



ARCHIVES OFFICE OF TASMANIA

**RECORDS RETENTION &
DISPOSAL SCHEDULE**

for

The Hydro Electric Corporation

Disposal Authorisation No. 2341

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91 Murray St Hobart Tasmania 7000

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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 Archives 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 Archives 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 Archives Office.

Contacts

Any enquiries relating to this schedule should be directed in writing to the Archives Office of Tasmania, 91 Murray Street, Hobart email gisu@education.tas.gov.au , or by phoning (03) 6165 5581

ARCHIVES OFFICE OF TASMANIA

DISPOSAL AUTHORISATION No. *Insert Number Here*

***Title:* Functional records of Hydro Tasmania**

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
16 December 2010

INTERPRETATION

Definitions

Permanent records are those that will be transferred to the Archives 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 Archives 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 functional records of the Hydro Electric Corporation and its predecessor Commission. The retention period for some temporary records in this schedule is linked to the life of major physical assets. Those records are hereby exempted from the requirement of Section 11 (2) of the *Archives Act 1983* that they be transferred to the Archives Office 25 years after their creation and shall be retained by the agency until destroyed.

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 Records of Common Administrative Functions - DA No. 2157* authorises the disposal of records of administrative functions common to most agencies and has been approved by the State Archivist under Section 20 (2) (b) of the *Archives Act 1983*.

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 Archives Office of Tasmania 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 Archives Office for earlier transfer of particular groups of records and the Archives Office may also initiate an earlier transfer arrangement.

Records for transfer should be arranged and described in accordance with any instruction provided by the Archives 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.

Freedom of Information and Right to Information

Freedom of Information and 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 and 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 Archives 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 GISU website.

Reference	Disposal Class	Status and Disposal Action
01.00.00	BOARD & GOVERNANCE The function of supporting the activities and fundamental duties of the Board of Directors, including arranging and recording meetings, reporting, Secretarial activities, and the corporation's relationship with shareholders.	
01.01.00	Appointments (BOARD & GOVERNANCE) The activities associated with appointing members to the Board of Directors. <i>See DA 2157 for activities associated with the salaries of all personnel, including Board members.</i>	
01.01.01	Register of Board members.	PERMANENT
01.01.02	Records relating to the nomination, appointment to, and resignation from the Hydro Tasmania Board of Directors.	PERMANENT
01.02.00	Audit (BOARD & GOVERNANCE) The activities associated with Hydro Tasmania's records and processes being formally checked by internal or external investigators. <i>See DA 2157 for activities involved with financial auditing.</i>	
01.02.01	Records relating to audits of Board functions and activities resulting in changes to policy or procedures.	PERMANENT
01.02.02	Records relating to audits of Board functions and activities, which do not result in changes to policy or procedures.	TEMPORARY Destroy 7 years after action completed.
01.03.00	Board Meetings (BOARD & GOVERNANCE) The activities associated with the arrangement, agenda preparation and recording of minutes of Board meetings.	
01.03.01	Master set of minutes, agendas and business papers of Board Meetings. Includes Annual General Meetings (AGM).	PERMANENT
01.03.02	Routine organisational matters relating to Board Meetings.	TEMPORARY Destroy 2 years after action completed.

Reference	Disposal Class	Status and Disposal Action
01.04.00	Compliance (BOARD & GOVERNANCE) The activities associated with complying with mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements to which Hydro Tasmania is subject. Includes compliance with legislation and national and international standards.	
01.04.01	Records relating to corporation certification.	PERMANENT
01.04.02	Records documenting Hydro Tasmania's compliance with optional, mandatory, fiscal and statutory requirements. Includes proof of compliance, for example in terms of the development and management of a power generation system. Also includes records relating to non conformance. <i>See 01.04.03 for records relating to quality assurance.</i>	TEMPORARY Destroy 7 years after action completed
01.04.03	Records relating to Quality Assurance.	TEMPORARY Destroy 4 years after action completed
01.05.00	Planning (BOARD & GOVERNANCE) The activities associated with the identification of key issues to be addressed both externally and internally for the short and long-term direction of Hydro Tasmania. Includes short-term and long-range planning and business plan development.	
01.05.01	Master set of approved plans for major initiatives of the Board.	PERMANENT
01.05.02	Master set of approved plans relating to minor initiatives.	TEMPORARY Destroy 7 years after date superseded.
01.05.03	Records relating to the development of approved plans, including routine administrative records and correspondence.	TEMPORARY Destroy 7 years after action completed.
01.05.04	Records relating to plans that were not approved, or did not proceed to approval.	TEMPORARY Destroy 2 years after action completed.

Reference	Disposal Class	Status and Disposal Action
01.06.00	Policy (BOARD & GOVERNANCE) 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 organisations operating procedures are determined. <u>See 01.09.00 for records relating to risk management.</u>	
01.06.01	Records illustrating the development of policy and documenting policy decisions and the establishment of precedents.	PERMANENT
01.07.00	Procedures (BOARD & GOVERNANCE) Standard methods of operating laid down by the organisation according to formulated policy.	
01.07.01	Records illustrating the formulation and implementation of procedures concerning programs and initiatives. Includes: <ul style="list-style-type: none"> • Master sets of instructions • Communications • Review of procedures • Manuals • Guidelines • Handbooks 	TEMPORARY Destroy 7 years after date superseded
01.08.00	Reporting (BOARD & GOVERNANCE) The provision of a formal response on any matter, from or to the Board, on which definite information is required, made by a person or body instructed or required to do so. <u>See 01.03.00 for agenda papers in relation to reports submitted to the Board.</u> <u>See DA 2157 for activities involved with the publication of annual reports.</u>	
01.08.01	Reports prepared by or for the Board regarding corporate or strategic management issues.	PERMANENT
01.08.02	Internal and external reports that do not contain significant information or findings, including performance reports.	TEMPORARY Destroy 7 years after action completed
01.09.00	Risk Management (BOARD & GOVERNANCE) The identification of major risks and the development, monitoring and review of appropriate ways to manage and reduce them. <u>See 01.06.00 for activities involved in the formulation of Policy.</u>	
01.09.01	Records documenting the identification and assessment of risks. Includes the implementation of practices and procedures to reduce risk.	TEMPORARY Destroy 7 years after next risk assessment

Reference	Disposal Class	Status and Disposal Action
01.10.00	Shareholder Relations (BOARD & GOVERNANCE)	
	The activities involved with developing and maintaining good relations between Hydro Tasmania and its shareholders.	
01.10.01	Records relating to the management of Hydro Tasmania's relationship with its shareholders, including shareholder updates.	TEMPORARY Destroy 7 years after action completed

Reference	Disposal Class	Status and Disposal Action
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02.00.00 CONSULTING SERVICES

The consulting functions associated with the development, maintenance and operation of power generation systems and associated assets to meet external client requirements. Includes systems analysis and feasibility studies, planning, regulatory compliance, design, developmental plans, implementation, replacement and refurbishment, commissioning, equipment rating, decommissioning and finalisation.

