

**Disposal Schedule  
for  
Common Administrative  
Functions**

**Disposal Authorisation No. 2157**

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## **INTRODUCTION**

### **Archives legislation**

The *Archives Act 1983* stipulates that State and local government organisations, must not dispose of **records of any type or format** 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 Tasmanian Archive & Heritage Office.

### **Schedule elements and arrangement**

The administrative functions covered by this schedule are arranged in alphabetical order as function headings. The activities performed under each function are listed in alphabetical order within each function.

- **Reference**

All function and activity headings and disposal classes are allocated a reference number. These reference numbers are used, in conjunction with the schedule number, to identify records in the Tasmanian Archive & Heritage Office disposal documentation. These numbers can also be used by agencies, in the same way, to indicate disposal authorisation in their records control systems, where the records have been registered in these systems.

- **Disposal classes**

The groups of records that document, and are derived from, the performance of the functions and activities are listed as disposal classes under each function/activity set.

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

- **Status**

All disposal classes have either 'PERMANENT' or 'TEMPORARY' status. Records identified as 'PERMANENT' are those that will be transferred to the Archives Office to be retained as State archives. 'TEMPORARY' records are those that can be destroyed under the authority of this schedule.

- **Disposal action**

All temporary records identified in this schedule will have a disposal action which specifies the length of time for which the record must be retained before it can be destroyed under this authorisation.

### **Review of the schedule**

It is the responsibility of agencies to monitor administrative, legal or regulatory changes which may result in the need to alter disposal class descriptions or disposal actions for records covered by this schedule. When this occurs, this schedule should not be used to dispose of those records and the State Archivist should be informed of the need to revise the schedule. If necessary, the procedures for the disposal of unscheduled records can be used in the interim. Reviews may also be initiated by the Tasmanian Archive & Heritage Office.

### **Contacts**

Any enquiries relating to this schedule should be directed in writing to the Tasmanian Archive & Heritage Office, 91 Murray Street, Hobart, email [gisu@education.tas.gov.au](mailto:gisu@education.tas.gov.au) or by phoning 03 6165 5581.

**TASMANIAN ARCHIVE & HERITAGE OFFICE**  
**DISPOSAL AUTHORISATION No. 2157**

**Title:** Disposal Schedule for Common Administrative Functions

**Authorisation:**

Under Section 20 (2) (b) of the Archives Act 1983, I hereby authorise 'relevant authorities' (as defined in Section 3 of that Act) to manage the disposal of the records described in this schedule in accordance with the procedures specified herein.

Ross Latham  
State Archivist

**Document Development History**  
**Build Status**

| Version | Date       | Author           | Reason   | Sections   |
|---------|------------|------------------|--|--|
| 4       | 26-05-2014 | David Bloomfield | To insert, alter or delete classes for records relating to the Work Health and Safety Act 2012 and its regulations.  | 03.07.00, 03.12.00, 03.13.00, 03.18.00, 11.01.00, 11.04.00, 11.07.00, 13.12.00, 13.18.00, 15.13.00   |
| 3       | 07-07-2011 | David Benjamin   | To insert classes for records relating Right to Information applications, to alter some disposal actions and clarify the description of some disposal classes. | 01.07.00, 05.06.00, 09.33.00, 12.22.00, 13.08.00, 13.12.00, 13.18.00, 13.24.00, 13.28.00   |
| 2       | 08-08-2005 | Tina Howard      | Addition of three new classes, amendments to several classes and additional cross references   | 01.01.00, 01.18.00, 01.22.00, 03.08.00, 04.10.00, 05.01.00, 05.07.00, 06.09.00, 07.01.00, 07.02.00, 07.07.00, 07.17.00, 09.07.00, 09.09.00, 11.01.00, 12.00.00, 12.04.00, 13.08.00, 16.19.00, 17.09.00 |
| 1       | 29-08-2003 | Tina Howard      | Initial Release  | All  |

**Amendments in this Release**

| <b>Section Title</b>                             | <b>Section Number</b> | <b>Amendment Summary</b>                          |
|--|-----------------------|---|
| Compliance<br>(EQUIPMENT &<br>STORES)            | 03.07.00              | 03.07.02, 03.07.03                                |
| Disposal<br>(EQUIPMENT &<br>STORES)              | 03.09.00              | 03.09.01  |
| Inspections<br>(EQUIPMENT &<br>STORES)           | 03.12.00              | 03.12.02, 03.12.03                                |
| Installation<br>(EQUIPMENT &<br>STORES)          | 03.13.00              | 03.13.02  |
| Maintenance<br>(EQUIPMENT &<br>STORES)           | 03.18.00              | 03.18.02  |
| Accidents<br>(OCCUPATIONAL<br>HEALTH & SAFETY)   | 11.01.00              | 11.01.01, 11.01.02 and class 11.01.04 was deleted |
| Compliance<br>(OCCUPATIONAL<br>HEALTH & SAFETY)  | 11.04.00              | 11.04.01 – 11.04.03                               |
| Inspections<br>(OCCUPATIONAL<br>HEALTH & SAFETY) | 11.07.00              | 11.07.01, 11.07.02                                |
| Inspections<br>(PROPERTY<br>MANAGEMENT)          | 13.12.00              | 13.12.02, 13.12.03                                |
| Maintenance<br>(PROPERTY<br>MANAGEMENT)          | 13.18.00              | 13.18.03, 13.18.04                                |
| Training (STAFF<br>DEVELOPMENT)                  | 15.13.00              | 15.13.01 – 15.13.04                               |

## **INTERPRETATION**

### **Definitions**

**Permanent records** are those that will be transferred to the Tasmanian Archive & Heritage Office to be retained as State Archives. The Archives Act 1983 establishes 25 years as the maximum required timeframe for the transfer of permanent records to the Tasmanian Archive & Heritage Office unless an extension of time has been approved by the State Archivist.

**Temporary records** are those that can be destroyed under the authority of this schedule after a minimum retention period, or once certain requirements have been met.

### **Coverage**

This schedule covers records of common administrative functions for any relevant authority as defined in Section 3 of the Archives Act 1983.

This schedule **does not cover pre-1960 records**. The disposal of those records should be managed according to the procedures for unscheduled records.

The *Disposal Schedule for Short-term Value Records - DA No. 2158* covers the disposal of short-term value records which are created by most agencies. These documents are usually of a trivial nature or of such short-term value that they do not support or contribute to the business functions of the agency.

Records not covered by these schedules, or other authorised disposal schedules, should be disposed of according to the current Tasmanian Archive & Heritage Office procedures for unscheduled records.

### **Preservation of records**

Section 10 (1) (a) of the *Archives Act 1983* requires agencies to preserve records until they are dealt with under the Act. This places a statutory obligation on agencies to ensure that all records, regardless of format, remain accessible while they are in the custody of the agency.

### **Permanent records**

All disposal classes of records identified as having 'PERMANENT' status in this schedule should be transferred to the Archives Office 25 years after the date of creation. Agencies may make application to the Tasmanian Archive & Heritage Office for earlier transfer of particular groups of records and the Tasmanian Archive & Heritage Office may also initiate an earlier transfer arrangement.

Records for transfer should be arranged and described in accordance with any instruction provided by the Tasmanian Archive & Heritage Office.

### **Temporary records**

All records identified as having 'TEMPORARY' status in this schedule will have a disposal action which is the authorised date for destruction. These disposal actions specify minimum retention periods. Temporary records can be kept as long as the agency wishes following the expiration of the specified period, but the provisions of the *Archives Act 1983* regarding their proper care and custody will still apply to them.



Frequently the disposal actions will refer to '**after action completed**' which means after completion of the transaction to which the records relate. The disposal action '**destroy when reference ceases**' authorises the destruction of records when all business needs to refer to the records have ceased.

### **Destruction of records**

The destruction method chosen for records authorised for destruction in this schedule should be appropriate to the medium in which the record exists. It is the responsibility of the agency to ensure that the identified records are actually destroyed, and that this process is confidential and secure. The following issues should be considered before destruction of any documents.

### **Right to Information**

Right to Information legislation prescribe rights and processes for access to documents held by government agencies. If a request for access under the legislation has been lodged, all records relevant to the request, regardless of whether they are due for destruction, must be identified and preserved until action on the request and any subsequent reviews are completed.

### **Personal Information Protection**

Personal Information Protection legislation provides appropriate safeguards for government agencies in collecting and handling individual's personal information, creating statutory obligations and a right to make a privacy complaint. If an application is in progress, all records relevant to the application must be identified and preserved until the action and any subsequent actions are completed.

### **Other investigations or inquiries**

If an investigation or inquiry is in progress, all records relevant to the investigation or inquiry must be identified and preserved until the action and any subsequent actions are completed.

### **Records relating to indigenous people**

Key recommendations of the Bringing Them Home Report 1997 relate to the need for the identification, preservation, indexing, management and access to records relating to Indigenous individuals, families and/or communities in accordance with established privacy principles.

Records relating to indigenous families and communities or which document links between indigenous people and localities are not to be destroyed and should be the subject of consultation with the Tasmanian Archive & Heritage Office.

### **Native title**

If a native title claim is in progress, all documents relevant to the claim must be identified and preserved until the action and any subsequent actions are completed.

**Registration of destruction**

Central to the accountability process built into the disposal schedules is the requirement that agencies maintain a *Register of Records Destroyed*. It is important to recognise that the formal evidential record of destruction is contained in this registration process. The register is to be made available to the State Archivist (or his nominee) on request.

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. The register can be the same used for registering destructions authorised under other disposal schedules. A sample format indicating the required elements for the register and related procedures are available on the Tasmanian Archive & Heritage Office website.

|                 |   |   |
|-----------------|---|---|
| <b>01.00.00</b> | <p><b>COMMUNITY RELATIONS</b></p> <p>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.</p>  |   |
| <b>01.01.00</b> | <p><b>Addresses (COMMUNITY RELATIONS)</b></p> <p>The activity of giving addresses for community relations purposes. Includes speeches and multi-media presentations.</p>  |   |
| 01.01.01        | <p>Final versions of addresses and other public information released by the Minister, statutory officers and senior agency officers relating to issues of State significance or presented at major public functions.</p> <p><i>See 01.18.01, 01.18.02 &amp; 01.18.03 for media releases.</i></p>  | <p>PERMANENT</p>  |
| 01.01.02        | <p>Final versions of addresses and other public information not described in 01.01.01.</p>  | <p>TEMPORARY</p> <p>Destroy 2 years after action completed.</p> |
| 01.01.03        | <p>Records documenting the preparation of addresses and speeches including input into ministerial speeches.</p>   | <p>TEMPORARY</p> <p>Destroy 2 years after action completed.</p> |
| <b>01.02.00</b> | <p><b>Arrangements (COMMUNITY RELATIONS)</b></p> <p>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.</p> <p><i>See 01.03.01 for arrangements for celebrations.</i></p> <p><i>See 01.04.01 for arrangements for ceremonies.</i></p> <p><i>See 01.06.02 for arrangements for conferences.</i></p> <p><i>See 01.12.01 for arrangements for social functions.</i></p> |   |

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| 01.02.01        | Records documenting arrangements to support the community relations function including arrangements for guest speakers.   | TEMPORARY<br><br>Destroy 2 years after action completed. |
| <b>01.03.00</b> | <b>Celebrations (COMMUNITY RELATIONS)</b><br><br>The activities associated with arranging and managing festivities to honour a particular event.  |  |
| 01.03.01        | Records documenting administrative arrangements for celebrations including: <ul style="list-style-type: none"> <li>• invitations</li> <li>• guest lists</li> <li>• catering arrangements</li> </ul>   | TEMPORARY<br><br>Destroy 2 years after action completed. |
| <b>01.04.00</b> | <b>Ceremonies (COMMUNITY RELATIONS)</b><br><br>The activities associated with arranging and managing a formal act performed for a special occasion.   |  |
| 01.04.01        | Records documenting administrative arrangements for ceremonies including: <ul style="list-style-type: none"> <li>• invitations</li> <li>• guest lists</li> <li>• catering arrangements</li> </ul>   | TEMPORARY<br><br>Destroy 2 years after action completed. |
| <b>01.05.00</b> | <b>Committees (COMMUNITY RELATIONS)</b><br><br>The activities associated with the management of committees and task forces (internal and external, private, local, state, Commonwealth etc.). Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes, reports, agenda etc.<br><br><i>See 16.03.00 for Senior Management Committees, Steering Committees and Audit Committees.</i><br><br><b>Note:</b> This activity does not include committees that support core functions of the agency which should be included in an agency specific disposal schedule. |  |

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| 01.05.01        | <p>Records of internal committees and external committees where the agency has the administrative role. These may include:</p> <ul style="list-style-type: none"> <li>• documents establishing the committee</li> <li>• documents appointing members</li> <li>• final versions of minutes</li> <li>• agenda papers</li> <li>• reports presented to the committee</li> <li>• submissions presented to the committee</li> </ul>   | <p>TEMPORARY</p> <p>Destroy 7 years after action completed.</p> |
| 01.05.02        | <p>Records of external committees where the agency does <u>not</u> have the administrative role.</p> <p>These may include:</p> <ul style="list-style-type: none"> <li>• copies of minutes</li> <li>• agenda papers</li> <li>• copies of reports presented to the committee</li> <li>• copies of submissions presented to the committee</li> </ul>   | <p>TEMPORARY</p> <p>Destroy 2 years after action completed.</p> |
| 01.05.03        | <p>Records documenting the conduct and administration of committees.</p>  | <p>TEMPORARY</p> <p>Destroy when reference ceases.</p>          |
| <b>01.06.00</b> | <p><b>Conferences (COMMUNITY RELATIONS)</b></p> <p>The activities involved in arranging or attending conferences held either by the agency or by other organisations. Includes registrations, publicity, and reports of participants etc.</p> <p><i>See 01.05.00 for working parties etc. arising from the Conferences.</i></p> <p><i>See 07.00.00 for Inter-Government Relations e.g. Council of Australian Governments.</i></p> <p><i>See 15.00.00 for records of staff training and development.</i></p> |   |

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| 01.06.01 | <p>Records documenting conferences where the agency acts as secretariat or convener including:</p> <ul style="list-style-type: none"><li>• copies of minutes</li><li>• summaries of proceedings</li><li>• agenda papers</li><li>• published papers</li><li>• reports</li><li>• submissions</li><li>• briefings</li></ul>                       | PERMANENT  |
| 01.06.02 | <p>Records documenting administrative arrangements for conferences arranged by the agency including:</p> <ul style="list-style-type: none"><li>• attendance details</li><li>• promotional material</li><li>• invitations</li><li>• registrations</li><li>• travel and accommodation arrangements</li><li>• venue and facilities hire</li></ul> | TEMPORARY<br><br>Destroy 2 years after action completed. |

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| 01.06.03        | <p>Records documenting conferences arranged by other organisations including:</p> <ul style="list-style-type: none"> <li>• copies of minutes</li> <li>• summaries of proceedings</li> <li>• agenda papers</li> <li>• published papers</li> <li>• reports</li> <li>• promotional material</li> <li>• notices</li> <li>• programs</li> <li>• invitations</li> </ul> <p><i>See 01.06.04 for reports, submissions, papers and briefings presented by the agency to the conference.</i></p> | <p>TEMPORARY</p> <p>Destroy when reference ceases.</p>            |
| 01.06.04        | <p>Records presented by the Agency to conferences arranged by other organisations including:</p> <ul style="list-style-type: none"> <li>• submissions</li> <li>• papers</li> <li>• briefings</li> </ul>  | PERMANENT   |
| <b>01.07.00</b> | <p><b>Contracting-Out (COMMUNITY RELATIONS)</b></p> <p>The activities involved in 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. Sometimes referred to as outsourcing.</p> <p><i>See 01.29.00 for the process of receiving and assessing tenders from potential contractors for services prior to the contract agreement.</i></p>                               |   |
| 01.07.01        | Contract registers.  | PERMANENT   |
| 01.07.02        | <p>Signed contracts and supporting documentation including:</p> <ul style="list-style-type: none"> <li>• tender submissions</li> <li>• written offers</li> </ul>   | <p>TEMPORARY</p> <p>Destroy 7 years after expiry of contract.</p> |

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| 01.07.03 | <p>Records documenting the management of contracts including:</p> <ul style="list-style-type: none"> <li>• parameters of consultancy/service</li> <li>• terms and conditions</li> <li>• performance and evaluation reports</li> <li>• meetings with stakeholders</li> <li>• contracts</li> <li>• agreements</li> </ul>  | <p>TEMPORARY</p> <p>Destroy 7 years after action completed.</p> |
| 01.08.00 | <p><b>Customer Service (COMMUNITY RELATIONS)</b></p> <p>The activities associated with the planning, monitoring and evaluation of services provided to customers by the agency.</p> <p><i>See 01.22.00 for customer service complaints.</i></p> <p><i>See 16.07.01 for the development of agency-wide strategies to deliver quality customer services.</i></p>  |   |
| 01.08.01 | <p>Records documenting the development of customer service charters and guidelines relating to the provision of services to clients including:</p> <ul style="list-style-type: none"> <li>• master copies of customer service charters</li> <li>• final versions of guidelines</li> </ul>   | <p>TEMPORARY</p> <p>Destroy 2 years after superseded.</p>       |
| 01.08.02 | <p>Records documenting the planning, monitoring and evaluation of customer services provided to the public.</p>   | <p>TEMPORARY</p> <p>Destroy 2 years after action completed.</p> |
| 01.09.00 | <p><b>Donations (COMMUNITY RELATIONS)</b></p> <p>The activities associated with managing money, items, artefacts or property donated to the agency, or by the agency and or its staff to charities etc. Includes managing unsolicited donations.</p> <p><i>See 05.01.01 for records of financial transactions relating to donations and gifts.</i></p> <p><b>Note:</b> This activity does not include the management of donations made to libraries, museums and archives which should be included in relevant agency disposal schedules.</p> |   |



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| 01.09.01        | Records documenting donations made by the agency that are of State significance. These may include: <ul style="list-style-type: none"> <li>• requests for donations</li> <li>• letters of appreciation</li> </ul>  | PERMANENT  |
| 01.09.02        | Records documenting donations made by the agency not described in 01.09.01 including permission to collect for charitable organisations on agency premises. These may include: <ul style="list-style-type: none"> <li>• requests for donations</li> <li>• letters of appreciation</li> </ul>   | TEMPORARY<br>Destroy 2 years after action completed. |
| <b>01.10.00</b> | <b>Enquiries (COMMUNITY RELATIONS)</b><br><br>The activities associated with the handling of requests for information about the agency and its services by the general public or another organisation.<br><br><i>See 09.14.00 for requests for information made under Freedom of Information (FOI).</i>  |  |
| 01.10.01        | Records documenting enquiries requesting general information about the agency and its products and services.<br><br><i>See the Disposal Schedule for Short-term Value Records (DA No. 2158) for requests for information that is readily available to the public including publications and promotional material.</i>                                | TEMPORARY<br>Destroy 2 years after action completed. |
| <b>01.11.00</b> | <b>Exhibitions (COMMUNITY RELATIONS)</b><br><br>The activities associated with using agency material in mounted displays for the purpose of informing or educating the viewer, or promoting the activities, services, projects, or programs of the agency.<br><br><i>See 05.01.01 for records of financial transactions relating to exhibitions.</i> |  |
| 01.11.01        | Records documenting the mounting of displays including exhibition brief and design, and arrangements for setting up a display.   | TEMPORARY<br>Destroy 2 years after action completed. |

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| 01.12.00 | <p><b>Functions (COMMUNITY RELATIONS)</b></p> <p>The process of organising and managing an official or formal social occasion conducted by the agency to enhance its internal and external relationships, or to promote its services and image.</p>  |  |
| 01.12.01 | <p>Records documenting administrative arrangements including:</p> <ul style="list-style-type: none"> <li>• venue bookings</li> <li>• invitations</li> <li>• guest lists</li> <li>• catering arrangements</li> </ul>  | <p><b>TEMPORARY</b></p> <p>Destroy 2 years after action completed.</p> |
|          | <p><b>Grant Funding (COMMUNITY RELATIONS)</b></p> <p>The activities associated with the application for, and receipt of grants.</p> <p><i>See 05.14.01 for records documenting the receipt of grant funds and the administration of funds.</i></p> <p><i>See 16.09.01 for records documenting the development of strategies for managing processes associated with the agency applying for grants.</i></p> <p><b>Note:</b> This activity does not include the provision of grants to other organisations or applications for grants for specific purposes relating to core agency functions; these should be included in an agency specific disposal schedule.</p> |  |
| 01.13.00 | <p><b>Greetings (COMMUNITY RELATIONS)</b></p> <p>The activities associated with preparing and sending letters of appreciation or condolences. Includes mailing lists for Christmas cards.</p> <p><i>See the Disposal Schedule for Short-term Value Records (DA No. 2158) for greetings received by the agency.</i></p>   |  |
| 01.13.01 | <p>Records documenting the preparation and sending of greetings including:</p> <ul style="list-style-type: none"> <li>• letters of appreciation</li> <li>• letters of condolence</li> <li>• seasonal greetings</li> <li>• mailing lists</li> </ul>   | <p><b>TEMPORARY</b></p> <p>Destroy 2 years after action completed.</p> |

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| <b>01.14.00</b> | <p><b>Implementation (COMMUNITY RELATIONS)</b></p> <p>The activities associated with carrying out or putting into action, plans, policies, procedures or instructions, all of which could be internally or externally driven. Also includes monitoring to ensure that the implementation goes according to schedule and that standards are met.</p>  |  |
| 01.14.01        | Records documenting the implementation of plans, policies and procedures.  | <p><b>TEMPORARY</b></p> <p>Destroy 2 years after action completed.</p>                                   |
| <b>01.15.00</b> | <p><b>Joint Ventures (COMMUNITY RELATIONS)</b></p> <p>The activities involved in managing joint operations between business units within the agency, or with other organisations, where there is a contract, joint contribution of funds and/or time. Includes private sector ventures with public sector organisations, and co-research or collaboration between agencies, business units or organisations. Also includes partnerships.</p> <p><b>Note:</b> This activity should not be used for joint venture arrangements that support core functions of the agency which should be included in an agency specific disposal schedule.</p> |  |
| 01.15.01        | <ul style="list-style-type: none"> <li>• Records documenting the arrangements for and the management of joint ventures and partnerships including the establishment, maintenance, and review of agreements and contracts. Records may include: <ul style="list-style-type: none"> <li>• agreements</li> <li>• contracts</li> <li>• memoranda of understanding</li> <li>• memoranda of agreement</li> <li>• service agreements</li> <li>• progress reports</li> <li>• correspondence</li> </ul> </li> </ul>   | <p><b>TEMPORARY</b></p> <p>Destroy 7 years after completion or termination of agreement or contract.</p> |

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| <b>01.16.00</b> | <b>Liaison (COMMUNITY RELATIONS)</b><br><br>The activities associated with maintaining regular general contact between the agency and professional associations, professionals in related fields, other private sector organisations and community groups. Includes sharing informal advice and discussions, membership of professional associations and collaborating on projects that are not joint ventures. |  |
| 01.16.01        | Records documenting liaison activities including exchange of information, collaboration on projects, and all the activities involving the agency as a member of an organisation.  | TEMPORARY<br><br>Destroy 2 years after action completed. |
| <b>01.17.00</b> | <b>Marketing - (COMMUNITY RELATIONS)</b><br><br>The process of analysing, creating and selling products and services. Includes market research, sales forecasting, advertising, media releases, promotion, pricing and product evaluation.  |  |
| 01.17.01        | Records documenting marketing campaigns, the distribution of promotional material and the provision of agency souvenirs.<br><br><i>See 14.00.00 for agency publications.</i>  | TEMPORARY<br><br>Destroy 2 years after action completed. |
| <b>01.18.00</b> | <b>Media Relations (COMMUNITY RELATIONS)</b><br><br>The activities associated with establishing a relationship between the media and the agency. Includes cultivating media contacts, coordinating access to the media, authorising and issuing press releases and briefings, and organising media interviews.  |  |
| 01.18.01        | Final versions of media releases relating to significant or controversial issues.<br><br><i>See 01.18.03 for media releases relating to other issues.</i>   | PERMANENT  |
| 01.18.02        | Records documenting administrative arrangements with the media including preparation and issuing of media releases, organising interviews and media coverage of agency events or promotions.  | TEMPORARY<br><br>Destroy 2 years after action completed. |
| 01.18.03        | Final versions of media releases relating to non-significant or non-controversial issues.<br><br><i>See 01.18.01 for significant or controversial issues.</i>   | TEMPORARY<br><br>Destroy 2 years after action completed. |

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| 01.19.00 | <p><b>Meetings (COMMUNITY RELATIONS)</b></p> <p>The activities associated with <b>ad-hoc</b> gatherings held to formulate, discuss, update, or resolve issues and matters pertaining to the management of the section, business unit, or agency as a whole. Includes arrangements, agenda, taking of minutes etc. Excludes meetings of committees, task forces etc.</p> <p><b>Note:</b> <i>This activity should not be used for public meetings – these should be included in an agency specific disposal schedule.</i></p> <p><i>See 01.05.00 for meetings of committees and task forces.</i></p> <p><i>See 16.03.00 for senior management meetings and meetings that develop policy.</i></p> |  |
| 01.19.01 | Minutes agendas and supporting documentation of meetings.  | <p><b>TEMPORARY</b></p> <p>Destroy 2 years after action completed.</p> |
|          | <p><b>Planning (COMMUNITY RELATIONS)</b></p> <p>The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.</p> <p><i>See 16.14.01 for strategic, corporate or business plans.</i></p> <p><i>See 16.14.02 for business unit action plans.</i></p> <p><i>See 16.14.03 for records documenting the planning process.</i></p>  |  |
| 01.20.00 | <p><b>Policy (COMMUNITY RELATIONS)</b></p> <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 agency's operating procedures are determined.</p>   |  |
| 01.20.01 | Records illustrating the development of policy and documenting policy decisions and the establishment of precedents.   | <p><b>PERMANENT</b></p>  |
| 01.21.00 | <p><b>Procedures (COMMUNITY RELATIONS)</b></p> <p>Standard methods of operating laid down by an agency according to formulated policy.</p>   |  |

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| 01.21.01        | Records documenting the development of agency procedures and final versions of agency manuals and instructions relating to the community relations function.  | TEMPORARY<br>Destroy 7 years after superseded.       |
| 01.21.02        | Records documenting the internal and external notification of changes to, or the implementation of new policies, procedures, instructions or notification of significant events.<br><br><i>See 01.20.01, 01.21.01 and relevant functions/activities in other disposal schedules for final versions of policies, procedures and instructions.</i>  | TEMPORARY<br>Destroy 7 years after action completed. |
| <b>01.22.00</b> | <b>Public Reaction (COMMUNITY RELATIONS)</b><br><br>The process of handling public reaction to an agency's policies or services. Includes anonymous letters, letters of complaint and letters of congratulations or appreciation received from the public. Includes customer service complaints.<br><br><i>See DA No. 2158 for letters of congratulations or appreciation received from the public.</i> |  |
| 01.22.01        | Register of complaints including details of investigation and outcome.  | PERMANENT  |
| 01.22.02        | Records documenting complaints which: <ul style="list-style-type: none"> <li>• create a precedent</li> <li>• raise policy or legal issues</li> <li>• raise issues requiring broader follow up</li> <li>• contain qualified legal opinion</li> <li>• lead to procedural changes</li> </ul>   | PERMANENT  |
| 01.22.03        | Records documenting complaints not described in 01.22.02.   | TEMPORARY<br>Destroy 2 years after action completed. |

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| <b>01.23.00</b> | <b>Reporting (COMMUNITY RELATIONS)</b><br><br>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 the examination or investigation. Includes agenda, briefing, business, discussion papers, proposals, reports, reviews and returns. |  |
| 01.23.01        | Final versions of formal internal and external reports prepared by or for the agency.<br><br><i>See 14.12.01 for final version of annual report.</i>   | TEMPORARY<br><br>Destroy 5 years after action completed. |
| 01.23.02        | Statistical information collected by the agency and forwarded to the Australian Bureau of Statistics including: <ul style="list-style-type: none"> <li>• copies of returns</li> <li>• related correspondence.</li> </ul>   | TEMPORARY<br><br>Destroy 2 years after action completed. |
| 01.23.03        | Statistical information collected by or for the agency relating to major community relations activities of the agency that is not included in 01.23.02.  | PERMANENT  |
| 01.23.04        | Statistical information collected by or for the agency that is not included in 01.23.02 or 01.23.03.   | TEMPORARY<br><br>Destroy 2 years after action completed. |
| 01.23.05        | Records documenting responses to questionnaires and surveys requested by outside organisations.  | TEMPORARY<br><br>Destroy 2 years after action completed. |
| <b>01.24.00</b> | <b>Representatives (COMMUNITY RELATIONS)</b><br><br>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.   |  |

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| 01.24.01        | Records documenting the nomination, appointment, resignation or termination of appointment of agency representatives.   | TEMPORARY<br><br>Destroy 2 years after the end of the appointment. |
| <b>01.25.00</b> | <b>Research (COMMUNITY RELATIONS)</b><br><br>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 organisational programs, projects, working papers, literature searches, etc. |  |
| 01.25.01        | Records documenting research carried out to support the community relations function.   | TEMPORARY<br><br>Destroy 2 years after action completed.           |
| <b>01.26.00</b> | <b>Reviewing (COMMUNITY RELATIONS)</b><br><br>The activities involved in re-evaluating or re-examining products, processes, procedures, standards and systems. Includes recommendations and advice resulting from these activities.<br><br><i>See 01.20.01 for recommendations that result in policy changes.</i>   |  |
| 01.26.01        | Records documenting reviews of community relations programs and operations including final reports.   | TEMPORARY<br><br>Destroy 5 years after action completed.           |
| <b>01.27.00</b> | <b>Submissions (COMMUNITY RELATIONS)</b><br><br>The preparation and submission of a formal statement (e.g. report, statistics, etc.) supporting a case or opinion held by the agency which is submitted to another organisation, or within the agency, for the purpose of either gain or support.<br><br><i>See 07.17.00 for submissions to government.</i>   |  |
| 01.27.01        | Final versions of agency submissions made to community organisations.   | TEMPORARY<br><br>Destroy 5 years after action completed.           |



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| <b>01.28.00</b> | <p><b>Suggestions (COMMUNITY RELATIONS)</b></p> <p>The process of using suggestions from personnel and the public to improve the services and processes of the agency.</p>  |   |
| 01.28.01        | Suggestions received and associated correspondence.   | <p><b>TEMPORARY</b></p> <p>Destroy 2 years after action completed.</p>                          |
| <b>01.29.00</b> | <p><b>Tendering (COMMUNITY RELATIONS)</b></p> <p>The activities involved in 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.</p> <p><i>See 01.07.00 for contracts and records relating to the performance of work or the provision of goods or services by an external contractor.</i></p> |   |
| 01.29.01        | <p>Records documenting the development and issue of tender documents and the evaluation of tenders including:</p> <ul style="list-style-type: none"> <li>• statement of requirements</li> <li>• request for proposals</li> <li>• expression of interest</li> <li>• request for tender (RFT)</li> <li>• draft contracts</li> <li>• reports</li> <li>• public notices</li> </ul>  | <p><b>TEMPORARY</b></p> <p>Destroy 7 years after tender process completed.</p>                  |
| 01.29.02        | Records documenting unsuccessful tenders and offers and tenders received where the tender process does not proceed.   | <p><b>TEMPORARY</b></p> <p>Destroy 7 years after contract entered into or action completed.</p> |

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| 01.29.03        | Tender registers.  | TEMPORARY<br><br>Destroy 7 years after last entry.       |
| <b>01.30.00</b> | <p><b>Visits (COMMUNITY RELATIONS)</b></p> <p>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 agency.</p> <p><i>See relevant agency specific disposal schedules for visits of State significance.</i></p>   |  |
| 01.30.01        | Records documenting administrative arrangements for visits to the agency by members of the public.   | TEMPORARY<br><br>Destroy 2 years after action completed. |
| 01.30.02        | Visitors' books.   | TEMPORARY<br><br>Destroy 7 years after action completed. |
| <b>02.00.00</b> | <p><b>COMPENSATION</b></p> <p>The function of providing compensation to personnel and visitors injured at work, or on the agency's premises. Includes the rehabilitation of injured workers and compensation for damage to property where such damage is claimed as the agency's responsibility.</p> <p><i>See 11.00.00 for records of compliance under the Work Health and Safety Act 2012 and its associated regulations</i></p> |  |
| <b>02.01.00</b> | <p><b>Advice (COMPENSATION)</b></p> <p>The activities associated with offering opinions by or to the agency as to an action or judgment. Includes the process of advising.</p>   |  |
| 02.01.01        | Records documenting the receipt and provision of general advice to agency managers and employees on the compensation function. Includes the distribution of advice received from central agencies relating to compensation.  | TEMPORARY<br><br>Destroy 2 years after action completed. |
|                 | <i>See 02.03.00 for advice relating to specific cases.</i>   |  |

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| <b>02.02.00</b> | <p><b>Agreements (COMPENSATION)</b></p> <p>The processes associated with the establishment, maintenance, review and negotiation of agreements.</p>   |  |
| 02.02.01        | <p>Records documenting the establishment, maintenance and review of agreements including final versions of agreements.</p> <p><i>See 02.03.00 for workers compensation claim agreements.</i></p>   | <p><b>TEMPORARY</b></p> <p>Destroy 7 years after expiry, completion or termination of agreement.</p> |
|                 | <p><b>Appeals (COMPENSATION)</b></p> <p>The activities involved in the process of appeals against decisions by application to a higher authority.</p> <p><i>See 02.03.01 for workers compensation appeals.</i></p>   |  |
| <b>02.03.00</b> | <p><b>Cases (COMPENSATION)</b></p> <p>Cases where a workers compensation claim has been submitted by or on behalf of an agency employee. Includes all records associated with the claim process including rehabilitation and appeals.</p> <p><i>See 02.04.00 for claims for compensation from members of the public.</i></p> <p><i>See 05.01.00 for financial transactions supporting payments resulting from claims for compensation.</i></p> |  |

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| 2.03.01         | <p>Records documenting workers compensation claims made by an agency employee.</p> <p>These may include:</p> <ul style="list-style-type: none"> <li>• claim forms</li> <li>• accident reports</li> <li>• medical reports</li> <li>• medical certificates</li> <li>• details of payment</li> <li>• litigation documents</li> <li>• correspondence</li> <li>• legal advice</li> <li>• appeal records</li> <li>• progress reports</li> <li>• agreements</li> </ul> <p><i>See 11.01.01 and 11.01.02 for records of notifiable incidents as defined according to the Work Health and Safety Act 2012 that do not result in a claim for compensation.</i></p> <p><i>See 11.01.03 for accident reports submitted by employees that do not result in a claim for compensation.</i></p> | <p><b>TEMPORARY</b></p> <p>Destroy when employee would reach 75 years of age or 7 years after action completed whichever is the later.</p> |
| <b>02.04.00</b> | <p><b>Claims (COMPENSATION)</b></p> <p>The process of administering and managing payments demanded in accordance with an insurance policy as compensation for injury, death or denial of rights of a person, or damage to or destruction of property. Includes disputes over rights and ownership, and recompense sought for stolen or lost property.</p> <p><i>See 02.03.01 for documentation of workers compensation claims.</i></p> <p><i>See 05.01.00 for financial transactions supporting payments resulting from claims for compensation.</i></p>   |  |

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| 02.04.01        | <p>Records documenting claims for payment of compensation from members of the public for personal injury resulting from an accident/incident involving agency property.</p> <p><i>See 10.10.00 for claims resulting in legal action.</i></p> <p><i>See 11.01.01 and 11.01.02 for records of notifiable incidents as defined according to the Work Health and Safety Act 2012 that do not result in a claim for compensation.</i></p> <p><i>See 11.01.03 for accident reports submitted by members of the public that do not result in a claim for compensation.</i></p>                                      | <p>TEMPORARY</p> <p>Destroy 7 years after finalisation of the claim.</p> |
| 02.04.02        | <p>Records documenting compensation claims for loss or damage to personal property.</p>  | <p>TEMPORARY</p> <p>Destroy 7 years after action completed.</p>          |
| <b>02.05.00</b> | <p><b>Committees (COMPENSATION)</b></p> <p>The activities associated with the management of committees and task forces (internal and external, private, local, state, Commonwealth etc.). Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes, reports, agenda etc</p> <p><i>See 16.03.00 for Senior Management Committees, Steering Committees and Audit Committees.</i></p> <p><b>Note:</b> This activity does not include committees that support core functions of the agency which should be included in an agency specific disposal schedule.</p> |  |
| 02.05.01        | <p>Records of internal committees and external committees where the agency has the administrative role.</p> <p>These may include:</p> <ul style="list-style-type: none"> <li>• documents establishing the committee</li> <li>• documents appointing members</li> <li>• final versions of minutes</li> <li>• agenda papers</li> <li>• reports presented to the committee</li> <li>• submissions presented to the committee</li> </ul>   | <p>TEMPORARY</p> <p>Destroy 7 years after action completed.</p>          |

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| 02.05.02        | <p>Records of external committees where the agency does <u>not</u> have the administrative role.</p> <p>These may include:</p> <ul style="list-style-type: none"> <li>• copies of minutes</li> <li>• agenda papers</li> <li>• copies of reports presented to the committee</li> <li>• copies of submissions presented to the committee</li> </ul>   | <p>TEMPORARY</p> <p>Destroy 2 years after action completed.</p> |
| 02.05.03        | Records documenting the conduct and administration of committees.   | <p>TEMPORARY</p> <p>Destroy when reference ceases.</p>          |
| <b>02.06.00</b> | <p><b>Compliance (COMPENSATION)</b></p> <p>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.</p> <p><i>See 11.04.00 for records of compliance with the Work Health and Safety Act 2012 and its regulations.</i></p> |   |
| 02.06.01        | Records documenting agency compliance with mandatory or optional accountability requirements.   | <p>TEMPORARY</p> <p>Destroy 7 years after action completed.</p> |
| <b>02.07.00</b> | <p><b>Contracting-Out (COMPENSATION)</b></p> <p>The activities involved in 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. Sometimes referred to as outsourcing.</p> <p><i>See 02.12.00 for the process of receiving and assessing tenders from potential contractors for services prior to the contract agreement.</i></p>                     |   |
| 02.07.01        | Contract registers.   | PERMANENT   |

