoming a Government Business Enterprise (GBE) in 1995.
- Records created by the Board post GBE are not subject to the Archives Act 1983. The disposal of post 1995 records is at the discretion of the Board. The Archives Office of Tasmania will accept transfer of any post 1995 records identified in this schedule as having 'permanent' status.
- The *General Disposal Schedule for Administrative Records* covers administrative records created by the Motor Accidents Insurance Board prior to the Board becoming a GBE.
- Pre GBE records created not covered by the above schedules should be disposed of according to the procedures for *Disposal of unscheduled records (2012: Advice 10)*

### 4. Disposal Action

The disposal actions identified in this schedule specify minimum retention periods. The Agency may keep records longer if it so desires. However, records with PERMANENT status which have been in existence more than 25 years must be transferred to the Archives Office unless a written exemption has been obtained from the State Archivist

(*Archives Act 1983 Section 11*). Records with TEMPORARY status can be kept as long as the Agency wishes but the provisions of the *Archives Act* regarding their proper care and custody still apply.

Frequently the retention period descriptions will refer to "**after action completed**" which means after the date of the last addition or amendment to the record.

## **5. Transfer of Records to the Archives Office**

All records designated as PERMANENT should be transferred to the Archives Office unless it is specified in the Schedule that they be retained by the Agency. The transfer should be arranged as soon as possible after the specified time. However, in order to avoid frequent small transfers of records, the Agency should develop a regular program of transferring records to the Archive Office. For practical purposes it is often preferable to delay the transfer of records until a convenient volume of records has accumulated (eg. about one linear metre or more).

Under no circumstances should records more than 25 years old be kept by the Agency without written approval from the State Archivist.

Records with PERMANENT status may be transferred before the specified date if administrative reference has ceased or is infrequent.

**Please note that records will not be accepted by the Archives Office unless specific prior arrangements have been made for their receipt and they have been arranged and described in accordance with any instruction provided by the Archives Office.**

For further information regarding the procedures relating to records covered by this Schedule see *Disposal of Scheduled records (2005: Advice 9)*

## **6. Destruction of Records**

Hard copy records which have been approved for destruction (either in the Disposal Schedule or by a specific Destruction Authority) should be shredded, pulped or incinerated after the specified period has elapsed. Electronic records should be deleted from the system.

The Agency may make arrangements for the collection and destruction of hard copy records with an appropriate contractor. **Please note** that it remains the responsibility of the Agency to ensure that records are destroyed, and that this process is confidential and secure. If the records are in the Schedule, the appropriate entry must be made in the *Register of Records Destroyed*.

Electronic records identified for destruction should be deleted from the system. Care must be taken when deleting these records to establish whether or not any of the 'meta-data' embedded with the record in the system needs to be kept longer than the record itself. For example it is often the case that registers of correspondence must be kept longer than the correspondence itself; some of the index and registration details may be 'tags' within the record, not information stored in a separate registration system as would have been the case in traditional registry procedure. Most record management

packages are likely to address this problem but it is necessary to be sure this is the case before deletion.

## **7. Register of Records Destroyed**

The Agency is obliged to maintain a register of all records destroyed under the Schedule. The register is to be made available to the State Archivist (or nominee) on request. The register should not be used to list unscheduled records as these will be covered by a specific Destruction Authority issued by the State Archivist. The Register must be clearly identified as the *Register of Records Destroyed (under Section 20(2)(b) of the Archives Act 1983)* and should include the name of the Agency. This identification should appear on each loose sheet or on the cover if the register is kept in book format. The register can be the same used for registering destructions under the *General Disposal Schedule for Administrative Records for State Government Agencies and Authorities*. A sample format is available on the GISU website

## **8. Samples and/or Examples of Records Destroyed**

Occasionally samples and/or examples of records being destroyed under the Schedule will be selected by the Archives Office for transfer. The State Archivist will initiate this procedure where appropriate.

## **9. Review of the Schedule**

If the description in the Schedule no longer accurately reflects the nature and function of the records these procedures should not be used. The State Archivist should be informed of the need to revise the Schedule and, if necessary, the procedure for transferring unscheduled records can be used in the interim.