See 04.00.00 Contracting for contracts with external clients.

Note: For Consulting functions where Hydro Tasmania is the client, refer to the relevant activity within Power Generation.

02.01.00 Accidents and Incidents (CONSULTING SERVICES)

The activities involved in safety and the prevention of events that could or do result in unintended harm or damage. Includes operational incidents.

See DA2157 for Accidents and incidents involving employees, contractors and members of the public once an accident or incident has occurred.

02.01.01	<p>Instructions relating to health and safety. Includes:</p> <ul style="list-style-type: none"> • Precautions • Issues • Reports 	<p>TEMPORARY Destroy 25 years after completion of project</p>
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02.02.00 Acquisition (CONSULTING SERVICES)

The activities involved in advising external clients on the procurement of goods, services and property, including proposals submitted to Hydro Tasmania by external suppliers.

See 04.02.00 for activities relating to agreements with external clients.

See 04.06.00 for activities relating to contracts with external clients.

See 04.16.00 for activities involved in the submissions of bids by Hydro Tasmania.

See 08.02.00 for records where Hydro Tasmania is the client.

02.02.01	<p>Records relating to the acquisition of equipment, including for the development of a power generation network and associated assets.</p>	<p>TEMPORARY Destroy 13 years after action completed</p>
02.02.02	<p>Information provided by vendors including price lists, promotional material, advertising brochures and product catalogues.</p>	<p>TEMPORARY Destroy 2 years after action completed</p>

Reference	Disposal Class	Status and Disposal Action
02.03.00	Advice (CONSULTING SERVICES) The activities associated with offering opinions by or to an organisation as to an action or judgement. <u>See DA2157 for legal advice and opinions.</u>	
02.03.01	Records documenting the receipt and provision of advice in relation to services and related matters for contracts signed under seal. Includes: <ul style="list-style-type: none"> • - Briefing notes • Minutes • Reports • Correspondence • Source data that is considered necessary to substantiate advice 	TEMPORARY Destroy 13 years after expiry, completion or termination of contract
02.03.02	Records documenting the receipt and provision of advice in relation to services and related matter for signed contracts or informal agreements. Includes: <ul style="list-style-type: none"> • - Briefing notes • Minutes • Reports • Correspondence • Source data that is considered necessary to substantiate advice 	TEMPORARY Destroy 7 years after expiry, completion or termination of contract
02.04.00	Approvals (CONSULTING SERVICES) The activities involved in the process of seeking, recommending or granting permission to undertake a proposed action for an external client.	

Reference	Disposal Class	Status and Disposal Action
02.04.01	<p>Records of successful applications, including assessment and validation for approvals, authorities, licences and permits for contracts signed under seal.</p> <p>Includes:</p> <ul style="list-style-type: none"> • Permits to occupy • Commercial activity permits • Environmental approvals • Building approvals • Native title • Certificates of registration of workplaces • Certificates of registration of plant and plant design • Amendment • Transfer • Cancellation • Revocation of approvals, licences and permits to occupy • Records of appeals against unsuccessful applications <p><u>See 02.04.03 for unsuccessful applications.</u></p>	<p>TEMPORARY</p> <p>Destroy 13 years after completion of contract or expiry of the relevant authority, whichever is the latter</p>
02.04.02	<p>Records of successful applications, including assessment and validation for approvals, authorities, licences and permits for signed contracts.</p> <p>Includes:</p> <ul style="list-style-type: none"> • Permits to occupy • Commercial activity permits • Environmental approvals • Building approvals • Native title • Certificates of registration of workplaces • Certificates of registration of plant and plant design • Amendment • Transfer • Cancellation • Revocation of approvals, licences and permits to occupy • Records of appeals against unsuccessful applications <p><u>See 02.04.03 for unsuccessful applications.</u></p>	<p>TEMPORARY</p> <p>Destroy 7 years after expiry, completion or termination of contract</p>

Reference	Disposal Class	Status and Disposal Action
02.04.03	Records of unsuccessful applications where the decision has not been appealed and records of unsuccessful appeals. <i>See 02.04.01 or 02.04.02 for successful appeals.</i>	TEMPORARY Destroy 2 years after rejection of application
02.05.00	Audit (CONSULTING SERVICES) The activities associated with Hydro Tasmania's records and processes being formally checked by internal or external investigators. <i>See DA 2157 for activities involved with financial auditing.</i>	
02.05.01	Records relating to audits including power systems, associated assets and stations maintenance resulting in changes in policy or procedures. Includes asset maintenance processes, power station maintenance (of any kind), earthing, modernisation, safety and technical audits.	PERMANENT
02.05.02	Record relating to audits including power systems, associated assets and station system maintenance not resulting in changes in policy or procedures.	TEMPORARY Destroy 7 years after action completed
02.06.00	Commissioning (CONSULTING SERVICES) The activities associated with the commissioning of plant and equipment and the precondition requirements that must be satisfied before plant and equipment, for external clients, can be installed and brought into service. <i>See 02.09.00 for activities involved in making or building a Power Generation System for an external client.</i> <i>See 02.12.00 for activities involved in carrying out design work to a Power Generation System.</i> <i>See 08.06.00 where Hydro Tasmania is the client.</i>	
02.06.01	Records relating to the conditions for implementation and use of plant or equipment for contracts signed under seal. Includes: <ul style="list-style-type: none"> • Commissioning plans and programs • Plant isolation sheets • Instructions • Test certificates • Factory Acceptance Testing (FAT) • Site Acceptance Testing (SAT) • Inspection and Testing Plans (ITPs) 	TEMPORARY Destroy 13 years after action completed