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| 02.07.02        | Signed contracts and supporting documentation including: <ul style="list-style-type: none"> <li>tender submissions</li> <li>written offers</li> </ul>   | TEMPORARY<br><br>Destroy 7 years after expiry of contract. |
| 02.07.03        | Records documenting the management of contracts including: <ul style="list-style-type: none"> <li>parameters of consultancy/service</li> <li>terms and conditions</li> <li>performance and evaluation reports</li> <li>meetings with stakeholders</li> </ul>  | TEMPORARY<br><br>Destroy 7 years after action completed.   |
| <b>02.08.00</b> | <b>Insurance (COMPENSATION)</b><br><br>The process of taking out premiums to cover the public for loss or damage to property or premises, and to cover customers against injury or death resulting from incidents on the agency's premises. Includes participation in the Tasmanian Risk Management Fund.<br><br><i>See 02.04.00 for claims.</i>                        |  |
| 02.08.01        | Records documenting arrangements for participation in, and contributions to, self-insurance funds. Includes participation in the Tasmanian Risk Management Fund.<br><br><i>See 02.04.00 for dealings with the fund manager in relation to claims.</i><br><br><i>See 02.05.00 for fund management committees.</i><br><br><i>See 05.01.00 for financial transactions.</i> | TEMPORARY<br><br>Destroy 7 years after action completed.   |
| 02.08.02        | Register of insurance policies.   | PERMANENT  |
| 02.08.03        | Agency copies of insurance policy documents and endorsements including new conditions imposed upon renewal.   | TEMPORARY<br><br>Destroy 7 years after policy expires.     |
| 02.08.04        | Records documenting administrative arrangements and determinations of amounts of cover.   | TEMPORARY<br><br>Destroy 2 years after action completed.   |

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|                 | <p><b>Payments (COMPENSATION)</b></p> <p>The activities involved in the preparation and payment of money.</p> <p><i>See 02.03.01 for payments made as part of a workers compensation claim.</i></p> <p><i>See 02.04.00 for administering and managing payments demanded in accordance with an insurance policy.</i></p> |   |
| <b>02.09.00</b> | <p><b>Policy (COMPENSATION)</b></p> <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 agency's operating procedures are determined.</p>   |   |
| 02.09.01        | Records illustrating the development of policy and documenting policy decisions and the establishment of precedents.  | PERMANENT                               |
| <b>02.10.00</b> | <p><b>Procedures (COMPENSATION)</b></p> <p>Standard methods of operating laid down by an agency according to formulated policy.</p> <p><i>See 11.04.00 for records of compliance with the Work Health and Safety Act 2012 and its regulations.</i></p>  |   |
| 02.10.01        | Records documenting the development of agency procedures and final versions of agency manuals and instructions relating to the compensation function.   | PERMANENT                               |
| 02.10.02        | Records documenting the internal and external notification of changes to, or the implementation of new policies, procedures, instructions or notification of significant events.  | TEMPORARY                               |
|                 | <i>See 02.09.01, 02.10.01 and relevant functions/activities in other disposal schedules for final versions of policies, procedures and instructions.</i>  | Destroy 7 years after action completed. |



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|                 | <p><b>Rehabilitation (COMPENSATION)</b></p> <p>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 Rehabilitation Co-ordinator.</p> <p><i>See 02.03.01 for rehabilitation of agency employees following a workers compensations claim.</i></p> |   |
| <b>02.11.00</b> | <p><b>Reviewing (COMPENSATION)</b></p> <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>  |   |
| 02.11.01        | Records documenting reviews of compensation programs and operations including final reports.   | <p>TEMPORARY</p> <p>Destroy 5 years after action completed.</p>         |
| <b>02.12.00</b> | <p><b>Tendering (COMPENSATION)</b></p> <p>The activities involved in 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.</p> <p><i>See 02.07.00 for contracts and records relating to the performance of work or the provision of goods or services by an external contractor.</i></p>   |   |
| 02.12.01        | <p>Records documenting the development and issue of tender documents and the evaluation of tenders including:</p> <ul style="list-style-type: none"> <li>• statement of requirements</li> <li>• request for proposals</li> <li>• expression of interest</li> <li>• request for tender (RFT)</li> <li>• draft contracts</li> <li>• reports</li> <li>• public notices</li> </ul>   | <p>TEMPORARY</p> <p>Destroy 7 years after tender process completed.</p> |

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| 02.12.02        | Records documenting unsuccessful tenders and offers and tenders received where the tender process does not proceed.   | TEMPORARY<br><br>Destroy 7 years after tender process completed. |
| 02.12.03        | Tender registers.   | TEMPORARY<br><br>Destroy 7 years after last entry.               |
| <b>03.00.00</b> | <b>EQUIPMENT AND STORES</b><br><br>The function of acquiring, supplying, maintaining, repairing and disposing of equipment and stores stocked and used by the agency. Items of equipment include instruments, implements, tools, machines, plant, furniture and furnishings. Stores include chemicals, hardware, home ware items, kitchen/cleaning items, medical supplies and stationery. Includes records retained according to the regulations of the Work Health and Safety Act 2012.<br><br><i>Note: This function does not include the design or manufacture of specialised equipment (including uniforms). These records should be included in an agency specific disposal schedule.</i> |  |
| <b>03.01.00</b> | <b>Acquisition (EQUIPMENT &amp; STORES)</b><br><br>The process of gaining ownership or use of equipment and stores required in the conduct of business through purchase or requisitions.  |  |
| 03.01.01        | Records documenting the acquisition of equipment and stores where there is no tender process. Includes: <ul style="list-style-type: none"> <li>• quotations</li> <li>• orders</li> <li>• correspondence</li> </ul> <p><i>See 14.04.01 for the design of the corporate style for stationery.</i></p>   | TEMPORARY<br><br>Destroy 7 years after action completed.         |
| <b>03.02.00</b> | <b>Agreements (EQUIPMENT &amp; STORES)</b><br><br>The processes associated with the establishment, maintenance, review and negotiation of agreements.   |  |

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| 03.02.01        | Records documenting the establishment, maintenance and review of agreements including final versions of agreements. Includes maintenance agreements and service level agreements.   | TEMPORARY<br><br>Destroy 7 years after expiry, completion or termination of agreement. |
| <b>03.03.00</b> | <b>Allocation (EQUIPMENT &amp; STORES)</b><br><br>The process of assigning equipment and stores to employees or organisational units.   |  |
| 03.03.01        | Records documenting allocation of equipment or stores to individuals or business units. Includes requests for the issue of equipment and stores.  | TEMPORARY<br><br>Destroy 2 years after action completed.                               |
| <b>03.04.00</b> | <b>Arrangements (EQUIPMENT &amp; STORES)</b><br><br>The activities involved in arrangements made for the delivery of equipment and stores and the usage made of equipment and stores.   |  |
| 03.04.01        | Records documenting arrangements for the delivery of equipment and stores including delivery dockets.   | TEMPORARY<br><br>Destroy 2 years after action completed.                               |
| 03.04.02        | Records documenting the registration of plant operators.  | TEMPORARY<br><br>Destroy 2 years after registration ceases to be operative.            |
| 03.04.03        | Plant logbooks.   | TEMPORARY<br><br>Destroy 2 years after action completed.                               |
| <b>03.05.00</b> | <b>Audit (EQUIPMENT &amp; STORES)</b><br><br>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 agency in a specified period. Includes compliance audits, financial audits, operational audits, recordkeeping audits, skills audits, system audits and quality assurance audits. Includes internal and external audit. |  |

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| 03.05.01        | External and internal audit reports that result in changes to existing policy or procedures including recommendations and implementation plans.  | PERMANENT  |
| 03.05.02        | External and internal audit reports not included in 03.05.01.  | TEMPORARY<br>Destroy 7 years after action completed.     |
| 03.05.03        | Internal audit working papers and routine correspondence relating to internal and external audit.  | TEMPORARY<br>Destroy 7 years after action completed.     |
| <b>03.06.00</b> | <b>Claims (EQUIPMENT &amp; STORES)</b><br><br>The process of administering and managing payments demanded in accordance with an insurance policy for damage to or destruction of equipment. Includes disputes over rights and ownership, and recompense sought for stolen or lost equipment.   |  |
| 03.06.01        | Records documenting insurance claims.<br><br>These may include: <ul style="list-style-type: none"> <li>• claim forms</li> <li>• correspondence</li> </ul>  | TEMPORARY<br><br>Destroy 7 years after action completed. |
| <b>03.07.00</b> | <b>Compliance (EQUIPMENT &amp; STORES)</b><br><br>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 and the regulations of the Work Health and Safety Act 2012. |  |
| 03.07.01        | Records documenting agency compliance with mandatory or optional accountability requirements.  | TEMPORARY<br><br>Destroy 7 years after action completed. |

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| 03.07.02 | <p>Records documenting applications for registration of plant specified in the regulations of the Workplace Health and Safety Act 2012. Includes notification of change of ownership or decommission.</p> <p><b>Note:</b> <i>Applications for the registration of the design of plant should be included in an agency specific disposal schedule.</i></p>   | <p>TEMPORARY</p> <p>Destroy 7 years after the plant is scrapped or ownership transferred.</p>   |
| 03.07.03 | <p>Plant records such as presence-sensing safeguarding systems, and records of dismantling and alterations as required according to the regulations of the Work Health and Safety Act 2012.</p> <p><u>See 03.12.02 for safety integrity tests</u></p>   | <p>TEMPORARY</p> <p>Destroy after plant ceases to be operational</p> <p>OR</p> <p>Transfer to new owner when ownership of the plant is transferred.</p> |
| 03.08.00 | <p><b>Contracting-Out (EQUIPMENT &amp; STORES)</b></p> <p>The activities involved in 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. Sometimes referred to as outsourcing.</p> <p><u>See 03.24.00 for the process of receiving and assessing tenders from potential contractors for services prior to the contract agreement.</u></p> |   |
| 03.08.01 | Contract registers.   | PERMANENT   |
| 03.08.02 | <p>Signed contracts under seal and supporting documentation including:</p> <ul style="list-style-type: none"> <li>• tender submissions</li> <li>• written offers</li> </ul>   | <p>TEMPORARY</p> <p>Destroy 13 years after expiry of contract.</p>  |
| 03.08.03 | <p>Signed contracts and supporting documentation including:</p> <ul style="list-style-type: none"> <li>• tender submissions</li> <li>• written offers</li> </ul> <p><u>See 03.08.02 for contracts under seal.</u></p>   | <p>TEMPORARY</p> <p>Destroy 7 years after expiry of contract.</p>   |

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| 03.08.04        | <p>Records documenting the management of contracts including:</p> <ul style="list-style-type: none"> <li>• parameters of consultancy/service</li> <li>• terms and conditions</li> <li>• performance and evaluation reports</li> <li>• meetings with stakeholders</li> </ul>  | <p>TEMPORARY</p> <p>Destroy 7 years after action completed.</p> |
| <b>03.09.00</b> | <p><b>Disposal (EQUIPMENT &amp; STORES)</b></p> <p>The process of disposing of equipment and stores no longer required by the agency, by sale, transfer, termination of lease, auction, or destruction.</p>  |   |
| 03.09.01        | <p>Records documenting the disposal of equipment and stores. Includes:</p> <ul style="list-style-type: none"> <li>• quotations</li> <li>• correspondence</li> <li>• decommissioning records according to the Work Health and Safety regulations</li> </ul> <p><i>See 03.24.00 for the disposal of equipment and stores by a tender process.</i></p> <p><i>See 05.04.00 for the removal of items from the asset register.</i></p> | <p>TEMPORARY</p> <p>Destroy 7 years after disposal.</p>         |
| <b>03.10.00</b> | <p><b>Distribution (EQUIPMENT &amp; STORES)</b></p> <p>The activities associated with disseminating items, through sales, deliveries, or other customer services.</p>  |   |
| 03.10.01        | <p>Records documenting the distribution of equipment and stores.</p> <p><i>See 03.03.01 for the allocation of equipment and stores.</i></p>  | <p>TEMPORARY</p> <p>Destroy 2 years after action completed.</p> |
| <b>03.11.00</b> | <p><b>Evaluation (EQUIPMENT &amp; STORES)</b></p> <p>The process of determining the suitability of potential or existing items of equipment or stores in relation to meeting the needs of the given situation. Includes ongoing monitoring.</p> <p><i>See 03.21.01 for the re-evaluation process (after implementation, use and monitoring).</i></p>   |   |

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| 03.11.01        | Records documenting the initial evaluation of the suitability of equipment and stores and the development and issue of specifications for purpose built and specialised equipment and stores.  | <p>TEMPORARY</p> <p>Destroy 7 years after action completed.</p>   |
| <b>03.12.00</b> | <p><b>Inspections (EQUIPMENT &amp; STORES)</b></p> <p>The process of official examinations of equipment and stores, to ensure compliance with agreed standards and objectives. Includes safety integrity tests and inspections according to the Work Health and Safety regulations.</p> <p><i>See 11.07.00 for inspections of non-plant facilities, equipment and items.</i></p> |   |
| 03.12.01        | <p>Records documenting routine inspections of equipment and stores.</p> <p><i>See 03.05.00 for formal audits.</i></p> <p><i>See 03.12.02 for scheduled plant.</i></p> <p><i>See 03.23.01 for stock takes.</i></p> <p><i>See 11.07.02 for accident investigations.</i></p>  | <p>TEMPORARY</p> <p>Destroy 7 years after action completed.</p>   |
| 03.12.02        | Records documenting safety integrity tests and inspections of plant according to the Work Health and Safety regulations.   | <p>TEMPORARY</p> <p>Destroy 7 years after the plant has been scrapped.</p> <p>Or</p> <p>Transfer to new owner when ownership of the plant is transferred.</p> |
| 03.12.03        | Records of any testing of electrical equipment or residual current devices according to the Work Health and Safety regulations.  | <p>TEMPORARY</p> <p>Destroy when superseded by current testing records</p>  |

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| <b>03.13.00</b> | <b>Installation (EQUIPMENT &amp; STORES)</b>   |  |
|                 | Activities involved in placing equipment and stores in position and connecting and adjusting them for use.   |  |
|                 | <i>See 03.07.03 for records of alterations to plant as required according to the regulations of the Work Health and Safety Act 2012</i>  |  |
| 03.13.01        | Records documenting the installation, configuration and relocation of equipment and stores.<br><br><i>See 03.13.02 for scheduled plant.</i>  | TEMPORARY<br><br>Destroy 5 years after action completed.   |
| 03.13.02        | Records documenting the commissioning of scheduled plant according to the Work Health and Safety regulations.  | TEMPORARY<br><br>Destroy 7 years after the plant has been scrapped.<br><br>Or<br><br>Transfer to new owner when ownership of the plant is transferred. |
| <b>03.14.00</b> | <b>Insurance (EQUIPMENT &amp; STORES)</b>  |  |
|                 | The process of taking out premiums to cover loss or damage to equipment and stores.  |  |
|                 | <i>See 03.06.01 for claims.</i>  |  |
| 03.14.01        | Records documenting arrangements for participation in, and contributions to, self-insurance funds. Includes participation in the Tasmanian Risk Management Fund.<br><br><i>See 03.06.01 for dealings with the fund manager in relation to claims.</i><br><br><i>See 05.01.00 for financial transactions.</i> | TEMPORARY<br><br>Destroy 7 years after action completed.   |
| 03.14.02        | Register of insurance policies.  | PERMANENT  |
| 03.14.03        | Agency copies of insurance policy documents and endorsements including new conditions imposed upon renewal.  | TEMPORARY<br><br>Destroy 7 years after policy expires.   |



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| 03.14.04        | Records documenting administrative arrangements and determinations of amounts of cover.   | TEMPORARY<br><br>Destroy 2 years after action completed.              |
| <b>03.15.00</b> | <b>Inventory (EQUIPMENT &amp; STORES)</b><br><br>The activities associated with listing and preparing lists of equipment and stores in the possession of the agency.  |   |
| 03.15.01        | Records documenting the listing of equipment and stores.<br><br><i>See 03.23.01 for formal stock takes.</i><br><br><i>See 05.04.00 for changes to the asset register.</i>   | TEMPORARY<br><br>Destroy 2 years after action completed.              |
| <b>03.16.00</b> | <b>Leasing (EQUIPMENT &amp; STORES)</b><br><br>The activities involved in leasing equipment and stores from another agency.<br><br><i>See 03.17.00 where the agency is leasing-out to another organisation.</i>   |   |
| 03.16.01        | Records documenting the leasing of individual items of equipment and stores including lease documents.  | TEMPORARY<br><br>Destroy 1 year after lease expires or is terminated. |
| 03.16.02        | Records documenting the casual hire of equipment and stores.  | TEMPORARY<br><br>Destroy 1 year after action completed.               |
| <b>03.17.00</b> | <b>Leasing-Out (EQUIPMENT &amp; STORES)</b><br><br>The activities involved in leasing-out equipment & stores 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 sub-leasing.<br><br><i>See 03.16.00 where the agency is leasing from another organisation.</i> |   |
| 03.17.01        | Records documenting the leasing-out of individual items of equipment including lease documents.   | TEMPORARY<br><br>Destroy 1 year after lease expires or is terminated. |

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| 03.17.02        | Records documenting the casual hire of equipment and stores.   | TEMPORARY<br><br>Destroy 1 year after action completed.   |
| <b>03.18.00</b> | <b>Maintenance (EQUIPMENT &amp; STORES)</b><br><br>The activities associated with the upkeep, repair, servicing and preservation of equipment and stores.  |   |
| 03.18.01        | Records documenting the maintenance of equipment and stores.<br><br><i>See 03.02.01 for maintenance agreements.</i><br><br><i>See 03.08.00 for the management of contracts relating to maintenance.</i><br><br><i>See 03.18.02 for scheduled plant.</i>                      | TEMPORARY<br><br>Destroy 1 year after disposal of equipment.  |
| 03.18.02        | Records documenting the maintenance of, or alterations to scheduled plant according to the Work Health and Safety regulations.   | TEMPORARY<br><br>Destroy 7 years after the plant has scrapped.<br><br>Or<br><br>Transfer to new owner when ownership of the plant is transferred. |
| <b>03.19.00</b> | <b>Policy (EQUIPMENT &amp; STORES)</b><br><br>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 agency's operating procedures are determined. |   |
| 03.19.01        | Records illustrating the development of policy and documenting policy decisions and the establishment of precedents.   | PERMANENT   |
| <b>03.20.00</b> | <b>Procedures (EQUIPMENT &amp; STORES)</b><br><br>Standard methods of operating laid down by an agency according to formulated policy.   |   |

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| 03.20.01        | Records documenting the development of agency procedures and final versions of agency manuals and instructions relating to the equipment and stores function.  | TEMPORARY<br>Destroy 7 years after superseded.   |
| 03.20.02        | Operating manuals and instructions for individual items of equipment and stores.   | TEMPORARY<br>Destroy when reference ceases or transfer to new owner on disposal of item. |
| 03.20.03        | Records documenting the internal and external notification of changes to, or the implementation of new policies, procedures, instructions or notification of significant events.<br><br><i>See 03.19.01, 03.20.01 and relevant functions/activities in other disposal schedules for final versions of policies, procedures and instructions.</i> | TEMPORARY<br>Destroy 7 years after action completed.                                     |
| <b>03.21.00</b> | <b>Reviewing (EQUIPMENT &amp; STORES)</b><br><br>The activities involved in re-evaluating or re-examining products, processes, procedures, standards and systems. Includes recommendations and advice resulting from these activities.   |  |
| 03.21.01        | Records documenting reviews of equipment and stores programs and operations including final reports.   | TEMPORARY<br>Destroy 2 years after action completed.                                     |
| <b>03.22.00</b> | <b>Security (EQUIPMENT &amp; STORES)</b><br><br>The activities associated with measures taken to protect equipment and stores from accidental or intentional damage or from unauthorised access.   |  |

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| 03.22.01        | <p>Records documenting activities undertaken to protect equipment and stores. Includes investigations into theft or intentional damage and referral of an alleged incident to law enforcement authorities. These may include:</p> <ul style="list-style-type: none"> <li>• incident report forms</li> <li>• agency copy of police reports</li> </ul> <p><i>See 03.06.01 for insurance claims.</i></p> <p><i>See 13.26.00 for theft or damage to premises.</i></p>      | <p>TEMPORARY</p> <p>Destroy 7 years after action completed.</p> |
| 03.22.02        | <p>Records documenting combinations and/or keys for equipment and stores including safes, filing cabinets etc. Includes key registers.</p>   | <p>TEMPORARY</p> <p>Destroy when reference ceases.</p>          |
| <b>03.23.00</b> | <p><b>Stocktake (EQUIPMENT &amp; STORES)</b></p> <p>The activities associated with the examination, counting and valuing of 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.</p> <p><i>See 03.15.01 for listing equipment and stores in the possession of the agency.</i></p>   |   |
| 03.23.01        | <p>Records documenting the stocktake of equipment and stores.</p>  | <p>TEMPORARY</p> <p>Destroy 2 years after action completed.</p> |
| <b>03.24.00</b> | <p><b>Tendering (EQUIPMENT &amp; STORES)</b></p> <p>The activities involved in 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.</p> <p><i>See 03.08.00 for contracts and records relating to the performance of work or the provision of goods or services by an external contractor.</i></p> |   |

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| 03.24.01        | <p>Records documenting the development and issue of tender documents and the evaluation of tenders including:</p> <ul style="list-style-type: none"> <li>• statement of requirements</li> <li>• request for proposals</li> <li>• expression of interest</li> <li>• request for tender (RFT)</li> <li>• draft contracts</li> <li>• reports</li> <li>• public notices</li> </ul>  | <p>TEMPORARY</p> <p>Destroy 7 years after tender process completed.</p> |
| 03.24.02        | <p>Records documenting unsuccessful tenders and offers and tenders received where the tender process does not proceed.</p>  | <p>TEMPORARY</p> <p>Destroy 7 years after tender process completed.</p> |
| 03.24.03        | <p>Tender registers.</p>  | <p>TEMPORARY</p> <p>Destroy 7 years after last entry.</p>               |
| <b>04.00.00</b> | <p><b>ESTABLISHMENT</b></p> <p>The function of establishing and changing the agency structure through establishing and reviewing positions. Includes classification and grading of positions and the preparation of organisational charts.</p>  |   |
| <b>04.01.00</b> | <p><b>Committees (ESTABLISHMENT)</b></p> <p>The activities associated with the management of committees and task forces (internal and external, private, local, state, Commonwealth etc.). Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes, reports, agenda etc.</p> <p><i>See 16.03.00 for Senior Management Committees, Steering Committees and Audit Committees.</i></p> <p><b>Note:</b> This activity does not include committees that support core functions of the agency, these should be included in an agency specific disposal schedule.</p> |   |

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| 04.01.01        | <p>Records of internal committees and external committees where the agency has the administrative role. These may include:</p> <ul style="list-style-type: none"> <li>• documents establishing the committee</li> <li>• documents appointing members</li> <li>• final versions of minutes</li> <li>• agenda papers</li> <li>• reports presented to the committee</li> <li>• submissions presented to the committee</li> </ul> | <p>TEMPORARY</p> <p>Destroy 7 years after action completed.</p> |
| 04.01.02        | <p>Records of external committees where the agency does <u>not</u> have the administrative role.</p> <p>These may include:</p> <ul style="list-style-type: none"> <li>• copies of minutes</li> <li>• agenda papers</li> <li>• copies of reports presented to the committee</li> <li>• copies of submissions presented to the committee</li> </ul>   | <p>TEMPORARY</p> <p>Destroy 2 years after action completed.</p> |
| 04.01.03        | <p>Records documenting the conduct and administration of committees.</p>  | <p>TEMPORARY</p> <p>Destroy when reference ceases.</p>          |
| <b>04.02.00</b> | <p><b>Evaluation (ESTABLISHMENT)</b></p> <p>The process of determining the suitability of potential or existing programs, systems or services in relation to meeting the needs of the given situation. Includes ongoing monitoring.</p> <p><i>See 04.08.01 for the re-evaluation process (after implementation, use and monitoring).</i></p>  |   |
| 04.02.01        | <p>Records documenting the evaluation of positions and position statements against existing or planned organisational structures including forward staffing estimates and management of staffing levels.</p>  | <p>TEMPORARY</p> <p>Destroy 5 years after action completed.</p> |

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| <b>04.03.00</b> | <p><b>Meetings (ESTABLISHMENT)</b></p> <p>The activities associated with <b>ad-hoc</b> gatherings held to formulate, discuss, update, or resolve issues and matters pertaining to the management of the section, business unit, or agency as a whole. Includes arrangements, agenda, taking of minutes etc. Excludes meetings of committees, task forces etc.</p> <p><i>See 04.01.00 for the meetings of committees and task forces.</i></p> <p><i>See 16.03.00 for senior management meetings and meetings that develop policy.</i></p> |   |
| 04.03.01        | Minutes, agendas and supporting documentation of meetings.   | <p>TEMPORARY</p> <p>Destroy 2 years after action completed.</p> |
|                 | <p><b>Planning (ESTABLISHMENT)</b></p> <p>The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.</p> <p><i>See 16.14.01 for strategic, corporate or business plans.</i></p> <p><i>See 16.14.02 for business unit action plans.</i></p> <p><i>See 16.14.03 for records documenting the planning process.</i></p>  |   |
| <b>04.04.00</b> | <p><b>Policy (ESTABLISHMENT)</b></p> <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 agency's operating procedures are determined.</p>   |   |
| 04.04.01        | Records illustrating the development of policy and documenting policy decisions and the establishment of precedents.   | PERMANENT   |
| <b>04.05.00</b> | <p><b>Procedures (ESTABLISHMENT)</b></p> <p>Standard methods of operating laid down by an agency according to formulated policy.</p>   |   |
| 04.05.01        | Records documenting the development of agency procedures and final versions of agency manuals and instructions relating to the establishment function.   | PERMANENT   |

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| 04.05.02        | <p>Records documenting the internal and external notification of changes to, or the implementation of new policies, procedures, instructions or notification of significant events.</p> <p><i>See 04.04.01, 04.05.01 and relevant functions/activities in other disposal schedules for final versions of policies, procedures and instructions.</i></p>  | <p>TEMPORARY</p> <p>Destroy 7 years after action completed.</p> |
| <b>04.06.00</b> | <p><b>Reporting (ESTABLISHMENT)</b></p> <p>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 the examination or investigation. Includes agenda, briefing, business, discussion papers, proposals, reports, reviews and returns.</p> <p><i>See 04.07.00 for reports relating to reassessments of the activities, goals and structure of an organisation.</i></p> <p><i>See 04.08.01 for reports relating to reviews of organisational structures.</i></p> |   |
| 04.06.01        | <p>Final versions of formal internal and external reports prepared by or for the agency.</p> <p><i>See 14.12.01 for final version of annual report.</i></p>  | <p>TEMPORARY</p> <p>Destroy 5 years after action completed.</p> |
| 04.06.02        | <p>Statistical information collected by the agency and forwarded to the Australian Bureau of Statistics including:</p> <ul style="list-style-type: none"> <li>• copies of returns</li> <li>• related correspondence</li> </ul>   | <p>TEMPORARY</p> <p>Destroy 2 years after action completed.</p> |
| 04.06.03        | <p>Statistical information collected by or for the agency relating to major establishment activities of the agency that is not included in 04.06.02.</p>   | <p>PERMANENT</p>  |
| 04.06.04        | <p>Statistical information collected by or for the agency that is not included in 04.06.02 or 04.06.03.</p>  | <p>TEMPORARY</p> <p>Destroy 2 years after action completed.</p> |



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| 04.06.05        | Records documenting responses to questionnaires and surveys requested by outside organisations.   | TEMPORARY<br><br>Destroy 2 years after action completed. |
| <b>04.07.00</b> | <b>Restructuring (ESTABLISHMENT)</b><br><br>The activities involved in the redevelopment of the structure of an agency. Includes consideration of the number of staff, their statements of duties, equipment, and other resources required to meet objectives.<br><br><i>See 04.10.00 for varying individual positions.</i> |  |
| 04.07.01        | Records documenting the development of a new agency structure including whole of government administrative changes.   | PERMANENT  |
| 04.07.02        | Final versions of agency-wide organisation charts.  | PERMANENT  |
| 04.07.03        | Organisation charts showing lower levels of the agency.   | TEMPORARY<br><br>Destroy when reference ceases.          |
| <b>04.08.00</b> | <b>Reviewing (ESTABLISHMENT)</b><br><br>The activities involved in the re-assessing, re-valuing and re-examining the structure of an agency. Includes recommendations and advice resulting from these activities.   |  |
| 04.08.01        | Records documenting reviews and reassessments of agency organisational structures including final reports.  | TEMPORARY<br><br>Destroy 5 years after action completed. |
| <b>04.09.00</b> | <b>Vacancies (ESTABLISHMENT)</b><br><br>The activities associated with managing positions in the agency that are currently unoccupied.  |  |
| 04.09.01        | Records documenting the management of vacant positions.<br><br><i>See 12.22.00 for the filling of vacant positions, including approval to fill vacancies.</i>   | TEMPORARY<br><br>Destroy 2 years after action completed. |

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| <b>04.10.00</b> | <b>Variations (ESTABLISHMENT)</b>   |  |
|                 | The activities involved in varying the agency's condition, character or nature of processes and other things that are not physical objects. Includes creating and abolishing individual positions including permanent and fixed term positions.   |  |
| 04.10.01        | Final versions of statement of duties.  | PERMANENT  |
| 04.10.02        | Documentation of the occupancy history of positions including: <ul style="list-style-type: none"> <li>• position cards</li> <li>• electronic records (such as Empower)</li> </ul>   | PERMANENT  |
| 04.10.03        | Records documenting approvals to vary establishment including creation, reclassification and abolition of positions. These may include instrument to vary establishment.<br><br><i>See 04.10.01 for statement of duties.</i>  | PERMANENT  |
| 04.10.04        | Documentation of the creation, reclassification (including classification reviews) and abolition of positions not included in 04.10.03.<br><br><i>See 04.10.01 for statement of duties.</i>   | TEMPORARY<br><br>Destroy 7 years after position abolished. |
| <b>05.00.00</b> | <b>FINANCIAL MANAGEMENT</b>   |  |
|                 | The function of managing the agency's financial resources. Includes establishing, operating, and maintaining accounting systems controls and procedures, financial planning, framing budgets and budget submissions, obtaining grants, managing funds in the form of allocations from the Consolidated Fund and revenue from charging, trading and investments.   |  |
| <b>05.01.00</b> | <b>Accounting (FINANCIAL MANAGEMENT)</b>  |  |
|                 | The process of collecting, recording, classifying, summarising and analysing information on financial transactions, and subsequently on the financial position and operating results of the agency. Includes financial statements, and the implementation, maintenance, monitoring and auditing of the agency's accounting systems and internal controls. Also includes expenditure payments and payables and revenue receipts and receivables. |  |

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| 05.01.01 | <p>Records documenting the day-to-day financial management of an agency such as:</p> <ul style="list-style-type: none"> <li>• General ledgers, including <ul style="list-style-type: none"> <li>○ Records of receipts/revenue and payments/expenditure</li> <li>○ Journal input forms, vouchers, write-offs</li> <li>○ Supporting documentation including vouchers, invoices, receipts, debit notes</li> <li>○ Reports</li> <li>○ Supporting system structures such as chart of accounts, etc.</li> </ul> </li> <li>• Debtors and Creditors ledgers, including <ul style="list-style-type: none"> <li>○ input forms and documentation</li> <li>○ input update and transaction reports</li> <li>○ trial balances</li> <li>○ reconciliations</li> </ul> </li> </ul> <p><i>See 05.01.02 for financial records relating to Contracts under Seal.</i></p> | <p>TEMPORARY</p> <p>Destroy 7 years after action completed.</p>  |
| 05.01.02 | <p>Records documenting the financial management of contracts under seal.</p>   | <p>TEMPORARY</p> <p>Destroy 13 years after action completed.</p> |
| 05.01.03 | <p>Agency copies of Government Computerised Financial System (CFS) records:</p> <ul style="list-style-type: none"> <li>• general ledgers</li> <li>• daily cash books</li> <li>• monthly cash books</li> </ul>  | <p>TEMPORARY</p> <p>Destroy October 2003.</p>                    |

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| 05.01.04 | <p>Records documenting banking transactions.</p> <p>These may include:</p> <ul style="list-style-type: none"> <li>• deposits/withdrawals</li> <li>• electronic funds transfer</li> <li>• statements</li> <li>• certificates of balance</li> <li>• reconciliations</li> <li>• cheques</li> </ul> <p><i>See 05.01.02 for financial records relating to Contracts under Seal.</i></p> | <p>TEMPORARY</p> <p>Destroy 7 years after action completed.</p> |
| 05.01.05 | Petty cash and postage records.  | <p>TEMPORARY</p> <p>Destroy 2 years after action completed.</p> |
| 05.01.06 | Costing records for program and project outputs and outcomes.  | <p>TEMPORARY</p> <p>Destroy 7 years after action completed.</p> |
| 05.01.07 | <p>Cash register records including:</p> <ul style="list-style-type: none"> <li>• audit rolls</li> <li>• computer tapes</li> <li>• discs</li> <li>• analysis lists</li> <li>• summaries</li> </ul>  | <p>TEMPORARY</p> <p>Destroy 7 years after action completed.</p> |
| 05.01.08 | Inward mail remittance records.  | <p>TEMPORARY</p> <p>Destroy 2 years after action completed.</p> |

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| 05.01.09 | <p>Records documenting the recovery of debts and overpayments including:</p> <ul style="list-style-type: none"> <li>• recovery proceedings</li> <li>• write-offs</li> </ul> <p><i>See 05.01.01 for financial transactions relating to write-offs.</i></p>   | <p>TEMPORARY</p> <p>Destroy 7 years after action completed.</p> |
| 05.01.10 | <p>Records documenting taxation matters including:</p> <ul style="list-style-type: none"> <li>• fringe benefits tax</li> <li>• wholesale sales tax</li> <li>• goods and services tax (GST)</li> <li>• ABN registration</li> <li>• payroll tax</li> </ul> <p><i>See 12.25.00 for taxation records required for the payment of employees' salaries.</i></p> | <p>TEMPORARY</p> <p>Destroy 5 years after action completed.</p> |
| 05.01.11 | <p>Agency copies of purchase orders and requisitions.</p>   | <p>TEMPORARY</p> <p>Destroy 7 years after action completed.</p> |
| 05.01.12 | <p>Records documenting communications with Creditors or Debtors relating to financial transactions.</p>   | <p>TEMPORARY</p> <p>Destroy 2 years after action completed.</p> |

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|                 | <p><b>Acquisition (FINANCIAL MANAGEMENT)</b></p> <p>The process of gaining ownership or use of property and other items required in the conduct of business through purchase or requisitions.</p> <p><i>See 03.01.01 for records documenting the acquisition of equipment and stores.</i></p> <p><i>See 06.02.01 for records documenting the acquisition of vehicles.</i></p> <p><i>See 09.01.01 for records documenting the acquisition of library and record materials.</i></p> <p><i>See 13.01.01 for records documenting the acquisition of property.</i></p> <p><i>See 17.01.00 for records documenting the acquisition of technology and telecommunications equipment, goods and services.</i></p> |   |
| <b>05.02.00</b> | <p><b>Advice (FINANCIAL MANAGEMENT)</b></p> <p>The activities associated with offering opinions by or to the agency as to an action or judgment. Includes the process of advising.</p>   |   |
| 05.02.01        | <p>Records documenting the receipt and provision of advice relating to financial management.</p> <p><i>See 10.01.01 for legal advice and opinions.</i></p>   | <p>TEMPORARY</p> <p>Destroy 2 years after action completed.</p> |
| <b>05.03.00</b> | <p><b>Allocation (FINANCIAL MANAGEMENT)</b></p> <p>The process of assigning money to employees or organisational units.</p>  |   |
| 05.03.01        | <p>Records documenting the internal allocation of funds.</p>   | <p>TEMPORARY</p> <p>Destroy 7 years after action completed.</p> |
| <b>05.04.00</b> | <p><b>Asset Register (FINANCIAL MANAGEMENT)</b></p> <p>The activities involved in recording in a subsidiary ledger all non-current (fixed) assets owned by the agency. Includes the date of purchase, depreciation expense, written down value as well as stocktaking and auditing notations.</p>  |   |
| 05.04.01        | <p>Asset registers.</p>  | <p>PERMANENT</p>  |
| 05.04.02        | <p>Records documenting asset valuation/ revaluation and asset management processes. Includes valuation/revaluation and depreciation schedule.</p>  | <p>TEMPORARY</p> <p>Destroy 7 years after action completed.</p> |

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| <b>05.05.00</b> | <b>Audit (FINANCIAL MANAGEMENT)</b>  |  |
|                 | 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 agency in a specified period. Includes compliance audits, financial audits, operational audits, recordkeeping audits, skills audits, system audits and quality assurance audits. Includes internal and external audit. |  |
| 05.05.01        | External and Internal audit reports that result in changes to existing policy or procedures including recommendations and implementation plans.  | PERMANENT  |
| 05.05.02        | External and Internal audit reports not included in 05.05.01.  | TEMPORARY<br>Destroy 7 years after action completed.       |
| 05.05.03        | Internal audit working papers and routine correspondence relating to internal and external audit.  | TEMPORARY<br>Destroy 7 years after action completed.       |
| <b>05.06.00</b> | <b>Authorisation (FINANCIAL MANAGEMENT)</b>  |  |
|                 | The process of seeking and granting permission to undertake a requested action.  |  |
| 05.06.01        | Records documenting delegations of power to authorise financial transactions on behalf of the agency including delegations to approve expenditure or authorisation to conduct financial transactions.  | TEMPORARY<br>Destroy 10 years after superseded or revoked. |
| 05.06.02        | Records documenting authorisations to conduct financial transactions on behalf of clients.<br><br>These may include: <ul style="list-style-type: none"> <li>• credit card authorisations</li> <li>• direct debit/credit authorisations</li> </ul> <p><i>See 05.01.04 for records documenting banking transactions.</i></p>   | TEMPORARY<br>Destroy 1 year after action completed.        |

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| <b>05.07.00</b> | <p><b>Budgeting (FINANCIAL MANAGEMENT)</b></p> <p>The process of planning the use of expected income and expenditure over a specified period.</p>   |   |
| 05.07.01        | Records documenting spending progress or revenue collection against budget allocations.   | <p>TEMPORARY</p> <p>Destroy 7 years after action completed.</p> |
| 05.07.02        | Budget Statements and Notes on Estimates (i.e. formal explanatory notes and supplementary information used in the process of budget formulation).   | <p>TEMPORARY</p> <p>Destroy 7 years after action completed.</p> |
| <b>05.08.00</b> | <p><b>Committees (FINANCIAL MANAGEMENT)</b></p> <p>The activities associated with the management of committees and task forces (internal and external, private, local, state, Commonwealth etc.). Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes, reports, agenda etc.</p> <p><i>See 16.03.00 for Senior Management Committees, Steering Committees and Audit Committees.</i></p> <p><b>Note:</b> This activity does not include committees that support core functions of the agency which should be included in an agency specific disposal schedule.</p> |   |
| 05.08.01        | <p>Records of internal committees and external committees where the agency has the administrative role. These may include:</p> <ul style="list-style-type: none"> <li>• documents establishing the committee</li> <li>• documents appointing members</li> <li>• final versions of minutes</li> <li>• agenda papers</li> <li>• reports presented to the committee</li> <li>• submissions presented to the committee</li> </ul>   | <p>TEMPORARY</p> <p>Destroy 7 years after action completed.</p> |