Reference	Disposal class	Status and Disposal Action
<b>01.00.00</b>	<p><b>ACCIDENT PREVENTION</b> The function of managing the Injury Prevention and Management Foundation to promote road safety and provide improved injury management and rehabilitation.</p>	
<b>01.01.00</b>	<p><b>Committees</b> The activities associated with the management of committees and task forces. Includes establishment, appointment of members, terms of reference, proceedings, minutes, reports, agendas etc.</p> <p>Includes the Road Safety Taskforce, a joint initiative of Tasmania Police, Department of Infrastructure, Energy and Resources and the Board.</p>	
01.01.01	Records relating to the establishment of the Injury Prevention and Management Foundation Committee, appointment of members and terms of reference.	PERMANENT Transfer 10 years after action completed.
01.01.02	Records of meetings of the Injury Prevention and Management Foundation Committee which may include: <ul style="list-style-type: none"> <li>• minutes</li> <li>• agenda papers</li> <li>• recommendations for project funding approvals</li> <li>• summary reports of applications for funding</li> </ul>	PERMANENT Transfer 10 years after action completed.
01.01.03	Records relating to the establishment of the Road Safety Task Force including Memorandum of Understanding	PERMANENT Transfer 10 years after action completed.
01.01.04	Copies of records of meetings of the Road Safety Task Force including: <ul style="list-style-type: none"> <li>• agendas</li> <li>• minutes</li> </ul>	TEMPORARY Destroy 5 years after action completed.
01.01.05	Records relating to the conduct of meetings including notices of meetings and routine correspondence.	TEMPORARY Destroy 2 years after action completed.

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Reference	Disposal class	Status and Disposal Action
<b>01.02.00</b>	<b>“Foundation” Funding</b> The activities associated with the provision of funds to the Injury Prevention and Management Foundation.	
01.02.01	Records relating to the provision of funds to the Foundation including determinations of premium percentage and records of donations.  <i>See the General Disposal Schedule for financial transactions.</i>	TEMPORARY Destroy 7 years after action completed.
<b>01.03.00</b>	<b>Project Funding</b> The activities associated with the application for and provision of funding for projects directed towards the prevention and improved management of injuries resulting from road accidents. Includes grants, loans and sponsorship.	
01.03.01	Copies of advertisements seeking applications for project funding.	TEMPORARY Destroy 1 year after funding cycle is completed.
01.03.02	Records relating to successful applications for scientific, road safety or community based projects which may include: <ul style="list-style-type: none"> <li>• applications</li> <li>• supporting documentation</li> <li>• letters of acceptance</li> <li>• quarterly reports</li> <li>• signed agreements</li> </ul>	PERMANENT Transfer 10 years after the project is completed.
01.03.03	Records relating to successful applications for MAIB sponsorship which may include: <ul style="list-style-type: none"> <li>• applications</li> <li>• supporting documentation</li> <li>• letters of acceptance</li> <li>• quarterly reports</li> </ul>	TEMPORARY Destroy 3 years after action completed.
01.03.04	Records of unsuccessful applications for project funding which may include: <ul style="list-style-type: none"> <li>• applications</li> <li>• supporting documentation</li> <li>• letters of rejection</li> </ul>	TEMPORARY Destroy 3 years after action completed.

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Reference	Disposal class	Status and Disposal Action
01.03.05	Register of current projects recording project and payment details.	TEMPORARY Destroy 7 years after action completed.
<b>01.04.00</b>	<p><b>Reviewing</b> The activities involved in re-evaluating or re-examining products, processes, procedures, standards and systems. Includes recommendations and advice resulting from reviews.</p>	
01.04.01	Reference copies of records relating to reviews of the Road Safety Task Force including final reports.	TEMPORARY Destroy 7 years after action completed.

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Reference	Disposal class	Status and Disposal Action
<b>02.00.00</b>	<b>BOARD MANAGEMENT</b> The function of managing the relationship between the agency and the Board of Directors. Includes appointments of Board members, remuneration and arranging and conducting meetings.	
<b>02.01.00</b>	<b>Establishment</b> The activities associated with the establishment of the Board and the appointment of members.	
02.01.01	Records relating to the establishment of the Board and appointment of members including remuneration.  <i>See the General Disposal Schedule for financial records relating to the payment of fees.</i>	<b>PERMANENT</b> Transfer 10 years after action completed.
<b>02.02.00</b>	<b>Meetings</b> The activities associated with the gatherings held to formulate, discuss, update, or resolve issues and matters pertaining to the management of the Board. Includes arrangements, agenda, taking of minutes etc.  <i>The master copy of significant reports and recommendations is to be found in the agenda papers for Board meetings.</i>	
02.02.01	Master set of minutes and agenda papers of meetings including reports incorporated in agenda papers.	<b>PERMANENT</b> Transfer 10 years after action completed.
02.02.02	Records relating to the conduct of meetings including notices of meetings and routine correspondence.	<b>TEMPORARY</b> Destroy 2 years after action completed