Reference	Disposal Class	Status and Disposal Action
02.06.02	Records relating to the conditions for implementation and use of plant or equipment for signed contracts. Includes: <ul style="list-style-type: none"> • Commissioning plans and programs • Plant isolation sheets • Instructions • Test certificates • Factory Acceptance Testing (FAT) • Site Acceptance Testing (SAT) • Inspection and Testing Plans (ITPs) 	TEMPORARY Destroy 7 years after action completed
02.06.03	Routine correspondence relating to the commissioning of plant and equipment.	TEMPORARY Destroy 2 years after action completed
02.07.00	Committees (CONSULTING SERVICES) The activities involved with the establishment and management of committees. <i>See 02.20.00 for records of non-committee meetings.</i> <i>See DA2157 for records relating to Hydro Tasmania's involvement in internal and external committees.</i>	
02.07.01	Records relating to internal committees for operational purposes. Includes: <ul style="list-style-type: none"> • - Minutes • Briefing papers • Agendas • Proceedings • Appointment of committee members. 	TEMPORARY Destroy 5 years after committee has ceased.
02.07.02	Records of a general administrative nature relating to meetings of Committees. Includes travel arrangements and use of premises.	TEMPORARY Destroy 2 years after action completed
02.08.00	Compliance (CONSULTING SERVICES) The activities associated with complying with mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements to which Hydro Tasmania is subject. Includes compliance with legislation and national and international standards.	

Reference	Disposal Class	Status and Disposal Action
02.08.01	Records documenting Hydro Tasmania's compliance with optional, mandatory, fiscal and statutory requirements. Includes proof of compliance, for example in terms of the development and management of a power generation system. Also includes records relating to non conformance. <i>See 02.08.02 for records relating to quality assurance.</i>	TEMPORARY Destroy 7 years after action completed
02.08.02	Records relating to Quality Assurance.	TEMPORARY Destroy 4 years after action completed
02.09.00	Construction (CONSULTING SERVICES) The activities involved in making or building a Power Generation System for an external client, including plant, buildings, water conveyance or holding systems, services and associated infrastructure. <i>See 02.06.00 for activities associated with the precondition requirements.</i> <i>See 02.12.00 for activities involved in carrying out design work.</i> <i>See 08.09.00 where Hydro Tasmania is the client.</i>	
02.09.01	Records relating to construction management, including temporary construction where work will be undertaken, for contracts signed under seal. Includes: <ul style="list-style-type: none"> • Progress reports • Site instructions • Site reports\n- Inspections • Work instructions • Project schedules • Photographic records of construction activities • Installation of heavy plant and equipment • Installation of utilities (eg air conditioning, ventilation, and lighting) • General correspondence • Site layout • Access parking • Accommodation 	TEMPORARY Destroy 13 years after expiry, completion or termination of contract

Reference	Disposal Class	Status and Disposal Action
02.09.02	<p>Records relating to construction management, including temporary construction where work will be undertaken, for signed contracts. Includes:</p> <ul style="list-style-type: none"> • Progress reports • Site instructions • Site reports\n- Inspections • Work instructions • Project schedules • Photographic records of construction activities • Installation of heavy plant and equipment • Installation of utilities (eg air conditioning, ventilation, and lighting) • General correspondence • Site layout • Access parking • Accommodation • 	<p>TEMPORARY Destroy 7 years after action completed</p>
02.10.00	<p>Cost Control (CONSULTING SERVICES) The activities involved in reconciling planned and actual monetary amounts.</p>	
02.10.01	<p>Records relating to budget estimates, calculations and reconciliation's for services provided to external clients.</p>	<p>TEMPORARY Destroy 7 years after action completed</p>
02.11.00	<p>Decommissioning (CONSULTING SERVICES) The activities associated with an external client ceasing use of or disconnecting plant and or equipment. <i>See 02.13.00 for activities associated with equipment and supplies no longer required by the client.</i> <i>See 08.11.00 where Hydro Tasmania is the client.</i></p>	
02.11.01	<p>Records relating to the decommissioning of plant and equipment for contracts signed under seal.</p>	<p>TEMPORARY Destroy 13 years after action completed</p>
02.11.02	<p>Records relating to the decommissioning of plant and equipment for signed contracts.</p>	<p>TEMPORARY Destroy 7 years after action completed</p>
02.11.03	<p>Routine correspondence relating to the decommissioning of plant and equipment that does not document significant action.</p>	<p>TEMPORARY Destroy 2 years after action completed</p>

Reference	Disposal Class	Status and Disposal Action
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02.12.00

Design (CONSULTING SERVICES)

The activities involved in carrying out design work for an external client in relation to a Power Generation System, including plant, buildings, water conveyance or holding systems, services and associated infrastructure.

See 02.06.00 for activities associated with the precondition requirements.

See 02.09.00 for activities involved in making or building a Power Generation System for an external client.

See 04.16.00 for invitations for tender and pre-tender documents.

See 08.12.00 where Hydro Tasmania is the client.

Reference	Disposal Class	Status and Disposal Action
02.12.01	<p>Records related to the design process for contracts signed under seal . Includes:</p> <ul style="list-style-type: none"> • - Preliminary submissions\n- • Feasibility reports\n- • Design change requests\n- • Final sketches and perspectives\n- • Maps\n- • Charts\n- • Bills of material\n- • Calculations\n- • Notes\n- • Presentations <p>Official documentation and set of drawings. Includes:</p> <ul style="list-style-type: none"> • - Contract set, signed by the relevant Hydro Tasmania Responsible Officer and contractor/s\n- • Approved schematic design\n- • Design development submission materials <p>Records documenting the specification of works. Includes:</p> <ul style="list-style-type: none"> • - Design calculations for the sizing of component of works\n- • Specifications (technical, engineering equipment, standards)\n- • Specification schedules and correspondence <p>Working drawings, "issued for construction" drawings (eg architectural, civil and structural). Includes:</p> <ul style="list-style-type: none"> • - Electrical\n- • Plumbing\n- • Air-conditioning\n- • Heating systems\n- • Final approved drawings <p>Final documentation including "as built" drawings, cancelled and superseded drawings</p>	<p>TEMPORARY Destroy 13 years after expiry, completion or termination of contract</p>