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| 05.08.02        | <p>Records of external committees where the agency does <u>not</u> have the administrative role.</p> <p>These may include:</p> <ul style="list-style-type: none"> <li>• copies of minutes</li> <li>• agenda papers</li> <li>• copies of reports presented to the committee</li> <li>• copies of submissions presented to the committee</li> </ul>   | <p>TEMPORARY</p> <p>Destroy 2 years after action completed.</p> |
| 05.08.03        | <p>Records documenting the conduct and administration of committees.</p>  | <p>TEMPORARY</p> <p>Destroy when reference ceases.</p>          |
| <b>05.09.00</b> | <p><b>Compliance (FINANCIAL MANAGEMENT)</b></p> <p>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.</p>  |   |
| 05.09.01        | <p>Records documenting agency compliance with mandatory or optional accountability requirements including registrations of:</p> <ul style="list-style-type: none"> <li>• Australian Business Number (ABN)</li> <li>• Australian Company Number (ACN)</li> </ul>   | <p>TEMPORARY</p> <p>Destroy 7 years after action completed.</p> |
| <b>05.10.00</b> | <p><b>Contracting-Out (FINANCIAL MANAGEMENT)</b></p> <p>The activities involved in 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. Sometimes referred to as outsourcing.</p> <p><i>See 05.24.00 for the process of receiving and assessing tenders from potential contractors for services prior to the contract agreement and for records of unsuccessful tenders.</i></p> |   |
| 05.10.01        | <p>Contract registers.</p>  | <p>PERMANENT</p>  |

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| 05.10.02        | Signed contracts and supporting documentation including. <ul style="list-style-type: none"> <li>tender submissions</li> <li>written offers</li> </ul>  | TEMPORARY<br>Destroy 7 years after expiry of contract. |
| 05.10.03        | Records documenting the management of contracts including: <ul style="list-style-type: none"> <li>parameters of consultancy/service</li> <li>terms and conditions</li> <li>performance and evaluation reports</li> <li>meetings with stakeholders</li> </ul> | TEMPORARY<br>Destroy 7 years after action completed.   |
| <b>05.11.00</b> | <b>Corruption (FINANCIAL MANAGEMENT)</b><br>The processes which allow the disclosure of corruption, and strategies for the prevention of corruption. Includes the education of staff about corruption prevention disclosures.                                |  |
| 05.11.01        | Records documenting the identification of specific instances of corruption including investigations of corruption activities and liaison with law enforcement agencies.  | TEMPORARY<br>Destroy 7 years after action completed.   |
| 05.11.02        | Records documenting corruption prevention strategies and education of staff about corruption prevention.   | TEMPORARY<br>Destroy 7 years after action completed.   |
| <b>05.12.00</b> | <b>Evaluation (FINANCIAL MANAGEMENT)</b><br>The process of determining the suitability of potential or existing programs, systems or services in relation to meeting the needs of the given situation. Includes ongoing monitoring.                          |  |
| 05.12.01        | Records documenting the evaluation of potential or existing programs and services.   | TEMPORARY<br>Destroy 7 years after action completed.   |

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| <b>05.13.00</b> | <p><b>Financial Statements (FINANCIAL MANAGEMENT)</b></p> <p>The process of compiling annual statements presented in prescribed tabular form showing receipts and payments, both actual and budgeted for the current financial year and the actual amounts received or paid for the previous financial year.</p>   |   |
| 05.13.01        | <p>Annual financial statements and formal interim financial statements and supporting documentation. Includes:</p> <ul style="list-style-type: none"> <li>• annual statement of assets and liabilities</li> <li>• balance sheets</li> <li>• statement of financial position</li> <li>• statements of cash flows</li> </ul>   | <ul style="list-style-type: none"> <li>• PERMANENT</li> </ul>   |
| <b>05.14.00</b> | <p><b>Grant Funding (FINANCIAL MANAGEMENT)</b></p> <p>The activities associated with the application for and receipt of grants and subsidies for special purposes and programs.</p> <p><i>See 16.09.01 for managing corporate strategies for seeking grant funding.</i></p> <p><i>See relevant functions in agency specific disposal schedules for applications for grants for specific purposes relating to core agency functions.</i></p> <p>IF THE AGENCY IS INVOLVED IN ADMINISTERING THE PROVISION OF GRANTS TO OTHER ORGANISATIONS THOSE RECORDS SHOULD BE INCLUDED IN AN AGENCY SPECIFIC DISPOSAL SCHEDULE.</p> |   |
| 05.14.01        | <p>Records documenting the receipt of grant funds and the administration of funds.</p> <p><i>See 05.01.01 for specific accounting records, e.g. receipts, invoices, etc.</i></p> <p><i>See 05.25.02 for trust accounts.</i></p>  | <p>TEMPORARY</p> <p>Destroy 7 years after action completed.</p> |
| <b>05.15.00</b> | <p><b>Inventory (FINANCIAL MANAGEMENT)</b></p> <p>The activities associated with listing and preparing lists of items and assets in the possession of the agency.</p> <p><i>See 05.04.00 for keeping an inventory of assets.</i></p> <p><i>See 05.05.00 for the formal process of checking and validating against records.</i></p>   |   |

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| 05.15.01        | <p>Records documenting the listing of items supporting the financial management functions which may include:</p> <ul style="list-style-type: none"> <li>• cab-charge vouchers</li> <li>• accountable forms</li> </ul>   | <p><b>TEMPORARY</b></p> <p>Destroy 2 years after action completed.</p> |
| <b>05.16.00</b> | <p><b>Meetings (FINANCIAL MANAGEMENT)</b></p> <p>The activities associated with <b>ad-hoc</b> gatherings held to formulate, discuss, update, or resolve issues and matters pertaining to the management of the section, business unit, or agency as a whole. Includes arrangements, agenda, taking of minutes etc. Excludes meetings of committees, task forces etc.</p> <p><i>See 05.08.00 for the meetings of committees and task forces.</i></p> <p><i>See 16.03.00 for senior management meetings and meetings that develop policy.</i></p> |  |
| 05.16.01        | Minutes, agendas and supporting documentation of meetings.  | <p><b>TEMPORARY</b></p> <p>Destroy 2 years after action completed.</p> |
|                 | <p><b>Payments (FINANCIAL MANAGEMENT)</b></p> <p>The activities involved in the preparation and payment of money, except in cases of payment of membership fees and subscriptions to journals etc. Includes payment of staff expenses in attending public service interviews etc.</p> <p><i>See 05.01.00, 05.22.00 &amp; 05.25.00 for records of payments.</i></p>  |  |
|                 | <p><b>Planning (FINANCIAL MANAGEMENT)</b></p> <p>The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.</p> <p><i>See 16.14.01 for strategic, corporate or business plans.</i></p> <p><i>See 16.14.02 for business unit action plans.</i></p> <p><i>See 16.14.03 for records documenting the planning process.</i></p>  |  |
| <b>05.17.00</b> | <p><b>Policy (FINANCIAL MANAGEMENT)</b></p> <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 agency's operating procedures are determined.</p>   |  |

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| 05.17.01        | Records illustrating the development of policy and documenting policy decisions and the establishment of precedents.  | PERMANENT  |
| <b>05.18.00</b> | <b>Procedures (FINANCIAL MANAGEMENT)</b><br>Standard methods of operating laid down by an agency according to formulated policy.  |  |
| 05.18.01        | Records documenting the development of agency procedures and final versions of agency manuals and instructions relating to the financial management function.   | TEMPORARY<br>Destroy 7 years after superseded.       |
| 05.18.02        | Records documenting the internal and external notification of changes to, or the implementation of new policies, procedures, instructions or notification of significant events.<br><br><i>See 05.17.01, 05.18.01 and relevant functions/activities in other disposal schedules for final versions of policies, procedures and instructions.</i>  | TEMPORARY<br>Destroy 7 years after action completed. |
| <b>05.19.00</b> | <b>Reporting (FINANCIAL MANAGEMENT)</b><br>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 the examination or investigation. Includes agenda, briefing, business, discussion papers, proposals, reports, reviews and returns. |  |
| 05.19.01        | Final versions of formal internal and external reports prepared by or for the agency.<br><br><i>See 05.13.01 for financial statements.</i><br><br><i>See 14.12.01 for final version of annual report.</i>   | TEMPORARY<br>Destroy 5 years after action completed. |
| 05.19.02        | Statistical information collected by the agency and forwarded to the Australian Bureau of Statistics including: <ul style="list-style-type: none"> <li>• copies of returns</li> <li>• related correspondence</li> </ul>   | TEMPORARY<br>Destroy 2 years after action completed. |

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| 05.19.03        | Statistical information collected by or for the agency relating to major financial management activities of the agency that is not included in 05.19.02.  | PERMANENT  |
| 05.19.04        | Statistical information collected by or for the agency that is not included in 05.19.02 or 05.19.03.  | TEMPORARY<br>Destroy 2 years after action completed. |
| 05.19.05        | Records documenting responses to questionnaires and surveys requested by outside organisations.   | TEMPORARY<br>Destroy 2 years after action completed. |
| <b>05.20.00</b> | <b>Reviewing (FINANCIAL MANAGEMENT)</b><br><br>The activities involved in re-evaluating or re-examining products, processes, procedures, standards and systems. Includes recommendations and advice resulting from these activities.  |  |
| 05.20.01        | Records documenting reviews of financial management programs and operations including final reports.  | TEMPORARY<br>Destroy 5 years after action completed. |
| <b>05.21.00</b> | <b>Risk Management (FINANCIAL MANAGEMENT)</b><br><br>The process involving the identification of risks, and the implementation of appropriate practices and procedures which will reduce wastage and the impact of economic loss arising from an incident.  |  |
| 05.21.01        | Records documenting the identification of risks and the implementation of practices and processes to reduce the risk.   | TEMPORARY<br>Destroy 7 years after action completed. |
| <b>05.22.00</b> | <b>Salaries (FINANCIAL MANAGEMENT)</b><br><br>The process of managing the payment of salaries to personnel. Includes records associated with the preparation, payment and certification of payrolls and supporting documents related to the deduction of income tax and other moneys from pays, whether paid through electronic or manual systems. Includes payment of allowances to employees. |  |

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| 05.22.01        | <p>Records documenting the payment of salaries to agency personnel which may include:</p> <ul style="list-style-type: none"> <li>• Employee pay history records <ul style="list-style-type: none"> <li>○ salary cards</li> <li>○ registers</li> </ul> </li> <li>• Salary and wages pay sheets</li> <li>• Yearly master file and ledger listings</li> </ul>   | <p>TEMPORARY</p> <p>Destroy 7 years after action completed.</p> |
| 05.22.02        | Edit, update and exception reports and salary abstracts.   | <p>TEMPORARY</p> <p>Destroy 2 years after action completed.</p> |
| 05.22.03        | Quarterly master file, ledger listings, and deduction and allowance listings.  | <p>TEMPORARY</p> <p>Destroy when superseded.</p>                |
| 05.22.04        | Records documenting enquiries and the provision of general information relating to salaries and wages.   | <p>TEMPORARY</p> <p>Destroy 2 years after action completed.</p> |
| <b>05.23.00</b> | <p><b>Standards (FINANCIAL MANAGEMENT)</b></p> <p>The process of implementing industry or agency benchmarks for services and processes to enhance the quality and efficiency of the agency.</p>  |   |
| 05.23.01        | Records documenting the implementation of Industry, government and agency standards.   | <p>TEMPORARY</p> <p>Destroy 7 years after action completed.</p> |
| <b>05.24.00</b> | <p><b>Tendering (FINANCIAL MANAGEMENT)</b></p> <p>The activities involved in 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.</p> <p><i>See 05.10.00 for contracts and records relating to the performance of work or the provision of goods or services by an external contractor.</i></p> |   |

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| 05.24.01        | <p>Records documenting the development and issue of tender documents and the evaluation of tenders including:</p> <ul style="list-style-type: none"> <li>• statement of requirements</li> <li>• request for proposals</li> <li>• expression of interest</li> <li>• request for tender (RFT)</li> <li>• draft contracts</li> <li>• reports</li> <li>• public notices</li> </ul> | <p>TEMPORARY</p> <p>Destroy 7 years after tender process completed.</p>                   |
| 05.24.02        | <p>Records documenting unsuccessful tenders and offers and tenders received where the tender process does not proceed.</p>   | <p>TEMPORARY</p> <p>Destroy 7 years after tender process completed.</p>                   |
| 05.24.03        | <p>Tender registers.</p>   | <p>TEMPORARY</p> <p>Destroy 7 years after last entry.</p>                                 |
| <b>05.25.00</b> | <p><b>Treasury Management (FINANCIAL MANAGEMENT)</b></p> <p>The process of managing the funds of the agency in an efficient and economical manner by ensuring an effective system of internal control is in operation. Includes investments and loans.</p>   |   |
| 05.25.01        | <p>Records documenting investments or loans undertaken by the agency.</p>  | <p>TEMPORARY</p> <p>Destroy 7 years after investment matures or loan is paid in full.</p> |
| 05.25.02        | <p>Records documenting the administration of trust accounts.</p> <p><i>See 05.01.00 for specific accounting records e.g. receipts, invoices, etc.</i></p>  | <p>TEMPORARY</p> <p>Destroy 7 years after action completed.</p>                           |



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| <p><b>06.00.00</b></p> | <p><b>FLEET MANAGEMENT</b></p> <p>The function of acquiring, managing, maintaining, repairing and disposing of vehicles. Vehicles are any means of conveyance owned or used by the agency to transport people or items. Includes light motor vehicles, boats, aeroplanes, motorcycles, bicycles etc. Also includes special purpose vehicles.</p> <p><i><b>Note:</b> This function does not include the design or manufacture of special purpose vehicle. These records should be included in an agency specific disposal schedule.</i></p> |  |
| <p><b>06.01.00</b></p> | <p><b>Accidents (FLEET MANAGEMENT)</b></p> <p>The activities involved in dealing with mishaps causing injury or damage.</p>  |  |
| <p>06.01.01</p>        | <p>Records documenting accidents/incidents involving agency vehicles. Includes:</p> <ul style="list-style-type: none"> <li>• accident report forms</li> <li>• investigation reports and supporting documents.</li> </ul> <p><i>See 02.03.01 for accident/incident reports detailing employee's personal injuries.</i></p> <p><i>See 06.06.01 for insurance claim forms.</i></p>  | <p><b>TEMPORARY</b></p> <p>Destroy 7 years after action completed.</p> |
| <p><b>06.02.00</b></p> | <p><b>Acquisition (FLEET MANAGEMENT)</b></p> <p>The process of gaining ownership or use of vehicles through purchase or requisition.</p>   |  |

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| 06.02.01        | <p>Records documenting the acquisition of vehicles including:</p> <ul style="list-style-type: none"> <li>• quotes</li> <li>• valuation/revaluation</li> <li>• orders</li> <li>• depreciation schedule</li> </ul> <p>and records documenting the acquisition of goods and services required to support the fleet management function where there is no tender or contracting-out process including:</p> <ul style="list-style-type: none"> <li>• vehicle accessories</li> <li>• vehicle parts</li> <li>• fuel issue records</li> </ul> <p><i>See 05.01.01 for financial records relating to the acquisition of vehicles, etc.</i></p> <p><i>See 06.13.01 for records documenting the management of leased vehicles.</i></p> <p><i>See 06.14.01 for records documenting vehicle maintenance.</i></p> | <p>TEMPORARY</p> <p>Destroy 7 years after disposal.</p>         |
| <b>06.03.00</b> | <p><b>Allowances (FLEET MANAGEMENT)</b></p> <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>   |   |
| 06.03.01        | Records documenting allowances paid to employees for the use of private vehicles for official business.  | <p>TEMPORARY</p> <p>Destroy 7 years after action completed.</p> |
| <b>06.04.00</b> | <p><b>Arrangements (FLEET MANAGEMENT)</b></p> <p>The activities involved in arranging for a journey or trip. Includes preparing travel itineraries, authorisations, entitlements etc. Also includes arrangements made for the delivery and usage of vehicles.</p>  |   |

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| 06.04.01        | <p>Records documenting arrangements for the use of vehicles which may include:</p> <ul style="list-style-type: none"> <li>• booking diaries</li> <li>• travel itineraries</li> <li>• logbooks</li> </ul> <p><i>See 05.01.10 for logbooks required for fringe benefits taxation purposes.</i></p>  | <p>TEMPORARY</p> <p>Destroy 2 years after action completed.</p> |
| <b>06.05.00</b> | <p><b>Authorisation (FLEET MANAGEMENT)</b></p> <p>The process of seeking and granting permission to undertake a requested action.</p>   |   |
| 06.05.01        | <p>Records documenting authorisations for the use of vehicles involving financial arrangements which may include:</p> <ul style="list-style-type: none"> <li>• use of agency vehicles for private business</li> <li>• use of vehicles while on leave</li> <li>• authority for maintenance and repairs</li> <li>• use of fuel card</li> </ul> <p><i>See 12.01.01 for allowances paid to employees for the use of private vehicles for official business.</i></p> | <p>TEMPORARY</p> <p>Destroy 7 years after authority ceases.</p> |
| 06.05.02        | <p>Records documenting authorisations for the use of vehicles <u>not</u> involving financial arrangements which may include:</p> <ul style="list-style-type: none"> <li>• use of private vehicles for agency business</li> <li>• applications to drive agency vehicles</li> <li>• authority to carry non-agency personnel</li> <li>• home garaging of vehicles</li> <li>• register of authorised drivers</li> </ul>   | <p>TEMPORARY</p> <p>Destroy 2 years after authority ceases.</p> |

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| <b>06.06.00</b> | <p><b>Claims (FLEET MANAGEMENT)</b></p> <p>The process of administering and managing payments demanded in accordance with an insurance policy as compensation for damage to or destruction of property. Includes disputes over rights and ownership, and recompense sought for stolen or lost property.</p>  |  |
| 06.06.01        | <p>Records documenting insurance claims. These may include:</p> <ul style="list-style-type: none"> <li>• claim forms</li> <li>• correspondence</li> </ul> <p><i>See 06.01.01 for details of accidents.</i></p>   | <p><b>TEMPORARY</b></p> <p>Destroy 7 years after action completed.</p> |
| <b>06.07.00</b> | <p><b>Committees (FLEET MANAGEMENT)</b></p> <p>The activities associated with the management of committees and task forces (internal and external, private, local, state, Commonwealth etc.). Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes, reports, agenda etc.</p> <p><i>See 16.03.00 for Senior Management Committees, Steering Committees and Audit Committees.</i></p> <p><b>Note:</b> This activity does not include committees that support core functions of the agency, these should be included in an agency specific disposal schedule.</p> |  |
| 06.07.01        | <p>Records of internal committees and external committees where the agency has the administrative role. These may include:</p> <ul style="list-style-type: none"> <li>• documents establishing the committee</li> <li>• documents appointing members</li> <li>• final versions of minutes</li> <li>• agenda papers</li> <li>• reports presented to the committee</li> <li>• submissions presented to the committee</li> </ul>  | <p><b>TEMPORARY</b></p> <p>Destroy 7 years after action completed.</p> |

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| 06.07.02        | <p>Records of external committees where the agency does <u>not</u> have the administrative role.</p> <p>These may include:</p> <ul style="list-style-type: none"> <li>• copies of minutes</li> <li>• agenda papers</li> <li>• copies of reports presented to the committee</li> <li>• copies of submissions presented to the committee</li> </ul>   | <p>TEMPORARY</p> <p>Destroy 2 years after action completed.</p>    |
| 06.07.03        | Records documenting the conduct and administration of committees.   | <p>TEMPORARY</p> <p>Destroy when reference ceases.</p>             |
| <b>06.08.00</b> | <p><b>Compliance (FLEET MANAGEMENT)</b></p> <p>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.</p>  |  |
| 06.08.01        | Records documenting agency compliance with mandatory or optional accountability requirements.   | <p>TEMPORARY</p> <p>Destroy 7 years after action completed.</p>    |
| 06.08.02        | Records documenting the registration of agency vehicles including inspections and renewal notices.  | <p>TEMPORARY</p> <p>Destroy 2 years after disposal of vehicle.</p> |
| <b>06.09.00</b> | <p><b>Contracting-Out (FLEET MANAGEMENT)</b></p> <p>The activities involved in 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. Sometimes referred to as outsourcing.</p> <p><i>See 06.19.00 for the process of receiving and assessing tenders from potential contractors for services prior to the contract agreement.</i></p> |  |
| 06.09.01        | Contract registers.   | PERMANENT  |

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| 06.09.02        | Signed contracts under seal and supporting documentation including: <ul style="list-style-type: none"> <li>tender submissions</li> <li>written offers</li> </ul>  | TEMPORARY<br>Destroy 13 years after expiry of contract. |
| 06.09.03        | Signed contracts and supporting documentation including: <ul style="list-style-type: none"> <li>tender submissions</li> <li>written offers</li> </ul> <p><i>See 06.09.02 for contracts under seal.</i></p>  | TEMPORARY<br>Destroy 7 years after expiry of contract.  |
| 06.09.04        | Records documenting the management of contracts including: <ul style="list-style-type: none"> <li>parameters of consultancy/service</li> <li>terms and conditions</li> <li>performance and evaluation reports</li> <li>meetings with stakeholders</li> </ul>                      | TEMPORARY<br>Destroy 7 years after action completed.    |
| <b>06.10.00</b> | <b>Disposal (FLEET MANAGEMENT)</b><br>The process of disposing of vehicles no longer required by the agency, by sale, transfer, termination of lease or auction.  |   |
| 06.10.01        | Records documenting the disposal of vehicles including: <ul style="list-style-type: none"> <li>quotes</li> <li>valuation</li> <li>depreciation schedule</li> </ul> <p><i>See 06.13.01 for the return of leased vehicles.</i></p> <p><i>See 06.19.00 for tender documents.</i></p> | TEMPORARY<br>Destroy 7 years after disposal.            |
| <b>06.11.00</b> | <b>Infringements (FLEET MANAGEMENT)</b><br>The activities associated with handling breaches of rules. Includes driving or traffic infringements.  |   |

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| 06.11.01        | Records documenting parking and traffic infringements involving official vehicles.   | TEMPORARY<br><br>Destroy 7 years after action completed.               |
| <b>06.12.00</b> | <b>Insurance (FLEET MANAGEMENT)</b><br><br>The process of taking out premiums to cover loss or damage vehicles, and to cover customers and staff against injury or death resulting from incidents on the agency's premises or whilst engaged during employment.<br><br><i>See 06.06.01 for claims.</i>   |  |
| 06.12.01        | Records documenting arrangements for participation in, and contributions to self-insurance funds. Includes participation in the Tasmanian Risk Management Fund.<br><br><i>See 05.01.00 for financial transactions.</i><br><br><i>See 06.06.01 for dealings with the fund manager in relation to claims.</i><br><br><i>See 06.07.00 for fund management committees.</i> | TEMPORARY<br><br>Destroy 7 years after action completed.               |
| 06.12.02        | Register of insurance policies.  | PERMANENT  |
| 06.12.03        | Agency copies of insurance policy documents and endorsements including new conditions imposed upon renewal.  | TEMPORARY<br><br>Destroy 7 years after policy expires.                 |
| 06.12.04        | Records documenting administrative arrangements and determinations of amounts of cover.  | TEMPORARY<br><br>Destroy 2 years after action completed.               |
| <b>06.13.00</b> | <b>Leasing (FLEET MANAGEMENT)</b><br><br>The activities involved in leasing vehicles from another organisation.  |  |
| 06.13.01        | Records documenting the administration and management of leased vehicles for long-term use.  | TEMPORARY<br><br>Destroy 7 years after lease expires or is terminated. |

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| 06.13.02        | Records documenting arrangements and approvals for short-term vehicle hire including the use of taxis.<br><br><i>See 05.01.01 for cab-charge vouchers.</i>   | TEMPORARY<br><br>Destroy 1 year after action completed.  |
| <b>06.14.00</b> | <b>Maintenance (FLEET MANAGEMENT)</b><br><br>The activities associated with the upkeep, repair, servicing of vehicles.   |  |
| 06.14.01        | Records documenting the maintenance and management of agency owned and operated vehicles including fuel consumption.   | TEMPORARY<br><br>Destroy 2 years after disposal.         |
| <b>06.15.00</b> | <b>Meetings (FLEET MANAGEMENT)</b><br><br>The activities associated with <b>ad-hoc</b> gatherings held to formulate, discuss, update, or resolve issues and matters pertaining to the management of the section, business unit, or agency as a whole. Includes arrangements, agenda, taking of minutes etc. Excludes meetings of committees, task forces etc.<br><br><i>See 06.07.00 for the meetings of committees and task forces.</i><br><br><i>See 16.03.00 for senior management meetings and meetings that develop policy.</i> |  |
| 06.15.01        | Minutes, agendas and supporting documentation of meetings.   | TEMPORARY<br><br>Destroy 2 years after action completed. |
| <b>06.16.00</b> | <b>Policy (FLEET MANAGEMENT)</b><br><br>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 agency's operating procedures are determined.   |  |
| 06.16.01        | Records illustrating the development of policy and documenting policy decisions and the establishment of precedents.   | PERMANENT  |
| <b>06.17.00</b> | <b>Procedures (FLEET MANAGEMENT)</b><br><br>Standard methods of operating laid down by an agency according to formulated policy.   |  |



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| 06.17.01        | Records documenting the development of agency procedures and final versions of agency manuals and instructions relating to the fleet management function.   | TEMPORARY<br>Destroy 7 years after superseded.       |
| 06.17.02        | Records documenting the internal and external notification of changes to, or the implementation of new policies, procedures, instructions or notification of significant events.<br><br><i>See 06.16.01, 06.17.01 and relevant functions/activities in other disposal schedules for final versions of policies, procedures and instructions.</i>  | TEMPORARY<br>Destroy 7 years after action completed. |
| <b>06.18.00</b> | <b>Reporting (FLEET MANAGEMENT)</b><br><br>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 the examination or investigation. Includes agenda, briefing, business, discussion papers, proposals, reports, reviews and returns. |  |
| 06.18.01        | Final versions of formal internal and external reports prepared by or for the agency.<br><br><i>See 14.12.01 for final version of annual report.</i>  | TEMPORARY<br>Destroy 5 years after action completed. |
| 06.18.02        | Reports documenting vandalism or theft involving vehicles.<br><br><i>See 06.01.01 for accident reports.</i>   | TEMPORARY<br>Destroy 7 years after action completed. |
| 06.18.03        | Statistical information collected by the agency and forwarded to the Australian Bureau of Statistics including: <ul style="list-style-type: none"> <li>• copies of returns</li> <li>• related correspondence</li> </ul>   | TEMPORARY<br>Destroy 2 years after action completed. |
| 06.18.04        | Statistical information collected by or for the agency relating to major fleet management activities of the agency that is not included in 06.18.03.  | PERMANENT  |

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| 06.18.05        | Statistical information collected by or for the agency that is not included in 06.18.03 or 06.18.04.   | TEMPORARY<br>Destroy 2 years after action completed.         |
| 06.18.06        | Records documenting responses to questionnaires and surveys requested by outside organisations.  | TEMPORARY<br>Destroy 2 years after action completed.         |
| <b>06.19.00</b> | <p><b>Tendering (FLEET MANAGEMENT)</b></p> <p>The activities involved in 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.</p> <p><i>See 06.09.00 for contracts and records relating to the performance of work or the provision of goods or services by an external contractor.</i></p> |  |
| 06.19.01        | <p>Records documenting the development and issue of tender documents and the evaluation of tenders including:</p> <ul style="list-style-type: none"> <li>• statement of requirements</li> <li>• request for proposals</li> <li>• expression of interest</li> <li>• request for tender (RFT)</li> <li>• draft contracts</li> <li>• reports</li> <li>• public notices</li> </ul>   | TEMPORARY<br>Destroy 7 years after tender process completed. |
| 06.19.02        | Records documenting unsuccessful tenders and offers and tenders received where the tender process does not proceed.  | TEMPORARY<br>Destroy 7 years after tender process completed. |
| 06.19.03        | Tender registers.  | TEMPORARY<br>Destroy 7 years after last entry.               |

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| <b>07.00.00</b> | <p><b>GOVERNMENT RELATIONS</b></p> <p>The function of administering the formal relationship between the agency and those processes of government not covered by other general administrative functions and activities. Includes the agency '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 Local, State, Commonwealth or overseas governments.</p> |   |
| <b>07.01.00</b> | <p><b>Addresses (GOVERNMENT RELATIONS)</b></p> <p>The activity of giving addresses. Includes speeches and multi-media presentations.</p> <p><i>See 01.01.00 for speeches and addresses made for Community Relations purposes.</i></p>  |   |
| 07.01.01        | <p>Final versions of addresses and other public information released by the Minister, statutory officers and senior agency officers relating to issues of State significance or presented at major public functions.</p> <p><i>See 01.18.01,01.18.02 &amp; 01.18.03 for media releases.</i></p>  | <p>PERMANENT</p>  |
| 07.01.02        | <p>Final versions of addresses and other public information not described in 07.01.01.</p>   | <p>TEMPORARY</p> <p>Destroy 2 years after action completed.</p> |
| 07.01.03        | <p>Records documenting the preparation of addresses and speeches including input into ministerial speeches.</p>  | <p>TEMPORARY</p> <p>Destroy 2 years after action completed.</p> |
| <b>07.02.00</b> | <p><b>Advice (GOVERNMENT RELATIONS)</b></p> <p>The activities associated with offering opinions by or to the agency as to an action or judgment. Includes the process of advising.</p> <p><i>See 07.13.01 for responses to parliamentary questions and ministerial enquiries.</i></p>  |   |

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| 07.02.01 | <p>Records documenting the provision of advice to the Minister or other Government agencies on significant public issues. Includes:</p> <ul style="list-style-type: none"> <li>• briefing notes</li> <li>• minutes</li> <li>• reports</li> <li>• correspondence</li> <li>• source data that is considered necessary to substantiate advice</li> </ul> <p><i>See 07.17.01 for cabinet submissions prepared by the agency.</i></p>                      | PERMANENT   |
| 07.02.02 | <p>Records documenting the provision of advice to the Minister or other Government agencies on public issues not described in 07.02.01.</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>• briefing notes</li> <li>• minutes</li> <li>• reports</li> <li>• correspondence</li> <li>• source data that is considered necessary to substantiate advice</li> </ul> <p><i>See 07.17.01 for cabinet submissions prepared by the agency.</i></p> | <p>TEMPORARY</p> <p>Destroy 7 years after action completed.</p> |
| 07.02.03 | <p>Source data that is <u>not</u> considered necessary to substantiate advice.</p>  | <p>TEMPORARY</p> <p>Destroy when reference ceases.</p>          |
| 07.02.04 | <p>Records documenting agency comments on cabinet submissions being prepared by other agencies.</p>   | <p>TEMPORARY</p> <p>Destroy when reference ceases.</p>          |

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| <b>07.03.00</b> | <p><b>Agreements (GOVERNMENT RELATIONS)</b></p> <p>The processes associated with the establishment, maintenance, review and negotiation of agreements.</p>   |   |
| 07.03.01        | <p>Records documenting formal agreements with government bodies such as:</p> <ul style="list-style-type: none"> <li>• whole of government policy and procedures</li> <li>• inter-agency and inter-government agreements</li> <li>• those which involve major obligations or liabilities for the agency</li> </ul> <p>Includes working papers needed to document the development of the agreement.</p> <p><i>See other administrative functions or agency specific disposal schedules for less formal agreements.</i></p>   | PERMANENT   |
| 07.03.02        | Working papers <u>not</u> needed to document the development of the agreement.   | <p>TEMPORARY</p> <p>Destroy 2 years after action completed.</p> |
| <b>07.04.00</b> | <p><b>Committees (GOVERNMENT RELATIONS)</b></p> <p>The activities associated with the management of committees and task forces (internal and external, private, local, state, Commonwealth etc.). Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes, reports, agenda etc.</p> <p><i>See 16.03.00 for Senior Management Committees, Steering Committees and Audit Committees.</i></p> <p><b>Note:</b> This activity does not include committees that support core functions of the agency, these should be included in an agency specific disposal schedule.</p> |   |

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| 07.04.01        | <p>Records of internal committees and external committees where the agency has the administrative role. These may include:</p> <ul style="list-style-type: none"> <li>• documents establishing the committee</li> <li>• documents appointing members</li> <li>• final versions of minutes</li> <li>• agenda papers</li> <li>• reports presented to the committee</li> <li>• submissions presented to the committee</li> </ul> | <p>TEMPORARY</p> <p>Destroy 7 years after action completed.</p> |
| 07.04.02        | <p>Records of external committees where the agency does <u>not</u> have the administrative role.</p> <p>These may include:</p> <ul style="list-style-type: none"> <li>• copies of minutes</li> <li>• agenda papers</li> <li>• copies of reports presented to the committee</li> <li>• copies of submissions presented to the committee</li> </ul>   | <p>TEMPORARY</p> <p>Destroy 2 years after action completed.</p> |
| 07.04.03        | <p>Records documenting the conduct and administration of committees.</p>  | <p>TEMPORARY</p> <p>Destroy when reference ceases.</p>          |
| <b>07.05.00</b> | <p><b>Compliance (GOVERNMENT RELATIONS)</b></p> <p>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.</p>  |   |
| 07.05.01        | <p>Records documenting agency compliance with government mandatory or optional standards or with statutory requirements.</p>  | <p>TEMPORARY</p> <p>Destroy 7 years after action completed.</p> |

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| <b>07.06.00</b> | <b>Implementation (GOVERNMENT RELATIONS)</b>  |  |
|                 | 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 manual or automated databases, applications or systems, but excludes the installation of equipment. Also includes monitoring to ensure that the implementation goes according to schedule and that standards are met.  |  |
| 07.06.01        | Records documenting the implementation of plans, policies and procedures.   | TEMPORARY<br><br>Destroy 2 years after action completed. |
| <b>07.07.00</b> | <b>Inquiries (GOVERNMENT RELATIONS)</b>   |  |
|                 | The activities associated with liaising with bodies carrying out inquiries, and participating in them. Inquiries are investigations carried out by persons or bodies who have been empowered to inquire and report on a subject, such as Royal Commissions, Parliamentary and Ombudsman's inquiries. Includes the agency 's participation in the inquiry by providing evidence in the form of records, submissions or staff.<br><br><i>See 10.08.01 for the provision of legal support for conducting or participating in an Inquiry.</i> |  |
| 07.07.01        | Records documenting the development of agency submissions and information supplied to the Inquiry including copies of submissions.  | PERMANENT  |
| 07.07.02        | Records documenting the agency response to any recommendations from an Inquiry.   | PERMANENT  |
| 07.07.03        | Information distributed from Inquiries. These may include: <ul style="list-style-type: none"> <li>• requests for submissions</li> <li>• circulars</li> </ul>  | TEMPORARY<br><br>Destroy 2 years after action completed. |

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| <p><b>07.08.00</b></p> | <p><b>Joint Ventures (GOVERNMENT RELATIONS)</b></p> <p>The activities involved in managing joint operations between departments either within the agency or with other organisations, or with the government, where there is a contract, joint contribution of funds and/or time. Includes private sector ventures with public sector organisations, and co-research or collaboration between inter-departmental units, departments or organisations. Also includes partnerships.</p> <p><b>Note:</b> <i>This activity does not include joint venture arrangements that support core functions of the agency which should be included in an agency specific disposal schedule.</i></p> |  |
| <p>07.08.01</p>        | <p>Records documenting the arrangements for and the management of joint ventures and partnerships including the establishment, maintenance, and review of agreements and contracts. Records may include:</p> <ul style="list-style-type: none"> <li>• agreements</li> <li>• contracts</li> <li>• memoranda of understanding</li> <li>• memoranda of agreement</li> <li>• service agreements</li> <li>• progress reports</li> <li>• correspondence</li> </ul> <p><i>See 07.08.02 for joint venture contracts under seal.</i></p>  | <p><b>TEMPORARY</b></p> <p>Destroy 7 years after completion or termination of agreements or contracts.</p> |
| <p>07.08.02</p>        | <p>Records documenting joint venture contracts under seal including the establishment, maintenance, and review of joint venture agreements and contracts.</p>  | <p><b>TEMPORARY</b></p> <p>Destroy 13 years after completion or termination.</p>                           |
| <p><b>07.09.00</b></p> | <p><b>Meetings (GOVERNMENT RELATIONS)</b></p> <p>The activities associated with <b>ad-hoc</b> gatherings held to formulate, discuss, update, or resolve issues and matters pertaining to the management of the section, business unit, or agency as a whole. Includes arrangements, agenda, taking of minutes etc. Excludes meetings of committees, task forces etc.</p> <p><i>See 07.04.00 for the meetings of committees and task forces.</i></p> <p><i>See 16.03.01 for senior management meetings and meetings that develop policy.</i></p>  |  |



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| 07.09.01        | Minutes, agendas and supporting documentation of meetings.  | TEMPORARY<br>Destroy 2 years after action completed. |
| <b>07.10.00</b> | <b>Policy (GOVERNMENT RELATIONS)</b><br>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 agency's operating procedures are determined.  |  |
| 07.10.01        | Records illustrating the development of policy and documenting policy decisions and the establishment of precedents.  | PERMANENT  |
| 07.10.02        | Records documenting agency comments on the development of whole of government policies.   | TEMPORARY<br>Destroy 3 years after action completed. |
| <b>07.11.00</b> | <b>Procedures (GOVERNMENT RELATIONS)</b><br>Standard methods of operating laid down by an agency according to formulated policy.  |  |
| 07.11.01        | Records documenting the development of agency procedures and final versions of agency manuals and instructions relating to the Government Relations function.   | TEMPORARY<br>Destroy 7 years after superseded.       |
| 07.11.02        | Copies of procedures issued by a central agency or Ministerial office which may include procedures for: <ul style="list-style-type: none"> <li>• preparation of cabinet submissions</li> <li>• replies to parliamentary questions</li> <li>• minutes</li> <li>• briefing notes</li> <li>• ministerial correspondence</li> </ul> | TEMPORARY<br>Destroy when superseded.                |

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| 07.11.03        | <p>Notifications received from central agencies or Ministerial officers notifying:</p> <ul style="list-style-type: none"> <li>• changes in the Cabinet</li> <li>• notice papers</li> <li>• summaries of proceedings</li> <li>• cabinet forecasts</li> <li>• parliamentary timetable</li> </ul>   | <p>TEMPORARY</p> <p>Destroy 2 years after action completed.</p> |
| 07.11.04        | <p>Records documenting the internal and external notification of changes to, or the implementation of new policies, procedures, instructions or notification of significant events.</p> <p><i>See 07.10.01, 07.11.01 and relevant functions/activities in other disposal schedules for final versions of policies, procedures and instructions.</i></p>  | <p>TEMPORARY</p> <p>Destroy 7 years after action completed.</p> |
| <b>07.12.00</b> | <p><b>Reporting (GOVERNMENT RELATIONS)</b></p> <p>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 the examination or investigation. Includes agenda, briefing, business, discussion papers, proposals, reports, reviews and returns.</p> |   |
| 07.12.01        | <p>Final versions of formal internal and external reports prepared by or for the agency.</p> <p><i>See 14.12.01 for final versions of annual reports.</i></p>  | <p>TEMPORARY</p> <p>Destroy 5 years after action completed.</p> |
| 07.12.02        | <p>Statistical information collected by the agency and forwarded to the Australian Bureau of Statistics including:</p> <ul style="list-style-type: none"> <li>• copies of returns</li> <li>• related correspondence</li> </ul>   | <p>TEMPORARY</p> <p>Destroy 2 years after action completed.</p> |
| 07.12.03        | <p>Statistical information collected by or for the agency relating to major government relations activities of the agency that is not included in 07.12.02.</p>  | <p>PERMANENT</p>  |