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Reference	Disposal class	Status and Disposal Action
<b>03.00.00</b>	<p><b>CLAIMS MANAGEMENT</b></p> <p>The function of managing claims resulting from personal injury caused by a motor accident in Tasmania or by a motor vehicle registered in Tasmania. Includes scheduled benefits claims, common law actions and future care claims.</p>	
<b>03.01.00</b>	<p><b>Accident Notification</b></p> <p>The activities associated with reporting of accidents in accordance with the <i>Motor Accidents (Liabilities and Compensation) Act 1973</i>.</p>	
03.01.01	Tasmania Police accident reports.	<p>TEMPORARY</p> <p>Destroy 4 years after receipt of report.</p>
03.01.02	<p>Records relating to the notification of accidents involving personal injury that result in a claim for scheduled benefits which may include:</p> <ul style="list-style-type: none"> <li>• notification of accident to Police</li> <li>• notice of accident claim form</li> <li>• Police letter of acceptance</li> </ul>	<p>TEMPORARY</p> <p>Destroy 7 years after finalisation of claim.</p>
03.01.03	<p>Records relating to the notification of accidents involving personal injury that result in a common law action which may include:</p> <ul style="list-style-type: none"> <li>• notification of accident to Police</li> <li>• notice of accident claim form</li> <li>• Police letter of acceptance</li> </ul>	<p>TEMPORARY</p> <p>Destroy 1 year after settlement or completion of legal proceedings.</p>
03.01.04	<p>Records relating to the notification of accidents involving personal injury that do not result in a claim for scheduled benefits or a common law action which may include:</p> <ul style="list-style-type: none"> <li>• notification of accident to Police</li> <li>• notice of accident claim form</li> <li>• Police letter of acceptance</li> </ul>	<p>TEMPORARY</p> <p>Destroy 7 years after notification.</p>

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Reference	Disposal class	Status and Disposal Action
<p><b>03.02.00</b></p>	<p><b>Agreements</b>  The activities associated with the establishment, maintenance, review and negotiation of reasonable expense agreements with external providers.</p> <p><i>See 03.13.00 for tendering for rehabilitation provider panellists; investigators; service providers; and care agencies.</i></p>	
<p>03.02.01</p>	<p>Records relating to reasonable expenses agreements with professional bodies including copies of agreements.</p>	<p>TEMPORARY  Destroy 1 year after expiry of agreement.</p>
<p><b>03.03.00</b></p>	<p><b>Claims</b>  The activities associated with the registration of claims including scheduled benefits; future care; and common law actions and the processing and monitoring of scheduled benefit and future care claims.</p> <p><i>See 03.01.00 for notification of accidents</i>  <i>See 03.11.01 for reports on claim payment estimates for future care claims.</i>  <i>See 03.05.00 for actions by claimants to obtain damages under common law.</i></p>	
<p>03.03.01</p>	<p>Register of motor accidents claims including common law actions.  Details recorded may include:</p> <ul style="list-style-type: none"> <li>• incident details</li> <li>• accident details</li> <li>• personal details of injured persons, driver/owner and parents or guardians</li> <li>• injury details</li> <li>• employment details</li> <li>• reporting to police details</li> <li>• registration information</li> <li>• tax file number of claimants</li> <li>• treatment details</li> <li>• payment details</li> <li>• notes</li> </ul>	<p>PERMANENT  Transfer 25 years after action completed.</p>

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Reference	Disposal class	Status and Disposal Action
03.03.02	<p>Records supporting scheduled benefit and future care claims which may include:</p> <ul style="list-style-type: none"> <li>• medical certificates</li> <li>• dental reports</li> <li>• authority for provision of medical information</li> <li>• self-employed persons claim for lost wages</li> <li>• employers confirmation of loss of salary form</li> <li>• self employed replacement allowance claim</li> <li>• housekeeping allowance declaration</li> <li>• housekeeping receipt</li> <li>• living away from home allowance declaration</li> <li>• bank deposit details of claimants and service providers</li> <li>• travelling expenses declaration</li> <li>• taxi vouchers</li> <li>• personal care applications</li> </ul>	<p>TEMPORARY  Destroy 7 years after action completed.</p>
03.03.03	<p><i>Application for Scheduled Benefits</i> forms completed by, or on behalf of:</p> <ul style="list-style-type: none"> <li>• vehicle owner and/or driver</li> <li>• injured driver/owner</li> <li>• injured passenger/pillion passenger/pedestrian/cyclist</li> </ul> <p>Details provided on form may include:</p> <ul style="list-style-type: none"> <li>• accident details</li> <li>• personal details of injured persons, driver/owner and parents or guardians</li> <li>• injury details</li> <li>• employment details</li> <li>• reporting to police details</li> <li>• signed declaration</li> <li>• authority for provision of medical information</li> <li>• bank deposit details of claimants and service providers</li> </ul>	<p>TEMPORARY  Destroy 7 years after finalisation of claim.</p>