Reference	Disposal Class	Status and Disposal Action
02.12.02	<p>Records related to the design process for contracts signed under seal . Includes:</p> <ul style="list-style-type: none"> • - Preliminary submissions\n- • Feasibility reports\n- • Design change requests\n- • Final sketches and perspectives\n- • Maps\n- • Charts\n- • Bills of material\n- • Calculations\n- • Notes\n- • Presentations <p>Official documentation and set of drawings. Includes:</p> <ul style="list-style-type: none"> • - Contract set, signed by the relevant Hydro Tasmania Responsible Officer and contractor/s\n- • Approved schematic design\n- • Design development submission materials <p>Records documenting the specification of works. Includes:</p> <ul style="list-style-type: none"> • - Design calculations for the sizing of component of works\n- • Specifications (technical, engineering equipment, standards)\n- • Specification schedules and correspondence <p>Working drawings, "issued for construction" drawings (eg architectural, civil and structural). Includes:</p> <ul style="list-style-type: none"> • - Electrical\n- • Plumbing\n- • Air-conditioning\n- • Heating systems\n- • Final approved drawings <p>Final documentation including "as built" drawings, cancelled and superseded drawings</p>	<p>TEMPORARY Destroy 7 years after expiry, completion or termination of contract</p>

Reference	Disposal Class	Status and Disposal Action
02.13.00	<p>Disposal (CONSULTING SERVICES) The activities associated with the sale, transfer, auction, or destruction of property and or equipment and supplies no longer required by an external client. <u>See 02.11.00 for activities associated with ceasing use of or disconnecting plant and or equipment.</u> <u>See 08.13.00 where Hydro Tasmania is the client.</u></p>	
02.13.01	<p>Records relating to the disposal of power stations, associated assets and system maintenance equipment for contracts signed under seal. Includes:</p> <ul style="list-style-type: none"> • Disposal of unique pieces of equipment for special purposes, eg for maintenance of power generation assets, including monitoring equipment • Disposal of stores including records of exchange, sale or loan 	<p>TEMPORARY Destroy 13 years after action completed</p>
02.13.02	<p>Records relating to the disposal of power stations, associated assets and system maintenance equipment for signed contracts. Includes:</p> <ul style="list-style-type: none"> • Disposal of unique pieces of equipment for special purposes, eg for maintenance of power generation assets, including monitoring equipment • Disposal of stores including records of exchange, sale or loan 	<p>TEMPORARY Destroy 7 years after action completed</p>
02.14.00	<p>Emergency Response (CONSULTING SERVICES) The planning and implementation of actions in response to an emergency situation. <u>See 08.14.00 where Hydro Tasmania is the client.</u></p>	
02.14.01	<p>Records relating to the development and implementation of a disaster recovery plan for contracts signed under seal.</p>	<p>TEMPORARY Destroy 13 years after action completed</p>
02.14.02	<p>Records relating to the development and implementation of a disaster recovery plan for signed contracts.</p>	<p>TEMPORARY Destroy 7 years after action completed</p>

Reference	Disposal Class	Status and Disposal Action
02.15.00	<p>Equipment Rating (CONSULTING SERVICES) The activities associated with the determination or confirmation of primary and secondary electrical equipment ratings for a power generation system for external clients. <u>See 02.17.00 for activities relating to inspections of a Power Generation System.</u> <u>See 02.19.00 for activities involved in the maintenance of a Power Generation System.</u> <u>See 02.28.00 for the process of implementing industry or organisational benchmarks.</u> <u>See 02.29.00 for activities and reports involved in monitoring and measuring a Power Generation System.</u> <u>See 08.15.00 where Hydro Tasmania is the client.</u></p>	
02.15.01	Records relating to the determination or confirmation of primary and secondary electrical equipment ratings for a power generation network for contracts signed under seal. Includes protection settings and power ratings.	TEMPORARY Destroy 13 years after action completed
02.15.02	Records relating to the determination or confirmation of primary and secondary electrical equipment ratings for a power generation network for signed contracts. Includes protection settings and power ratings.	TEMPORARY Destroy 7 years after action completed
02.16.00	<p>Inquiries (CONSULTING SERVICES) The activities associated with liaising with bodies carrying out inquiries and participating in them on behalf of external clients. Inquiries are investigations carried out by persons or bodies that have been empowered to inquire and report on a subject. Includes the organisations participation in the inquiry by providing evidence in the form of records, submissions or staff. <u>See 02.17.00 for activities relating to the examination of events & equipment relating to a Power Generation System.</u> <u>See DA 2157 for the provision of legal support for conducting or participating in an inquiry.</u></p>	
02.16.01	Records relating to inquiries requiring significant action in response, (including alterations to systems or procedures). <u>See 02.23.00 for records relating to changes in systems or procedures.</u>	TEMPORARY Destroy 7 years after action completed
02.16.02	Records relating to inquiries requiring minimal or no action in response.	TEMPORARY Destroy 2 years after action completed

Reference	Disposal Class	Status and Disposal Action
02.17.00	Inspections (CONSULTING SERVICES)	
	<p>The activities associated with the examination of events, physical objects, land, equipment and records relating to a Power Generation System including plant, buildings, water conveyance or holding systems, services and associated infrastructure for external clients.</p> <p><i>See 02.15.00 for activities associated with equipment ratings for a Power Generation System.</i></p> <p><i>See 02.16.00 for responding to an inquiry on behalf of an external clients.</i></p> <p><i>See 02.19.00 for activities involved in the maintenance of a Power Generation System.</i></p> <p><i>See 02.28.00 for the process of implementing industry or organisational benchmarks.</i></p> <p><i>See 02.29.00 for activities and reports involved in monitoring and measuring a Power Generation System.</i></p> <p><i>See 08.17.00 where Hydro Tasmania is the client.</i></p>	
02.17.01	<p>Records relating to inspections of a power generation network and associated assets. Includes inspections requiring significant action, eg alteration to policy and procedures, for contracts signed under seal.</p>	<p>TEMPORARY Destroy 13 years after action completed</p>
02.17.02	<p>Records relating to inspections of a power generation network and associated assets. Includes inspections requiring significant action, eg alteration to policy and procedures, for signed contracts.</p>	<p>TEMPORARY Destroy 7 years after action completed</p>
02.18.00	Inventory (CONSULTING SERVICES)	
	<p>The activities associated with identifying and managing spares and inventory items for external clients.</p> <p><i>See 08.19.00 where Hydro Tasmania is the client.</i></p>	
02.18.01	<p>Records related to identifying and managing spares and inventory items for external clients, for contracts signed under seal. Includes:</p> <ul style="list-style-type: none"> • Inventories of equipment, including power station primary equipment, power station secondary equipment • Dam safety inspection items • Supporting documentation • General correspondence 	<p>TEMPORARY Destroy 13 years after action completed</p>