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| 07.12.04        | Statistical information collected by or for the agency that is not included in 07.12.02 or 07.12.03.   | TEMPORARY<br>Destroy 2 years after action completed.   |
| 07.12.05        | Records documenting responses to questionnaires and surveys requested by other government agencies.  | TEMPORARY<br>Destroy 2 years after action completed.   |
| <b>07.13.00</b> | <p><b>Representations (GOVERNMENT RELATIONS)</b></p> <p>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 to Ministers and representations directed to the agency seeking a formal response (Ministerials).</p> <p><i>See 07.02.01 &amp; 07.02.02 for briefing notes and minutes prepared for the Minister.</i></p> |  |
| 07.13.01        | <p>Records documenting the preparation of replies to parliamentary questions including:</p> <ul style="list-style-type: none"> <li>• agency copies of replies</li> <li>• requests for, and copies of information supplied to other agencies</li> </ul>   | TEMPORARY<br>Destroy 2 years after action completed.   |
| 07.13.02        | Letters of enquiry referred by Ministers to the agency for information or preparation of replies including copies of replies.  | TEMPORARY<br>Destroy 5 years after action completed.   |
| <b>07.14.00</b> | <p><b>Representatives (GOVERNMENT RELATIONS)</b></p> <p>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.</p>   |  |
| 07.14.01        | Records documenting the nomination, appointment and resignation or termination of appointment of staff members on government bodies.   | TEMPORARY<br>Destroy 2 years after appointment ceases. |

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| <b>07.15.00</b> | <b>Research (GOVERNMENT RELATIONS)</b>   |  |
|                 | 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.   |  |
| 07.15.01        | Records documenting research carried out to support the government relations functions.  | TEMPORARY<br><br>Destroy 2 years after action completed. |
| <b>07.16.00</b> | <b>Reviewing (GOVERNMENT RELATIONS)</b>  |  |
|                 | The activities involved in re-evaluating or re-examining products, processes, procedures, standards and systems. Includes recommendations and advice resulting from these activities.  |  |
| 07.16.01        | Records documenting reviews of agency programs and operations supporting the government relations function including final reports.  | TEMPORARY<br><br>Destroy 5 years after action completed. |
| <b>07.17.00</b> | <b>Submissions (GOVERNMENT RELATIONS)</b>  |  |
|                 | The preparation and submission of a formal statement (e.g. report, statistics, etc.) supporting a case or opinion held by the agency which is submitted to another organisation, or within the agency, for the purpose of either gain or support.  |  |
| 07.17.01        | Records documenting the preparation of Cabinet submissions and related cabinet documents. Includes decisions, background and briefing material, drafts and comments received.<br><br><i>See the Disposal Schedule for Short-term Value Records (DA No. 2158) for agency 'for information' copies of cabinet documents.</i><br><br><i>See 07.02.04 for agency comments on cabinet submissions prepared by other agencies.</i> | PERMANENT  |

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| 07.17.02        | Records documenting the preparation Executive Council submissions and related documents.<br><br><i>See the Disposal Schedule for Short-term Value Records (DA No. 2158) for agency copies of approved Minutes.</i>   | PERMANENT  |
| 07.17.03        | Submissions and supporting documents (other than Cabinet and Executive Council Submissions) made to the Minister or government bodies on significant or controversial issues.  | PERMANENT  |
| 07.17.04        | Submissions and supporting documents made to the Minister or government bodies on issues not included in 07.17.01, 07.17.02 or 07.17.03.   | TEMPORARY<br><br>Destroy 5 years after action completed. |
| <b>07.18.00</b> | <b>Visits (GOVERNMENT RELATIONS)</b><br><br>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 agency. Includes arranging visits by staff to other organisations.  |  |
| 07.18.01        | Records documenting interstate or overseas visits made by the Minister and agency personnel.<br><br><i>Where the visit relates to unique agency functions - see the relevant classes in an agency specific disposal schedule.</i>  | TEMPORARY<br><br>Destroy 7 years after action completed. |
| 07.18.02        | Records documenting visits <u>to</u> the agency by royalty and Heads of State.   | PERMANENT  |
| <b>08.00.00</b> | <b>INDUSTRIAL RELATIONS</b><br><br>The function of establishing formal relations with the agency 's employees and their representatives to achieve a harmonious workplace. Includes negotiations conducted to obtain determinations, agreements or awards, industrial disputes settled within the agency or by an external arbiter and reports on the state of industrial relations within the agency. |  |
| <b>08.01.00</b> | <b>Advice (INDUSTRIAL RELATIONS)</b><br><br>The activities associated with offering opinions by or to the agency as to an action or judgment. Includes the process of advising.  |  |

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| 08.01.01        | Records documenting the receipt and provision of advice relating to Industrial Relations.<br><br><i>See 10.01.01 for legal advice and opinions.</i>   | TEMPORARY<br><br>Destroy 2 years after action completed. |
| <b>08.02.00</b> | <b>Agreements (INDUSTRIAL RELATIONS)</b><br><br>The processes associated with the establishment, maintenance, review and negotiation of agreements.<br><br><i>See 08.09.01 for agreements made under enterprise bargaining.</i>   |  |
| 08.02.01        | Records documenting negotiations for awards and agreements relating to pay and working conditions where the agency was a major participant in negotiations.<br><br><i>See 08.04.00 for appeals against decisions.</i><br><br><i>See 08.08.01 for disputes.</i>  | PERMANENT  |
| 08.02.02        | Records documenting negotiations for awards and agreements relating to pay and working conditions where the agency was <u>not</u> a major participant in negotiations.<br><br><i>See 08.04.00 for appeals against decisions.</i><br><br><i>See 08.08.01 for disputes.</i>   | TEMPORARY<br><br>Destroy 5 years after action completed. |
| 08.02.03        | Records documenting determinations and decisions of the Industrial Commission and arrangements for distribution including: <ul style="list-style-type: none"> <li>• copies of determinations</li> <li>• copies of awards</li> <li>• copies of decisions</li> <li>• transcripts of hearings</li> <li>• copies of agency exhibits at hearings</li> <li>• reports on award progress from central agency</li> </ul> | TEMPORARY<br><br>Destroy when reference ceases.          |
| <b>08.03.00</b> | <b>Allowances (INDUSTRIAL RELATIONS)</b><br><br>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.   |  |

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| 08.03.01        | Records documenting the arrangements for the payment of money to employees to attend industrial relations meetings and events.   | TEMPORARY<br>Destroy 2 years after action completed. |
| <b>08.04.00</b> | <b>Appeals (INDUSTRIAL RELATIONS)</b><br>The activities involved in the process of appeals against decisions by application to a higher authority.   |  |
| 08.04.01        | Records documenting appeals against an industrial relations decision where the agency was a major participant in negotiations.   | PERMANENT  |
| 08.04.02        | Records documenting appeals against an industrial relations decision where the agency was <u>not</u> a major participant in negotiations.  | TEMPORARY<br>Destroy 2 years after action completed. |
| <b>08.05.00</b> | <b>Claims (INDUSTRIAL RELATIONS)</b><br>The process of administering and managing payments demanded in accordance with an insurance policy as compensation for damage or loss.   |  |
| 08.05.01        | Records documenting insurance claims for damage and loss incurred by an agency resulting from industrial action.   | TEMPORARY<br>Destroy 7 years after action completed. |
| <b>08.06.00</b> | <b>Committees (INDUSTRIAL RELATIONS)</b><br>The activities associated with the management of committees and task forces (internal and external, private, local, state, Commonwealth etc.). Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes, reports, agenda etc.<br><br><i>See 16.03.00 for Senior Management Committees, Steering Committees and Audit Committees.</i> |  |

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| 08.06.01        | <p>Records of internal committees and external committees where the agency has the administrative role. These may include:</p> <ul style="list-style-type: none"> <li>• documents establishing the committee</li> <li>• documents appointing members</li> <li>• final versions of minutes</li> <li>• agenda papers</li> <li>• reports presented to the committee</li> <li>• submissions presented to the committee</li> </ul> | <p>TEMPORARY</p> <p>Destroy 7 years after action completed.</p> |
| 08.06.02        | <p>Records of external committees where the agency does <u>not</u> have the administrative role.</p> <p>These may include:</p> <ul style="list-style-type: none"> <li>• copies of minutes</li> <li>• agenda papers</li> <li>• copies of reports presented to the committee</li> <li>• copies of submissions presented to the committee</li> </ul>   | <p>TEMPORARY</p> <p>Destroy 2 years after action completed.</p> |
| 08.06.03        | <p>Records documenting the conduct and administration of committees.</p>  | <p>TEMPORARY</p> <p>Destroy when reference ceases.</p>          |
| <b>08.07.00</b> | <p><b>Compliance (INDUSTRIAL RELATIONS)</b></p> <p>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.</p>  |   |
| 08.07.01        | <p>Records documenting agency compliance with mandatory or optional standards and with statutory requirements.</p>  | <p>TEMPORARY</p> <p>Destroy 7 years after action completed.</p> |



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| <b>08.08.00</b> | <p><b>Disputes (INDUSTRIAL RELATIONS)</b></p> <p>The process of handing any disagreement pertaining to awards, agreements, demarcation issues, breaches of injunctions, secret ballots, etc.</p> <p><i>See 08.11.01 for the failure or refusal to attend or perform work resulting from a dispute.</i></p>   |   |
| 08.08.01        | <p>Records documenting disputes involving agency staff or management. These may include:</p> <ul style="list-style-type: none"> <li>• statistical returns</li> <li>• reports</li> </ul>  | PERMANENT   |
| <b>08.09.00</b> | <p><b>Enterprise Bargaining (INDUSTRIAL RELATIONS)</b></p> <p>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.</p> <p><i>See 08.06.00 for workplace consultative committees.</i></p>   |   |
| 08.09.01        | Records documenting the negotiation, establishment and implementation of agreements including final versions of agreements.  | PERMANENT   |
| 08.09.02        | Records documenting arrangements for the distribution of agreements and other reference material including copies of agreements.   | <p>TEMPORARY</p> <p>Destroy when reference ceases.</p>          |
| <b>08.10.00</b> | <p><b>Grievances (INDUSTRIAL RELATIONS)</b></p> <p>The activities associated with the handling and resolution of grievances. Includes handling complaints about perceived discrimination and harassment or those arising over work environment, work organisation or distribution, peers, supervisors or subordinates and incidents between individual employees and external clients. Also includes complaints regarding the provision of access to opportunities such as training, equipment, promotion, or higher duties.</p> |   |
| 08.10.01        | Records documenting employee grievances and complaints. Includes liaison with employees, union representatives and the government agency responsible for Industrial Relations.   | <p>TEMPORARY</p> <p>Destroy 7 years after action completed.</p> |

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| <b>08.11.00</b> | <p><b>Industrial Action (INDUSTRIAL RELATIONS)</b></p> <p>The activities associated with dealing with a failure or refusal to attend or perform work in association with a dispute between management and workers, which may include:</p> <ul style="list-style-type: none"> <li>• lockouts</li> <li>• strikes</li> <li>• bans</li> <li>• go-slows</li> <li>• work-to-rule</li> <li>• stop work meetings</li> </ul> <p><i>See 08.08.01 for disputes that do not result in industrial action.</i></p> |   |
| 08.11.01        | Records documenting the management of industrial actions.  | PERMANENT   |
| <b>08.12.00</b> | <p><b>Insurance (INDUSTRIAL RELATIONS)</b></p> <p>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.</p> <p><i>See 08.05.01 for claims.</i></p>   |   |
| 08.12.01        | <p>Records documenting arrangements for participation in, and contributions to self-insurance funds. Includes participation in the Tasmanian Risk Management Fund.</p> <p><i>See 05.01.01 for financial transactions.</i></p> <p><i>See 08.05.01 for dealings with the fund manager in relation to claims.</i></p> <p><i>See 08.06.00 for fund management committees.</i></p>  | <p>TEMPORARY</p> <p>Destroy 7 years after action completed.</p> |
| 08.12.02        | Register of insurance policies.  | PERMANENT   |
| 08.12.03        | Agency copies of insurance policy documents and endorsements including new conditions imposed upon renewal.  | <p>TEMPORARY</p> <p>Destroy 7 years after policy expires.</p>   |

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| 08.12.04        | Records documenting administrative arrangements and determinations of amounts of cover.  | TEMPORARY<br><br>Destroy 2 years after action completed.   |
| <b>08.13.00</b> | <b>Liaison (INDUSTRIAL RELATIONS)</b><br><br>The activities associated with maintaining regular general contact between the agency and professional associations, professionals in related fields, other private sector organisations and community groups. Includes sharing informal advice and discussions, membership of professional associations and collaborating on projects that are not joint ventures.   |  |
| 08.13.01        | Records documenting liaison with employees, unions, employee associations and regulatory bodies.   | TEMPORARY<br><br>Destroy 2 years after action completed.   |
| <b>08.14.00</b> | <b>Meetings (INDUSTRIAL RELATIONS)</b><br><br>The activities associated with <b>ad-hoc</b> gatherings held to formulate, discuss, update, or resolve issues and matters pertaining to the management of the section, business unit, or agency as a whole. Includes arrangements, agenda, taking of minutes etc. Excludes meetings of committees, task forces etc.<br><br><i>See 08.06.00 for the meetings of committees and task forces.</i><br><br><i>See 16.03.00 for senior management meetings and meetings that develop policy.</i> |  |
| 08.14.01        | Minutes, agendas and supporting documentation of meetings including meetings with unions/associations.   | TEMPORARY<br><br>Destroy 2 years after action completed.   |
| <b>08.15.00</b> | <b>Planning (INDUSTRIAL RELATIONS)</b><br><br>The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.<br><br><i>See 16.14.01 for strategic, corporate or business plans.</i><br><br><i>See 16.14.02 for business unit action plans.</i>   |  |
| 08.15.01        | Final versions of agency industrial relations plans including dispute contingency plans.   | TEMPORARY<br><br>Destroy 7 years after plan is superseded. |

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| 08.15.02        | Records documenting the development of industrial relations plans including reports analysing issues, and comments received from other areas of the agency.   | TEMPORARY<br><br>Destroy 1 year after adoption of the final plan. |
| <b>08.16.00</b> | <b>Policy (INDUSTRIAL RELATIONS)</b><br><br>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 agency's operating procedures are determined.  |   |
| 08.16.01        | Records illustrating the development of policy and documenting policy decisions and the establishment of precedents.  | PERMANENT   |
| <b>08.17.00</b> | <b>Procedures (INDUSTRIAL RELATIONS)</b><br><br>Standard methods of operating laid down by an agency according to formulated policy.  |   |
| 08.17.01        | Records documenting the development of agency procedures and final versions of agency manuals and instructions relating to the Industrial Relations function.   | PERMANENT   |
| 08.17.02        | Records documenting the internal and external notification of changes to, or the implementation of new policies, procedures, instructions or notification of significant events.<br><br><i>See 08.16.01, 08.17.01, and relevant functions/activities in other disposal schedules for final versions of policies, procedures and instructions.</i>   | TEMPORARY<br><br>Destroy 7 years after action completed.          |
| <b>08.18.00</b> | <b>Reporting (INDUSTRIAL RELATIONS)</b><br><br>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 the examination or investigation. Includes agenda, briefing, business, discussion papers, proposals, reports, reviews and returns. |   |
| 08.18.01        | Final versions of formal internal and external reports prepared by or for the agency.<br><br><i>See 14.12.01 for final versions of annual reports.</i>  | TEMPORARY<br><br>Destroy 5 years after action completed.          |

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| 08.18.02        | Statistical information collected by the agency and forwarded to the Australian Bureau of Statistics including: <ul style="list-style-type: none"> <li>• copies of returns</li> <li>• related correspondence</li> </ul>  | TEMPORARY<br>Destroy 2 years after action completed. |
| 08.18.03        | Statistical information collected by or for the agency relating to major industrial relations activities of the agency that is not included in 08.18.02.   | PERMANENT  |
| 08.18.04        | Statistical information collected by or for the agency that is not included in 08.18.02 or 08.18.03.   | TEMPORARY<br>Destroy 2 years after action completed. |
| 08.18.05        | Records documenting responses to questionnaires and surveys requested by outside organisations.  | TEMPORARY<br>Destroy 2 years after action completed. |
| <b>08.19.00</b> | <b>Research (INDUSTRIAL RELATIONS)</b><br><br>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.   |  |
| 08.19.01        | Records documenting research carried out to support the industrial relations functions.  | TEMPORARY<br>Destroy 2 years after action completed. |
| <b>09.00.00</b> | <b>INFORMATION MANAGEMENT</b><br><br>The function of managing the agency 's information resources. Includes creating, capturing, registering, classifying, indexing, storing, retrieving and disposing of records and developing strategies to manage records. Also includes the acquisition, control and disposal of library and other information products, items kept for reference purposes and the provision of services to internal and external customers, based on information resources. Also includes data administration, archival records and the handling of Freedom of Information (FOI) requests. |  |

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| <b>09.01.00</b> | <b>Acquisition (INFORMATION MANAGEMENT)</b><br><br>The process of gaining ownership or use of items required in the conduct of business through purchase or requisitions.   |  |
| 09.01.01        | Records documenting the acquisition of library and record materials and services including on-line services and media monitoring services. Records may include: <ul style="list-style-type: none"> <li>• subscriptions</li> <li>• orders</li> </ul> <p><i>See 05.01.01 for financial transactions.</i></p> <p><i>See 17.01.00 for the acquisition of technical applications and systems.</i></p>  | <b>TEMPORARY</b><br><br>Destroy 7 years after action completed.    |
| <b>09.02.00</b> | <b>Appeals (INFORMATION MANAGEMENT)</b><br><br>The activities involved in the process of appeals against decisions by application to a higher authority. Includes reviews of Freedom of Information decisions.<br><br><i>See 09.33.05 for internal and external reviews of decisions under the Right to Information Act.</i>  |  |
| 09.02.01        | Records documenting internal and external reviews of decisions relating to access to information under Freedom of Information legislation.  | <b>TEMPORARY</b><br><br>Destroy 7 years after final determination. |
| <b>09.03.00</b> | <b>Audit (INFORMATION MANAGEMENT)</b><br><br>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 agency in a specified period. Includes compliance audits, financial audits, operational audits, recordkeeping audits, skills audits, system audits and quality assurance audits. |  |
| 09.03.01        | Records documenting internal and external audits relating to the information management function. Includes: <ul style="list-style-type: none"> <li>• audit reports</li> <li>• comments</li> <li>• minutes of meetings</li> </ul>  | <b>TEMPORARY</b><br><br>Destroy 5 years after action completed.    |

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| 09.03.02  | Records documenting recordkeeping file census.   | <p>TEMPORARY</p> <p>Destroy when reference ceases.</p>          |
| <p><b>Cases (INFORMATION MANAGEMENT)</b></p> <p>This activity descriptor should be used where there is a need to keep a number of activities together on one file, for legislative or operational reasons. Case files relate to particular incidents, persons, organisations or clients.</p> <p><i>See 09.14.00 for Freedom of Information (FOI) applications where they are handled as cases for legislative or operational reasons</i></p> <p><i>See 09.33.00 for Right to Information (RTI) applications where they are handled as cases for legislative or operational reasons.</i></p> |  |   |
| 09.04.00  | <p><b>Committees (INFORMATION MANAGEMENT)</b></p> <p>The activities associated with the management of committees and task forces (internal and external, private, local, state, Commonwealth etc.). Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes, reports, agenda etc.</p> <p><i>See 16.03.00 for Senior Management Committees, Steering Committees and Audit Committees.</i></p> <p><b>Note:</b> This activity does not include committees that support core functions of the agency, these should be included in an agency specific disposal schedule.</p> |   |
| 09.04.01  | <p>Records of internal committees and external committees where the agency has the administrative role. These may include:</p> <ul style="list-style-type: none"> <li>• documents establishing the committee</li> <li>• documents appointing members</li> <li>• final versions of minutes</li> <li>• agenda papers</li> <li>• reports presented to the committee</li> <li>• submissions presented to the committee</li> </ul>  | <p>TEMPORARY</p> <p>Destroy 7 years after action completed.</p> |

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| 09.04.02        | <p>Records of external committees where the agency does <u>not</u> have the administrative role.</p> <p>These may include:</p> <ul style="list-style-type: none"> <li>• copies of minutes</li> <li>• agenda papers</li> <li>• copies of reports presented to the committee</li> <li>• copies of submissions presented to the committee</li> </ul>            | <p>TEMPORARY</p> <p>Destroy 2 years after action completed.</p> |
| 09.04.03        | <p>Records documenting the conduct and administration of committees.</p>   | <p>TEMPORARY</p> <p>Destroy when reference ceases.</p>          |
| <b>09.05.00</b> | <p><b>Compliance (INFORMATION MANAGEMENT)</b></p> <p>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.</p> |   |
| 09.05.01        | <p>Records documenting agency compliance with mandatory or optional standards or with statutory requirements including:</p> <ul style="list-style-type: none"> <li>• <i>Archives Act 1983</i></li> <li>• <i>Libraries Act 1984</i></li> <li>• AS ISO 15489 Australian Standard - Records Management</li> </ul>   | <p>TEMPORARY</p> <p>Destroy 7 years after action completed.</p> |
| <b>09.06.00</b> | <p><b>Conservation (INFORMATION MANAGEMENT)</b></p> <p>The activities involved in the preservation, protection, maintenance, restoration and enhancement of information resources.</p>   |   |
| 09.06.01        | <p>Records documenting routine preservation of records, library materials and other information resources.</p>   | <p>TEMPORARY</p> <p>Destroy 2 years after action completed.</p> |



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| <b>09.07.00</b> | <p><b>Contracting-Out (INFORMATION MANAGEMENT)</b></p> <p>The activities involved in 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. Sometimes referred to as outsourcing.</p> <p><i>See 09.32.00 for the process of receiving and assessing tenders from potential contractors for services prior to the contract agreement.</i></p> |  |
| 09.07.01        | Contract registers.   | PERMANENT  |
| 09.07.02        | <p>Signed contracts under seal and supporting documentation including:</p> <ul style="list-style-type: none"> <li>• tender submissions</li> <li>• written offers</li> </ul>   | <p>TEMPORARY</p> <p>Destroy 13 years after expiry of contract.</p> |
| 09.07.03        | <p>Signed contracts and supporting documentation including:</p> <ul style="list-style-type: none"> <li>• tender submissions</li> <li>• written offers</li> </ul> <p><i>See 09.07.02 for contracts under seal.</i></p>   | <p>TEMPORARY</p> <p>Destroy 7 years after expiry of contract.</p>  |
| 09.07.04        | <p>Records documenting the management of contracts including:</p> <ul style="list-style-type: none"> <li>• parameters of consultancy/service</li> <li>• terms and conditions</li> <li>• performance and evaluation reports</li> <li>• meetings with stakeholders</li> </ul>   | <p>TEMPORARY</p> <p>Destroy 7 years after action completed.</p>    |
| <b>09.08.00</b> | <p><b>Control (INFORMATION MANAGEMENT)</b></p> <p>The activities 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>  |  |

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| 09.08.01        | Control records for agency recordkeeping systems including registers and indexes giving details of control numbers, titles, date, disposal details etc.<br><br><i>See 09.11.00 for destruction authorities and the register of records destroyed.</i>   | PERMANENT   |
| 09.08.02        | Final versions of authorised recordkeeping classification schemes, business classification schemes and metadata rules.  | PERMANENT<br><br><b>Note:</b> Where applicable, transfer with the associated control records described in 09.08.01. |
| 09.08.03        | Records documenting the research, development and implementation of recordkeeping control systems. Includes:<br><br><ul style="list-style-type: none"> <li>• classification schemes</li> <li>• business classification schemes</li> <li>• file storage systems</li> </ul> <i>See 17.05.00 &amp; 17.10.00 for technology applications.</i> | TEMPORARY<br><br>Destroy 7 years after system is superseded.  |
| 09.08.04        | Control records documenting library systems. Includes:<br><br><ul style="list-style-type: none"> <li>• catalogues</li> <li>• classification schemes</li> <li>• thesauri</li> <li>• loan and inter-library loan records</li> </ul>   | TEMPORARY<br><br>Destroy 2 years after action completed.  |
| 09.08.05        | Records documenting the receipt and dispatch of agency mail, including registered mail receipts.  | TEMPORARY<br><br>Destroy 2 years after action completed.  |
| <b>09.09.00</b> | <b>Customer Service (INFORMATION MANAGEMENT)</b><br><br>The activities associated with the planning, monitoring and evaluation of services provided to customers by the agency.   |   |

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| 09.09.01        | Records documenting the planning, monitoring and evaluation of library and records services provided to internal customers, including customer surveys.  | TEMPORARY<br><br>Destroy 2 years after action completed.                             |
| <b>09.10.00</b> | <b>Data Administration (INFORMATION MANAGEMENT)</b><br><br>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 counter disaster plan objectives to safeguard against data loss or corruption.<br><br><i>See 17.12.01 for the management of the system that supports the data.</i> |  |
| 09.10.01        | Records documenting the maintenance and use of data held in systems including data migration strategies and the application of processes to protect data from accidental loss or corruption.<br><br><i>See 09.29.04 for the management of security arrangements for information resources.</i>   | TEMPORARY<br><br>Destroy 2 years after action completed.                             |
| <b>09.11.00</b> | <b>Disposal (INFORMATION MANAGEMENT)</b><br><br>The process of disposing of information no longer required by the agency. Includes destruction or transfer to archives, and the program of activities to facilitate the orderly transfer of semi-active and inactive records from current office space into low-cost or archival storage.  |  |
| 09.11.01        | Agency copies of records destruction authorities and agency master copy of disposal schedules authorised by the State Archivist.   | TEMPORARY<br><br>Destroy 25 years after action completed.                            |
| 09.11.02        | Registers of records destroyed under disposal schedules authorised by the State Archivist.   | PERMANENT  |
| 09.11.03        | Documentation of the appraisal of agency records relating to disposal recommendations submitted to the State Archivist.  | TEMPORARY<br><br>Destroy 2 years after the issue of the relevant disposal authority. |

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| 09.11.04        | Agency copies of applications to dispose of state records and covering letters submitted to the Archives Office.  | TEMPORARY<br><br>Destroy when relevant disposal documentation is received from the Archives Office. |
| 09.11.05        | Agency copies of transfer and access agreements and accession records for records transferred to the Archives Office.<br><br><b>Note:</b> <i>These records should remain accessible to enable identification of reference numbers to be quoted when borrowing records from the Archives Office.</i> | TEMPORARY<br><br>Destroy 25 years after action completed.   |
| 09.11.06        | Records documenting transfers of custody or ownership of State Records authorised by the State Archivist including details of records.<br><br><i>See 09.08.00 for master control records, e.g. indexes and registers.</i>   | TEMPORARY<br><br>Destroy 25 years after action completed.   |
| 09.11.07        | Records documenting the transfer of temporary records to commercial storage providers.  | TEMPORARY<br><br>Destroy 2 years after destruction of the records.                                  |
| 09.11.08        | Records documenting the culling of library collections.   | TEMPORARY<br><br>Destroy 2 years after action completed.  |
| <b>09.12.00</b> | <b>Distribution (INFORMATION MANAGEMENT)</b><br><br>The activities associated with disseminating items, correspondence, or publications through sales, deliveries, or other customer services.  |   |

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| 09.12.01        | <p>Records documenting the internal and external distribution of information items (eg newspaper clippings, mail, internal circulars &amp; notices) including distribution lists.</p> <p><i>See relevant functions/activities in this schedule or other disposal schedules for records documenting the internal and external notification of changes to, or the implementation of new policies, procedures, instructions or notification of significant events.</i></p>                       | <p>TEMPORARY</p> <p>Destroy reference ceases.</p>                  |
| <b>09.13.00</b> | <p><b>Donations (INFORMATION MANAGEMENT)</b></p> <p>The activities associated with managing information resources donated to the agency, or by the agency and or its staff to charities etc. Includes managing unsolicited donations.</p> <p><i>See 05.01.01 for records of financial transactions relating to donations and gifts.</i></p>   |  |
| 09.13.01        | Records documenting conditions imposed on donations of library materials.   | <p>TEMPORARY</p> <p>Destroy 7 years after disposal of item(s).</p> |
| 09.13.02        | Records documenting donations of library materials not described in 09.13.01 including letters of appreciation.   | <p>TEMPORARY</p> <p>Destroy 2 years after action completed.</p>    |
| <b>09.14.00</b> | <p><b>Enquiries (INFORMATION MANAGEMENT)</b></p> <p>The activities associated with the handling of requests for information about the agency and its services by the general public or another organisation. Includes Freedom of Information (FOI) requests.</p> <p><i>See 01.10.01 for enquiries requesting general information about the agency and its products and services.</i></p> <p><i>See 09.33.00 for requests made (after 1 July 2010) under the Right to Information Act.</i></p> |  |

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| 09.14.01 | <p>Records documenting requests for information made under Freedom of Information (FOI) legislation in cases <u>where all information requested was supplied</u> including:</p> <ul style="list-style-type: none"> <li>• letter of request</li> <li>• acknowledgment</li> <li>• notice of decision</li> <li>• details of charges</li> <li>• copies of information provided</li> </ul>  | <p>TEMPORARY</p> <p>Destroy 2 years after action completed.</p> |
| 09.14.02 | <p>Records documenting requests for information made under Freedom of Information (FOI) where <u>all or part of the information requested was denied</u> including:</p> <ul style="list-style-type: none"> <li>• letter of request</li> <li>• acknowledgment</li> <li>• notice of decision</li> <li>• details of charges</li> <li>• copies of information provided</li> </ul> <p><i>See 09.02.01 for internal and external reviews of FOI decisions.</i></p> | <p>TEMPORARY</p> <p>Destroy 7 years after action completed.</p> |
| 09.14.03 | <p>Records documenting requests for information made under Freedom of Information (FOI) where request was not relevant to the agency; where the applicant was referred to another agency; or the information was not supplied because it was readily available to the public.</p>  | <p>TEMPORARY</p> <p>Destroy 2 years after action completed.</p> |
| 09.15.00 | <p><b>Evaluation (INFORMATION MANAGEMENT)</b></p> <p>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.</p> <p><i>See 09.27.01 for the re-evaluation process (after implementation, use and monitoring).</i></p>  |   |

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| 09.15.01        | Records documenting the evaluation of information systems or services.  | TEMPORARY<br><br>Destroy 7 years after action completed.         |
| <b>09.16.00</b> | <b>Implementation (INFORMATION MANAGEMENT)</b><br><br>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 manual or automated databases, applications or systems, but excludes the installation of equipment. Also includes monitoring to ensure the implementation goes according to schedule and that standards are met. |  |
| 09.16.01        | Records documenting the implementation of information management systems including recordkeeping systems and library systems.   | TEMPORARY<br><br>Destroy 7 years after the system is superseded. |
| 09.16.02        | Records documenting the application of counter disaster plan or business continuity plan following a significant incident.<br><br><i>See 09.21.00 for the development of counter disaster and business continuity plans.</i>  | PERMANENT  |
| 09.16.03        | Records documenting the application of a counter disaster plan or business continuity plan following an incident not described in 09.16.02.   | TEMPORARY<br><br>Destroy 7 years after action completed.         |
| <b>09.17.00</b> | <b>Inspections (INFORMATION MANAGEMENT)</b><br><br>The process of official examinations of facilities, equipment and items, to ensure compliance with agreed standards and objectives.  |  |
| 09.17.01        | Records documenting inspections of agency records by a monitoring agency such as the Archives Office or any inspection of agency copyright records.   | TEMPORARY<br><br>Destroy 2 years after action completed.         |

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| <b>09.18.00</b> | <b>Intellectual Property (INFORMATION MANAGEMENT)</b>  |  |
|                 | 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 that are not available to the public under Freedom of Information (FOI) or Right to Information (RTI) legislation.<br><br><i>See 14.09.01 for applications to reproduce agency publications.</i>  |  |
| 09.18.01        | Records documenting the copying services in an agency including the administration of payments to collecting societies.  | TEMPORARY<br><br>Destroy 7 years after action completed. |
| 09.18.02        | Copyright declaration forms.   | TEMPORARY<br><br>Destroy 4 years after action completed. |
| <b>09.19.00</b> | <b>Inventory (INFORMATION MANAGEMENT)</b>  |  |
|                 | The activities associated with listing and preparing lists of items and assets in the possession of the agency.  |  |
| 09.19.01        | Inventories of information resources including library materials.  | TEMPORARY<br><br>Destroy 2 years after action completed. |
| <b>09.20.00</b> | <b>Meetings (INFORMATION MANAGEMENT)</b>   |  |
|                 | The activities associated with <b>ad-hoc</b> gatherings held to formulate, discuss, update, or resolve issues and matters pertaining to the management of the section, business unit, or agency as a whole. Includes arrangements, agenda, taking of minutes etc. Excludes meetings of committees, task forces etc.<br><br><i>See 09.04.00 for the meetings of committees and task forces.</i><br><br><i>See 16.03.00 for senior management meetings and meetings that develop policy.</i> |  |
| 09.20.01        | Minutes, agendas and supporting documentation of meetings.   | TEMPORARY<br><br>Destroy 2 years after action completed. |



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| <b>09.21.00</b> | <p><b>Planning (INFORMATION MANAGEMENT)</b></p> <p>The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.</p> <p><i>See 16.14.01 for strategic, corporate or business plans.</i></p> <p><i>See 16.14.02 for business unit action plans.</i></p>   |   |
| 09.21.01        | <p>Final versions of agency information management plans including:</p> <ul style="list-style-type: none"> <li>• information security plans</li> <li>• counter disaster plans</li> <li>• vital records plans</li> </ul> <p><i>See 09.16.02 for records documenting the implementation of plans.</i></p>   | <p><b>TEMPORARY</b></p> <p>Destroy 7 years after plan is superseded.</p>        |
| 09.21.02        | <p>Records documenting the development of information management plans including reports analysing issues, and comments received from other areas of the agency.</p>  | <p><b>TEMPORARY</b></p> <p>Destroy 1 year after adoption of the final plan.</p> |
| <b>09.22.00</b> | <p><b>Policy (INFORMATION MANAGEMENT)</b></p> <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 agency's operating procedures are determined.</p>   |   |
| 09.22.01        | <p>Records illustrating the development of policy and documenting policy decisions and the establishment of precedents.</p>   | <p><b>PERMANENT</b></p>   |
| <b>09.23.00</b> | <p><b>Privacy (INFORMATION MANAGEMENT)</b></p> <p>The activities associated with applying the principles of privacy. Includes data protection in relation to privacy. Also includes the processes of collection, handling, use and disclosure of records of a private, personal, or confidential nature to ensure the rights of a living person (or immediate family) are secure from unauthorised disclosure of, or access to, such information.</p> |   |

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| 09.23.01        | Records documenting the application of any privacy guidelines including the development of procedures for access to, and correction of, personal information.  | TEMPORARY<br>Destroy 7 years after action completed.                  |
| 09.23.02        | Records documenting complaints concerning privacy.   | TEMPORARY<br>Destroy 7 years after action completed.                  |
| <b>09.24.00</b> | <p><b>Procedures (INFORMATION MANAGEMENT)</b></p> <p>Standard methods of operating laid down by an agency according to formulated policy. Includes Freedom of Information (FOI) and Right to Information (RTI) procedures.</p> <p><i>See 09.08.01 for master control records and registers.</i></p> <p><i>See 09.29.03 for security procedures.</i></p> <p><i>See 16.11.00 for records relating to FOI and RTI. legislation.</i></p> |   |
| 09.24.01        | Records documenting the development of agency procedures and final versions of agency manuals and instructions relating to the Information Management function.  | TEMPORARY<br>Destroy 7 years after superseded.                        |
| 09.24.02        | Records documenting the internal and external notification of changes to, or the implementation of new policies, procedures, instructions or notification of significant events.<br><br><i>See 09.22.01, 09.24.01 and relevant functions/activities in other disposal schedules for final versions of policies, procedures and instructions.</i>   | TEMPORARY<br>Destroy 7 years after action completed.                  |
| 09.24.03        | Copies of procedures issued by a central agency or Ministerial office.   | TEMPORARY<br>Destroy when superseded.                                 |
| 09.24.04        | Records documenting the nomination of agency personnel as Freedom of Information (F.O.I.) authorised officers including copies of advice of nomination.<br><br><i>See 09.33.06 for delegations under the Right to Information Act.</i>   | TEMPORARY<br>Destroy 5 years after nomination lapses or is withdrawn. |

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| <b>09.25.00</b> | <b>Reporting (INFORMATION MANAGEMENT)</b>   |   |
|                 | <p>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 the examination or investigation. Includes agenda, briefing, business, discussion papers, proposals, reports, reviews and returns.</p> <p>Includes reporting required under Freedom of Information (FOI) and Right to Information (RTI) legislation.</p> |   |
| 09.25.01        | <p>Final versions of formal internal and external reports prepared by or for the agency.</p> <p><i>See 14.12.01 for final versions of annual reports.</i></p>   | <p>TEMPORARY</p> <p>Destroy 5 years after action completed.</p> |
| 09.25.02        | <p>Statistical information collected by the agency and forwarded to the Australian Bureau of Statistics including:</p> <ul style="list-style-type: none"> <li>• copies of returns</li> <li>• related correspondence</li> </ul>  | <p>TEMPORARY</p> <p>Destroy 2 years after action completed.</p> |
| 09.25.03        | <p>Statistical information collected by or for the agency relating to major information management activities of the agency that is not included in 09.25.02.</p>   | <p>PERMANENT</p>  |
| 09.25.04        | <p>Statistical information collected by or for the agency that is not included in 09.25.02 or 09.25.03.</p>   | <p>TEMPORARY</p> <p>Destroy 2 years after action completed.</p> |
| 09.25.05        | <p>Records documenting responses to questionnaires and surveys requested by outside organisations.</p>  | <p>TEMPORARY</p> <p>Destroy 2 years after action completed.</p> |
| <b>09.26.00</b> | <b>Research (INFORMATION MANAGEMENT)</b>  |   |
|                 | <p>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.</p>   |   |