**NB** All entries cover records in any format unless otherwise specified. Electronic records scheduled for TEMPORARY retention should be maintained in a readily accessible format for the specified retention period. Electronic records for PERMANENT retention should be maintained in the Agency - when planning to discontinue or change the systems in ways which may affect the accessibility or validity of the records, approval should be obtained from the State Archivist.

Reference	Disposal class	Status and Disposal Action
03.03.04	<p><i>Application for Scheduled Benefits</i> for dependants of deceased persons containing:</p> <ul style="list-style-type: none"> <li>• accident details</li> <li>• details of the deceased dependants</li> <li>• signed declaration of representative</li> </ul>	TEMPORARY Destroy 7 years after finalisation of claim.
03.03.05	Taxation employment declaration forms provided by claimants.	TEMPORARY Destroy 1 year after the end of the financial year in which the declaration ceases to be operative.
03.03.06	Deeds of Release completed on finalisation of claims.	TEMPORARY Destroy 12 years after the deed is signed and sealed.
03.03.07	<p>Standard content correspondence sent to solicitors, providers and claimants providing routine information, requesting the provision of information or the completion of forms.</p> <p><i>See 03.03.08 for correspondence relating to medical reports.</i></p>	TEMPORARY Destroy 3 months after action completed.
03.03.08	Correspondence relating to medical reports including requests for reports from medical providers.	TEMPORARY Destroy 1 year after claim review completed.
03.03.09	<p>Copies of, and requests for authorisation to treat injured persons and to provide equipment to claimants.</p> <p><i>See 03.03.01 for notes detailing requests and MAIB responses.</i></p>	TEMPORARY Destroy when reference ceases.

**NB** All entries cover records in any format unless otherwise specified. Electronic records scheduled for TEMPORARY retention should be maintained in a readily accessible format for the specified retention period. Electronic records for PERMANENT retention should be maintained in the Agency - when planning to discontinue or change the systems in ways which may affect the accessibility or validity of the records, approval should be obtained from the State Archivist.

Reference	Disposal class	Status and Disposal Action
<b>03.04.00</b>	<p><b>Committees</b> The activities associated with the management of committees and task forces. Includes establishment, appointment of members, terms of reference, proceedings, minutes, reports, agendas etc.</p> <p>Includes the Claims Committee established to authorise claims settlements and negotiations, within a set monetary value.</p>	
03.04.01	Records relating to the establishment of the Claims Committee, terms of reference and appointment of members.	PERMANENT Transfer 10 years after action completed.
03.04.02	Records of meetings of the Claims Committee including: <ul style="list-style-type: none"> <li>• minutes</li> <li>• agenda papers</li> </ul>	PERMANENT Transfer 10 years after action completed.
03.04.03	Records relating to the conduct of meetings including notices of meetings and routine correspondence.	TEMPORARY Destroy 2 years after action completed.
<b>03.05.00</b>	<p><b>Common Law Actions</b> The process of administering and managing actions by claimants to obtain damages under common law.</p> <p><i>See 03.03.01 for details of actions recorded in the motor accident claims system.</i></p> <p><i>See 03.03.02 for scheduled benefits and future care claim documentation.</i></p>	
03.05.01	Records documenting common law actions which may include: <ul style="list-style-type: none"> <li>• notice of intention to claim</li> <li>• writs</li> <li>• appointment of solicitors and investigators</li> <li>• claimant details</li> <li>• settlement offers</li> <li>• solicitors correspondence</li> <li>• settlement details</li> </ul>	TEMPORARY Destroy 6 months after settlement and finalisation of payments.

**NB** All entries cover records in any format unless otherwise specified. Electronic records scheduled for TEMPORARY retention should be maintained in a readily accessible format for the specified retention period. Electronic records for PERMANENT retention should be maintained in the Agency - when planning to discontinue or change the systems in ways which may affect the accessibility or validity of the records, approval should be obtained from the State Archivist.