Reference	Disposal Class	Status and Disposal Action
02.18.02	Records related to identifying and managing spares and inventory items for external clients, for signed contracts. Includes: <ul style="list-style-type: none"> • Inventories of equipment, including power station primary equipment, power station secondary equipment • Dam safety inspection items • Supporting documentation • General correspondence 	TEMPORARY Destroy 7 years after action completed
02.19.00	Maintenance (CONSULTING SERVICES) The activities involved in the maintenance of a Power Generation System, including plant, buildings, services and associated infrastructure. Also includes instructions for preventative and corrective maintenance activities generated through and registered in a works maintenance system for external clients. <u>See 02.15.00 for activities associated with electrical equipment ratings for a Power Generation System.</u> <u>See 02.17.00 for activities relating to the examination of events & equipment relating to a Power Generation System.</u> <u>See 02.28.00 for the process of implementing industry or organisational benchmarks.</u> <u>See 02.29.00 for activities and reports involved in monitoring and measuring a power generation system.</u> <u>See 08.20.00 where Hydro Tasmania is the client.</u>	
02.19.01	Master set of guidelines and procedures for a works maintenance management system for contracts signed under seal.	TEMPORARY Destroy 13 years after expiry, completion or termination of contract
02.19.02	Master set of guidelines and procedures for a works maintenance management system for signed contracts.	TEMPORARY Destroy 7 years after expiry, completion or termination of contract
02.19.03	Records relating to requests for work for contracts signed under seal. Includes: <ul style="list-style-type: none"> • - Job tickets • Task guides • Work instructions 	TEMPORARY Destroy 13 years after action completed

Reference	Disposal Class	Status and Disposal Action
02.19.04	Records relating to requests for work for signed contracts. Includes: <ul style="list-style-type: none"> • - Job tickets • Task guides • Work instructions 	TEMPORARY Destroy 7 years after action completed
02.20.00	Meetings (CONSULTING SERVICES) The activities associated with the arrangement, agenda preparation and recording of minutes of meetings. <u>See 02.07.00 for formal Committee meetings.</u>	
02.20.01	Records relating to internal meetings and meetings between Hydro Tasmania and its external clients. Includes: <ul style="list-style-type: none"> • - Minutes • Agendas • Business Papers • Supporting documentation 	TEMPORARY Destroy 5 years after action completed
02.21.00	Planning (CONSULTING SERVICES) The activities associated with the short and long-term direction of a Power Generation System, including plant, buildings, water conveyance or holding systems, services and associated infrastructure, for external clients (to be addressed externally and internally). Including short-term and long-range planning, business plan development and the management of project resourcing.	
02.21.01	Records relating to contracts signed under seal. Includes: <ul style="list-style-type: none"> • - Major corporation initiatives • Business cases • Planning statements (concerning power systems development, upgrade or enhanced maintenance) 	TEMPORARY Destroy 13 years after expiry, completion or termination of contract
	Also includes approved plans, such as: <ul style="list-style-type: none"> • - Communication • Project Management • Quality • Risk Management • Test • Inspection 	

Reference	Disposal Class	Status and Disposal Action
02.21.02	<p>Records relating to signed contracts. Includes:</p> <ul style="list-style-type: none"> • - Major corporation initiatives • Business cases • Planning statements (concerning power systems development, upgrade or enhanced maintenance) <p>Also includes approved plans, such as:</p> <ul style="list-style-type: none"> • - Communication • Project Management • Quality • Risk Management • Test • Inspection 	<p>TEMPORARY Destroy 7 years after expiry, completion or termination of contract</p>
02.21.03	<p>Records relating to the development of action or business plans. Includes:</p> <ul style="list-style-type: none"> • - Routine administrative records • Drafts • Schedules • System analysis • Plans not approved 	<p>TEMPORARY Destroy 2 years after action completed</p>
02.22.00	<p>Policy (CONSULTING SERVICES) 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 organisations operating procedures, for external clients, are determined. <u>See 02.26.00 for activities involved in investigating or enquiring into a subject or area.</u> <u>See 02.27.00 for identification of major risks.</u></p>	
02.22.01	<p>Records illustrating the development of policy and documenting policy decisions and the establishment of precedents.</p>	<p>PERMANENT</p>
02.23.00	<p>Procedures (CONSULTING SERVICES) Standard methods of operating for external clients laid down by the organisation according to formulated policy. <u>See 02.24.00 (Consulting Services) for activities involved in the completion and delivery of all work relating to projects for external clients.</u></p>	

Reference	Disposal Class	Status and Disposal Action
02.23.01	Records illustrating the formulation and implementation of procedures concerning programs and initiatives. Includes: <ul style="list-style-type: none"> • - Master sets of instructions • Communications • Review of procedures • Manuals • Guidelines • Handbooks 	TEMPORARY Destroy 7 years after date superseded
02.24.00	Project Management (CONSULTING SERVICES) The activities involved in managing the completion and delivery of all work relating to projects for external clients in accordance with project close-out checklist and standard procedures, following implementation. Includes the activities involved in scoping a project, i.e. developing and maintaining project goals and tasks and the work required to accomplish them and the activities involved in preparing a plan of procedure for a specified project with reference to the sequence of operations, i.e. scheduling. <u>See 02.23.00 for records relating to installation, operating and maintenance manuals and instructions, including makers manuals.</u> <u>See 08.25.00 where Hydro Tasmania is the client.</u>	
02.24.01	Records relating to the completion of work undertaken on a project for contracts signed under seal. Includes: <ul style="list-style-type: none"> • Checklists\n- • Copies of contractual documentation\n- • Final Completion\n- • Practical Completion\n- • Financial Estimates\n- • Material Estimates\n- • Man Hour Estimates\n- • Outstanding Works Register\n- • Project Charge Advice Register 	TEMPORARY Destroy 13 years after action completed