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| 09.26.01        | Records documenting research carried out to support the information management function.   | TEMPORARY<br>Destroy 2 years after action completed. |
| <b>09.27.00</b> | <b>Reviewing (INFORMATION MANAGEMENT)</b><br>The activities involved in re-evaluating or re-examining products, processes, procedures, standards and systems. Includes recommendations and advice resulting from these activities.   |  |
| 09.27.01        | Records documenting reviews of information management programs and operations including final reports.   | TEMPORARY<br>Destroy 5 years after action completed. |
| <b>09.28.00</b> | <b>Risk Management (INFORMATION MANAGEMENT)</b><br>The process involving the identification of risks, and the implementation of appropriate practices and procedures that will reduce wastage and the impact of economic loss arising from an incident.  |  |
| 09.28.01        | Records documenting the identification of risks and the implementation of practices and procedures to reduce the risk.   | TEMPORARY<br>Destroy 7 years after action completed. |
| <b>09.29.00</b> | <b>Security (INFORMATION MANAGEMENT)</b><br>The activities associated with measures taken to protect information from accidental or intentional damage of from unauthorised access. Includes the security classification of information resources.<br><br><i>See 12.26.00 for security checks on agency personnel.</i><br><br><i>See 17.33.03 for security arrangements for technological systems.</i> |  |
| 09.29.01        | Security incident register.  | PERMANENT  |
| 09.29.02        | Records documenting major security incidents including referral to a law enforcement agency.   | PERMANENT  |
| 09.29.03        | Records documenting security incidents not described in 09.29.01.  | TEMPORARY<br>Destroy 7 years after action completed. |

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| 09.29.04        | <p>Records documenting the management of security arrangements for information resources. Includes:</p> <ul style="list-style-type: none"> <li>•authentication</li> <li>•encryption</li> <li>•security classification</li> </ul> <p><i>See 09.21.01 for the information security plan.</i></p> <p><i>See 09.28.01 for risk management.</i></p>   | <p>TEMPORARY</p> <p>Destroy 7 years after action completed.</p> |
| <b>09.30.00</b> | <p><b>Standards (INFORMATION MANAGEMENT)</b></p> <p>The process of implementing industry or agency benchmarks for services and processes to enhance the quality and efficiency of the agency.</p>  |   |
| 09.30.01        | <p>Records documenting the implementation of Industry, government and agency standards such as Australian Standard AS ISO 15489 – Records Management.</p>  | <p>TEMPORARY</p> <p>Destroy 7 years after action completed.</p> |
| <b>09.31.00</b> | <p><b>Suggestions (INFORMATION MANAGEMENT)</b></p> <p>The process of using suggestions from personnel and the public to improve the services and processes of the agency.</p>  |   |
| 09.31.01        | <p>Suggestions relating to information management received from agency employees, members of the public or agency clients.</p>   | <p>TEMPORARY</p> <p>Destroy 2 years after action completed.</p> |
| <b>09.32.00</b> | <p><b>Tendering (INFORMATION MANAGEMENT)</b></p> <p>The activities involved in 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.</p> <p><i>See 09.07.00 for contracts and records relating to the performance of work or the provision of goods or services by an external contractor.</i></p> |   |

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| 09.32.01        | <p>Records documenting the development and issue of tender documents and the evaluation of tenders including:</p> <ul style="list-style-type: none"> <li>• statement of requirements</li> <li>• request for proposals</li> <li>• expression of interest</li> <li>• request for tender (RFT)</li> <li>• draft contracts</li> <li>• reports</li> <li>• public notices</li> </ul>                                      | <p>TEMPORARY</p> <p>Destroy 7 years after tender process completed.</p> |
| 09.32.02        | <p>Records documenting unsuccessful tenders and offers and tenders received where the tender process does not proceed.</p>  | <p>TEMPORARY</p> <p>Destroy 7 years after tender process completed.</p> |
| 09.32.03        | <p>Tender registers.</p>  | <p>TEMPORARY</p> <p>Destroy 7 years after last entry.</p>               |
| <b>09.33.00</b> | <p><b>Right to Information (INFORMATION MANAGEMENT)</b></p> <p>The activity of handling access to information held by the agency in accordance with Right to information legislation.</p> <p><i>See 01.10.00 for general enquiries about the Right to Information process.</i></p> <p><i>See 09.14.00 for enquiries received before 1 July 2010 which were dealt with under the Freedom of Information Act.</i></p> |   |
| 09.33.01        | <p>Records documenting requests under the Right to Information Act where the information was published immediately in response. Includes requests which were, in part, referred to other agencies.</p>  | <p>TEMPORARY</p> <p>Destroy 2 years after action completed.</p>         |

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| 09.33.02        | Records documenting requests under the Right to Information Act where rejected on the grounds that active, routine or required disclosure had been, or was about to be, made. Includes requests which were, in part, referred to other agencies.   | TEMPORARY<br>Destroy 2 years after action completed.      |
| 09.33.03        | Records documenting the process of assessed disclosure in response to a request under the Right to Information Act, whether or not any or all of the information was published. Includes requests which were, in part, referred to other agencies. Also includes details of any third party consultations and any negotiations with the applicant to extend the response time and applications to the Ombudsman to extend the response time in complex cases where negotiation has failed. | TEMPORARY<br>Destroy 7 years after action completed.      |
| 09.33.04        | Records documenting requests under the Right to Information Act which were referred, in their entirety, to other agencies.   | TEMPORARY<br>Destroy 2 years after action completed.      |
| 09.33.05        | Records documenting internal and external reviews of decisions made in relation to requests under the Right to Information Act.  | TEMPORARY<br>Destroy 2 years after action completed.      |
| 09.33.06        | Records of delegations to officers in accordance with Section 21 of the Right to Information Act.  | TEMPORARY<br>Destroy 5 years after expiry of appointment. |
| 09.33.07        | Statistical records of requests under the Right to Information Act and the agency's response to them including reports forwarded to the Department of Justice.   | TEMPORARY<br>Destroy 3 years after action completed.      |
| <b>10.00.00</b> | <b>LEGAL SERVICES</b><br><br>The function of providing legal services to the agency. Includes the interpretation and provision of advice to the agency 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 the Solicitor-General's Office.   |   |

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| <b>10.01.00</b> | <b>Advice (LEGAL SERVICES)</b><br><br>The activities associated with offering opinions by or to the agency as to an action or judgment. Includes the process of advising. Also includes legal advice received from in-house consultants and external sources including the Solicitor-General's Office.   |  |
| 10.01.01        | Legal opinions, advice and interpretations of legislation.   | PERMANENT  |
| 10.01.02        | General advice to the public on legislation administered by the agency.  | TEMPORARY<br><br>Destroy 2 years after action completed.                               |
| <b>10.02.00</b> | <b>Agreements (LEGAL SERVICES)</b><br><br>The processes associated with the establishment, maintenance, review and negotiation of agreements.  |  |
| 10.02.01        | Records documenting the establishment, maintenance and review of agreements including final versions of agreements. Includes service level agreements.   | TEMPORARY<br><br>Destroy 7 years after expiry, completion or termination of agreement. |
| <b>10.03.00</b> | <b>Claims (LEGAL SERVICES)</b><br><br>The process of administering and managing payments demanded in accordance with an insurance policy as compensation for injury, death or denial of rights of a person, or damage to or destruction of property. Includes disputes over rights and ownership, and recompense sought for stolen or lost property. |  |
| 10.03.01        | Records documenting the provision of legal representation relating to claims that do not proceed to litigation or settlement by an agreement. Includes withdrawn claims.   | TEMPORARY<br><br>Destroy 7 years after settlement or withdrawal.                       |



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| <p><b>10.04.00</b></p> | <p><b>Committees (LEGAL SERVICES)</b></p> <p>The activities associated with the management of committees and task forces (internal and external, private, local, state, Commonwealth etc.). Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes, reports, agenda etc.</p> <p><i>See 16.03.00 for Senior Management Committees, Steering Committees and Audit Committees.</i></p> <p><b>Note:</b> This activity does not include committees that support core functions of the agency, these should be included in an agency specific disposal schedule.</p> |   |
| <p>10.04.01</p>        | <p>Records of internal committees and external committees where the agency has the administrative role. These may include:</p> <ul style="list-style-type: none"> <li>• documents establishing the committee</li> <li>• documents appointing members</li> <li>• final versions of minutes</li> <li>• agenda papers</li> <li>• reports presented to the committee</li> <li>• submissions presented to the committee</li> </ul>  | <p>TEMPORARY</p> <p>Destroy 7 years after action completed.</p> |
| <p>10.04.02</p>        | <p>Records of external committees where the agency does <u>not</u> have the administrative role.</p> <p>These may include:</p> <ul style="list-style-type: none"> <li>• copies of minutes</li> <li>• agenda papers</li> <li>• copies of reports presented to the committee</li> <li>• copies of submissions presented to the committee</li> </ul>  | <p>TEMPORARY</p> <p>Destroy 2 years after action completed.</p> |
| <p>10.04.03</p>        | <p>Records documenting the conduct and administration of committees.</p>   | <p>TEMPORARY</p> <p>Destroy when reference ceases.</p>          |

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| <b>10.05.00</b> | <b>Compliance (LEGAL SERVICES)</b><br><br>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.  |  |
| 10.05.01        | Records documenting agency compliance with mandatory or optional standards and with statutory requirements. Includes those set out in Quality System Guidelines AS/NZ 3905.6: 1995 for the Legal Profession.   | TEMPORARY<br><br>Destroy 7 years after action completed.   |
| <b>10.06.00</b> | <b>Contracting-Out (LEGAL SERVICES)</b><br><br>The activities involved in 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. Sometimes referred to as outsourcing.<br><br><i>See 10.18.00 for the process of receiving and assessing tenders from potential contractors for services prior to the contract agreement.</i> |  |
| 10.06.01        | Contract registers.  | PERMANENT  |
| 10.06.02        | Signed contracts and supporting documentation including: <ul style="list-style-type: none"> <li>• tender submissions</li> <li>• written offers</li> </ul>  | TEMPORARY<br><br>Destroy 7 years after expiry of contract. |
| 10.06.03        | Records documenting the management of contracts including: <ul style="list-style-type: none"> <li>• parameters of consultancy/service</li> <li>• terms and conditions</li> <li>• performance and evaluation reports</li> <li>• meetings with stakeholders</li> </ul>   | TEMPORARY<br><br>Destroy 7 years after action completed.   |
| <b>10.07.00</b> | <b>Infringements (LEGAL SERVICES)</b><br><br>The activities associated with handling breaches of rules. Includes infringements of the agency 's intellectual property.   |  |

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| 10.07.01        | <p>Records documenting infringements or breaches of mandatory standards, rules or statutory requirements that do not proceed to litigation.</p> <p><i>See 06.11.01 for driving and traffic infringements.</i></p> <p><i>See 10.10.00 for breaches that result in litigation.</i></p>   | <p>TEMPORARY</p> <p>Destroy 7 years after action completed.</p>                           |
| <b>10.08.00</b> | <p><b>Inquiries (LEGAL SERVICES)</b></p> <p>The activities associated with liaising with bodies carrying out inquiries, and participating in them. Inquiries are investigations carried out by persons or bodies who have been empowered to inquire and report on a subject, such as Royal Commissions, Parliamentary and Ombudsman's inquiries. Includes the agency's participation in the inquiry by providing evidence in the form of records, submissions or staff.</p> <p><i>See 07.07.00 for the agency's involvement in an inquiry.</i></p> |   |
| 10.08.01        | <p>Records documenting the provision of legal support to an agency when conducting an inquiry or participating in an inquiry.</p>  | <p>TEMPORARY</p> <p>Destroy 2 years after release of the final report of the Inquiry.</p> |
| <b>10.09.00</b> | <p><b>Intellectual Property (LEGAL SERVICES)</b></p> <p>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 that are not available to the public under Freedom of Information (FOI) legislation.</p> <p><i>See 10.07.01 for infringements of the agency's intellectual property.</i></p>  |   |
| 10.09.01        | <p>Records documenting the establishment and management of the agency's intellectual property including the registration of copyright.</p>   | <p>PERMANENT</p>  |
| <b>10.10.00</b> | <p><b>Litigation (LEGAL SERVICES)</b></p> <p>The activities involved in managing lawsuits or legal proceedings between the agency and other parties.</p>   |   |
| 10.10.01        | <p>Records documenting litigation matters that result in legal precedent.</p>  | <p>PERMANENT</p>  |

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| 10.10.02        | Records documenting litigation matters that do <u>not</u> result in legal precedent.   | TEMPORARY<br><br>Destroy 7 years after action completed. |
| <b>10.11.00</b> | <b>Meetings (LEGAL SERVICES)</b><br><br>The activities associated with <b>ad-hoc</b> gatherings held to formulate, discuss, update, or resolve issues and matters pertaining to the management of the section, business unit, or agency as a whole. Includes arrangements, agenda, taking of minutes etc. Excludes meetings of committees, task forces etc.<br><br><i>See 10.04.00 for the meetings of committees and task forces.</i><br><br><i>See 16.03.00 for senior management meetings and meetings that develop policy.</i> |  |
| 10.11.01        | Minutes, agendas and supporting documentation of meetings.   | TEMPORARY<br><br>Destroy 2 years after action completed. |
|                 | <b>Planning (LEGAL SERVICES)</b><br><br>The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.<br><br><i>See 16.14.01 for strategic, corporate or business plans.</i><br><br><i>See 16.14.02 for business unit action plans.</i><br><br><i>See 16.14.03 for records documenting the planning process.</i>  |  |
| <b>10.12.00</b> | <b>Policy (LEGAL SERVICES)</b><br><br>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 agency's operating procedures are determined.   |  |
| 10.12.01        | Records illustrating the development of policy and documenting policy decisions and the establishment of precedents.   | PERMANENT  |
| <b>10.13.00</b> | <b>Procedures (LEGAL SERVICES)</b><br><br>Standard methods of operating laid down by an agency according to formulated policy.   |  |

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| 10.13.01        | Records documenting the development of agency procedures and final versions of agency manuals and instructions relating to the Legal Services function.   | TEMPORARY<br>Destroy 7 years after superseded.       |
| 10.13.02        | Records documenting the internal and external notification of changes to, or the implementation of new policies, procedures, instructions or notification of significant events.<br><br><i>See 10.12.01, 10.13.01 and relevant functions/activities in other disposal schedules for final versions of policies, procedures and instructions.</i>  | TEMPORARY<br>Destroy 7 years after action completed. |
| <b>10.14.00</b> | <b>Reporting (LEGAL SERVICES)</b><br><br>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 the examination or investigation. Includes agenda, briefing, business, discussion papers, proposals, reports, reviews and returns. |  |
| 10.14.01        | Final versions of formal internal and external reports prepared by or for the agency.<br><br><i>See 14.12.01 for final versions of annual reports.</i>  | TEMPORARY<br>Destroy 5 years after action completed. |
| 10.14.02        | Statistical information collected by the agency and forwarded to the Australian Bureau of Statistics including: <ul style="list-style-type: none"> <li>• copies of returns</li> <li>• related correspondence</li> </ul>   | TEMPORARY<br>Destroy 2 years after action completed. |
| 10.14.03        | Statistical information collected by or for the agency relating to major legal services activities of the agency that is not included in 10.14.02.  | PERMANENT  |
| 10.14.04        | Statistical information collected by or for the agency that is not included in 10.14.02 or 10.14.03.  | TEMPORARY<br>Destroy 2 years after action completed. |

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| 10.14.05        | Records documenting responses to questionnaires and surveys requested by outside organisations.  | TEMPORARY<br>Destroy 2 years after action completed. |
| <b>10.15.00</b> | <b>Research (LEGAL SERVICES)</b><br><br>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. |  |
| 10.15.01        | Records documenting research carried out to support the legal services function.   | TEMPORARY<br>Destroy 2 years after action completed. |
| <b>10.16.00</b> | <b>Reviewing (LEGAL SERVICES)</b><br><br>The activities involved in re-evaluating or re-examining products, processes, procedures, standards and systems. Includes recommendations and advice resulting from these activities.   |  |
| 10.16.01        | Records documenting reviews of agency legal services programs and operations including final reports.  | TEMPORARY<br>Destroy 5 years after action completed. |
| <b>10.17.00</b> | <b>Submissions (LEGAL SERVICES)</b><br><br>The preparation and submission of a formal statement (e.g. report, statistics, etc.) supporting a case or opinion held by the agency which is submitted to another organisation, or within the agency, for the purpose of either gain or support.   |  |
| 10.17.01        | Records documenting the preparation of agency submissions.<br><br><i>See 01.27.01 for submissions to community bodies.</i><br><br><i>See 07.17.00 for submissions to government bodies.</i>  | TEMPORARY<br>Destroy 2 years after action completed. |

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| <b>10.18.00</b> | <p><b>Tendering (LEGAL SERVICES)</b></p> <p>The activities involved in 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.</p> <p><i>See 10.06.00 for contracts and records relating to the performance of work or the provision of goods or services by an external contractor.</i></p>   |  |
| 10.18.01        | <p>Records documenting the development and issue of tender documents and the evaluation of tenders including:</p> <ul style="list-style-type: none"> <li>• statement of requirements</li> <li>• request for proposals</li> <li>• expression of interest</li> <li>• request for tender (RFT)</li> <li>• draft contracts</li> <li>• reports</li> <li>• public notices</li> </ul>   | <p><b>TEMPORARY</b></p> <p>Destroy 7 years after tender process completed.</p> |
| 10.18.02        | <p>Records documenting unsuccessful tenders and offers and tenders received where the tender process does not proceed.</p>   | <p><b>TEMPORARY</b></p> <p>Destroy 7 years after tender process completed.</p> |
| 10.18.03        | <p>Tender registers.</p>   | <p><b>TEMPORARY</b></p> <p>Destroy 7 years after last entry.</p>               |
| <b>11.00.00</b> | <p><b>OCCUPATIONAL HEALTH AND SAFETY</b></p> <p>The function of implementing and coordinating occupational health and safety and associated legislation throughout the agency. Includes safety policy and the monitoring of safe work practices, procedures and preventative measures. Includes records of compliance under the Work Health and Safety Act 2012 and its associated regulations.</p> <p><i>See 12.11.00 for complaints by employees about health and safety matters affecting them personally that should be placed on the personal file of the employee.</i></p> |  |

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| <b>11.01.00</b> | <p><b>Accidents (OCCUPATIONAL HEALTH &amp; SAFETY)</b></p> <p>The activities involved in dealing with mishaps causing injury or damage. Includes injury to a member of staff incurred while at work. Also includes incidents that have the potential to cause injury.</p> <p><i>See 02.03.01 for workers compensation claims made by agency employees.</i></p>   |                  |
| <b>11.01.01</b> | <p>Records documenting 'notifiable incidents' as defined according to the Work Health and Safety Act 2012 involving agency and government employees or members of the public that result in serious injury or death. These may include:</p> <ul style="list-style-type: none"> <li>• accident/incident report forms</li> <li>• investigation reports</li> <li>• work health and safety management plans</li> <li>• confined space entry permits and risk assessments</li> <li>• electrical safety risk assessments and safe work method statements</li> <li>• dive plan or dive risk assessment</li> <li>• safe work statements for high risk construction work</li> <li>• excavation work records</li> <li>• asbestos removal control plans and licences</li> </ul> <p><i>See 11.01.02 for records of notifiable dangerous incidents that do not result in serious injury or death</i></p> <p><i>See 02.03.01 for accidents/incidents involving employees where a compensation claim is made.</i></p> <p><i>See 02.04.01 for accidents/incidents involving non-agency government employees or members of the public where a compensation claim is made.</i></p> | <p>PERMANENT</p> |



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| 11.01.02 | <p>Records documenting 'notifiable' dangerous incidents as defined according to the Work Health and Safety Act 2012 involving agency and government employees or members of the public that do <u>not</u> result in serious injury or death.</p> <p>These may include:</p> <ul style="list-style-type: none"> <li>• accident/incident report forms</li> <li>• investigation reports</li> <li>• confined space entry permits and risk assessments</li> <li>• work health and safety management plans</li> <li>• electrical safety risk assessments and safe work method statements</li> <li>• dive plan or dive risk assessment</li> <li>• safe work statements for high risk construction work</li> <li>• excavation work records</li> <li>• asbestos removal control plans and licences</li> </ul> <p><i>See 11.01.01 for records of notifiable incidents that result in serious injury or death</i></p> <p><i>See 02.03.01 for accidents/incidents involving agency employees where a compensation claim is made.</i></p> <p><i>See 02.04.01 for accidents/incidents involving non-agency government employees or members of the public where a compensation claim is made.</i></p> <p><i>See 03.12.03 for records of testing electrical equipment or residual current devices</i></p> | <p>TEMPORARY</p> <p>Destroy 7 years after action completed provided the person has reached the age of 25 years.</p> |
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| 11.01.03        | <p>Records documenting accidents that are <u>not</u> 'notifiable incidents' as defined according to the Work Health and Safety Act 2012. These may include:</p> <ul style="list-style-type: none"> <li>• accident/incident report forms</li> <li>• investigation reports</li> </ul> <p><i>See 02.04.01 for accidents/incidents where a compensation claim is made.</i></p>   | <p><b>TEMPORARY</b></p> <p>Destroy 7 years after action completed provided the person has reached the age of 25 years.</p> |
| <b>11.02.00</b> | <p><b>Audit (OCCUPATIONAL HEALTH &amp; SAFETY)</b></p> <p>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 agency in a specified period. Includes compliance audits, financial audits, operational audits, recordkeeping audits, skills audits, system audits and quality assurance audits.</p>   |  |
| 11.02.01        | <p>Records documenting internal and external audits relating to the occupational health and safety function. Includes:</p> <ul style="list-style-type: none"> <li>• audit reports</li> <li>• comments</li> <li>• minutes of meetings</li> </ul>  | <p><b>TEMPORARY</b></p> <p>Destroy 5 years after action completed.</p>   |
| <b>11.03.00</b> | <p><b>Committees (OCCUPATIONAL HEALTH &amp; SAFETY)</b></p> <p>The activities associated with the management of committees and task forces (internal and external, private, local, state, Commonwealth etc.). Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes, reports, agenda etc.</p> <p><i>See 16.03.00 for Senior Management Committees, Steering Committees and Audit Committees.</i></p> <p><b>Note:</b> This activity does not include committees that support core functions of the agency, these should be included in an agency specific disposal schedule.</p> |  |

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| 11.03.01 | <p>Records of internal committees and external committees where the agency has the administrative role. These may include:</p> <ul style="list-style-type: none"> <li>• documents establishing the committee</li> <li>• documents appointing members</li> <li>• final versions of minutes</li> <li>• agenda papers</li> <li>• reports presented to the committee</li> <li>• submissions presented to the committee.</li> </ul> | <p>TEMPORARY</p> <p>Destroy 7 years after action completed.</p> |
| 11.03.02 | <p>Records of external committees where the agency does <u>not</u> have the administrative role.</p> <p>These may include:</p> <ul style="list-style-type: none"> <li>• copies of minutes</li> <li>• agenda papers</li> <li>• copies of reports presented to the committee</li> <li>• copies of submissions presented to the committee</li> </ul>  | <p>TEMPORARY</p> <p>Destroy 2 years after action completed.</p> |
| 11.03.03 | <p>Records documenting the conduct and administration of committees.</p>   | <p>TEMPORARY</p> <p>Destroy when reference ceases.</p>          |

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| <p><b>11.04.00</b></p> | <p><b>Compliance (OCCUPATIONAL HEALTH &amp; SAFETY)</b></p> <p>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 and the Work Health and Safety Act 2012 and its regulations. Compliance records include:</p> <ul style="list-style-type: none"> <li>• confined space entry permits and risk assessments</li> <li>• licences and other records required to undertake high risk work</li> <li>• electrical safety risk assessments and safe work method statements</li> <li>• dive safety logs, risk assessments or certificates of medical fitness of workers carrying out diving work</li> <li>• work health and safety management plans</li> <li>• underground essential services records relating to excavation work</li> </ul> <p><i>See 03.00.00 for plant and electrical equipment records retained according to the Work Health and Safety Act regulations.</i></p> <p><i>See 11.01.01 and 11.01.02 for records where a 'notifiable incident' occurs according to the Work Health and Safety Act.</i></p> <p><i>See 13.12.02 for asbestos registers and health monitoring reports of workers undertaking lead or asbestos work</i></p> <p><i>See 13.18.04 for records documenting the storage, disposal and removal of hazardous waste including chemicals and pesticides</i></p> |  |
| <p><b>11.04.01</b></p> | <p>Records documenting agency compliance with mandatory or optional standards and with statutory requirements. Includes those set out in:</p> <ul style="list-style-type: none"> <li>• Work Health and Safety Act 2012 and its regulations</li> <li>• National Health and Safety Commission publications (including national standards, model regulations, national codes of practice and national guidance notes)</li> </ul>   | <p><b>TEMPORARY</b></p> <p>Destroy 7 years after action completed.</p> |

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| 11.04.02        | <p>Work Health and Safety management plans</p> <p><i>See 11.01.01 and 11.01.02 for management plans where a 'notifiable incident' occurs according to the Work Health and Safety Act.</i></p>   | <p>TEMPORARY</p> <p>Destroy after construction project has been completed</p> |
| 11.04.03        | <p>Underground essential services records relating to excavation work plans</p> <p><i>See 11.01.01 and 11.01.02 for records where a 'notifiable incident' occurs according to the Work Health and Safety Act.</i></p>   | <p>TEMPORARY</p> <p>Destroy after excavation work is completed</p>            |
| <b>11.05.00</b> | <p><b>Contracting-Out (OCCUPATIONAL HEALTH &amp; SAFETY)</b></p> <p>The activities involved in 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. Sometimes referred to as outsourcing.</p> <p><b>Note:</b> A term of any agreement or contract that purports to exclude, limit or modify the operation of the Work Health and Safety Act 2012 or any duty owed under this Act or to transfer to another person any duty owed under this Act is void.</p> <p><i>See 11.18.00 for the process of receiving and assessing tenders from potential contractors for services prior to the contract agreement.</i></p> |   |
| 11.05.01        | Contract registers.   | PERMANENT   |
| 11.05.02        | <p>Signed contracts and supporting documentation including:</p> <ul style="list-style-type: none"> <li>• tender submissions</li> <li>• written offers</li> </ul>  | <p>TEMPORARY</p> <p>Destroy 7 years after expiry of contract.</p>             |
| 11.05.03        | <p>Records documenting the management of contracts including:</p> <ul style="list-style-type: none"> <li>• parameters of consultancy/service</li> <li>• terms and conditions</li> <li>• performance and evaluation reports</li> <li>• meetings with stakeholders</li> </ul>   | <p>TEMPORARY</p> <p>Destroy 7 years after action completed.</p>               |

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| <b>11.06.00</b> | <p><b>Health Promotion (OCCUPATIONAL HEALTH &amp; SAFETY)</b></p> <p>The process of promotion by the agency of programs that encourage the establishment and maintenance of a healthy work environment.</p>   |   |
| 11.06.01        | Records documenting the promotion of safe work practices in the workplace and provision of health and safety facilities and equipment. Includes the development and distribution of promotional material.   | <p><b>TEMPORARY</b></p> <p>Destroy 7 years after action completed.</p>  |
| <b>11.07.00</b> | <p><b>Inspections (OCCUPATIONAL HEALTH &amp; SAFETY)</b></p> <p>The process of official examinations of facilities, equipment and items, to ensure compliance with agreed standards and objectives.</p> <p><i>See 03.12.02 for inspections of scheduled plant according to the regulations of the Work Health and Safety Act 2012</i></p>   |   |
| 11.07.01        | Records documenting inspections of agency workplaces resulting from a notifiable incident according to the Work Health and Safety Act 2012 in the workplace. Includes inspections carried out by a regulatory authority.  | <p><b>PERMANENT</b></p>   |
| 11.07.02        | Records documenting inspections resulting from a non-notifiable incident according to the Work Health and Safety Act 2012 and routine inspections of agency workplaces for safety purposes or as a result of a safety dispute. Includes self-audit and inspections carried out by a regulatory authority.   | <p><b>TEMPORARY</b></p> <p>Destroy 7 years after action completed.</p>  |
| 11.07.03        | Records documenting routine inspections of hazardous materials located in the workplace.  | <p><b>TEMPORARY</b></p> <p>Destroy 75 years after action completed.</p> |
| <b>11.08.00</b> | <p><b>Meetings (OCCUPATIONAL HEALTH &amp; SAFETY)</b></p> <p>The activities associated with <b>ad-hoc</b> gatherings held to formulate, discuss, update, or resolve issues and matters pertaining to the management of the section, business unit, or agency as a whole. Includes arrangements, agenda, taking of minutes etc. Excludes meetings of committees, task forces etc.</p> <p><i>See 11.03.00 for the meetings of committees and task forces.</i></p> <p><i>See 16.03.00 for senior management meetings and meetings that develop policy.</i></p> |   |

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| 11.08.01        | Minutes, agendas and supporting documentation of meetings.   | TEMPORARY<br><br>Destroy 2 years after action completed.          |
| <b>11.09.00</b> | <b>Planning (OCCUPATIONAL HEALTH &amp; SAFETY)</b><br><br>The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.<br><br><i>See 16.14.01 for strategic, corporate or business plans.</i><br><br><i>See 16.14.02 for business unit action plans.</i> |   |
| 11.09.01        | Final versions of agency occupational health and safety plans.   | TEMPORARY<br><br>Destroy 7 years after plan is superseded.        |
| 11.09.02        | Records documenting the development of occupational health and safety plans including reports analysing issues, and comments received from other areas of the agency.  | TEMPORARY<br><br>Destroy 1 year after adoption of the final plan. |
| <b>11.10.00</b> | <b>Policy (OCCUPATIONAL HEALTH &amp; SAFETY)</b><br><br>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 agency's operating procedures are determined.   |   |
| 11.10.01        | Records illustrating the development of policy and documenting policy decisions and the establishment of precedents.   | PERMANENT   |
| <b>11.11.00</b> | <b>Procedures (OCCUPATIONAL HEALTH &amp; SAFETY)</b><br><br>Standard methods of operating laid down by an agency according to formulated policy.<br><br><i>See 11.04.00 for records of compliance under the Work Health and Safety Act 2012 and its associated regulations</i>   |   |
| 11.11.01        | Records documenting the development of agency procedures and final versions of agency manuals and instructions relating to the Occupational Health & Safety function.  | PERMANENT   |

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| 11.11.02 | <p>Records documenting the internal and external notification of changes to, or the implementation of new policies, procedures, instructions or notification of significant events.</p> <p><i>See 11.10.01, 11.11.01 and relevant functions/activities in other disposal schedules for final versions of policies, procedures and instructions.</i></p>   | <p>TEMPORARY</p> <p>Destroy 7 years after action completed.</p> |
| 11.12.00 | <p><b>Reporting (OCCUPATIONAL HEALTH &amp; SAFETY)</b></p> <p>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 the examination or investigation. Includes agenda, briefing, business, discussion papers, proposals, reports, reviews and returns.</p> <p><i>See 02.03.01 for accident reports involving agency employees where a workers compensation claim is made.</i></p> <p><i>See 02.04.01 for accident reports where a non-agency government employee or member of the public makes compensation claim.</i></p> <p><i>See 11.01.03 for accident reports involving agency employees that do not result in a claim for compensation.</i></p> <p><i>See 11.04.00 for records of compliance under the Work Health and Safety Act 2012 and its associated regulations</i></p> |   |
| 11.12.01 | Final versions of reports relating to significant health and safety issues.   | PERMANENT   |
| 11.12.02 | Final versions of formal internal reports and reports made to central agencies including reports of investigations of minor health and safety issues.   | <p>TEMPORARY</p> <p>Destroy 5 years after action completed.</p> |
| 11.12.03 | <p>Statistical information collected by the agency forwarded to the Australian Bureau of Statistics including:</p> <ul style="list-style-type: none"> <li>• copies of returns</li> <li>• related correspondence</li> </ul>  | <p>TEMPORARY</p> <p>Destroy 2 years after action completed.</p> |



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| 11.12.04        | Statistical information collected by or for the agency relating to major occupational health and safety activities of the agency that is not included in 11.12.03.   | PERMANENT   |
| 11.12.05        | Statistical information collected by or for the agency that is not included in 11.12.03 or 11.12.04.   | TEMPORARY<br>Destroy 2 years after action completed.  |
| 11.12.06        | Records documenting responses to questionnaires and surveys requested by outside organisations.  | TEMPORARY<br>Destroy 2 years after action completed.  |
| <b>11.13.00</b> | <b>Representatives (OCCUPATIONAL HEALTH &amp; SAFETY)</b><br><br>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.  |   |
| 11.13.01        | Records documenting the appointment of members to workplace Health and Safety Committees and agency consultative committees.<br><br><i>See 11.03.01 for agenda and minutes of meetings.</i>  | TEMPORARY<br>Destroy 2 years after expiry of term or resignation.   |
| 11.13.02        | Records documenting the election of workplace Health and Safety Representatives as defined according to the Work Health and Safety Act 2012 which may include: <ul style="list-style-type: none"> <li>• appointment of returning officer</li> <li>• notice of meeting</li> <li>• notice of election</li> <li>• nominations</li> <li>• election results</li> <li>• returning officer's declaration</li> <li>• elected employees' safety representative declaration</li> <li>• notices to regulatory body</li> </ul> | TEMPORARY<br>Destroy 2 years after expiry or cancellation of appointment, or the resignation of the representative. |

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| 11.13.03        | Records documenting the nomination and appointment of first aid officers, fire wardens and safety officers.<br><br><i>See 12.01.01 for details of allowances paid to individual employees.</i>   | TEMPORARY<br><br>Destroy 2 years after appointment lapses. |
| <b>11.14.00</b> | <b>Research (OCCUPATIONAL HEALTH &amp; SAFETY)</b><br><br>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. |  |
| 11.14.01        | Records documenting research carried out to support the occupational health and safety function.   | TEMPORARY<br><br>Destroy 2 years after action completed.   |
| <b>11.15.00</b> | <b>Reviewing (OCCUPATIONAL HEALTH &amp; SAFETY)</b><br><br>The activities involved in re-evaluating or re-examining products, processes, procedures, standards and systems. Includes recommendations and advice resulting from these activities.   |  |
| 11.15.01        | Records documenting reviews of agency occupational health and safety programs and operations including final reports.  | TEMPORARY<br><br>Destroy 7 years after action completed.   |
| <b>11.16.00</b> | <b>Risk Management (OCCUPATIONAL HEALTH &amp; SAFETY)</b><br><br>The process involving the identification of risks, and the implementation of appropriate practices and procedures which will reduce wastage and the impact of economic loss arising from an incident.<br><br><i>See 11.04.00 for records of compliance under the Work Health and Safety Act 2012 and its associated regulations</i>   |  |
| 11.16.01        | Records documenting risk management of occupational health and safety hazards.   | TEMPORARY<br><br>Destroy 7 years after action completed.   |

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| <b>11.17.00</b> | <p><b>Standards (OCCUPATIONAL HEALTH &amp; SAFETY)</b></p> <p>The process of implementing industry or agency benchmarks for services and processes to enhance the quality and efficiency of the agency.</p> <p><i>See 11.04.00 for records of compliance under the Work Health and Safety Act 2012 and its associated regulations</i></p>  |  |
| 11.17.01        | <p>Records documenting the implementation of industry, government and agency standards, regulations and codes of practice relating to occupational health and safety.</p> <p><i>See 11.04.01 for compliance with statutory requirement, standards, regulations and codes of practice.</i></p>  | <p><b>TEMPORARY</b></p> <p>Destroy 7 years after action completed.</p>         |
| <b>11.18.00</b> | <p><b>Tendering (OCCUPATIONAL HEALTH &amp; SAFETY)</b></p> <p>The activities involved in 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.</p> <p><i>See 11.05.00 for contracts and records relating to the performance of work or the provision of goods or services by an external contractor.</i></p> |  |
| 11.18.01        | <p>Records documenting the development and issue of tender documents and the evaluation of tenders including:</p> <ul style="list-style-type: none"> <li>• statement of requirements</li> <li>• request for proposals</li> <li>• expression of interest</li> <li>• request for tender (RFT)</li> <li>• draft contracts</li> <li>• reports</li> <li>• public notices</li> </ul>   | <p><b>TEMPORARY</b></p> <p>Destroy 7 years after tender process completed.</p> |
| 11.18.02        | <p>Records documenting unsuccessful tenders and offers and tenders received where the tender process does not proceed.</p>   | <p><b>TEMPORARY</b></p> <p>Destroy 7 years after tender process completed.</p> |

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| 11.18.03 | Tender registers.   | <p>TEMPORARY</p> <p>Destroy 7 years after last entry.</p>       |
| 12.00.00 | <p><b>PERSONNEL</b></p> <p>The function of managing all employees in the agency. Includes Managing Workplace Diversity / EEO programs to eliminate unlawful discrimination in accessing employment, promotion or training opportunities.</p> <p>Employees include:</p> <ul style="list-style-type: none"> <li>• ministerial employees</li> <li>• permanent employees</li> <li>• fixed-term (temporary and contract) employees</li> <li>• trainees</li> <li>• apprentices</li> <li>• scholarship holders</li> <li>• persons employed under special employment schemes including work experience, vacation employment, and voluntary employment.</li> </ul> |   |
| 12.01.00 | <p><b>Allowances (PERSONNEL)</b></p> <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>   |   |
| 12.01.01 | <p>Records documenting the payment of allowances to employees. These may include:</p> <ul style="list-style-type: none"> <li>•overtime</li> <li>•first-aid</li> <li>•clothing</li> <li>•travel</li> <li>•extra duties</li> </ul>  | <p>TEMPORARY</p> <p>Destroy 7 years after action completed.</p> |

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| <b>12.02.00</b> | <b>Appeals (PERSONNEL)</b><br><br>The activities involved in the process of appeals against decisions by application to a higher authority. Includes reviews applied for under Section 50 of the <i>State Service Act 2000</i> .   |  |
| 12.02.01        | Records documenting appeals or reviews of any action that relates to an employee. Includes internal processes and those conducted by a higher authority (including the State Service Commissioner).  | TEMPORARY<br><br>Destroy 2 years after action completed.       |
| <b>12.03.00</b> | <b>Arrangements (PERSONNEL)</b><br><br>The activities involved in arranging for a journey or trip. Includes preparing travel itineraries, authorisations, entitlements etc.  |  |
| 12.03.01        | Records documenting arrangements for employees to undertake work related travel including interstate or overseas travel.   | TEMPORARY<br><br>Destroy 2 years after action completed.       |
| <b>12.04.00</b> | <b>Authorisation (PERSONNEL)</b><br><br>The process of seeking and granting permission to undertake a requested action.  |  |
| 12.04.01        | Records documenting notifications of, and conditions of, delegations granted to employees.   | TEMPORARY<br><br>Destroy 10 years after superseded or revoked. |
| <b>12.05.00</b> | <b>Claims (PERSONNEL)</b><br><br>The process of administering and managing payments demanded in accordance with an insurance policy as compensation for injury, death, or denial of rights of a person, or damage to or destruction of property. Includes disputes over rights and ownership, and recompense sought for stolen or lost property. |  |