Reference	Disposal class	Status and Disposal Action
03.05.02	Copies of <i>notices of judgements</i> and <i>notices of past benefits</i> sent to the Health Insurance Commission advising of settlement and payment details for common law actions.	TEMPORARY Destroy when reference ceases.
03.05.03	Standard content correspondence sent to solicitors, providers and claimants providing routine information, requesting the provision of information or the completion of forms.  <i>See 03.05.04 for correspondence relating to medical reports.</i>	TEMPORARY Destroy 3 months after action completed.
03.05.04	Correspondence relating to medical reports including requests for reports from medical providers.	TEMPORARY Destroy 1 year after review completed.
<b>03.06.00</b>	<b>Disputed Claims</b> The activities involved in the process of defending disputes referred to the Motor Accidents Compensation Tribunal.	
03.06.01	Records relating to disputed claims including: <ul style="list-style-type: none"> <li>• notice of appeal</li> <li>• correspondence</li> <li>• appointment of solicitors</li> <li>• copies of decisions</li> </ul>	TEMPORARY Destroy 7 after action completed.
<b>03.07.00</b>	<b>Investigations</b> Formal and informal investigations carried out to establish entitlement to benefits where serious accidents have the potential for large claims or where fraudulent claims are suspected.	
03.07.01	Records relating to investigations that result in charges or legal proceedings which may include: <ul style="list-style-type: none"> <li>• witness statements</li> <li>• claimant statements</li> <li>• police statements</li> <li>• photographs of accident scene</li> <li>• police accident investigation reports</li> <li>• video surveillance tapes</li> <li>• surveillance reports</li> </ul>	TEMPORARY Destroy 7 years after the completion of legal proceedings.

**NB** All entries cover records in any format unless otherwise specified. Electronic records scheduled for TEMPORARY retention should be maintained in a readily accessible format for the specified retention period. Electronic records for PERMANENT retention should be maintained in the Agency - when planning to discontinue or change the systems in ways which may affect the accessibility or validity of the records, approval should be obtained from the State Archivist.

Reference	Disposal class	Status and Disposal Action
03.07.02	Records relating to investigations that do not result in charges or legal proceedings which may include: <ul style="list-style-type: none"> <li>• witness statements</li> <li>• claimant statements</li> <li>• police statements</li> <li>• photographs of accident scene</li> <li>• police accident investigation reports</li> <li>• video surveillance tapes</li> <li>• surveillance reports</li> </ul>	TEMPORARY Destroy 7 years after action completed.
<b>03.08.00</b>	<p><b>Long Term Care</b>            The activities involved in the provision of appropriate lifetime care for the severely injured. Includes accommodation and care on a respite and full-time basis.</p> <p><i>See 03.03.00 for the future care claims.</i>  <i>See 03.13.00 for the appointment of care agencies to manage long term care facilities.</i></p>	
03.08.01	Records relating to the acquisition and disposal of long term care facilities.	TEMPORARY Destroy 7 years after disposal of facility.
<b>03.09.00</b>	<p><b>Policy and Procedures</b>            The activities associated with developing and establishing decisions, directions and precedents that act as a reference for future decision making, and standard methods of operating. Includes setting authority limits for claim payments.</p>	
03.09.01	Records relating to the formulation of policy, and the development of procedures and guidelines including: <ul style="list-style-type: none"> <li>• master copies of guidelines</li> <li>• master copies of manuals</li> </ul> <p><i>See 02.02.01 for the permanent record of policies and procedures.</i></p>	TEMPORARY Destroy 7 years after action completed.

**NB** All entries cover records in any format unless otherwise specified. Electronic records scheduled for TEMPORARY retention should be maintained in a readily accessible format for the specified retention period. Electronic records for PERMANENT retention should be maintained in the Agency - when planning to discontinue or change the systems in ways which may affect the accessibility or validity of the records, approval should be obtained from the State Archivist.