Reference	Disposal Class	Status and Disposal Action
02.24.02	<p>Records relating to the completion of work undertaken on a project for signed contracts. Includes:</p> <ul style="list-style-type: none"> • Checklists\n- • Copies of contractual documentation\n- • Final Completion\n- • Practical Completion\n- • Financial Estimates\n- • Material Estimates\n- • Man Hour Estimates\n- • Outstanding Works Register\n- • Project Charge Advice Register 	<p>TEMPORARY Destroy 7 years after action completed</p>
02.25.00	<p>Reporting (CONSULTING SERVICES) The provision of a formal response on any matter relating to an external client on which definite information is required, made by a person or body instructed or required to do so. <i>See 08.26.00 where Hydro Tasmania is the client.</i> <i>See DA 2157 for activities involved with the publication of annual reports.</i></p>	
02.25.01	<p>Reports prepared by Hydro Tasmania Consulting, for or in relation to an external client for contracts signed under seal. Also includes deliverables such as:</p> <ul style="list-style-type: none"> • Multimedia files • Proposals • Technical papers • Surveys 	<p>TEMPORARY Destroy 13 years after expiry, completion or termination of contract</p>
02.25.02	<p>Reports prepared by Hydro Tasmania Consulting, for or in relation to an external client for signed contracts. Also includes deliverables such as:</p> <ul style="list-style-type: none"> • Multimedia files • Proposals • Technical papers • Surveys 	<p>TEMPORARY Destroy 7 years after expiry, completion or termination of contract</p>
02.26.00	<p>Research (CONSULTING SERVICES) The activities involved in investigating or enquiring into a subject or area of interest in order to discover facts, complete product and client analysis and maintain a competitive advantage in the market. <i>See 02.22.00 for research into the formulation of Policy.</i> <i>See 02.27.00 for activities relating to monitoring, managing and reducing risks.</i> <i>See 08.27.00 where Hydro Tasmania is the client.</i></p>	

Reference	Disposal Class	Status and Disposal Action
02.26.01	<p>Records documenting research carried out to maintain a competitive advantage in the market. Includes:</p> <ul style="list-style-type: none"> • - Purchased independent reports • Analysis of competitor products and services • Client information <p>Also includes reference material which is not project specific. <u>See 02.24.00 for research related to a specific project.</u></p>	<p>TEMPORARY Destroy 5 years after action completed</p>
02.27.00	<p>Risk Management (CONSULTING SERVICES) The identification of major risks and the development, monitoring and review of appropriate ways to manage and reduce them. <u>See 02.22.00 for activities involved in the formulation of Policy.</u> <u>See 02.26.00 for activities involved in investigating or enquiring into a subject or area.</u> <u>See 08.28.00 where Hydro Tasmania is the client.</u></p>	
02.27.01	<p>Records relating to the identification, assessment and management of risk in the development of a power generation system or associated assets, prepared by Hydro Tasmania Consulting, for or in relation to an external client for contracts signed under seal. Includes Job Hazard Analysis (JHA's).</p>	<p>TEMPORARY Destroy 13 years after expiry, completion or termination of contract</p>
02.27.02	<p>Records relating to the identification, assessment and management of risk in the development of a power generation system or associated assets, prepared by Hydro Tasmania Consulting, for or in relation to an external client for signed contracts. Includes Job Hazard Analysis (JHA's).</p>	<p>TEMPORARY Destroy 7 years after expiry, completion or termination of contract</p>
02.28.00	<p>Standards (CONSULTING SERVICES) The process of implementing industry or organisational benchmarks for services and processes for external clients to enhance the quality and efficiency of the organisation. <u>See 02.15.00 for activities associated with electrical equipment ratings for a Power Generation System.</u> <u>See 02.17.00 for activities relating to the examination of events & equipment relating to a Power Generation System.</u> <u>See 02.19.00 for activities involved in the maintenance of a Power Generation System.</u> <u>See 02.29.00 for activities and reports involved in monitoring and measuring the reliability, availability, quality of supply, and security of a Power Generation System.</u> <u>See 08.29.00 where Hydro Tasmania is the client.</u></p>	

Reference	Disposal Class	Status and Disposal Action
02.28.01	<p>Records related to standards, and the development of standards, issued by Hydro Tasmania Consulting for contracts signed under seal.</p> <p>Includes:</p> <ul style="list-style-type: none"> • Maintenance • Design • Installation • Asset replacement • Equipment selection • Asset commissioning • Project finalisation 	<p>TEMPORARY</p> <p>Destroy 13 years after expiry, completion or termination of contract</p>
02.28.02	<p>Records related to standards, and the development of standards, issued by Hydro Tasmania Consulting for signed contracts.</p> <p>Includes:</p> <ul style="list-style-type: none"> • Maintenance • Design • Installation • Asset replacement • Equipment selection • Asset commissioning • Project finalisation 	<p>TEMPORARY</p> <p>Destroy 7 years after expiry, completion or termination of contract</p>
02.29.00	<p>System Performance (CONSULTING SERVICES)</p> <p>The activities and reports involved in monitoring and measuring the reliability, availability, quality of supply and security of a power generation system for an external client including plant, buildings, water conveyance or holding systems, services and associated infrastructure.</p> <p><i>See 02.15.00 for activities associated with electrical equipment ratings for a Power Generation System.</i></p> <p><i>See 02.17.00 for activities relating to the examination of events & equipment relating to a Power Generation System.</i></p> <p><i>See 02.19.00 for activities involved in the maintenance of a Power Generation System.</i></p> <p><i>See 02.28.00 for the process of implementing industry or organisational benchmarks.</i></p> <p><i>See 08.30.00 where Hydro Tasmania is the client.</i></p>	