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| 12.05.01 | <p>Records documenting insurance claims.</p> <p>These may include:</p> <ul style="list-style-type: none"> <li>• copies of claim forms</li> <li>• correspondence</li> </ul> <p><i>See 02.03.01 for workers compensation claims.</i></p> <p><i>See 02.04.01 for accidents/incidents involving the public where a compensation claim is made.</i></p>  | <p>TEMPORARY</p> <p>Destroy 7 years after action completed.</p> |
| 12.06.00 | <p><b>Committees (PERSONNEL)</b></p> <p>The activities associated with the management of committees and task forces (internal and external, private, local, state, Commonwealth etc.). Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes, reports, agenda etc.</p> <p><i>See 16.03.00 for Senior Management Committees, Steering Committees and Audit Committees.</i></p> <p><b>Note:</b> This activity does not include committees that support core functions of the agency, these should be included in an agency specific disposal schedule.</p> |   |
| 12.06.01 | <p>Records of internal committees and external committees where the agency has the administrative role. These may include:</p> <ul style="list-style-type: none"> <li>• documents establishing the committee</li> <li>• documents appointing members</li> <li>• final versions of minutes</li> <li>• agenda papers</li> <li>• reports presented to the committee</li> <li>• submissions presented to the committee</li> </ul>   | <p>TEMPORARY</p> <p>Destroy 7 years after action completed.</p> |

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| 12.06.02        | <p>Records of external committees where the agency does <u>not</u> have the administrative role.</p> <p>These may include:</p> <ul style="list-style-type: none"> <li>• copies of minutes</li> <li>• agenda papers</li> <li>• copies of reports presented to the committee</li> <li>• copies of submissions presented to the committee</li> </ul>  | <p>TEMPORARY</p> <p>Destroy 2 years after action completed.</p>   |
| 12.06.03        | Records documenting the conduct and administration of committees.  | <p>TEMPORARY</p> <p>Destroy when reference ceases.</p>            |
| <b>12.07.00</b> | <p><b>Compliance (PERSONNEL)</b></p> <p>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.</p>  |   |
| 12.07.01        | Records documenting agency compliance with mandatory or optional accountability requirements.  | <p>TEMPORARY</p> <p>Destroy 7 years after action completed.</p>   |
| <b>12.08.00</b> | <p><b>Contracting-Out (PERSONNEL)</b></p> <p>The activities involved in 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. Sometimes referred to as outsourcing.</p> <p><i>See 12.30.00 for the process of receiving and assessing tenders from potential contractors for services prior to the contract agreement.</i></p> |   |
| 12.08.01        | Contract registers.  | PERMANENT   |
| 12.08.02        | <p>Signed contracts and supporting documentation including.</p> <ul style="list-style-type: none"> <li>• tender submissions</li> <li>• written offers</li> </ul>   | <p>TEMPORARY</p> <p>Destroy 7 years after expiry of contract.</p> |

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| 12.08.03 | <p>Records documenting the management of contracts including:</p> <ul style="list-style-type: none"> <li>• parameters of consultancy/service</li> <li>• terms and conditions</li> <li>• performance and evaluation reports</li> <li>• meetings with stakeholders</li> </ul>  | <p>TEMPORARY</p> <p>Destroy 7 years after action completed.</p>             |
| 12.09.00 | <p><b>Counselling (PERSONNEL)</b></p> <p>The activities associated with giving advice or guidance to an employee for various reasons.</p> <p><i>See 12.10.00 disciplinary matters.</i></p> <p><i>See 12.13.00 for harassment or discrimination complaints.</i></p>   |   |
| 12.09.01 | <p>Records documenting counselling or guidance provided to an individual employee.</p>   | <p>TEMPORARY</p> <p>Destroy 7 years after last instance of counselling.</p> |
| 12.09.02 | <p>Records documenting the provision of <u>general</u> advice relating to the personnel function to managers and employees. Includes advice on leave entitlements, policies, procedures etc.</p> <p><i>See 12.09.01 for counselling/guidance provided to individual employees.</i></p>   | <p>TEMPORARY</p> <p>Destroy 2 years after action completed.</p>             |
| 12.10.00 | <p><b>Discipline (PERSONNEL)</b></p> <p>The activities and actions associated with the disciplinary process. Includes investigation, charges, formal inquiries, punishment and appeals and reviews. Includes the sanction process associated with breaches of the State Service Code of Conduct.</p> <p><i>See 12.09.01 for counselling provided to individual staff.</i></p> <p><i>See 12.13.00 for grievances.</i></p> |   |



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| 12.10.01 | <p>Records documenting disciplinary action relating to proven offences and action proposed as a result of a criminal offence. Includes sanctions for breaches of the State Service Code of Conduct. These may include:</p> <ul style="list-style-type: none"> <li>• supervisor's notes of interview</li> <li>• investigation documents</li> <li>• evidence</li> <li>• statements and responses made by the employee concerned</li> </ul> | <p>TEMPORARY</p> <p>Destroy 7 years after action completed.</p> |
| 12.10.02 | <p>Records documenting investigations of suspected misconduct and unproved charges. These may include:</p> <ul style="list-style-type: none"> <li>• supervisor's notes</li> <li>• investigation documents</li> <li>• evidence</li> <li>• statements and responses made by the employee concerned</li> </ul> <p><i>See 12.13.00 for investigations of discrimination or harassment complaints.</i></p>                                    | <p>TEMPORARY</p> <p>Destroy 2 years after last incident.</p>    |

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| <b>12.11.00</b> | <p><b>Employment Conditions (PERSONNEL)</b></p> <p>The activities associated with managing the general conditions of employment for personnel. Includes:</p> <ul style="list-style-type: none"><li>• transfer</li><li>• secondment</li><li>• promotion</li><li>• working hours</li><li>• attendance</li><li>• apprenticeships</li><li>• traineeships</li></ul> <p><i><u>See</u> 11.01.00 for records dealing with injury or potential injury to a member of staff while at work.</i></p> <p><i><u>See</u> 11.04.00 for records of compliance with the Work Health and Safety regulations.</i></p> |
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| 12.11.01 | <p>Summary employee history records documenting the monitoring and management of all employees including:</p> <ul style="list-style-type: none"> <li>• name</li> <li>• date of birth</li> <li>• date of appointment</li> <li>• work history details</li> <li>• position/designation titles and dates held</li> <li>• location of employment</li> <li>• rates of salaries and allowances</li> </ul> <p><b>Note:</b> These records may be maintained in various formats and media including:</p> <ul style="list-style-type: none"> <li>• personal history cards</li> <li>• electronic Human Resource Management Systems</li> <li>• employment registers</li> <li>• consolidated leave records</li> <li>• superannuation history cards</li> </ul> | PERMANENT |
| 12.11.02 | <p>Employment history records of Heads of Agencies and Divisions, Chief Executive Officers, senior professional officers, and employees who have made a significant contribution to the community in areas outside their work.</p> <p><b>Note:</b> these employees should be identified by senior Agency officers in consultation with the Archives Office.</p> <p><b>Note:</b> These records may be maintained in various formats and media including:</p> <ul style="list-style-type: none"> <li>• personal files</li> <li>• electronic human resource management systems (such as Empower)</li> </ul>  | PERMANENT |

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| 12.11.03 | <p>Employment history records of individual employees not described in 12.11.02 including:</p> <ul style="list-style-type: none"> <li>• successful applications</li> <li>• contracts of employment</li> <li>• appointment and confirmation documents</li> <li>• records of transfers or promotions</li> <li>• secondment agreements</li> <li>• documentation of conjoint appointments</li> <li>• details of previous service</li> <li>• probation reports</li> <li>• applications and approvals for leave without-pay not to count as service</li> <li>• applications and approvals for long service leave</li> <li>• medical reports and immunisation details</li> <li>• confirmation of personal details e.g. date of birth, change of name</li> <li>• approvals to undertake outside employment</li> <li>• confirmation of qualifications</li> <li>• documentation of health and safety complaints and objections</li> <li>• documentation of scholarships or fellowships</li> <li>• documentation of awards and honours and copies of citations</li> <li>• documentation of resignation, retirement or redundancy</li> <li>• documentation of superannuation history</li> </ul> <p><i>See the Disposal Schedule for Short-term Value Records (DA No. 2158) for copies of documents containing personal information.</i></p> <p><b>Note:</b> These records may be maintained in various formats and media including:</p> <ul style="list-style-type: none"> <li>• personal files</li> <li>• electronic human resource management systems (such as Empower)</li> </ul> | <p><b>TEMPORARY</b></p> <p>Destroy when the employee reaches 75 years of age or 7 years after separation whichever is the later.</p> |
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| 12.11.04 | Attendance records including: <ul style="list-style-type: none"> <li>• time sheets</li> <li>• cards</li> <li>• attendance books</li> <li>• flextime recording sheets</li> </ul>  | TEMPORARY<br><br>Destroy 3 years after completion of the annual audit. |
| 12.11.05 | Duty rosters.  | TEMPORARY<br><br>Destroy when superseded.                              |
| 12.11.06 | Records documenting the removal or storage of household furniture and personal effects of an employee.   | TEMPORARY<br><br>Destroy 2 years after action completed.               |
| 12.11.07 | Records documenting the administration and funding of apprenticeships and traineeships including correspondence with Commonwealth and State government agencies and educational institutions.<br><br><i>See 12.11.02 &amp; 12.11.03 for personal documents, and details of qualifications.</i><br><br><i>See 12.22.02 for enquiries regarding availability of apprenticeships or traineeships.</i> | TEMPORARY<br><br>Destroy 7 years after action completed.               |
| 12.11.08 | Records documenting special employment schemes including: <ul style="list-style-type: none"> <li>• work experience</li> <li>• vacation employment</li> <li>• voluntary employment</li> <li>• special employment schemes</li> <li>• funding arrangements</li> </ul> <i>See 12.11.03 for personal documents of persons employed under these schemes.</i>   | TEMPORARY<br><br>Destroy 2 years after action completed.               |

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| <b>12.12.00</b> | <p><b>Evaluation (PERSONNEL)</b></p> <p>The process of determining the suitability of potential or existing programs, systems or services in relation to meeting the needs of the given situation. Includes ongoing monitoring.</p>   |  |
| 12.12.01        | <p>Records documenting the evaluation of programs or services.</p> <p><i>See 12.18.03 for the performance evaluation of individual employees.</i></p>   | <p><b>TEMPORARY</b></p> <p>Destroy 5 years after action completed.</p> |
| <b>12.13.00</b> | <p><b>Grievances (PERSONNEL)</b></p> <p>The activities associated with the handling and resolution of grievances. Includes handling complaints about perceived discrimination and harassment or those arising about work environment, work organisation or distribution, peers, supervisors or subordinates and incidents between individual employees and external clients. Also includes complaints regarding the provision of access to opportunities such as training, equipment, promotion, or higher duties, and complaints handled under the State Service Commissioner's <i>Managing Workplace Diversity Policy Guidelines for Agencies</i>.</p> <p><i>See 01.22.00 for complaints from members of the public.</i></p> <p><i>See 12.10.00 for discipline records.</i></p> |  |
| 12.13.01        | <p>Records documenting complaints which are proven including:</p> <ul style="list-style-type: none"> <li>• workplace diversity incident forms</li> <li>• grievance Incident Forms</li> <li>• notes documenting oral complaints</li> <li>• notes documenting oral explanation of respondents</li> <li>• evidence of the complaints</li> <li>• action/outcome of such complaints</li> <li>• statements and responses made by both the complainant and respondent</li> </ul> <p><i>See 12.13.03 for working notes used in the preparation of incident forms.</i></p> <p><i>See 12.10.01 for discipline records relating to a proven offence.</i></p>   | <p><b>TEMPORARY</b></p> <p>Destroy 7 years after action completed.</p> |

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| 12.13.02        | <p>Records documenting complaints which are unproved, unsubstantiated and/or resolved at an informal level including:</p> <ul style="list-style-type: none"> <li>• workplace diversity incident forms</li> <li>• grievance Incident Forms</li> <li>• notes documenting oral complaints</li> <li>• notes documenting oral explanation of respondents</li> <li>• evidence of the complaints</li> <li>• action/outcome of such complaints</li> <li>• statements and responses made by both the complainant and respondent</li> </ul> <p><i>See 12.13.03 for working notes used in the preparation of incident forms.</i></p> | <p>TEMPORARY</p> <p>Destroy 2 years after action completed.</p> |
| 12.13.03        | <p>Working notes used solely in the preparation of Workplace Diversity and Grievance Incident Forms.</p> <p><i>See 12.13.01. and 12.13.02 for notes that document complaints.</i></p>   | <p>TEMPORARY</p> <p>Destroy at the end of an investigation.</p> |
| <b>12.14.00</b> | <p><b>Infringements (PERSONNEL)</b></p> <p>The activities associated with handling breaches of rules.</p> <p><i>See 06.11.01 for driving and traffic infringements.</i></p> <p><i>See 12.10.01 for Infringements that lead to disciplinary action.</i></p>  |   |
| 12.14.01        | Records documenting infringements by an employee.   | <p>TEMPORARY</p> <p>Destroy 2 years after action completed.</p> |

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| <b>12.15.00</b> | <p><b>Insurance (PERSONNEL)</b></p> <p>The process of taking out premiums to cover loss or damage, and to cover customers and staff against injury or death resulting from incidents on the agency's premises or whilst engaged during employment. Includes insurance covering employees' household effects being moved following relocation and insurance covering volunteer workers.</p> <p><i>See 12.05.01 for claims.</i></p> |   |
| 12.15.01        | <p>Records documenting arrangements for participation in, and contributions to, self-insurance funds. Includes participation in the Tasmanian Risk Management Fund.</p> <p><i>See 05.01.01 for financial transactions.</i></p> <p><i>See 12.05.01 for dealings with the fund manager in relation to claims.</i></p> <p><i>See 12.06.02 for fund management committees.</i></p>  | <p>TEMPORARY</p> <p>Destroy 7 years after action completed.</p>                                 |
| 12.15.02        | <p>Register of insurance policies.</p>  | <p>PERMANENT</p>  |
| 12.15.03        | <p>Agency copies of insurance policy documents and endorsements including new conditions imposed upon renewal.</p>  | <p>TEMPORARY</p> <p>Destroy 7 years after policy expires.</p>                                   |
| 12.15.04        | <p>Records documenting administrative arrangements and determinations of amounts of cover.</p>  | <p>TEMPORARY</p> <p>Destroy 2 years after action completed.</p>                                 |
| <b>12.16.00</b> | <p><b>Leave (PERSONNEL)</b></p> <p>The processes of administering leave for which staff are eligible. Includes unauthorised leave taken by staff.</p>   |   |
| 12.16.01        | <p>Applications for leave and supporting documentation.</p> <p><i>See 12.11.02 &amp; 12.11.03 for long service leave and approval for leave without pay not to count as service</i></p>   | <p>TEMPORARY</p> <p>Destroy 3 years after action completed (including checking procedures).</p> |



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| 12.16.02        | Authorities to carry over credits and associated correspondence.  | TEMPORARY<br>Destroy 3 years after action completed.   |
| 12.16.03        | Leave rosters.  | TEMPORARY<br>Destroy when superseded.  |
| 12.16.04        | Summary leave history records documenting the monitoring and management of all employees leave.<br><br><b>Note:</b> These records may be maintained in various formats and media including: <ul style="list-style-type: none"> <li>• personal history cards</li> <li>• electronic Human Resource Management Systems</li> <li>• leave history cards</li> </ul>                             | TEMPORARY<br>Destroy when employee would reach 75 years of age or 7 years after separation whichever is the later. |
| <b>12.17.00</b> | <b>Marketing (PERSONNEL)</b><br><br>The process of analysing, creating and selling products and services. Includes market research, sales forecasting, advertising, media releases, and promotion, pricing and product evaluation.  |  |
| 12.17.01        | Records documenting recruitment campaigns run by an agency.<br><br><i>See 12.22.01 for advertising of vacant positions.</i>   | TEMPORARY<br>Destroy 2 years after action completed.   |
| <b>12.18.00</b> | <b>Performance Management (PERSONNEL)</b><br><br>The process of identifying, evaluating, and developing employee 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.<br><br><i>See 16.13.01 for corporate performance management.</i> |  |

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| 12.18.01        | Records documenting the design, review and operation of performance management schemes for employees.<br><i>See 12.21.01 for the development of procedures.</i>   | TEMPORARY<br><br>Destroy 5 years after scheme superseded.  |
| 12.18.02        | Records documenting arrangements for the conduct of performance evaluations.  | TEMPORARY<br><br>Destroy 2 years after action completed.   |
| 12.18.03        | Records documenting performance evaluations including assessment reports relating to individual employees.<br><i>See 12.09.01 for records of work performance counselling.</i><br><i>See 12.11.02 &amp; 12.11.03 for probation reports.</i>   | TEMPORARY<br><br>Destroy 2 years after action completed.   |
| 12.18.04        | Statistical information consolidated elsewhere (e.g. in reviews of schemes).  | TEMPORARY<br><br>Destroy when reference ceases.            |
| 12.18.05        | Statistical information not consolidated elsewhere.   | PERMANENT  |
| 12.18.06        | Records documenting the conferring of awards (honours) on individual employees and staff teams in recognition of achievements.<br><br><i>Copies of citations and supporting documentation should be placed on the personal files of employees.</i>  | TEMPORARY<br><br>Destroy 5 years after action completed.   |
| <b>12.19.00</b> | <b>Planning (PERSONNEL)</b><br><br>The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.<br><br><i>See 16.14.01 for strategic, corporate or business plans.</i><br><br><i>See 16.14.02 for business unit action plans.</i> |  |
| 12.19.01        | Final versions of agency-wide personnel plans including Workplace Diversity Plans.  | TEMPORARY<br><br>Destroy 7 years after plan is superseded. |

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| 12.19.02        | Records documenting the development of personnel plans including reports analysing issues, and comments received from other areas of the agency.   | TEMPORARY<br><br>Destroy 1 year after adoption of the final plan. |
| <b>12.20.00</b> | <b>Policy (PERSONNEL)</b><br><br>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 agency's operating procedures are determined.  |   |
| 12.20.01        | Records illustrating the development of policy and documenting policy decisions and the establishment of precedents.   | PERMANENT   |
| <b>12.21.00</b> | <b>Procedures (PERSONNEL)</b><br><br>Standard methods of operating laid down by an agency according to formulated policy.  |   |
| 12.21.01        | Records documenting the development of agency procedures and final versions of agency manuals and instructions relating to the personnel function.   | TEMPORARY<br><br>Destroy 7 years after superseded.                |
| 12.21.02        | Records documenting the internal and external notification of changes to, or the implementation of new policies, procedures, instructions or notification of significant events.<br><br><i>See 12.20.01, 12.21.01 and relevant functions/activities in other disposal schedules for final versions of policies, procedures and instructions.</i> | TEMPORARY<br><br>Destroy 7 years after action completed.          |
| <b>12.22.00</b> | <b>Recruitment (PERSONNEL)</b><br><br>The process of recruiting which includes applying for approval to fill existing vacancies, the advertising of vacant positions, and the handling of applications, interviews, selection, culling and appointment.  |   |

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| 12.22.01        | <p>Recruitment records including:</p> <ul style="list-style-type: none"> <li>• advertising documentation</li> <li>• schedules of applicants</li> <li>• interview notifications</li> <li>• selection panel reports</li> <li>• unsuccessful applications</li> </ul> <p><i>See 12.02.01 for review (appeal) documentation.</i></p>   | <p>TEMPORARY</p> <p>Destroy 2 years after action completed.</p>  |
| 12.22.02        | <p>Employment enquiries received by the agency for positions not advertised including enquiries regarding availability of apprenticeships or traineeships.</p> <p><i>See 12.22.03 for temporary Employment Registers</i></p> <p><i>See 12.11.07 for the administration of apprenticeships and traineeships.</i></p>   | <p>TEMPORARY</p> <p>Destroy 6 months after action completed.</p> |
| 12.22.03        | <p>Temporary Employment Registers and supporting documentation.</p>   | <p>TEMPORARY</p> <p>Destroy 1 year after action completed.</p>   |
| <b>12.23.00</b> | <p><b>Reporting (PERSONNEL)</b></p> <p>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 the examination or investigation. Includes agenda, briefing, business, discussion papers, proposals, reports, reviews and returns.</p> |  |
| 12.23.01        | <p>Final versions of formal internal and external reports prepared by of for the agency. These may include:</p> <ul style="list-style-type: none"> <li>• reports on Workplace Diversity programs</li> <li>• status reports</li> <li>• outcomes of strategies</li> </ul>   | <p>TEMPORARY</p> <p>Destroy 5 years after action completed.</p>  |

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| 12.23.02        | Statistical information collected by the agency and forwarded to the Australian Bureau of Statistics including: <ul style="list-style-type: none"> <li>copies of returns</li> <li>related correspondence</li> </ul>  | TEMPORARY<br>Destroy 2 years after action completed.       |
| 12.23.03        | Statistical information collected by or for the agency relating to major personnel activities of the agency that is not included in 12.23.02.  | PERMANENT  |
| 12.23.04        | Statistical information collected by or for the agency that is not included in 12.23.02 or 12.23.03.   | TEMPORARY<br>Destroy 2 years after action completed.       |
| 12.23.05        | Records documenting responses to questionnaires and surveys requested by outside organisations.  | TEMPORARY<br>Destroy 2 years after action completed.       |
| <b>12.24.00</b> | <b>Representatives (PERSONNEL)</b><br><br>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. |  |
| 12.24.01        | Records documenting the nomination, appointment, resignation or termination of appointment of agency representatives.  | TEMPORARY<br>Destroy 2 years after the appointment ceases. |
| <b>12.25.00</b> | <b>Salaries (PERSONNEL)</b><br><br>The process of managing the payment of salaries to personnel.<br><br><i>See 05.22.01 for financial records relating to the payment of salaries.</i>   |  |
| 12.25.01        | Taxation declaration forms.  | TEMPORARY<br>Destroy when superseded.                      |

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| 12.25.02        | <p>Taxation records documenting the payment of employee's salaries including:</p> <ul style="list-style-type: none"> <li>• duplicate copies of statement of termination payment forms</li> <li>• group employers reconciliation statements</li> <li>• records documenting the management of special salary packaging arrangements including salary sacrifice and fringe benefits tax arrangements</li> </ul> | <p>TEMPORARY</p> <p>Destroy 5 years after action completed.</p>                                  |
| 12.25.03        | Overtime claims, approvals and returns.  | <p>TEMPORARY</p> <p>Destroy 7 years after action completed.</p>                                  |
| 12.25.04        | <p>Authorities to deduct money from pays including:</p> <ul style="list-style-type: none"> <li>• garnishee/salary attachment orders</li> <li>• requests to pay salary direct to financial organisations</li> </ul>   | <p>TEMPORARY</p> <p>Destroy 5 years after authority is superseded or ceases to be operative.</p> |
| 12.25.05        | Salary authority advices notifying of a change to an employee's wage (e.g. following a pay increase or promotion).   | <p>TEMPORARY</p> <p>Destroy 2 years after authority is superseded or ceases to be operative.</p> |
| <b>12.26.00</b> | <p><b>Security (PERSONNEL)</b></p> <p>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 record checks.</p>   |  |
| 12.26.01        | <p>Records documenting security clearances held by agency employees.</p> <p><i>See the Disposal Schedule for Short-term Value Records (DA No. 2158) for copies of police and security checks.</i></p>  | <p>TEMPORARY</p> <p>Destroy 10 years after clearance is superseded or expired.</p>               |

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| 12.26.02        | Records documenting the issue of security passes to agency employees.  | TEMPORARY<br><br>Destroy 5 years after pass expires.                     |
| 12.26.03        | Records documenting the outcome of security and police checks carried out as part of pre-engagement and pre-employment checks or periodic reviews.<br><br><i>See the Disposal Schedule for Short-term Value Records (DA No. 2158) for documents recording personal information e.g. records of conviction checks.</i>  | TEMPORARY<br><br>Destroy 7 years after separation or date of last check. |
| <b>12.27.00</b> | <b>Separations (PERSONNEL)</b><br><br>The activities associated with managing any method of leaving an agency. Includes resignation, retirement, dismissal, death, redundancy, retrenchment and dispensations of services of temporary employees.<br><br><i>See 12.11.02 &amp; 12.11.03 for records documenting the resignation, retirement or redundancy of individual employees.</i> |  |
| 12.27.01        | Records documenting the selection of positions to be abolished and the process of offering redundancy to agency employees.   | PERMANENT  |
| 12.27.02        | Records documenting the administration of redundancy programs including expressions of interest not acted upon.  | TEMPORARY<br><br>Destroy 5 years after action completed.                 |
| <b>12.28.00</b> | <b>Social Clubs (PERSONNEL)</b><br><br>The activities involved in the agency 's relationship with social clubs.<br><br><i>See 12.24.01 for individuals or groups appointed by the agency or their co-workers as official representatives.</i>  |  |
| 12.28.01        | Records documenting staff social clubs including support and sponsorship provided by the agency.   | TEMPORARY<br><br>Destroy 2 years after action completed.                 |

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| <b>12.29.00</b> | <b>Suggestions (PERSONNEL)</b>   |  |
|                 | The process of using suggestions from personnel to improve the services and processes of the agency.   |  |
| 12.29.01        | Records documenting the management and implementation of staff suggestion schemes.   | TEMPORARY<br>Destroy 5 years after action completed.         |
| 12.29.02        | Suggestions made by staff.   | TEMPORARY<br>Destroy 2 years after action completed.         |
| <b>12.30.00</b> | <b>Tendering (PERSONNEL)</b>   |  |
|                 | The activities involved in 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.<br><br><i>See 12.08.00 for contracts and records relating to the performance of work or the provision of goods or services by an external contractor.</i> |  |
| 12.30.01        | Records documenting the development and issue of tender documents and the evaluation of tenders including: <ul style="list-style-type: none"> <li>• statement of requirements</li> <li>• request for proposals</li> <li>• expression of interest</li> <li>• request for tender (RFT)</li> <li>• draft contracts</li> <li>• reports</li> <li>• public notices</li> </ul>  | TEMPORARY<br>Destroy 7 years after tender process completed. |
| 12.30.02        | Records documenting unsuccessful tenders and offers and tenders received where the tender process does not proceed.  | TEMPORARY<br>Destroy 7 years after tender process completed. |



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| 12.30.03        | Tender registers.  | TEMPORARY<br><br>Destroy 7 years after last entry.  |
| <b>13.00.00</b> | <b>PROPERTY MANAGEMENT</b><br><br>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, such as office blocks, repositories, and workshops. Includes amenities such as playing fields, recreation rooms, toilets, kitchens, snack bars etc. provided for personnel, visitors and persons served by the agency. |   |
| <b>13.01.00</b> | <b>Acquisition (PROPERTY MANAGEMENT)</b><br><br>The process of gaining ownership or use of property required in the conduct of business through purchase or requisitions.<br><br><i>See 13.08.00 for obtaining the services of consultants.</i><br><br><i>See 13.16.00 for leasing accommodation or property from another organisation.</i><br><br><i>See 13.27.00 for the process of receiving and assessing tenders.</i>   |   |
| 13.01.01        | Records documenting the acquisition of property where there is no tender or contracting-out process.<br><br><i>See 13.27.01 for the assessment and receipt of tenders.</i>   | TEMPORARY<br><br>Destroy 7 years after action completed.  |
| 13.01.02        | Registered deeds and certificates of title relating to agency-owned land and buildings.  | TEMPORARY<br><br>Retain in Agency until property is sold when documents should be transferred to new owner. |
| <b>13.02.00</b> | <b>Arrangements (PROPERTY MANAGEMENT)</b><br><br>The activities involved in arranging for the usage of facilities and space.   |   |

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| 13.02.01   | <p>Records documenting arrangements for the allocation and use of property including residential accommodation, parking facilities, etc.</p> <p><i>See the Disposal Schedule for Short-term Value Records (DA No. 2158) for booking registers, schedules and diaries.</i></p>  | <p>TEMPORARY</p> <p>Destroy 2 years after action completed.</p> |
| <p><b>Cases (PROPERTY MANAGEMENT)</b></p> <p>This activity descriptor should be used where there is a need to keep a number of activities together on one file, for legislative or operational reasons. Case files relate to particular incidents, persons, organisations or clients.</p> <p><b>Note:</b> <i>Where there is a need to keep records relating to a property on one file, sentence the file according to the longest retention period for disposal classes contained in the file.</i></p> |  |   |
| 13.03.00   | <p><b>Claims (PROPERTY MANAGEMENT)</b></p> <p>The process of administering and managing payments demanded in accordance with an insurance policy as compensation for damage to or destruction of property. Includes disputes over rights and ownership, and recompense sought for stolen or lost property.</p>   |   |
| 13.03.01   | <p>Records documenting insurance claims.</p> <p>These may include:</p> <ul style="list-style-type: none"> <li>• claim forms</li> <li>• correspondence</li> </ul>   | <p>TEMPORARY</p> <p>Destroy 7 years after action completed.</p> |
| 13.04.00   | <p><b>Committees (PROPERTY MANAGEMENT)</b></p> <p>The activities associated with the management of committees and task forces (internal and external, private, local, state, Commonwealth etc.). Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes, reports, agenda etc.</p> <p><i>See 16.03.00 for Senior Management Committees, Steering Committees and Audit Committees.</i></p> <p><b>Note:</b> <i>This activity does not include committees that support core functions of the agency, these should be included in an agency specific disposal schedule.</i></p> |   |

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| 13.04.01        | <p>Records of internal committees and external committees where the agency has the administrative role. These may include:</p> <ul style="list-style-type: none"> <li>• documents establishing the committee</li> <li>• documents appointing members</li> <li>• final versions of minutes</li> <li>• agenda papers</li> <li>• reports presented to the committee</li> <li>• submissions presented to the committee</li> </ul>  | <p>TEMPORARY</p> <p>Destroy 7 years after action completed.</p> |
| 13.04.02        | <p>Records of external committees where the agency does <u>not</u> have the administrative role.</p> <p>These may include:</p> <ul style="list-style-type: none"> <li>• copies of minutes</li> <li>• agenda papers</li> <li>• copies of reports presented to the committee</li> <li>• copies of submissions presented to the committee</li> </ul>  | <p>TEMPORARY</p> <p>Destroy 2 years after action completed.</p> |
| 13.04.03        | <p>Records documenting the conduct and administration of committees.</p>   | <p>TEMPORARY</p> <p>Destroy when reference ceases.</p>          |
| <b>13.05.00</b> | <p><b>Compliance (PROPERTY MANAGEMENT)</b></p> <p>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.</p> <p><i>See 11.04.00 for records of compliance according to the Work Health and Safety Act 2012 and its associated regulations</i></p> |   |

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| 13.05.01        | Records documenting agency compliance with mandatory or optional accountability requirements.   | TEMPORARY<br><br>Destroy 7 years after action completed.    |
| <b>13.06.00</b> | <b>Conservation (PROPERTY MANAGEMENT)</b><br><br>The activities involved in the preservation, protection, restoration and enhancement of properties, including buildings and land.<br><br><i>See 13.18.00 for the upkeep, repair and servicing of buildings and land.</i>   |   |
| 13.06.01        | Records documenting the management of conservation projects for the preservation of property.   | Consult the Archives Office after disposal of the building. |
| <b>13.07.00</b> | <b>Construction (PROPERTY MANAGEMENT)</b><br><br>The activities associated with building construction, redevelopment and alterations.<br><br><i>See 13.08.00 for managing contractors.</i><br><br><i>See 13.18.00 for the upkeep, repair and servicing of buildings.</i><br><br><i>See 13.27.00 for tendering of work to support construction activities.</i>   |   |
| 13.07.01        | Plans and 'as constructed' specifications.  | PERMANENT   |
| 13.07.02        | Records documenting the management of construction projects.  | Consult the Archives Office after disposal of the building. |
| <b>13.08.00</b> | <b>Contracting-Out (PROPERTY MANAGEMENT)</b><br><br>The activities involved in 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. Sometimes referred to as outsourcing.<br><br><i>See 13.27.00 for the process of receiving and assessing tenders from potential contractors for services prior to the contract agreement.</i> |   |
| 13.08.01        | Contract registers.   | PERMANENT   |

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| 13.08.02        | Signed contracts under seal and supporting documentation including: <ul style="list-style-type: none"> <li>tender submissions</li> <li>written offers</li> </ul>  | TEMPORARY<br>Destroy 13 years after expiry of contract. |
| 13.08.03        | Signed contracts and supporting documentation including. <ul style="list-style-type: none"> <li>tender submissions</li> <li>written offers</li> </ul> <p><i>See 13.08.02. for contracts under seal.</i></p>   | TEMPORARY<br>Destroy 7 years after expiry of contract.  |
| 13.08.04        | Records documenting the management of contracts including: <ul style="list-style-type: none"> <li>parameters of consultancy/service</li> <li>terms and conditions</li> <li>performance and evaluation reports</li> <li>meetings with stakeholders</li> </ul>                      | TEMPORARY<br>Destroy 7 years after action completed.    |
| <b>13.09.00</b> | <p><b>Disposal (PROPERTY MANAGEMENT)</b></p> <p>The process of disposing of property no longer required by the agency, by sale, transfer, termination of lease, auction, or destruction.</p> <p><i>See 13.27.00 for the disposal of property through a tendering process.</i></p> |   |
| 13.09.01        | Records documenting the disposal of property Includes: <ul style="list-style-type: none"> <li>quotations</li> <li>correspondence</li> </ul> <p><i>See 05.04.00 for the removal of items from the asset register.</i></p>  | TEMPORARY<br>Destroy 7 years after disposal.            |
| <b>13.10.00</b> | <p><b>Fit-Outs (PROPERTY MANAGEMENT)</b></p> <p>The process of refurbishing a workplace internally. Includes painting, floor coverings, furnishings, furniture, fittings and equipment.</p>   |   |

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| 13.10.01        | <p>Records documenting fit-outs of properties including:</p> <ul style="list-style-type: none"> <li>• estimates</li> <li>• quotations</li> </ul> <p><i>See 13.18.00 for the upkeep, repair and servicing of buildings.</i></p>  | <p>TEMPORARY</p> <p>Destroy 2 years after action completed.</p> |
| <b>13.11.00</b> | <p><b>Implementation (PROPERTY MANAGEMENT)</b></p> <p>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 the implementation goes according to schedule and that standards are met.</p> |   |
| 13.11.01        | <p>Records documenting the implementation of counter disaster plans following a disaster for properties of national or state significance including copy of counter disaster plan implemented.</p> <p><i>See 13.21.01 for the development of counter disaster plans.</i></p>  | <p>PERMANENT</p>  |
| 13.11.02        | <p>Records documenting the implementation of counter disaster plans following a disaster for properties not described in 13.11.01 including copy of counter disaster plan implemented.</p> <p><i>See 13.21.01 for the development of counter disaster plans.</i></p>  | <p>TEMPORARY</p> <p>Destroy 7 years after action completed.</p> |
| 13.11.03        | <p>Records documenting the implementation of plans, policies and procedures.</p> <p><i>See 13.21.02 for the development of plans.</i></p> <p><i>See 13.22.01 for the development of policy.</i></p> <p><i>See 13.23.01 for the development of procedures.</i></p>   | <p>TEMPORARY</p> <p>Destroy 7 years after action completed.</p> |
| <b>13.12.00</b> | <p><b>Inspections (PROPERTY MANAGEMENT)</b></p> <p>The process of official examinations of property and facilities to ensure compliance with agreed standards and objectives.</p>   |   |

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| 13.12.01        | <p>Records documenting routine inspections of property. These may include:</p> <ul style="list-style-type: none"> <li>• correspondence</li> <li>• reports</li> </ul> <p><i>See 13.07.02 for inspections carried out during construction projects.</i></p> <p><i>See 13.12.03 for air monitoring results</i></p>   | <p>TEMPORARY</p> <p>Destroy 7 years after action completed.</p>  |
| 13.12.02        | <p>Records documenting inspections undertaken to determine the presence of hazardous materials including asbestos in buildings. Includes:</p> <ul style="list-style-type: none"> <li>• asbestos registers</li> <li>• health monitoring reports of workers undertaking lead or asbestos work according to the Work Health and Safety regulations.</li> </ul> <p><i>See 11.07.03 for routine inspections of hazardous materials.</i></p> <p><i>See 13.18.03 for the removal of hazardous materials.</i></p> <p><i>See 13.18.04 for reports of workers undertaking use or handling of hazardous chemicals.</i></p> | <p>TEMPORARY</p> <p>Destroy 75 years after action completed.</p> |
| 13.12.03        | <p>Air monitoring results undertaken according to the Work Health and Safety regulations</p>  | <p>TEMPORARY</p> <p>Destroy 30 years after action completed</p>  |
| <b>13.13.00</b> | <p><b>Installation (PROPERTY MANAGEMENT)</b></p> <p>Activities involved in placing utilities in position and connecting and adjusting them for use. Includes installation of public utilities.</p>  |  |

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| 13.13.01 | Records documenting the installation of public utilities including: <ul style="list-style-type: none"><li>• telecommunications</li><li>• power</li><li>• water</li><li>• sewerage</li></ul>   | TEMPORARY<br><br>Destroy 2 years after action completed.     |
| 13.13.02 | Records documenting the installation of utilities in agency-owned buildings including: <ul style="list-style-type: none"><li>• plans</li><li>• specifications</li></ul> Utilities may include: <ul style="list-style-type: none"><li>• air conditioning</li><li>• ventilation</li><li>• heating</li><li>• lighting</li><li>• electricity</li><li>• computer cabling</li></ul> | TEMPORARY<br><br>Destroy 2 years after disposal of building. |



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| 13.13.03 | <p>Records documenting the installation of utilities in premises <u>leased</u> by the agency including:</p> <ul style="list-style-type: none"> <li>• plans</li> <li>• specifications</li> </ul> <p>Utilities may include:</p> <ul style="list-style-type: none"> <li>• air conditioning</li> <li>• ventilation</li> <li>• heating</li> <li>• lighting</li> <li>• electricity</li> <li>• computer cabling</li> </ul> | <p><b>TEMPORARY</b></p> <p>Destroy 2 years after expiry of lease or 2 years after the agency vacates the building, whichever is the later.</p> |
| 13.14.00 | <p><b>Insurance (PROPERTY MANAGEMENT)</b></p> <p>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.</p> <p><i>See 13.03.01 for claims.</i></p>   |  |
| 13.14.01 | <p>Records documenting arrangements for participation in, and contributions to, self-insurance funds. Includes participation in the Tasmanian Risk Management Fund.</p> <p><i>See 05.01.01 for financial transactions.</i></p> <p><i>See 13.03.01 for dealings with the fund manager in relation to claims.</i></p> <p><i>See 13.04.02 for fund management committees.</i></p>                                      | <p><b>TEMPORARY</b></p> <p>Destroy 7 years after action completed.</p>   |
| 13.14.02 | Register of insurance policies.   | <b>PERMANENT</b>   |
| 13.14.03 | Agency copies of insurance policy documents and endorsements including new conditions imposed upon renewal.   | <p><b>TEMPORARY</b></p> <p>Destroy 7 years after policy expires.</p>   |