Reference	Disposal class	Status and Disposal Action
<b>03.10.00</b>	<b>Rehabilitation</b> The process of providing vocational and living skill assistance to injured persons to enable them to return to health and work.	
03.10.01	Records of rehabilitation treatments and services for all types of claimants which may include: <ul style="list-style-type: none"> <li>• screening referrals</li> <li>• assessment requests</li> <li>• providers reports</li> <li>• closure reports</li> <li>• file notes</li> <li>• notification of commencement of treatments</li> <li>• review reports</li> </ul>	TEMPORARY Destroy 7 years after rehabilitation closure.
03.10.02	Rehabilitation plans providing treatment projections for claimants.	TEMPORARY Destroy when superseded.
03.10.03	Records relating to the appointment of rehabilitation providers for individual cases.  <i>See 03.13.00 for the selection and contracting of rehabilitation panellists.</i>	TEMPORARY Destroy 7 years after action completed.
<b>03.11.00</b>	<b>Reporting</b> The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of Board policies).  <i>See 03.07.01 &amp; 03.07.02 for reports of Investigations.</i> <i>See 03.12.01 &amp; 03.12.02 for recommendations and advice resulting from reviews.</i> <i>See 02.02.01 for reports incorporated in Board Agenda papers.</i>	
03.11.01	Future care claims reports providing estimates of claim payments.	TEMPORARY Destroy when superseded.
03.11.02	Reports (printouts from previous claims management system) containing details of claims transactions.	TEMPORARY Destroy 7 years after action completed.

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Reference	Disposal class	Status and Disposal Action
03.11.03	Copies of reports provided to the Board.  <i>See 02.02.01 for master copies of reports, which are incorporated in agenda papers.</i>	TEMPORARY Destroy 10 years after action completed.
03.11.04	Accident trend statistics.	TEMPORARY Destroy when superseded.
<b>03.12.00</b>	<b>Reviewing</b> The activities involved in re-evaluating or re-examining claims including periodic and formal reviews. Includes recommendations and advice resulting from these activities.	
03.12.01	Records relating to the review of scheduled benefit claims including recommendations and advice resulting from reviews and authorisation of benefit limits.	TEMPORARY Destroy 1 year after review completed.
03.12.02	Records relating to the review of future care claims which may include: <ul style="list-style-type: none"> <li>• review recommendations</li> <li>• actuaries reports</li> <li>• reinsurers reports</li> </ul>	TEMPORARY Destroy 1 year after review completed.
<b>03.13.00</b>	<b>Tendering</b> The activities involved in receiving and assessing tenders for the provision of services by external providers including: <ul style="list-style-type: none"> <li>• rehabilitation provider panellists</li> <li>• Investigators</li> <li>• service providers</li> <li>• care agencies</li> </ul>	
03.13.01	Records relating to the development and issue of tender documentation and evaluation of tenders for external providers.	TEMPORARY Destroy 7 years after tender process completed.
03.13.02	Signed contracts and associated records for successful tenderers.  <i>See 03.13.04 for contracts under seal.</i>	TEMPORARY Destroy 7 years after finalisation of completion of contract.

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Reference	Disposal class	Status and Disposal Action
03.13.03	Records of unsuccessful tenders which may include: <ul style="list-style-type: none"> <li>• submissions</li> <li>• notice of outcome</li> </ul>	TEMPORARY Destroy 2 years after tender process completed.
03.13.04	Sealed contracts and associated records for successful tenderers.	TEMPORARY Destroy 12 years after finalisation of completion of contract.

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Reference	Disposal class	Status and Disposal Action
<b>04.00.00</b>	<p><b>FINANCIAL MANAGEMENT</b>            The function of managing the organisation's financial resources. Includes the management of the Board's statutory reporting requirements and the provision of other financial services, information and statistics to internal and external customers.</p> <p><i>See the General Disposal Schedule for accounting records not described in the following classes.</i></p>	
<b>04.01.00</b>	<p><b>Accounting</b>            The process of collecting, recording, summarising and analysing information on financial transactions.</p>	
04.01.01	Original copies of invoices and claims for payments received from providers and claimants.  <i>See 03.03.01 for payment details entered into the register of motor accident claims.</i>	TEMPORARY Destroy 7 years after action completed.
04.01.02	Invoices and claims for payments received from providers and claimants retained as electronic images.	TEMPORARY Destroy 7 years after action completed.
04.01.03	Cheque backing sheets.	TEMPORARY Destroy when reference ceases.
<b>04.02.00</b>	<p><b>Committees</b>            The activities associated with the management of committees and task forces. Includes establishment, appointment of members, terms of reference, proceedings, minutes, reports, agendas etc.</p>	
04.02.01	Records relating to the establishment of the Audit Committee, terms of reference and appointment of members.	PERMANENT Transfer 10 years after action completed.
04.02.02	Records of meetings of the Audit Committee including: <ul style="list-style-type: none"> <li>• minutes</li> <li>• agenda papers</li> </ul>	PERMANENT Transfer 10 years after action completed.