Reference	Disposal Class	Status and Disposal Action
02.29.01	<p>Records relating to the performance and monitoring of a power generation system for contracts signed under seal.</p> <p>Includes:</p> <ul style="list-style-type: none"> • Maintenance data collection programs • Surveys • Condition assessments • Test reports • Hydrology records • Gauge readings • Recording charts • Bench marking 	<p>TEMPORARY Destroy 13 years after action completed</p>
02.29.02	<p>Records relating to the performance and monitoring of a power generation system for signed contracts.</p> <p>Includes:</p> <ul style="list-style-type: none"> • Maintenance data collection programs • Surveys • Condition assessments • Test reports • Hydrology records • Gauge readings • Recording charts • Bench marking 	<p>TEMPORARY Destroy 7 years after action completed</p>
02.29.03	<p>Routine correspondence relating to the performance of a power generating system and administrative matters concerned with data collection and monitoring</p>	<p>TEMPORARY Destroy 2 years after action completed</p>

Reference	Disposal Class	Status and Disposal Action
03.00.00	CONTRACTOR & SUPPLIER MANAGEMENT	
	The function of managing the relationship and liaison with the contractors and suppliers to Hydro Tasmania, which is Contracting-out.	
	<i>See 04.00.00 for records relating to managing the relationship with Hydro Tasmania's external customers, by liaison with the relevant associated parties, including Aurora and Transend. These are customers for services Hydro Tasmania provides.</i>	
03.01.00	Advice (CONTRACTOR & SUPPLIER MANAGEMENT)	
	The activities of providing or receiving formal opinions about particular matters.	
	<i>See DA2157 for legal advice and opinions.</i>	
03.01.01	Records documenting the receipt and provision of advice in relation to services and related matters for contracts signed under seal.	TEMPORARY Destroy 13 years after action completed
03.01.02	Records documenting the receipt and provision of advice in relation to services and related matter for signed contracts or informal agreements.	TEMPORARY Destroy 7 years after action completed
03.01.03	Records of advice on general issues that does not relate to a specific contractor or supplier.	TEMPORARY Destroy 5 years after action completed
03.02.00	Agreements (CONTRACTOR & SUPPLIER MANAGEMENT)	
	The processes associated with the establishment, maintenance, review and negotiation of agreements and informal arrangements.	
	<i>See 03.06.00 for activities involved with formal contracts.</i>	
	<i>See 03.15.00 for activities involved in receiving and assessing tenders.</i>	
	<i>See 08.02.00 for activities involved in the procurement of goods, services and property.</i>	
03.02.01	Records documenting the establishment, maintenance and review of agreements, including final versions of agreements. Also includes maintenance agreements and service level agreements.	TEMPORARY Destroy 7 years after expiry, completion or termination of agreement

Reference	Disposal Class	Status and Disposal Action
03.03.00	Audit (CONTRACTOR & SUPPLIER MANAGEMENT) The activities associated with Hydro Tasmania's records and processes being formally checked by internal or external investigators. <u>See DA2157 for records relating to internal and external financial audits.</u>	
03.03.01	Records relating to audits of functions and activities resulting in changes to policy or procedures.	PERMANENT
03.03.02	Records relating to audits of functions and activities, which do not result in changes to policy or procedures.	TEMPORARY Destroy 7 years after action completed
03.04.00	Committees (CONTRACTOR & SUPPLIER MANAGEMENT) The activities involved with the establishment and management of committees. <u>See 03.08.00 for records relating to non-committee meetings.</u>	
03.04.01	Records relating to internal committees for operational purposes. Includes: <ul style="list-style-type: none"> • Minutes • Briefing papers • Agendas • Proceedings • Appointment of committee members. 	TEMPORARY Destroy 5 years after committee has ceased
03.04.02	Records of a general administrative nature relating to meetings of committees, including travel arrangements and use of premises.	TEMPORARY Destroy 2 years after action completed
03.05.00	Compliance (CONTRACTOR & SUPPLIER MANAGEMENT) The activities associated with complying with mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements to which Hydro Tasmania is subject. Includes compliance with legislation and national and international standards.	
03.05.01	Records documenting Hydro Tasmania's compliance with optional, mandatory, fiscal and statutory requirements. Includes proof of compliance, for example in terms of the development and management of a Power Generation System. Also includes records relating to non conformance. <u>See 03.05.02 for records relating to quality assurance.</u>	TEMPORARY Destroy 13 years after action completed

Reference	Disposal Class	Status and Disposal Action
03.05.02	Records relating to Quality Assurance.	TEMPORARY Destroy 4 years after action completed
03.06.00	<p data-bbox="419 383 1118 450">Contracting-Out (CONTRACTOR & SUPPLIER MANAGEMENT)</p> <p data-bbox="419 456 1342 598">The activities involved in arranging, procuring and managing the performance of work or the provision of services or personnel by an external contractor or consultant, or by using external bureau services. Sometimes referred to as outsourcing.</p> <p data-bbox="419 604 999 633"><u>See 03.02.00 for informal arrangements.</u></p> <p data-bbox="419 640 1310 707"><u>See 03.15.00 for activities involved in receiving and assessing unsuccessful tenders.</u></p> <p data-bbox="419 714 1342 779"><u>See 08.02.00 for activities involved in the procurement of goods, services and property.</u></p>	
03.06.01	Contract registers.	PERMANENT
03.06.02	<p data-bbox="419 891 1070 1032">Contracts signed under seal, including written offers, supporting documentation and records documenting the management of contracts and successful tenders. Includes:</p> <ul data-bbox="419 1039 847 1346" style="list-style-type: none"> <li data-bbox="419 1039 759 1068">• Tender submissions <li data-bbox="419 1075 743 1104">• Tender evaluations <li data-bbox="419 1111 847 1140">• Statement of requirements <li data-bbox="419 1146 783 1176">• Request for proposals <li data-bbox="419 1182 783 1211">• Expression of interest <li data-bbox="419 1218 810 1247">• Request for tender/offer <li data-bbox="419 1254 679 1283">• Draft contracts <li data-bbox="419 1290 671 1319">• Public notices 	TEMPORARY Destroy 13 years after expiry, completion or termination of contract
03.06.03	<p data-bbox="419 1406 1031 1547">Signed contacts including written offers, supporting documentation and records documenting the management of contracts and successful tenders. Includes:</p> <ul data-bbox="419 1554 847 1848" style="list-style-type: none"> <li data-bbox="419 1554 759 1583">• Tender submissions <li data-bbox="419 1590 743 1619">• Tender evaluations <li data-bbox="419 1626 847 1655">• Statement of requirements <li data-bbox="419 1662 783 1691">• Request for proposals <li data-bbox="419 1697 783 1727">• Expression of interest <li data-bbox="419 1733 810 1762">• Request for tender/offer <li data-bbox="419 1769 679 1798">• Draft contracts <li data-bbox="419 1805 671 1834">• Public notices 	TEMPORARY Destroy 7 years after expiry, completion or termination of contract