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| 13.14.04        | Records documenting administrative arrangements and determinations of amounts of cover.   | TEMPORARY<br><br>Destroy 2 years after action completed.               |
| <b>13.15.00</b> | <b>Inventory (PROPERTY MANAGEMENT)</b><br><br>The activities associated with listing and preparing lists of items and assets in the possession of the agency.   |  |
| 13.15.01        | Inventories documenting property management.  | TEMPORARY<br><br>Destroy 2 years after action completed.               |
| <b>13.16.00</b> | <b>Leasing (PROPERTY MANAGEMENT)</b><br><br>The activities involved in leasing accommodation, premises or real estate from another organisation.<br><br><i>See 13.17.00 where the agency is leasing out to another organisation.</i>  |  |
| 13.16.01        | Records documenting leasing including conditions and lease documents.   | TEMPORARY<br><br>Destroy 7 years after lease expires or is terminated. |
| 13.16.02        | Records documenting casual hire of properties and facilities.   | TEMPORARY<br><br>Destroy 2 years after action completed.               |
| <b>13.17.00</b> | <b>Leasing-Out (PROPERTY MANAGEMENT)</b><br><br>The activities involved in leasing-out 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.<br><br><i>See 13.16.00 for leasing from another organisation.</i> |  |

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| 13.17.01        | Records documenting leasing-out including conditions and lease documents.  | <p>TEMPORARY</p> <p>Destroy 7 years after lease expires or is terminated.</p> |
| 13.17.02        | <p>Records documenting casual hire of properties and facilities.</p> <p><i>See 13.02.01 for arrangements to use agency properties.</i></p>   | <p>TEMPORARY</p> <p>Destroy 2 years after action completed.</p>               |
| <b>13.18.00</b> | <p><b>Maintenance (PROPERTY MANAGEMENT)</b></p> <p>The activities associated with the upkeep, repair, servicing and preservation of internal/external conditions of premises, grounds and utilities.</p> <p><i>See 13.06.01 for the preservation, protection, restoration and enhancement of properties.</i></p> <p><i>See 13.07.00 for building construction, redevelopment and alterations.</i></p>  |   |
| 13.18.01        | <p>Records documenting major repairs and maintenance projects including consultant's reports. Includes electric, plumbing and fire inspections, as required by the <i>Building Act 2005</i>.</p> <p><i>See 13.07.02 for building construction, redevelopment and alterations.</i></p>  | <p>TEMPORARY</p> <p>Destroy 10 years after action completed.</p>              |
| 13.18.02        | <p>Records documenting minor repairs and routine maintenance including:</p> <ul style="list-style-type: none"> <li>• grounds maintenance</li> <li>• utilities maintenance</li> <li>• routine cleaning arrangements</li> <li>• waste removal</li> <li>• pest control</li> </ul> <p><i>See 13.18.01 for electric, plumbing and fire inspections.</i></p> <p><i>See 13.18.04 for the removal of hazardous waste.</i></p> <p><i>See 13.18.05 for the maintenance of cooling tower systems.</i></p> | <p>TEMPORARY</p> <p>Destroy 2 years after action completed.</p>               |

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| 13.18.03 | <p>Records documenting the removal and disposal of hazardous materials including asbestos from buildings. Includes asbestos removal control plans and licences.</p> <p><i>See 11.01.01 and 11.01.02 for asbestos removal control plans and licences when a notifiable incident occurs according to the Work Health and Safety Act 2012.</i></p> <p><i>See 13.12.02 for health monitoring reports, asbestos registers and inspections undertaken to determine the presence of hazardous materials.</i></p>   | <p>TEMPORARY</p> <p>Destroy 7 years after the demolition of the building.</p>                                   |
| 13.18.04 | <p>Records documenting the storage, disposal and removal of hazardous waste including chemicals and pesticides. According to the Work Health and Safety regulations, records may include:</p> <ul style="list-style-type: none"> <li>• hazardous chemicals register</li> <li>• hazardous chemicals manifest</li> <li>• record of name, date of birth and address of workers</li> <li>• workers' authorisations</li> </ul> <p><i>See 13.12.02 for health monitoring reports, asbestos registers and inspections undertaken to determine the presence of hazardous materials.</i></p> | <p>TEMPORARY</p> <p>Destroy 30 years after action completed or authorisation has expired whichever is later</p> |
| 13.18.05 | <p>Records documenting the maintenance of cooling tower systems.</p> <p><i>See 13.12.03 for air monitoring results undertaken according to the Work Health and Safety regulations</i></p>   | <p>TEMPORARY</p> <p>Destroy 7 years after action completed.</p>   |
| 13.18.06 | <p>Records documenting the monitoring of building management systems including energy management systems and air-conditioning systems.</p>  | <p>TEMPORARY</p> <p>Destroy 2 years after action completed.</p>   |

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| 13.19.00 | <p><b>Meetings (PROPERTY MANAGEMENT)</b></p> <p>The activities associated with <b>ad-hoc</b> gatherings held to formulate, discuss, update, or resolve issues and matters pertaining to the management of the section, business unit, or agency as a whole. Includes arrangements, agenda, taking of minutes etc. Excludes meetings of committees, task forces etc.</p> <p><i>See 13.04.00 for the meetings of committees and task forces.</i></p> <p><i>See 16.03.00 for senior management meetings and meetings that develop policy.</i></p> |  |
| 13.19.01 | Minutes, agendas and supporting documentation of meetings.   | <p>TEMPORARY</p> <p>Destroy 2 years after action completed.</p>          |
| 13.20.00 | <p><b>Moving (PROPERTY MANAGEMENT)</b></p> <p>The process of relocation of a business unit or premises.</p>  |  |
| 13.20.01 | Records documenting the relocation of an agency's business operations including arrangements with removalists.   | <p>TEMPORARY</p> <p>Destroy 2 years after action completed.</p>          |
| 13.21.00 | <p><b>Planning (PROPERTY MANAGEMENT)</b></p> <p>The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.</p> <p><i>See 16.14.01 for strategic, corporate or business plans.</i></p> <p><i>See 16.14.02 for business unit action plans.</i></p>   |  |
| 13.21.01 | <p>Final versions of agency property management plans including:</p> <ul style="list-style-type: none"> <li>• annual maintenance plans</li> <li>• counter disaster plans</li> </ul>  | <p>TEMPORARY</p> <p>Destroy 7 years after plan is superseded.</p>        |
| 13.21.02 | Records documenting the development of property management plans including reports analysing issues, and comments received from other areas of the agency.   | <p>TEMPORARY</p> <p>Destroy 1 year after adoption of the final plan.</p> |

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| <b>13.22.00</b> | <b>Policy (PROPERTY MANAGEMENT)</b><br><br>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 agency's operating procedures are determined.  |  |
| 13.22.01        | Records illustrating the development of policy and documenting policy decisions and the establishment of precedents.   | PERMANENT  |
| <b>13.23.00</b> | <b>Procedures (PROPERTY MANAGEMENT)</b><br><br>Standard methods of operating laid down by an agency according to formulated policy.  |  |
| 13.23.01        | Records documenting the development of agency procedures and final versions of agency manuals and instructions relating to the Property Management function.   | TEMPORARY<br><br>Destroy 7 years after superseded.       |
| 13.23.02        | Records documenting the internal and external notification of changes to, or the implementation of new policies, procedures, instructions or notification of significant events.<br><br><i>See 13.22.01, 13.23.01 and relevant functions/activities in other disposal schedules for final versions of policies, procedures and instructions.</i>   | TEMPORARY<br><br>Destroy 7 years after action completed. |
| <b>13.24.00</b> | <b>Reporting (PROPERTY MANAGEMENT)</b><br><br>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 the examination or investigation. Includes agenda, briefing, business, discussion papers, proposals, reports, reviews and returns. |  |
| 13.24.01        | Final versions of formal internal and external reports prepared by or for the agency.<br><br><i>See 14.12.01 for final versions of annual reports.</i>   | TEMPORARY<br><br>Destroy 5 years after action completed. |

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| 13.24.02        | Statistical information collected by the agency and forwarded to the Australian Bureau of Statistics including: <ul style="list-style-type: none"> <li>• copies of returns</li> <li>• related correspondence</li> </ul>                                   | TEMPORARY<br>Destroy 2 years after action completed. |
| 13.24.03        | Statistical information collected by or for the agency relating to major property management activities of the agency that is not included in 13.24.02.   | PERMANENT  |
| 13.24.04        | Statistical information collected by or for the agency that is not included in 13.24.02 or 13.24.03.  | TEMPORARY<br>Destroy 2 years after action completed. |
| 13.24.05        | Records documenting responses to questionnaires and surveys requested by outside organisations.   | TEMPORARY<br>Destroy 2 years after action completed. |
| 13.24.06        | Copies of records forwarded to the Department of Health and Human Services reporting the discovery of syringes or needles on government property. Records may include:<br><br>Sharps Discovery Report Form.   | TEMPORARY<br>Destroy when reference ceases.          |
| <b>13.25.00</b> | <b>Risk Management (PROPERTY MANAGEMENT)</b><br><br>The process involving the identification of risks, and the implementation of appropriate practices and procedures which will reduce wastage and the impact of economic loss arising from an incident. |  |
| 13.25.01        | Records documenting the identification of risks and the implementation of practices and procedures to reduce the risk.  | TEMPORARY<br>Destroy 7 years after action completed. |
| <b>13.26.00</b> | <b>Security (PROPERTY MANAGEMENT)</b><br><br>The activities associated with measures taken to protect property from accidental or intentional damage or from unauthorised access.   |  |
| 13.26.01        | Security incident register.   | PERMANENT  |

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| 13.26.02 | <p>Records documenting activities to protect properties including:</p> <ul style="list-style-type: none"> <li>• key registers</li> <li>• property guarding</li> <li>• after-hours surveillance</li> <li>• security patrols</li> <li>• electronic security systems</li> <li>• provision of safes and security vaults</li> <li>• issuing of visitor passes</li> </ul> <p><i>See 12.26.02 for the issue of security passes to agency employees.</i></p> <p><i>See 13.26.04 &amp; 13.26.05 for surveillance camera tapes.</i></p> | <p>TEMPORARY</p> <p>Destroy 5 years after action completed.</p>  |
| 13.26.03 | <p>Records documenting investigations into theft or intentional damage and referral of an alleged incident to law enforcement authorities. These may include:</p> <ul style="list-style-type: none"> <li>• incident report forms</li> <li>• agency copy of police reports</li> </ul> <p><i>See 03.22.01 for equipment damage or theft.</i></p> <p><i>See 13.03.01 for insurance claims.</i></p>   | <p>TEMPORARY</p> <p>Destroy 7 years after action completed.</p>  |
| 13.26.04 | <p>Surveillance camera tapes used for property security that are required for criminal investigations.</p>  | <p>TEMPORARY</p> <p>Destroy following completion of investigation and finalisation of any legal proceedings.</p> |
| 13.26.05 | <p>Surveillance camera tapes used for property security that are <u>not</u> required for criminal investigations.</p>   | <p>TEMPORARY</p> <p>Destroy when reference ceases.</p>   |



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| <b>13.27.00</b> | <p><b>Tendering (PROPERTY MANAGEMENT)</b></p> <p>The activities involved in 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.</p> <p><i>See 13.08.00 for contracts and records relating to the performance of work or the provision of goods or services by an external contractor.</i></p> |   |
| 13.27.01        | <p>Records documenting the development and issue of tender documents and the evaluation of tenders including:</p> <ul style="list-style-type: none"> <li>• statement of requirements</li> <li>• request for proposals</li> <li>• expression of interest</li> <li>• request for tender (RFT)</li> <li>• draft contracts</li> <li>• reports</li> <li>• public notices</li> </ul>  | <p>TEMPORARY</p> <p>Destroy 7 years after tender process completed.</p> |
| 13.27.02        | <p>Records documenting unsuccessful tenders and offers and tenders received where the tender process does not proceed.</p>  | <p>TEMPORARY</p> <p>Destroy 7 years after tender process completed.</p> |
| 13.27.03        | <p>Tender registers.</p>  | <p>TEMPORARY</p> <p>Destroy 7 years after last entry.</p>               |
| <b>13.28.00</b> | <p><b>Notifications (PROPERTY MANAGEMENT)</b></p> <p>Notices received from local government relating to agency properties or developments affecting neighbouring properties.</p>  |   |

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| 13.28.01 | <p>Notifications received from local councils relating to development and building applications proposed on neighbouring properties, to which the agency responds or objects. Includes any responses to the council or planning authority.</p> <p><u>See</u> DA2158 for notices to which the council does not respond or object.</p>   | <p>TEMPORARY</p> <p>Destroy 5 years after action completed.</p>                               |
| 14.00.00 | <p><b>PUBLICATION</b></p> <p>The function of having works, irrespective of format, issued for sale or general distribution internally or to the public. Includes drafting, manual or electronic production (design, layout, typesetting, printing etc.), marketing, and supply of publications by the agency. Includes external publications (such as technical papers, issue papers, articles for professional journals and reports) and leaflets which aim to promote the services and public image of the agency; and internal publications (such as newsletters, circulars, procedure manuals etc.), which are not produced for public relations reasons. Also includes photographs published or displayed for public relations reasons, multi-media publications, and CD-ROM and Online information services.</p> |   |
| 14.01.00 | <p><b>Agreements (PUBLICATION)</b></p> <p>The processes associated with the establishment, maintenance, review and negotiation of agreements.</p>  |   |
| 14.01.01 | <p>Records documenting the establishment, maintenance and review of agreements including final versions of agreements.</p> <p><u>See</u> 14.01.02 for agreements vesting Crown copyright in another person or organisation.</p>  | <p>TEMPORARY</p> <p>Destroy 7 years after expiry, completion or termination of agreement.</p> |
| 14.01.02 | <p>Record documenting agreements made when an agency vests Crown copyright in another author, person or organisation.</p>  | <p>TEMPORARY</p> <p>Destroy 7 years after date of expiry specified in the agreement.</p>      |
| 14.02.00 | <p><b>Compliance (PUBLICATION)</b></p> <p>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.</p>  |   |

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| 14.02.01        | Records documenting agency compliance with mandatory or optional accountability requirements including the allocation of ISBN, ISSN and URL identifiers.  | TEMPORARY<br><br>Destroy 7 years after action completed.     |
| <b>14.03.00</b> | <b>Contracting-Out (PUBLICATION)</b><br><br>The activities involved in 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. Sometimes referred to as outsourcing.<br><br><i>See 14.16.00 for the process of receiving and assessing tenders from potential contractors for services prior to the contract agreement.</i> |  |
| 14.03.01        | Contract registers.   | PERMANENT  |
| 14.03.02        | Signed contracts and supporting documentation including: <ul style="list-style-type: none"> <li>• tender submissions</li> <li>• written offers</li> </ul>   | TEMPORARY<br><br>Destroy 7 years after expiry of contract.   |
| 14.03.03        | Records documenting the management of contracts including: <ul style="list-style-type: none"> <li>• parameters of consultancy/service</li> <li>• terms and conditions</li> <li>• performance and evaluation reports</li> <li>• meetings with stakeholders</li> </ul>  | TEMPORARY<br><br>Destroy 7 years after action completed.     |
| <b>14.04.00</b> | <b>Corporate Style (PUBLICATION)</b><br><br>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, stationery, and publications that incorporate the corporate image of the agency.   |  |
| 14.04.01        | Records documenting the development and approval of designs for agency logos, emblems, letterhead, stationery and publications incorporating the corporate image of the agency.   | TEMPORARY<br><br>Destroy when corporate style is superseded. |

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| 14.04.02        | Agency style manuals.  | TEMPORARY<br><br>Destroy when reference ceases.          |
| <b>14.05.00</b> | <b>Distribution (PUBLICATION)</b><br><br>The activities associated with disseminating publications through sales, deliveries, or other customer services.  |  |
| 14.05.01        | Records documenting the distribution of agency publications including distribution lists.  | TEMPORARY<br><br>Destroy 2 years after action completed. |
| <b>14.06.00</b> | <b>Drafting (PUBLICATION)</b><br><br>The activities associated with preparing preliminary drafts or outlines of publications prior to production.<br><br><i>See 14.12.00 for master copies of drafts and details relating to layout etc. when drafts are ready for production.</i>   |  |
| 14.06.01        | Records documenting the drafting of agency publications including the compilation and co-ordination of the annual report.  | TEMPORARY<br><br>Destroy 2 years after action completed. |
|                 | <b>Enquiries (PUBLICATION)</b><br><br>The activities associated with the handling of requests for information about the agency and its services by the general public or another organisation.<br><br><i>See 01.10.01 for enquiries requesting general information about the agency and its products and services.</i><br><br><i>See the Disposal Schedule for Short-term Value Records (DA No. 2158) for requests for copies of publications.</i> |  |

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| <b>14.07.00</b> | <p><b>Intellectual Property (PUBLICATION)</b></p> <p>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 that are not available to the public under Freedom of Information (FOI) legislation.</p> <p><i>See 10.09.01 for the establishment of the agency's intellectual property.</i></p> <p><i>See 10.07.01 for infringements of the agency's intellectual property.</i></p>  |   |
| 14.07.01        | Applications to reproduce material held under agency copyright.   | <p>TEMPORARY</p> <p>Destroy 7 years after action completed.</p> |
| 14.07.02        | Applications made by the agency to reproduce material held under copyright.   | <p>TEMPORARY</p> <p>Destroy 7 years after action completed.</p> |
| <b>14.08.00</b> | <p><b>Joint Ventures (PUBLICATION)</b></p> <p>The activities involved in managing joint operations between business units within the agency, or with other organisations, where there is a contract, joint contribution of funds and/or time. Includes private sector ventures with public sector organisations, and co-research or collaboration between agencies, business units, or organisations. Also includes partnerships.</p> <p><b>Note:</b> <i>This activity does not include joint venture arrangements that support core functions of the agency, these should be included in an agency specific disposal schedule.</i></p> |   |

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| 14.08.01  | <p>Records documenting the arrangements for, and the management of joint ventures and partnerships including the establishment, maintenance, and review of agreements and contracts. Records may include:</p> <ul style="list-style-type: none"> <li>• agreements</li> <li>• contracts</li> <li>• memoranda of understanding</li> <li>• memoranda of agreement</li> <li>• service agreements</li> <li>• progress reports</li> <li>• correspondence</li> </ul> | <p><b>TEMPORARY</b></p> <p>Destroy 7 years after completion or termination of agreements or contracts.</p> |
| <b>14.09.00</b>   | <p><b>Marketing (PUBLICATION)</b></p> <p>The process of analysing, creating and selling products and services. Includes market research, sales forecasting, advertising, media releases, promotion, pricing and product evaluation.</p>   |  |
| 14.09.01  | Records documenting the promotion of agency publications including advertising, launches, and displays.   | <p><b>TEMPORARY</b></p> <p>Destroy 2 years after action completed.</p>                                     |
| 14.09.02  | <p>Records documenting the sale of agency's publications including the receipt and processing of orders.</p> <p><i>See 05.01.01 for financial transactions.</i></p>   | <p><b>TEMPORARY</b></p> <p>Destroy 1 year after action completed.</p>                                      |
| <p><b>Planning (PUBLICATION)</b></p> <p>The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.</p> <p><i>See 16.14.01 for strategic, corporate or business plans.</i></p> <p><i>See 16.14.02 for business unit action plans.</i></p> <p><i>See 16.14.03 for records documenting the planning process.</i></p> |   |  |

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| <b>14.10.00</b> | <b>Policy (PUBLICATION)</b><br><br>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 agency's operating procedures are determined.  |  |
| 14.10.01        | Records illustrating the development of policy and documenting policy decisions and the establishment of precedents including the use of internet or intranet sites for the transaction of business or the provision of public access to information held by the agency.<br><br><i>See 14.12.03 for the design, management and updating of web sites.</i> | PERMANENT  |
| <b>14.11.00</b> | <b>Procedures (PUBLICATION)</b><br><br>Standard methods of operating laid down by an agency according to formulated policy.   |  |
| 14.11.01        | Records documenting the development of agency procedures and final versions of agency manuals and instructions relating to the publication function.  | TEMPORARY<br><br>Destroy 7 years after superseded.       |
| 14.11.02        | Records documenting the internal and external notification of changes to, or the implementation of new policies, procedures, instructions or notification of significant events.<br><br><i>See 14.10.01, 14.11.01 and relevant functions/activities in other disposal schedules for final versions of policies, procedures and instructions.</i>          | TEMPORARY<br><br>Destroy 7 years after action completed. |
| <b>14.12.00</b> | <b>Production (PUBLICATION)</b><br><br>The process involved in producing material into an end result or output, e.g. a product or publication. Includes design, layout, typesetting, desktop publishing, printing, binding etc.<br><br><i>See 14.06.01 for preparing preliminary drafts or outlines prior to production.</i>                              |  |

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| 14.12.01        | <p>Master copies of all significant agency publications.<br/>Includes final version of agency annual report.</p> <p><i>Where the publication provides advice to agency clients relating to administrative functions or unique agency functions - <u>see</u> the relevant classes in this or other disposal schedules.</i></p>   | <p><b>PERMANENT</b></p> <p>Where the publication is held in an electronic format, transfer to the State Library of Tasmania's Stable Tasmanian Open Repository Service (STORS).</p> |
| 14.12.02        | <p>Agency publications used for promotional purposes that do not provide advice to agency clients.</p> <p><i>Where the publication provides advice to agency clients relating to administrative functions or unique agency functions - <u>see</u> the relevant classes in this or other disposal schedules.</i></p>   | <p><b>TEMPORARY</b></p> <p>Destroy when reference ceases.</p>   |
| 14.12.03        | <p>Records documenting the production of agency publications (including websites) including :</p> <ul style="list-style-type: none"> <li>• administrative arrangements</li> <li>• design</li> <li>• layout</li> <li>• typesetting</li> <li>• desktop publishing</li> <li>• printing</li> <li>• binding</li> <li>• production scripts</li> </ul> <p><i><u>See</u> 14.02.01 for the assignment of ISBN, ISSN and URL identifiers.</i></p> | <p><b>TEMPORARY</b></p> <p>Destroy 2 years after action completed.</p>  |
| <b>14.13.00</b> | <p><b>Reporting (PUBLICATION)</b></p> <p>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 the examination or investigation. Includes agenda, briefing, business, discussion papers, proposals, reports, reviews and returns.</p>                 |   |



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| 14.13.01        | Final versions of formal internal and external reports prepared by or for the agency.<br><br><i>See 14.12.01 for final version of annual reports.</i>  | TEMPORARY<br><br>Destroy 5 years after action completed. |
| 14.13.02        | Statistical information collected by the agency and forwarded to the Australian Bureau of Statistics including: <ul style="list-style-type: none"> <li>• copies of returns</li> <li>• related correspondence</li> </ul>  | TEMPORARY<br><br>Destroy 2 years after action completed. |
| 14.13.03        | Statistical information collected by or for the agency relating to major publication activities of the agency that is not included in 14.13.02.  | PERMANENT  |
| 14.13.04        | Statistical information collected by or for the agency that is not included in 14.13.02 or 14.13.03.   | TEMPORARY<br><br>Destroy 2 years after action completed. |
| 14.13.05        | Records documenting responses to questionnaires and surveys requested by outside organisations.  | TEMPORARY<br><br>Destroy 2 years after action completed. |
| <b>14.14.00</b> | <p><b>Research (PUBLICATION)</b></p> <p>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.</p> |  |
| 14.14.01        | Records documenting research carried out to support agency publications.   | TEMPORARY<br><br>Destroy 2 years after action completed. |
| <b>14.15.00</b> | <p><b>Reviewing (PUBLICATION)</b></p> <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>   |  |

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| 14.15.01        | Records documenting reviews of publication programs and operations including final reports.   | TEMPORARY<br><br>Destroy 5 years after action completed.         |
| <b>14.16.00</b> | <p><b>Tendering (PUBLICATION)</b></p> <p>The activities involved in 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.</p> <p><i>See 14.03.00 for contracts and records relating to the performance of work or the provision of goods or services by an external contractor.</i></p> |  |
| 14.16.01        | <p>Records documenting the development and issue of tender documents and the evaluation of tenders including:</p> <ul style="list-style-type: none"> <li>• statement of requirements</li> <li>• request for proposals</li> <li>• expression of interest</li> <li>• request for tender (RFT)</li> <li>• draft contracts</li> <li>• reports</li> <li>• public notices</li> </ul>  | TEMPORARY<br><br>Destroy 7 years after tender process completed. |
| 14.16.02        | Records documenting unsuccessful tenders and offers and tenders received where the tender process does not proceed.   | TEMPORARY<br><br>Destroy 7 years after tender process completed. |
| 14.16.03        | Tender registers.   | TEMPORARY<br><br>Destroy 7 years after last entry.               |

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| <b>15.00.00</b> | <p><b>STAFF DEVELOPMENT</b></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> <p><i>See 12.11.02 &amp; 12.11.03 for qualifications and training and study details of individual employees.</i></p>                               |   |
| <b>15.01.00</b> | <p><b>Addresses (STAFF DEVELOPMENT)</b></p> <p>The activity of giving addresses for training and professional development purposes. Includes speeches and multi-media presentations.</p> <p><i>See 01.01.00 for speeches and addresses made for Community Relations purposes.</i></p>   |   |
| 15.01.01        | Final versions of addresses.  | <p>TEMPORARY</p> <p>Destroy 2 years after action completed.</p> |
| 15.01.02        | Records documenting the preparation of addresses and speeches.  | <p>TEMPORARY</p> <p>Destroy 2 years after action completed.</p> |
| <b>15.02.00</b> | <p><b>Allowances (STAFF DEVELOPMENT)</b></p> <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.</p>   |   |
| 15.02.01        | Records documenting allowances paid to employees to attend training courses.  | <p>TEMPORARY</p> <p>Destroy 7 years after action completed.</p> |
| <b>15.03.00</b> | <p><b>Audit (STAFF DEVELOPMENT)</b></p> <p>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 agency in a specified period. Includes compliance audits, financial audits, operational audits, recordkeeping audits, skills audits, system audits and quality assurance audits.</p> |   |

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| 15.03.01 | <p>Records documenting internal and external audits relating to the staff development function. Includes:</p> <ul style="list-style-type: none"> <li>• audit reports</li> <li>• comments</li> <li>• minutes of meetings</li> </ul>  | <p>TEMPORARY</p> <p>Destroy 5 years after action completed.</p> |
| 15.04.00 | <p><b>Committees (STAFF DEVELOPMENT)</b></p> <p>The activities associated with the management of committees and task forces (internal and external, private, local, state, Commonwealth etc.). Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes, reports, agenda etc.</p> <p><i>See 16.03.00 for Senior Management Committees, Steering Committees and Audit Committees.</i></p> <p><b>Note:</b> This activity does not include committees that support core functions of the agency, these should be included in an agency specific disposal schedule.</p> |   |
| 15.04.01 | <p>Records of internal committees and external committees where the agency has the administrative role. These may include:</p> <ul style="list-style-type: none"> <li>• documents establishing the committee</li> <li>• documents appointing members</li> <li>• final versions of minutes</li> <li>• agenda papers</li> <li>• reports presented to the committee</li> <li>• submissions presented to the committee</li> </ul>   | <p>TEMPORARY</p> <p>Destroy 7 years after action completed.</p> |

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| 15.04.02        | <p>Records of external committees where the agency does <u>not</u> have the administrative role.</p> <p>These may include:</p> <ul style="list-style-type: none"> <li>• copies of minutes</li> <li>• agenda papers</li> <li>• copies of reports presented to the committee</li> <li>• copies of submissions presented to the committee</li> </ul>       | <p>TEMPORARY</p> <p>Destroy 2 years after action completed.</p> |
| 15.04.03        | Records documenting the conduct and administration of committees.   | <p>TEMPORARY</p> <p>Destroy when reference ceases.</p>          |
| <b>15.05.00</b> | <p><b>Compliance (STAFF DEVELOPMENT)</b></p> <p>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.</p> |   |
| 15.05.01        | Records documenting agency compliance with mandatory or optional accountability requirements.   | <p>TEMPORARY</p> <p>Destroy 7 years after action completed.</p> |
| <b>15.06.00</b> | <p><b>Conferences (STAFF DEVELOPMENT)</b></p> <p>The activities involved in arranging or attending conferences held either by the agency or by other organisations. Includes registrations, publicity, and reports of participants etc.</p> <p><i>See 15.04.00 for working parties etc. arising from the conferences.</i></p>                           |   |

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| 15.06.01 | Records documenting conferences where the agency acts as secretariat or convenor including: <ul style="list-style-type: none"><li>• copies of minutes</li><li>• summaries of proceedings</li><li>• agenda papers</li><li>• published papers</li><li>• reports</li><li>• submissions</li><li>• briefings</li></ul>   | PERMANENT  |
| 15.06.02 | Administrative arrangements for conferences arranged by the agency including: <ul style="list-style-type: none"><li>• attendance details</li><li>• promotional material</li><li>• invitations</li><li>• registrations</li><li>• travel and accommodation arrangements</li><li>• venue and facilities hire</li></ul> | TEMPORARY<br>Destroy 2 years after action completed. |

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| 15.06.03        | <p>Records documenting conferences arranged by other organisations including:</p> <ul style="list-style-type: none"> <li>• copies of minutes</li> <li>• summaries of proceedings</li> <li>• agenda papers</li> <li>• published papers</li> <li>• reports</li> <li>• promotional material</li> <li>• notices</li> <li>• programs</li> <li>• invitations</li> </ul> <p><i>See 15.06.04 for reports, submissions, papers and briefings presented by the agency to the conference.</i></p> | <p>TEMPORARY</p> <p>Destroy when reference ceases.</p> |
| 15.06.04        | <p>Documents presented by the Agency to Conferences arranged by other organisations including:</p> <ul style="list-style-type: none"> <li>• reports</li> <li>• submissions</li> <li>• papers</li> <li>• briefings</li> </ul>   | <p>PERMANENT</p>                                       |
| <b>15.07.00</b> | <p><b>Contracting-Out (STAFF DEVELOPMENT)</b></p> <p>The activities involved in 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. Sometimes referred to as outsourcing.</p> <p><i>See 15.12.00 for the process of receiving and assessing tenders from potential contractors for services prior to the contract agreement.</i></p>                                 |  |
| 15.07.01        | Contract registers.  | <p>PERMANENT</p>                                       |

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| 15.07.02        | Signed contracts and supporting documentation including: <ul style="list-style-type: none"> <li>• tender submissions</li> <li>• written offers</li> </ul>  | TEMPORARY<br><br>Destroy 7 years after expiry of contract. |
| 15.07.03        | Records documenting the management of contracts including: <ul style="list-style-type: none"> <li>• parameters of consultancy/service</li> <li>• terms and conditions</li> <li>• performance and evaluation reports</li> <li>• meetings with stakeholders</li> </ul>   | TEMPORARY<br><br>Destroy 7 years after action completed.   |
| <b>15.08.00</b> | <p><b>Meetings (STAFF DEVELOPMENT)</b></p> <p>The activities associated with <b>ad-hoc</b> gatherings held to formulate, discuss, update, or resolve issues and matters pertaining to the management of the section, business unit, or agency as a whole. Includes arrangements, agenda, taking of minutes etc. Excludes meetings of committees, task forces etc.</p> <p><u>See 15.04.00 for the meetings of committees and task forces.</u></p> <p><u>See 16.03.00 for senior management meetings and meetings that develop policy.</u></p> |  |
| 15.08.01        | Minutes, agendas and supporting documentation of meetings.   | TEMPORARY<br><br>Destroy 2 years after action completed.   |
|                 | <p><b>Planning (STAFF DEVELOPMENT)</b></p> <p>The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.</p> <p><u>See 16.14.01 for strategic, corporate or business plans.</u></p> <p><u>See 16.14.02 for business unit action plans.</u></p> <p><u>See 16.14.03 for records documenting the planning process.</u></p>  |  |



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| <b>15.09.00</b> | <b>Policy (STAFF DEVELOPMENT)</b><br><br>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 agency's operating procedures are determined.  |  |
| 15.09.01        | Records illustrating the development of policy and documenting policy decisions and the establishment of precedents.   | PERMANENT  |
| <b>15.10.00</b> | <b>Procedures (STAFF DEVELOPMENT)</b><br><br>Standard methods of operating laid down by an agency according to formulated policy.  |  |
| 15.10.01        | Records documenting the development of agency procedures and final versions of agency manuals and instructions relating to the Staff Development function.   | TEMPORARY<br><br>Destroy 7 years after superseded.       |
| 15.10.02        | Records documenting the internal and external notification of changes to, or the implementation of new policies, procedures, instructions or notification of significant events.<br><br><i>See 15.09.01, 15.10.01 and relevant functions/activities in other disposal schedules for final versions of policies, procedures and instructions.</i> | TEMPORARY<br><br>Destroy 7 years after action completed. |
| <b>15.11.00</b> | <b>Reviewing (STAFF DEVELOPMENT)</b><br><br>The activities involved in re-evaluating or re-examining products, processes, procedures, standards and systems. Includes recommendations and advice resulting from these activities.  |  |
| 15.11.01        | Records documenting reviews of the purpose, structure and effectiveness of staff development programs and operations including final reports.  | TEMPORARY<br><br>Destroy 5 years after action completed. |

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| <b>15.12.00</b> | <p><b>Tendering (STAFF DEVELOPMENT)</b></p> <p>The activities involved in 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.</p> <p><i>See 15.07.00 for contracts and records relating to the performance of work or the provisions of goods or services by an external contractor.</i></p> |  |
| 15.12.01        | <p>Records documenting the development and issue of tender documents and the evaluation of tenders including:</p> <ul style="list-style-type: none"> <li>• statement of requirements</li> <li>• request for proposals</li> <li>• expression of interest</li> <li>• request for tender (RFT)</li> <li>• draft contracts</li> <li>• reports</li> <li>• public notices</li> </ul>   | <p><b>TEMPORARY</b></p> <p>Destroy 7 years after tender process completed.</p> |
| 15.12.02        | <p>Records documenting unsuccessful tenders and offers and tenders received where the tender process does not proceed.</p>   | <p><b>TEMPORARY</b></p> <p>Destroy 7 years after tender process completed.</p> |
| 15.12.03        | <p>Tender registers.</p>   | <p><b>TEMPORARY</b></p> <p>Destroy 7 years after last entry.</p>               |

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| <p><b>15.13.00</b></p> | <p><b>Training (STAFF DEVELOPMENT)</b></p> <p>The activities associated with all aspects of training (external/internal) available to staff. Includes training in asbestos removal work or training in other asbestos-related work.</p> <p><b>Note:</b> This activity does not include records of training provided by agency staff for external clients which should be included in an agency specific disposal schedule.</p> <p><u>See the Disposal Schedule for Government Registered Training Organisations (RTO's) (DA No. 2135) for training provided to agency staff or clients where the agency delivers the training as an RTO.</u></p> |  |
| <p>15.13.01</p>        | <p>Records documenting content, attendance, and financing of internal training programs. These may include:</p> <ul style="list-style-type: none"> <li>● training plans</li> <li>● lists of attendees</li> </ul>   | <p><b>TEMPORARY</b></p> <p>Destroy 7 years after action completed.</p> |
| <p>15.13.02</p>        | <p>Records documenting administrative arrangements (excluding those required in 15.13.01) for training programs (internal and external) including:</p> <ul style="list-style-type: none"> <li>● notifications</li> <li>● registration forms</li> <li>● applications for attendance</li> <li>● confirmations</li> <li>● evaluations</li> </ul>  | <p><b>TEMPORARY</b></p> <p>Destroy 2 years after course completed.</p> |

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| 15.13.03        | <p>Final versions of training material used in training programs run internally by the Agency including:</p> <ul style="list-style-type: none"> <li>• programs</li> <li>• course notes</li> <li>• hand-outs</li> <li>• power point presentations</li> <li>• slides</li> <li>• films</li> <li>• cassettes</li> <li>• videos</li> </ul>   | <p><b>TEMPORARY</b></p> <p>Destroy when material is superseded or course is no longer delivered.</p> |
| 15.13.04        | <p>Records documenting the availability of scholarships including correspondence with other organisations and educational institutions.</p>   | <p><b>TEMPORARY</b></p> <p>Destroy 2 years after action completed.</p>                               |
| <b>16.00.00</b> | <p><b>STRATEGIC MANAGEMENT</b></p> <p>The function of applying broad systematic management planning for the agency. Includes the activities involved with the development, monitoring, and reviewing of business plans, strategic plans, work plans, corporate plans, Equal Employment Opportunity (EEO) plans, energy and waste management plans and other long-term agency 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 agency.</p> <p><i>See 04.00.00 for records relating to the structure of the agency.</i></p> |  |
| <b>16.01.00</b> | <p><b>Agreements (STRATEGIC MANAGEMENT)</b></p> <p>The processes associated with the establishment, maintenance, review and negotiation of agreements.</p>  |  |

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| 16.01.01 | Records documenting the establishment, maintenance and review of agreements including final versions of agreements. Includes service level agreements between various business units.  | <p>TEMPORARY</p> <p>Destroy 7 years after expiry, completion or termination of agreement.</p> |
| 16.02.00 | <p><b>Audit (STRATEGIC MANAGEMENT)</b></p> <p>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 agency in a specified period. Includes compliance audits, financial audits, operational audits, recordkeeping audits, skills audits, system audits and quality assurance audits.</p>   |   |
| 16.02.01 | <p>Records documenting internal and external audits relating to the strategic management function. Includes:</p> <ul style="list-style-type: none"> <li>• audit reports</li> <li>• comments</li> <li>• minutes of meetings</li> </ul>  | <p>TEMPORARY</p> <p>Destroy 5 years after action completed.</p>                               |
| 16.03.00 | <p><b>Committees (STRATEGIC MANAGEMENT)</b></p> <p>The activities associated with the management of committees and task forces (internal and external, private, local, state, Commonwealth etc.). Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes, reports, agenda etc. Includes:</p> <ul style="list-style-type: none"> <li>• senior management committees or meetings</li> <li>• committees or meetings that develop policy</li> <li>• committees constituted to exercise a delegated authority from senior management</li> </ul> <p><i>See 16.12.01 for ad-hoc gatherings held to formulate, discuss, update, or resolve issues and matters pertaining to the management of the section, business unit, or agency as a whole.</i></p> <p><b>Note:</b> This activity does not include committees that support core functions of the agency, these should be included in an agency specific disposal schedule.</p> |   |