**NB** All entries cover records in any format unless otherwise specified. Electronic records scheduled for TEMPORARY retention should be maintained in a readily accessible format for the specified retention period. Electronic records for PERMANENT retention should be maintained in the Agency - when planning to discontinue or change the systems in ways which may affect the accessibility or validity of the records, approval should be obtained from the State Archivist.

Reference	Disposal class	Status and Disposal Action
04.02.03	Records relating to the conduct of meetings including notices of meetings and routine correspondence.	TEMPORARY Destroy 2 years after action completed.
<b>04.03.00</b>	<b>Policy and Procedures</b> The activities associated with establishing and reviewing investment objectives and guidelines.	
04.03.01	Records relating to the formulation of policy, and the development of procedures and guidelines including: <ul style="list-style-type: none"> <li>• master copies of guidelines</li> <li>• master copies of manuals</li> </ul> <p><i>See 02.02.01 for the permanent record of policies and procedures.</i></p>	TEMPORARY Destroy 7 years after action completed.
<b>04.04.00</b>	<b>Premium Revenue</b> The activities associated with the review and percentage increase of premiums to meet the costs associated with the payment of existing and future claims under the provisions of The <i>Government Prices Oversight Act 1995</i> .	
04.04.01	Records relating to the review and percentage increase of premiums in consultation with the Government Prices Oversight Commission.	TEMPORARY Destroy 10 years after action completed.
<b>04.05.00</b>	<b>Recovery</b> The activities associated with the recovery of payments where the Board has no liability (including workers compensation reimbursement), or resulting from overpayment or fraudulent claims.	
04.05.01	Records relating to the recovery of payments including: <ul style="list-style-type: none"> <li>• payment agreements</li> <li>• correspondence</li> <li>• recovery sheets</li> <li>• remittance copies of overpaid accounts</li> </ul>	TEMPORARY Destroy 7 years after final payment, settlement or write-off.

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Reference	Disposal class	Status and Disposal Action
<b>04.06.00</b>	<b>Reporting</b> The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of Board policies).	
04.06.01	Formal and ad-hoc reports and information provided to the Government Prices Oversight Commission.	TEMPORARY Destroy 7 years after action completed.
04.06.02	Reports providing advice to Treasury or the Minister relating to the financial position of the Board.  <i>See 04.06.03. for routine information provided to Treasury.</i>	TEMPORARY Destroy 10 years after action completed.
04.06.03	Routine reports provided to Treasury relating to: <ul style="list-style-type: none"> <li>• budget information</li> <li>• copies of corporate plan</li> <li>• surveys of financial information</li> </ul>	TEMPORARY Destroy 2 years after action completed.
04.06.04	Copies of reports provided to the Board.  <i>See 02.02.01 for master copies of reports, which are incorporated in agenda papers.</i>	TEMPORARY Destroy 10 years after action completed.

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Reference	Disposal class	Status and Disposal Action
<b>04.07.00</b>	<b>Risk Management</b> The activities associated with monitoring the operational and financial aspects of the Board's activities and the consideration of recommendations and advice of external and internal auditors and other external advisers on operational and financial risks.	
04.07.01	Records relating to the assessment of operational and financial risks including: <ul style="list-style-type: none"> <li>• actuarial reports</li> <li>• audit reports (internal and external)</li> <li>• statutory accounts</li> <li>• reports to the Board</li> </ul> <i>See 02.02.00 for reports which are incorporated in the Board's agenda papers.</i>	TEMPORARY Destroy 10 years after action completed.
04.07.02	Claims estimates that provide source data for actuarial reports.	TEMPORARY Destroy 7 years after action completed.

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Reference	Disposal class	Status and Disposal Action
<b>05.00.00</b>	<b>INVESTMENT MANAGEMENT</b> The function of managing the Board's financial assets to produce an acceptable financial outcome each year whilst meeting the Board's obligations for the payment of both short and long-term liabilities.	
<b>05.01.00</b>	<b>Advice</b> The activities associated with offering investment opinions to the Board. Includes advice on the appointment of fund managers.	
05.01.01	Records relating to investment opinions and advice on the appointment of fund managers provided to the Board.  <i>See 02.02.01 for opinions and advice incorporated in the Board agenda papers.</i>	TEMPORARY Destroy 1 year after action completed.
<b>05.02.00</b>	<b>Evaluation</b> The process of monitoring investment performance against established criteria. Includes recommendations and advice resulting from these activities.	
05.02.01	Records relating to the monitoring of investment performance including recommendations to the Investment Committee.	TEMPORARY Destroy 1 year after action completed.
<b>05.03.00</b>	<b>Committees</b> The activities associated with the management of committees and task forces. Includes establishment, appointment of members, terms of reference, proceedings, minutes, reports, agendas etc.	
05.03.01	Records relating to the establishment of the Investment Committee, terms of reference and appointment of members.  <i>See 02.01.01 for records relating to the establishment of the Board.</i>	PERMANENT Transfer 10 years after action completed.