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| 16.03.01 | <p>Records documenting high-level corporate committees with responsibility for making major decisions in the area of agency policy and agency corporate planning (e.g. senior management committees). These may include:</p> <ul style="list-style-type: none"> <li>• documents establishing the committee</li> <li>• documents appointing members</li> <li>• final versions of minutes</li> <li>• agenda papers</li> <li>• reports presented to the committee</li> <li>• submissions presented to the committee</li> </ul> | PERMANENT   |
| 16.03.02 | <p>Records of internal committees relating to the strategic management function including audit committees and steering committees. These may include:</p> <ul style="list-style-type: none"> <li>• documents establishing the committee</li> <li>• documents appointing members</li> <li>• master copies of minutes</li> <li>• agenda papers</li> <li>• reports presented to the committee</li> <li>• submissions presented to the committee</li> </ul>  | <p>TEMPORARY</p> <p>Destroy 7 years after action completed.</p> |
| 16.03.03 | <p>Records of external committees established to examine service-wide or multi-agency strategic issues where the agency has the administrative role. These may include:</p> <ul style="list-style-type: none"> <li>• documents establishing the committee</li> <li>• documents appointing members</li> <li>• master copies of minutes</li> <li>• agenda papers</li> <li>• reports presented to the committee</li> <li>• submissions presented to the committee</li> </ul>   | PERMANENT   |

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| 16.03.04        | <p>Records of external committees which are <u>not</u> described in 16.03.03 where the agency has the administrative role. These may include:</p> <ul style="list-style-type: none"> <li>• documents establishing the committee</li> <li>• documents appointing members</li> <li>• master copies of minutes</li> <li>• agenda papers</li> <li>• reports presented to the committee</li> <li>• submissions presented to the committee</li> </ul> | <p>TEMPORARY</p> <p>Destroy 7 years after action completed.</p> |
| 16.03.05        | <p>Records of external committees where the agency does <u>not</u> have the administrative role. These may include:</p> <ul style="list-style-type: none"> <li>• copies of minutes</li> <li>• agenda papers</li> <li>• copies of reports presented to the committee</li> <li>• copies of submissions presented to the committee</li> </ul>  | <p>TEMPORARY</p> <p>Destroy 2 years after action completed.</p> |
| 16.03.06        | Records documenting the conduct and administration of committees.   | <p>TEMPORARY</p> <p>Destroy when reference ceases.</p>          |
| <b>16.04.00</b> | <p><b>Compliance (STRATEGIC MANAGEMENT)</b></p> <p>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.</p>  |   |
| 16.04.01        | Records documenting agency compliance with broad standards and statutory requirements.  | <p>TEMPORARY</p> <p>Destroy 7 years after action completed.</p> |

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| <b>16.05.00</b> | <b>Contracting-Out (STRATEGIC MANAGEMENT)</b>  |   |
|                 | The activities involved in 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. Sometimes referred to as outsourcing.                               |   |
|                 | <i>See 16.22.00 for the process of receiving and assessing tenders from potential contractors for services prior to the contract agreement.</i>  |   |
| 16.05.01        | Contract registers.  | PERMANENT   |
| 16.05.02        | Signed contracts and supporting documentation including: <ul style="list-style-type: none"> <li>• tender submissions</li> <li>• written offers</li> </ul>  | TEMPORARY<br>Destroy 7 years after expiry of contract.        |
| 16.05.03        | Records documenting the management of contracts including: <ul style="list-style-type: none"> <li>• parameters of consultancy/service</li> <li>• terms and conditions</li> <li>• performance and evaluation reports</li> <li>• meetings with stakeholders</li> </ul> | TEMPORARY<br>Destroy 7 years after action completed.          |
| <b>16.06.00</b> | <b>Corruption (STRATEGIC MANAGEMENT)</b>   |   |
|                 | The processes which allow the disclosure of corruption, and strategies for the prevention of corruption. Includes involvement in corruption prevention projects and the education of staff about corruption prevention disclosures.                                  |   |
| 16.06.01        | Records documenting the management of broad strategies to prevent corruption within the agency.  | TEMPORARY<br>Destroy 7 years after strategies are superseded. |
| 16.06.02        | Records documenting the disclosure and investigation of corruption allegations made by or about an agency.   | TEMPORARY<br>Destroy 7 years after action completed.          |



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| <b>16.07.00</b> | <b>Customer Service (STRATEGIC MANAGEMENT)</b><br><br>The activities associated with the planning, monitoring and evaluation of services provided to customers by the agency.  |   |
| 16.07.01        | Records documenting the development of agency-wide strategies to deliver quality customer services.<br><br><i>See 01.08.01 for the development of customer service charters.</i>   | <b>TEMPORARY</b><br><br>Destroy 5 years after superseded.       |
| <b>16.08.00</b> | <b>Evaluation (STRATEGIC MANAGEMENT)</b><br><br>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.<br><br><i>See 16.19.01 for the re-evaluation process (after implementation, use and monitoring).</i>   |   |
| 16.08.01        | Records documenting the evaluation of strategic programs and services.   | <b>TEMPORARY</b><br><br>Destroy 5 years after action completed. |
| <b>16.09.00</b> | <b>Grant Funding (STRATEGIC MANAGEMENT)</b><br><br>The activities associated with the application for, and receipt of grants.<br><br><i>See relevant functions in agency specific disposal schedules for applications for grants for specific purposes relating to core agency functions.</i><br><br><b>Note:</b> This activity does not include records of the provision of grants to other organisations, these records should be included in a specific agency disposal schedule. |   |
| 16.09.01        | Records documenting the development of strategies for managing processes associated with the agency applying for grants.<br><br><i>See 05.14.01 for the administration of grant funds received by the agency.</i>  | <b>TEMPORARY</b><br><br>Destroy 7 years after action completed. |
| <b>16.10.00</b> | <b>Implementation (STRATEGIC MANAGEMENT)</b><br><br>The activities associated with carrying out or putting into action, plans, policies, procedures or instructions, all of which could be internally or externally driven. Also includes monitoring to ensure that the implementation goes according to schedule and that standards are met.  |   |

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| 16.10.01        | Records documenting the implementation of plans, policies and procedures.   | TEMPORARY<br><br>Destroy 5 years after action completed.  |
| <b>16.11.00</b> | <b>Legislation (STRATEGIC MANAGEMENT)</b><br><br>The process of making laws. Includes Acts, Statutory Rules and By-Laws.  |   |
| 16.11.01        | Records documenting the preparation and passage of legislation (relating to unique agency functions) through parliament which may include: <ul style="list-style-type: none"> <li>• drafting instructions</li> <li>• proposed bills</li> <li>• consultation with other government agencies</li> <li>• second reading speech</li> </ul>  | PERMANENT   |
| 16.11.02        | Records documenting the development and drafting of legislation that is the responsibility of another agency.   | TEMPORARY<br><br>Destroy 10 years after action completed. |
| 16.11.03        | Records documenting the agency's legislative initiatives including proposed legislation and amendments to existing legislation.   | PERMANENT   |
| <b>16.12.00</b> | <b>Meetings (STRATEGIC MANAGEMENT)</b><br><br>The activities associated with <b>ad-hoc</b> gatherings held to formulate, discuss, update, or resolve issues and matters pertaining to the management of the section, business unit, or agency as a whole. Includes arrangements, agenda, taking of minutes etc. Excludes meetings of committees, task forces etc.<br><br><i>See 16.03.00 for the meetings of committees and task forces, senior management meetings and meetings that develop policy.</i> |   |
| 16.12.01        | Minutes, agendas and supporting documentation of meetings.  | TEMPORARY<br><br>Destroy 2 years after action completed.  |

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| <b>16.13.00</b> | <b>Performance Management (STRATEGIC MANAGEMENT)</b><br><br>The process of identifying, evaluating, and developing corporate performance so that the agency 's goals and objectives are achieved.<br><br><i>See 12.18.00 for the design, development, operation and review of performance evaluation schemes for agency staff.</i> |  |
| 16.13.01        | Records documenting the corporate performance management process including determination and evaluation of performance indicators and preparation of performance reports.  | TEMPORARY<br><br>Destroy 5 years after action completed. |
| <b>16.14.00</b> | <b>Planning (STRATEGIC MANAGEMENT)</b><br><br>The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.   |  |
| 16.14.01        | Records documenting the development and revision of strategic, corporate or business plans including final versions of plans.<br><br><i>See 16.10.01 for the implementation of plans.</i>  | PERMANENT  |
| 16.14.02        | Business unit action plans.  | TEMPORARY<br><br>Destroy when superseded.                |
| 16.14.03        | Records documenting the administration of the planning process.  | TEMPORARY<br><br>Destroy 5 years after action completed. |
| <b>16.15.00</b> | <b>Policy (STRATEGIC MANAGEMENT)</b><br><br>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 agency's operating procedures are determined.   |  |
| 16.15.01        | Records illustrating the development of policy and documenting policy decisions and the establishment of precedents.   | PERMANENT  |

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| <b>16.16.00</b> | <b>Procedures (STRATEGIC MANAGEMENT)</b><br>Standard methods of operating laid down by an agency according to formulated policy.  |  |
| 16.16.01        | Records documenting the development of agency procedures and final versions of agency manuals and instructions relating to the Strategic Management Function.   | TEMPORARY<br>Destroy 7 years after superseded.       |
| 16.16.02        | Records documenting the internal and external notification of changes to, or the implementation of new policies, procedures, instructions or notification of significant events.<br><br><i>See 16.15.01, 16.16.01 and relevant functions/activities in other disposal schedules for final versions of policies, procedures and instructions.</i>  | TEMPORARY<br>Destroy 7 years after action completed. |
| <b>16.17.00</b> | <b>Reporting (STRATEGIC MANAGEMENT)</b><br>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 the examination or investigation. Includes agenda, briefing, business, discussion papers, proposals, reports, reviews and returns. |  |
| 16.17.01        | Final versions of formal internal and external reports prepared by or for the agency.<br><br><i>See 14.12.01 for final versions of annual reports.</i>  | TEMPORARY<br>Destroy 5 years after action completed. |
| 16.17.02        | Statistical information collected by the agency and forwarded to the Australian Bureau of Statistics including: <ul style="list-style-type: none"> <li>• copies of returns</li> <li>• related correspondence</li> </ul>   | TEMPORARY<br>Destroy 2 years after action completed. |
| 16.17.03        | Statistical information collected by or for the agency relating to major strategic management activities of the agency that is not included in 16.17.02.  | PERMANENT  |

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| 16.17.04        | Statistical information collected by or for the agency that is not included in 16.17.02 or 16.17.03.   | TEMPORARY<br>Destroy 2 years after action completed. |
| 16.17.05        | Records documenting responses to questionnaires and surveys requested by outside organisations.  | TEMPORARY<br>Destroy 2 years after action completed. |
| <b>16.18.00</b> | <b>Research (STRATEGIC MANAGEMENT)</b><br><br>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. |  |
| 16.18.01        | Records documenting research carried out to support the strategic management function.   | TEMPORARY<br>Destroy 2 years after action completed. |
| <b>16.19.00</b> | <b>Reviewing (STRATEGIC MANAGEMENT)</b><br><br>The activities involved in re-evaluating or re-examining products, processes, procedures, standards and systems. Includes recommendations and advice resulting from these activities.   |  |
| 16.19.01        | Records documenting reviews of strategic management programs and operations including final reports.<br><br><i>See 16.19.02 for major external review of agency operations.</i>  | TEMPORARY<br>Destroy 5 years after action completed. |
| 16.19.02        | Records documenting major external reviews of agency operations.   | PERMANENT  |
| <b>16.20.00</b> | <b>Risk Management (STRATEGIC MANAGEMENT)</b><br><br>The process involving the identification of risks, and the implementation of appropriate practices and procedures which will reduce wastage and the impact of economic loss arising from an incident.   |  |

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| 16.20.01        | Records documenting the identification of risks and the implementation of practices and procedures to reduce the risk.  | TEMPORARY<br>Destroy 7 years after action completed.         |
| <b>16.21.00</b> | <b>Standards (STRATEGIC MANAGEMENT)</b><br>The process of implementing industry or agency benchmarks for services and processes to enhance the quality and efficiency of the agency.  |  |
| 16.21.01        | Records documenting the implementation of industry, government and agency standards.  | TEMPORARY<br>Destroy 7 years after action completed.         |
| <b>16.22.00</b> | <b>Tendering (STRATEGIC MANAGEMENT)</b><br>The activities involved in 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.<br><i>See 16.05.00 for contracts and records relating to the performance of work or the provision of goods or services by an external contractor.</i> |  |
| 16.22.01        | Records documenting the development and issue of tender documents and the evaluation of tenders including: <ul style="list-style-type: none"> <li>• statement of requirements</li> <li>• request for proposals</li> <li>• expression of interest</li> <li>• request for tender (RFT)</li> <li>• draft contracts</li> <li>• reports</li> <li>• public notices</li> </ul>   | TEMPORARY<br>Destroy 7 years after tender process completed. |
| 16.22.02        | Records documenting unsuccessful tenders and offers and tenders received where the tender process does not proceed.   | TEMPORARY<br>Destroy 7 years after tender process completed. |

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| 16.22.03        | Tender registers.   | TEMPORARY<br><br>Destroy 7 years after last entry.                       |
| <b>17.00.00</b> | <b>TECHNOLOGY AND TELECOMMUNICATIONS</b>  |  |
|                 | The function of developing or acquiring, testing and implementing applications and databases to support the business needs of an agency to capture, store, retrieve, transfer, communicate and disseminate information through automated systems. Includes the evaluation of software and hardware and the acquisition, tendering, leasing, licensing and disposal of systems. Also includes micrographics, imaging, communication network systems such as video conferencing, voice mail and electronic mail and the technical aspects of the Internet, Intranet and Web Sites.<br><br><i>See 14.12.00 for records relating to the design, management and updating of web sites.</i> |  |
| <b>17.01.00</b> | <b>Acquisition (TECHNOLOGY &amp; TELECOMMUNICATIONS)</b>  |  |
|                 | The process of gaining ownership or use of items required in the conduct of business through purchase or requisitions.<br><br><i>See 17.14.01 for the evaluation of systems and/or software.</i>  |  |
| 17.01.01        | Records documenting the acquisition of technology and telecommunications equipment, goods and services where there is no tender or contract process. Includes: <ul style="list-style-type: none"> <li>• quotations</li> <li>• orders</li> <li>• correspondence</li> </ul>   | TEMPORARY<br><br>Destroy 7 years after disposal.                         |
| 17.01.02        | Records documenting the acquisition of software licenses and upgrades.  | TEMPORARY<br><br>Destroy 7 years after agreement ceases to be operative. |
| <b>17.02.00</b> | <b>Advice (TECHNOLOGY &amp; TELECOMMUNICATIONS)</b>   |  |
|                 | The activities associated with offering opinions by or to the agency as to an action of judgment. Includes the process of advising.   |  |

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| 17.02.01        | Records documenting the receipt and provision of advice relating to Technology and Telecommunications.<br><br><i>See 10.01.01 for legal advice and opinions.</i>   | TEMPORARY<br><br>Destroy 2 years after action completed.                               |
| <b>17.03.00</b> | <b>Agreements (TECHNOLOGY &amp; TELECOMMUNICATIONS)</b><br><br>The processes associated with the establishment, maintenance, review and negotiation of agreements.   |  |
| 17.03.01        | Records documenting the establishment, maintenance and review of agreements including final versions of agreements. Includes maintenance agreements and service level agreements.  | TEMPORARY<br><br>Destroy 7 years after expiry, completion or termination of agreement. |
| <b>17.04.00</b> | <b>Allocation (TECHNOLOGY &amp; TELECOMMUNICATIONS)</b><br><br>The process of assigning items or equipment to employees or organisational units.   |  |
| 17.04.01        | Records documenting the allocation of Technology and Telecommunications equipment to individuals or business units. Includes the allocation of: <ul style="list-style-type: none"> <li>• computer hardware</li> <li>• computer software</li> <li>• international subscriber dialling</li> <li>• subscriber trunk dialling</li> <li>• voicemail</li> <li>• mobile phones</li> </ul> | TEMPORARY<br><br>Destroy 2 years after action completed.                               |
| <b>17.05.00</b> | <b>Application Development (TECHNOLOGY &amp; TELECOMMUNICATIONS)</b><br><br>The activities associated with developing software and programming codes to run business applications. Includes specifications, testing, pilots, prototyping and metadata requirements.  |  |



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| 17.05.01        | <p>Records documenting the research and development of systems and modification of systems for applications which proceed to operational status including:</p> <ul style="list-style-type: none"> <li>• specifications</li> <li>• system documentation</li> </ul>  | <p>TEMPORARY</p> <p>Destroy 7 years after system is superseded.</p> |
| 17.05.02        | <p>Records documenting the research and development of systems and modification of systems for applications which are <u>not</u> implemented including:</p> <ul style="list-style-type: none"> <li>• specifications</li> <li>• system documentation</li> </ul>   | <p>TEMPORARY</p> <p>Destroy 5 years after action completed.</p>     |
| <b>17.06.00</b> | <p><b>Audit (TECHNOLOGY &amp; TELECOMMUNICATIONS)</b></p> <p>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 agency in a specified period. Includes compliance audits, financial audits, operational audits, recordkeeping audits, skills audits, system audits and quality assurance audits.</p>  |   |
| 17.06.01        | <p>Records documenting internal and external audits relating to the technology and telecommunications function. Includes:</p> <ul style="list-style-type: none"> <li>• audit reports</li> <li>• comments</li> <li>• minutes of meetings</li> </ul>   | <p>TEMPORARY</p> <p>Destroy 5 years after action completed.</p>     |
| <b>17.07.00</b> | <p><b>Committees (TECHNOLOGY &amp; TELECOMMUNICATIONS)</b></p> <p>The activities associated with the management of committees and task forces (internal and external, private, local, state, Commonwealth etc.). Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes, reports, agenda etc.</p> <p><i>See 16.03.00 for Senior Management Committees, Steering Committees and Audit Committees, senior management meetings and meetings that develop policy.</i></p> <p><b>Note:</b> This activity does not include committees that support core functions of the agency, these should be included in an agency specific disposal schedule.</p> |   |

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| 17.07.01        | <p>Records of internal committees and external committees where the agency has the administrative role. These may include:</p> <ul style="list-style-type: none"> <li>• documents establishing the committee</li> <li>• documents appointing members</li> <li>• final versions of minutes</li> <li>• agenda papers</li> <li>• reports presented to the committee</li> <li>• submissions presented to the committee</li> </ul> | <p>TEMPORARY</p> <p>Destroy 7 years after action completed.</p> |
| 17.07.02        | <p>Records of external committees where the agency does <u>not</u> have the administrative role.</p> <p>These may include:</p> <ul style="list-style-type: none"> <li>• copies of minutes</li> <li>• agenda papers</li> <li>• copies of reports presented to the committee</li> <li>• copies of submissions presented to the committee</li> </ul>   | <p>TEMPORARY</p> <p>Destroy 2 years after action completed.</p> |
| 17.07.03        | <p>Records documenting the conduct and administration of committees.</p>  | <p>TEMPORARY</p> <p>Destroy when reference ceases.</p>          |
| <b>17.08.00</b> | <p><b>Compliance (TECHNOLOGY &amp; TELECOMMUNICATIONS)</b></p> <p>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.</p>   |   |
| 17.08.01        | <p>Records documenting agency compliance with mandatory or optional standards and with statutory requirements.</p>  | <p>TEMPORARY</p> <p>Destroy 7 years after action completed.</p> |

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| <b>17.09.00</b> | <b>Contracting-Out (TECHNOLOGY &amp; TELECOMMUNICATIONS)</b>   |   |
|                 | The activities involved in 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. Sometimes referred to as outsourcing.                               |   |
|                 | <i>See 17.35.00 for the process of receiving and assessing tenders from potential contractors for services prior to the contract agreement.</i>  |   |
| 17.09.01        | Contract registers.  | PERMANENT   |
| 17.09.02        | Signed contracts under seal and supporting documentation including: <ul style="list-style-type: none"> <li>• tender submissions</li> <li>• written offers</li> </ul>   | TEMPORARY<br>Destroy 13 years after expiry of contract. |
| 17.09.03        | Signed contracts and supporting documentation including: <ul style="list-style-type: none"> <li>• tender submissions</li> <li>• written offers</li> </ul> <i>See 17.09.02 for contracts under seal.</i>  | TEMPORARY<br>Destroy 7 years after expiry of contract.  |
| 17.09.04        | Records documenting the management of contracts including: <ul style="list-style-type: none"> <li>• parameters of consultancy/service</li> <li>• terms and conditions</li> <li>• performance and evaluation reports</li> <li>• meetings with stakeholders</li> </ul> | TEMPORARY<br>Destroy 7 years after action completed.    |
| <b>17.10.00</b> | <b>Control (TECHNOLOGY &amp; TELECOMMUNICATIONS)</b>   |   |
|                 | The activities associated with creating, maintaining and evaluating control mechanisms. Includes control mechanisms for other information resources and systems.   |   |
| 17.10.01        | Records documenting the development of control mechanisms including authenticity and version control.  | TEMPORARY<br>Destroy 5 years after superseded.          |

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| 17.10.02        | Data logs which are used to show a history of change to systems and/or data (including on line and internet resources). May include: <ul style="list-style-type: none"> <li>internet change logs</li> <li>system change logs</li> <li>audit trails</li> </ul> | TEMPORARY<br>Destroy 7 years after superseded.       |
| 17.10.03        | Data logs which are used to show a history of access to systems and/or data. May include: <ul style="list-style-type: none"> <li>internet access/usage logs</li> <li>system access logs</li> </ul>  | TEMPORARY<br>Destroy 2 years after superseded.       |
| 17.10.04        | Data logs that are <u>not</u> used to show a history of access or change to data (eg. backup logs).   | TEMPORARY<br>Destroy when reference ceases.          |
| <b>17.11.00</b> | <b>Customer Service (TECHNOLOGY &amp; TELECOMMUNICATIONS)</b><br>The activities associated with the planning, monitoring and evaluation of services provided to customers by the agency.<br><i>See 17.24.02 for Help Desk Services.</i>                       |  |
| 17.11.01        | Records documenting the development of customer service charters and guidelines relating to the provision of services to clients.   | TEMPORARY<br>Destroy 2 years after superseded.       |
| 17.11.02        | Records documenting the planning, monitoring and evaluation of customer services provided to clients.   | TEMPORARY<br>Destroy 2 years after action completed. |

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| <b>17.12.00</b> | <p><b>Database Management (TECHNOLOGY &amp; TELECOMMUNICATIONS)</b></p> <p>The activities associated with the building, prototyping and testing of databases. Includes the management of user rules, passwords, regular programs of backups and journals and monitoring usage and response times.</p> <p><i>See 17.24.02 for requests for password changes.</i></p>                    |  |
| 17.12.01        | <p>Records documenting the building and testing of databases, the management of user rules and passwords and monitoring of usage and response times.</p> <p><i>See 17.24.02 for requests for password changes.</i></p>   | <p><b>TEMPORARY</b></p> <p>Destroy 7 years after action completed.</p> |
| <b>17.13.00</b> | <p><b>Disposal (TECHNOLOGY &amp; TELECOMMUNICATIONS)</b></p> <p>The process of disposing of technology and telecommunications equipment no longer required by the agency, by sale, transfer, termination of lease, auction, or destruction.</p>  |  |
| 17.13.01        | <p>Records documenting the disposal of technology and telecommunications equipment. Includes:</p> <ul style="list-style-type: none"> <li>• quotations</li> <li>• correspondence</li> </ul> <p><i>See 05.04.00 for the removal of items from the asset register.</i></p> <p><i>See 17.35.00 for the disposal of equipment by a tender process.</i></p>                                  | <p><b>TEMPORARY</b></p> <p>Destroy 7 years after disposal.</p>         |
| <b>17.14.00</b> | <p><b>Evaluation (TECHNOLOGY &amp; TELECOMMUNICATIONS)</b></p> <p>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.</p> <p><i>See 17.32.01 for the re-evaluation process (after implementation, use and monitoring).</i></p> |  |
| 17.14.01        | <p>Records documenting the evaluation of services and systems.</p> <p><i>See 17.05.00 for records documenting the research and development of systems.</i></p>   | <p><b>TEMPORARY</b></p> <p>Destroy 5 years after action completed.</p> |

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| <b>17.15.00</b> | <b>Implementation (TECHNOLOGY &amp; TELECOMMUNICATIONS)</b><br><br>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 manual or automated databases, applications or systems, but excludes the installation of equipment. Also includes monitoring to ensure the implementation goes according to schedule and that standards are met. |  |
| 17.15.01        | Records documenting the implementation of systems including project management of the implementation.  | TEMPORARY<br><br>Destroy 5 years after action completed. |
| 17.15.02        | Records documenting the application of counter disaster plan or business continuity plan following a significant incident including a copy of the plan implemented.<br><br><i>See 17.25.01 for the development of counter disaster and business continuity plans.</i>  | PERMANENT  |
| 17.15.03        | Records documenting the application of counter disaster plan or business continuity plan following an incident not described in 17.15.02.  | TEMPORARY<br><br>Destroy 7 years after action completed. |
| 17.15.04        | Records documenting the implementation of plans, policies and procedures.<br><br><i>See 17.25.02 for the development of plans.</i><br><br><i>See 17.26.01 for the development of policy.</i><br><br><i>See 17.28.01 for the development of procedures.</i>   | TEMPORARY<br><br>Destroy 5 years after action completed. |
| <b>17.16.00</b> | <b>Inspections (TECHNOLOGY &amp; TELECOMMUNICATIONS)</b><br><br>The process of official examination of technology and telecommunications equipment, to ensure compliance with agreed standards and objectives.   |  |
| 17.16.01        | Records documenting routine inspections of technology and telecommunications equipment and assets.<br><br><i>See 17.06.01 for formal audits.</i>   | TEMPORARY<br><br>Destroy 2 years after action completed. |

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| <b>17.17.00</b> | <b>Installation (TECHNOLOGY &amp; TELECOMMUNICATIONS)</b><br>Activities involved in placing equipment in position and connecting and adjusting it for use.  |  |
| 17.17.01        | Records documenting the installation, configuration and relocation of technology and telecommunications equipment including cabling and configuration of network hubs.  | TEMPORARY<br>Destroy 5 years after action completed.   |
| 17.17.02        | Records documenting configuration of corporate software.  | TEMPORARY<br>Destroy 5 years after software is defunct and any data supported is either migrated or destroyed. |
| <b>17.18.00</b> | <b>Intellectual Property (TECHNOLOGY &amp; TELECOMMUNICATIONS)</b><br>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 that are not available to the public under Freedom of Information (FOI) legislation.<br><br><i>See 10.09.01 for the establishment of the agency's intellectual property.</i><br><br><i>See 10.07.01 for infringements of the agency's intellectual property.</i> |  |
| 17.18.01        | Applications to use software developed by the agency.   | TEMPORARY<br>Destroy 7 years after action completed.   |
| 17.18.02        | Applications made by the agency to use software developed by another organisation or person.  | TEMPORARY<br>Destroy 7 years after action completed.   |
| <b>17.19.00</b> | <b>Leasing (TECHNOLOGY &amp; TELECOMMUNICATIONS)</b><br>The activities involved in leasing items or equipment from another organisation.<br><br><i>See 17.20.00 where the agency is leasing-out to another organisation.</i>  |  |

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| 17.19.01        | Records documenting leasing of individual items of equipment including lease documents.  | TEMPORARY<br><br>Destroy 1 year after lease expires or is terminated. |
| 17.19.02        | Records relating to casual hire of equipment.  | TEMPORARY<br><br>Destroy 1 year after action completed.               |
| <b>17.20.00</b> | <b>Leasing-Out (TECHNOLOGY &amp; TELECOMMUNICATIONS)</b><br><br>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 sub-leasing.<br><br><i>See 17.19.00 where the agency is leasing from another organisation.</i> |   |
| 17.20.01        | Records documenting leasing-out of individual items of equipment including lease documents.  | TEMPORARY<br><br>Destroy 1 year after lease expires or is terminated. |
| 17.20.02        | Records documenting casual hire of equipment.  | TEMPORARY<br><br>Destroy 1 year after action completed.               |
| <b>17.21.00</b> | <b>Maintenance (TECHNOLOGY &amp; TELECOMMUNICATIONS)</b><br><br>The activities associated with the upkeep, repair, servicing and preservation of technology and telecommunications equipment.  |   |
| 17.21.01        | Records documenting the maintenance of technology and telecommunications equipment including: <ul style="list-style-type: none"> <li>• maintenance documents</li> <li>• instruction manuals</li> </ul> <i>See 17.03.01 for maintenance agreements.</i><br><br><i>See 17.24.02 for minor maintenance and advice provided by help desk services.</i>   | TEMPORARY<br><br>Destroy 1 year after disposal of equipment.          |



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| <b>17.22.00</b> | <p><b>Meetings (TECHNOLOGY &amp; TELECOMMUNICATIONS)</b></p> <p>The activities associated with <b>ad-hoc</b> gatherings held to formulate, discuss, update, or resolve issues and matters pertaining to the management of the section, business unit, or agency as a whole. Includes arrangements, agenda, taking of minutes etc. Excludes meetings of committees, task forces etc.</p> <p><i>See 16.03.00 for senior management meetings and meetings that develop policy.</i></p> <p><i>See 17.07.00 for the meetings of committees and task forces.</i></p> |   |
| 17.22.01        | Minutes, agendas and supporting documentation of meetings.   | <p>TEMPORARY</p> <p>Destroy 2 years after action completed.</p> |
| <b>17.23.00</b> | <p><b>Modelling (TECHNOLOGY &amp; TELECOMMUNICATIONS)</b></p> <p>The processes involved in designing, testing and evaluating sample model profiles of systems under analysis.</p> <p><i>See 17.14.01 for the evaluation of programs, items of equipment, systems or services that do not involve modelling.</i></p>  |   |
| 17.23.01        | Records documenting the development of business or technical models or prototypes.   | <p>TEMPORARY</p> <p>Destroy 7 years after action completed.</p> |
| <b>17.24.00</b> | <p><b>Operations (TECHNOLOGY &amp; TELECOMMUNICATIONS)</b></p> <p>The activities associated with keeping computer systems in effective operation on a daily basis. Includes fault reporting, help and desktop support.</p>   |   |
| 17.24.01        | <p>Records documenting the operation and administration of technology and telecommunications equipment and systems including system support and routine correspondence and enquiries.</p> <p><i>See 17.24.02 for help desk services.</i></p>   | <p>TEMPORARY</p> <p>Destroy 5 years after action completed.</p> |

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| 17.24.02        | <p>Records documenting help desk operations. These may include:</p> <ul style="list-style-type: none"> <li>• minor maintenance and advice</li> <li>• technical assistance to an individual</li> <li>• requests to reset passwords</li> <li>• requests to recover data from backup tapes</li> </ul>   | <p>TEMPORARY</p> <p>Destroy 1 year after action completed.</p>           |
| <b>17.25.00</b> | <p><b>Planning (TECHNOLOGY &amp; TELECOMMUNICATIONS)</b></p> <p>The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.</p> <p><i>See 16.14.01 for strategic, corporate or business plans.</i></p> <p><i>See 16.14.02 for business unit action plans.</i></p> |  |
| 17.25.01        | <p>Final versions of agency technology and telecommunications plans including:</p> <ul style="list-style-type: none"> <li>• counter disaster plans</li> <li>• business continuity plans</li> <li>• security plans</li> </ul>   | <p>TEMPORARY</p> <p>Destroy 7 years after plan is superseded.</p>        |
| 17.25.02        | <p>Records documenting the development of technology and telecommunications plans including reports analysing issues, and comments received from other areas of the agency.</p>  | <p>TEMPORARY</p> <p>Destroy 1 year after adoption of the final plan.</p> |
| <b>17.26.00</b> | <p><b>Policy (TECHNOLOGY &amp; TELECOMMUNICATIONS)</b></p> <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 agency's operating procedures are determined.</p>   |  |
| 17.26.01        | <p>Records illustrating the development of policy and documenting policy decisions and the establishment of precedents.</p>  | <p>PERMANENT</p>   |

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| <b>17.27.00</b> | <b>Privacy (TECHNOLOGY &amp; TELECOMMUNICATIONS)</b>  |   |
|                 | The activities associated with applying the principles of privacy. Includes data protection in relation to privacy. Also includes the processes of collection, handling, use and disclosure of records of a private, personal, or confidential nature to ensure that the rights of a living person (or immediate family) are secure from unauthorised disclosure or access to such information. |   |
| 17.27.01        | Records documenting the application of any privacy guidelines including the development of procedures for access to, and correction of, personal information.   | TEMPORARY<br>Destroy 7 years after action completed.                                    |
| 17.27.02        | Records documenting complaints concerning privacy.  | TEMPORARY<br>Destroy 7 years after action completed                                     |
| <b>17.28.00</b> | <b>Procedures (TECHNOLOGY &amp; TELECOMMUNICATIONS)</b>   |   |
|                 | Standard methods of operating laid down by an agency according to formulated policy.  |   |
| 17.28.01        | Records documenting the development of agency procedures and final versions of agency manuals and instructions relating to the technology and telecommunications function.  | TEMPORARY<br>Destroy 7 years after superseded.  |
| 17.28.02        | Records documenting the internal and external notification of changes to, or the implementation of new policies, procedures, instructions or notification of significant events.<br><br><i>See 17.26.01, 17.28.01 and relevant functions/activities in other disposal schedules for final versions of policies, procedures and instructions.</i>  | TEMPORARY<br>Destroy 7 years after action completed.                                    |
| 17.28.03        | Operating manuals for technology and telecommunications equipment, facilities or software <u>not</u> developed by the agency.   | TEMPORARY<br>Destroy when reference ceases or transfer to new owner following disposal. |

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| <b>17.29.00</b> | <b>Reporting (TECHNOLOGY &amp; TELECOMMUNICATIONS)</b>   |  |
|                 | 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 the examination or investigation. Includes agenda, briefing, business, discussion papers, proposals, reports, reviews and returns.           |  |
| 17.29.01        | Final versions of formal internal and external reports prepared by or for the agency.<br><br><i>See 14.12.01 for final versions of annual reports.</i>   | TEMPORARY<br><br>Destroy 5 years after action completed. |
| 17.29.02        | Statistical information collected by the agency and forwarded to the Australian Bureau of Statistics including: <ul style="list-style-type: none"> <li>• copies of returns</li> <li>• related correspondence</li> </ul>  | TEMPORARY<br><br>Destroy 2 years after action completed. |
| 17.29.03        | Statistical information collected by or for the agency relating to major technology and telecommunications activities of the agency that is not included in 17.29.02.  | PERMANENT  |
| 17.29.04        | Statistical information collected by or for the agency that is not included in 17.29.02 or 17.29.03.   | TEMPORARY<br><br>Destroy 2 years after action completed. |
| 17.29.05        | Records documenting responses to questionnaires and surveys requested by outside organisations.  | TEMPORARY<br><br>Destroy 2 years after action completed. |
| <b>17.30.00</b> | <b>Research (TECHNOLOGY &amp; TELECOMMUNICATIONS)</b>  |  |
|                 | 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. |  |

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| 17.30.01        | Records documenting research carried out to support the technology and telecommunications function.   | TEMPORARY<br>Destroy 2 years after action completed. |
| <b>17.31.00</b> | <b>Restructuring (TECHNOLOGY &amp; TELECOMMUNICATIONS)</b><br><br>The activities involved in the reassessment of the activities, goals and structure of an agency. Includes consideration of the number of staff, their statement of duties, equipment, and other resources required to meet objectives.  |  |
| 17.31.01        | Records documenting the transfer or integration of technology and telecommunications systems and assets following administrative change.  | TEMPORARY<br>Destroy 7 years after action completed. |
| <b>17.32.00</b> | <b>Reviewing (TECHNOLOGY &amp; TELECOMMUNICATIONS)</b><br><br>The activities involved in re-evaluating or re-examining products, processes, procedures, standards and systems. Includes recommendations and advice resulting from these activities.   |  |
| 17.32.01        | Records documenting reviews of technology and telecommunications programs and operations including final reports.   | TEMPORARY<br>Destroy 5 years after action completed. |
| <b>17.33.00</b> | <b>Security (TECHNOLOGY &amp; TELECOMMUNICATIONS)</b><br><br>The activities associated with measures taken to protect technology and telecommunications from accidental or intentional damage or from unauthorised access.<br><br><i>See 09.29.03 for security classification of information resources.</i><br><br><i>See 12.26.00 for security checks of agency personnel.</i> |  |
| 17.33.01        | Security incident register.   | PERMANENT  |
| 17.33.02        | Records documenting major security incidents including referral to a law enforcement agency.  | PERMANENT  |
| 17.33.03        | Records documenting security incidents not described in 17.33.02.   | TEMPORARY<br>Destroy 7 years after action completed. |

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| 17.33.04        | <p>Records documenting the management of security arrangements for technology and telecommunications systems. Includes:</p> <ul style="list-style-type: none"> <li>• authentication</li> <li>• encryption</li> <li>• sanitisation of equipment prior to disposal</li> </ul> <p><i>See 09.21.01 for the information security plan.</i></p> <p><i>See 09.28.01 for risk management activities in relation to information security.</i></p>  | <p>TEMPORARY</p> <p>Destroy 7 years after action completed.</p> |
| <b>17.34.00</b> | <p><b>Standards (TECHNOLOGY &amp; TELECOMMUNICATIONS)</b></p> <p>The process of implementing industry or agency benchmarks for services and processes to enhance the quality and efficiency of the agency.</p>  |   |
| 17.34.01        | <p>Records documenting the implementation of industry, government and agency standards.</p>   | <p>TEMPORARY</p> <p>Destroy 7 years after action completed.</p> |
| <b>17.35.00</b> | <p><b>Tendering (TECHNOLOGY &amp; TELECOMMUNICATIONS)</b></p> <p>The activities involved in 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.</p> <p><i>See 17.09.00 for contracts and records relating to the performance of work or the provision of goods or services by an external contractor.</i></p> |   |

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| 17.35.01 | Records documenting the development and issue of tender documents and the evaluation of tenders including: <ul style="list-style-type: none"><li>• statement of requirements</li><li>• request for proposals</li><li>• expression of interest</li><li>• request for tender (RFT)</li><li>• draft contracts</li><li>• reports</li><li>• public notices</li></ul> | TEMPORARY<br><br>Destroy 7 years after tender process completed. |
| 17.35.02 | Records documenting unsuccessful tenders and offers and tenders received where the tender process does not proceed.   | TEMPORARY<br><br>Destroy 7 years after tender process completed. |
| 17.35.03 | Tender registers.   | TEMPORARY<br><br>Destroy 7 years after last entry.               |

**A**

ABN registration · 05.01.10

accession lists · See transfer and access agreement

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**Accidents**

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OCCUPATIONAL HEALTH AND SAFETY · 11.01.01 – 11.01.03

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**Acquisition**

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GOVERNMENT RELATIONS · 07.01.01 - 07.01.03

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**Advice**

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- GOVERNMENT RELATIONS · 07.03.01 - 07.03.02
- INDUSTRIAL RELATIONS · 08.02.01 - 08.02.03
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  - EQUIPMENT AND STORES · 03.03.01
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