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Reference	Disposal class	Status and Disposal Action
05.03.02	Records of meetings of the Investment Committee including: <ul style="list-style-type: none"> <li>• minutes</li> <li>• agenda papers</li> <li>• Investment reports</li> </ul>	PERMANENT Transfer 10 years after action completed.
05.03.03	Records relating to the conduct of meetings including notices of meetings and routine correspondence.	TEMPORARY Destroy 2 years after action completed.
<b>05.04.00</b>	<b>Liquidity Fund Management</b> The activities involved in managing the liquidity assets of the Board. Includes property investments and short term money.	
05.04.01	Records relating to the management of liquidity assets including: <ul style="list-style-type: none"> <li>• daily/monthly cash balance reports</li> <li>• working papers for monthly Board reports</li> </ul> <p><i>See 02.02.01. for reports incorporated in the Board agenda papers.</i></p>	TEMPORARY Destroy 1 year after action completed.
<b>05.05.00</b>	<b>Policy and Procedures</b> The activities associated with establishing and reviewing investment objectives and guidelines. Includes the development of guidelines for fund managers.	
05.05.01	Records relating to the formulation of policy, and the development of procedures and guidelines including: <ul style="list-style-type: none"> <li>• master copies of guidelines</li> <li>• master copies of manuals</li> </ul> <p><i>See 02.02.01 for the permanent record of policies and procedures.</i></p>	TEMPORARY Destroy 7 years after action completed.

**NB** All entries cover records in any format unless otherwise specified. Electronic records scheduled for TEMPORARY retention should be maintained in a readily accessible format for the specified retention period. Electronic records for PERMANENT retention should be maintained in the Agency - when planning to discontinue or change the systems in ways which may affect the accessibility or validity of the records, approval should be obtained from the State Archivist.

Reference	Disposal class	Status and Disposal Action
<b>05.06.00</b>	<p><b>Reporting</b> The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of Board policies).</p>	
05.06.01	<p>Reports provided to the Investment Committee which may include:</p> <ul style="list-style-type: none"> <li>• Custodian performance reports</li> <li>• Investment Adviser's reports</li> <li>• Actuaries reports</li> </ul> <p><i>See 02.02.01 for master copies of reports, which are incorporated in agenda papers.</i></p>	<p>TEMPORARY Destroy 2 years after action completed.</p>
<b>05.07.00</b>	<p><b>Tendering</b> The activities involved in receiving and assessing tenders for the provision of services by external providers including:</p> <ul style="list-style-type: none"> <li>• Fund Managers</li> <li>• Investment Advisers</li> <li>• Custodians</li> <li>• Actuaries</li> </ul> <p><i>See 03.13.00 for tendering relating to care agencies.</i></p>	
05.07.01	<p>Records relating to the development and issue of tender documentation and evaluation of tenders.</p>	<p>TEMPORARY Destroy 7 years after tender process completed.</p>
05.07.02	<p>Signed contracts and agreements with successful tenderers.</p> <p><i>See 05.07.04 for contracts under seal.</i></p>	<p>TEMPORARY Destroy 7 years after finalisation of completion of contract or agreement.</p>
05.07.03	<p>Records of unsuccessful tenders including:</p> <ul style="list-style-type: none"> <li>• submissions</li> <li>• notice of outcome</li> </ul>	<p>TEMPORARY Destroy 2 years after tender process completed.</p>

**NB** All entries cover records in any format unless otherwise specified. Electronic records scheduled for TEMPORARY retention should be maintained in a readily accessible format for the specified retention period. Electronic records for PERMANENT retention should be maintained in the Agency - when planning to discontinue or change the systems in ways which may affect the accessibility or validity of the records, approval should be obtained from the State Archivist.

Reference	Disposal class	Status and Disposal Action
05.07.04	Sealed contracts and associated records for successful tenderers.	TEMPORARY Destroy 12 years after finalisation of completion of contract.

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