Reference	Disposal Class	Status and Disposal Action
03.07.00	Liaison (CONTRACTOR & SUPPLIER MANAGEMENT) The activities involved in seeking information from, or the opinions of, one or more others. This includes general contact between Hydro Tasmania and external groups or individuals including organisations within the private sector, professional associations and the broader community.	
03.07.01	Records supporting Hydro Tasmania's contact with contractors and suppliers. Includes: <ul style="list-style-type: none"> • Exchanges of information • Cooperative planning • Development of projects 	TEMPORARY Destroy 2 years after action completed
03.08.00	Meetings (CONTRACTOR & SUPPLIER MANAGEMENT) The activities associated with the arrangement, agenda preparation and recording of minutes of meetings. <u>See 03.04.00 for formal Committee meetings.</u>	
03.08.01	Records relating to internal meetings and meetings between Hydro Tasmania and its contractors and suppliers. Includes: <ul style="list-style-type: none"> • Minutes • Agendas • Business Papers • Supporting documentation 	TEMPORARY Destroy 5 years after action completed
03.09.00	Planning (CONTRACTOR & SUPPLIER MANAGEMENT) The activities associated with the identification of key issues to be addressed both externally and internally for the short and long-term direction of Hydro Tasmania in relation to contracting-out. Includes short-term and long-range planning and business plan development.	
03.09.01	Approved plans and records relating to corporation initiatives. Includes: <ul style="list-style-type: none"> • Business cases • Planning statements • Communication • Project Management • Quality • Risk Management 	TEMPORARY Destroy 7 years after date superseded
03.09.02	Records relating to the development of action or business plans. Includes: <ul style="list-style-type: none"> • Routine administrative records • Drafts • Schedules • Plans not approved 	TEMPORARY Destroy 2 years after action completed

Reference	Disposal Class	Status and Disposal Action
03.10.00	<p>Policy (CONTRACTOR & SUPPLIER MANAGEMENT) 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 organisations operating procedures are determined. <u>See 03.13.00 for activities involved in investigating or enquiring into a subject or area.</u> <u>See 03.14.00 for identification of major risks.</u></p>	
03.10.01	Records illustrating the development of policy and documenting policy decisions and the establishment of precedents.	PERMANENT
03.11.00	<p>Procedures (CONTRACTOR & SUPPLIER MANAGEMENT) Standard methods of operating laid down by the organisation according to formulated policy.</p>	
03.11.01	Records illustrating the formulation and implementation of procedures concerning programs and initiatives. Includes: <ul style="list-style-type: none"> • Master sets of instructions • Communications • Review of procedures • Manuals • Guidelines • Handbooks 	TEMPORARY Destroy 7 years after date superseded
03.12.00	<p>Reporting (CONTRACTOR & SUPPLIER MANAGEMENT) The provision of a formal response on any matter on which definite information is required, made by a person or body instructed or required to do so. <u>See DA 2157 for activities involved with the publication of annual reports.</u></p>	
03.12.01	Internal and external reports containing significant information or findings prepared by or for Hydro Tasmania relating to contracting out.	PERMANENT
03.12.02	Internal and external reports that do not contain significant information or findings.	TEMPORARY Destroy 7 years after action completed
03.13.00	<p>Research (CONTRACTOR & SUPPLIER MANAGEMENT) The activities involved in investigating or enquiring into a subject or area of interest in order to discover facts and principles. <u>See 03.10.00 for research into the formulation of policy.</u></p>	

Reference	Disposal Class	Status and Disposal Action
03.13.01	Records documenting research carried out. Includes: <ul style="list-style-type: none"> • Reference material • Supporting documentation • Routine Correspondence Also includes reference material which is not project specific.	TEMPORARY Destroy 5 years after action completed
03.14.00	Risk Management (CONTRACTOR & SUPPLIER MANAGEMENT) The identification of major risks and the development, monitoring and review of appropriate ways to manage and reduce them. <u>See 03.10.00 for research into the formulation of policy.</u>	
03.14.01	Records documenting the identification and assessment of risks. Includes the implementation of practices and procedures to reduce risk.	TEMPORARY Destroy 7 years after next risk assessment
03.15.00	Tendering (CONTRACTOR & SUPPLIER MANAGEMENT) The activities involved in receiving and assessing tenders. Includes offers submitted to Hydro Tasmania in writing 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. <u>See 03.02.00 for informal arrangements.</u> <u>See 03.06.00 for activities involved with formal contracts.</u> <u>See 08.02.00 for activities involved in the procurement of goods, services and property.</u> <u>See 08.12.00 for activities involved in carrying out design work to a Power Generation System.</u> <u>See DA 2157 for activities associated with leasing accommodation, premises or real estate from another organisation.</u>	
03.15.01	Tender registers.	TEMPORARY Destroy 13 years after date of last entry
03.15.02	Records documenting the development and issue of tenders. Includes: <ul style="list-style-type: none"> • Tender submissions • Tender evaluations • Statement of requirements • Request for proposals • Expression of interest • Request for tender/offer • Draft contracts • Public notices 	TEMPORARY Destroy 7 years after action completed

Reference	Disposal Class	Status and Disposal Action
03.15.03	Records documenting unsuccessful tenders and offers where the tender process does not proceed. Includes: <ul style="list-style-type: none"> • Tender submissions • Tender evaluations • Statement of requirements • Request for proposals • Expression of interest • Request for tender/offer • Draft contracts • Public notices 	TEMPORARY Destroy 2 years after action completed

Reference	Disposal Class	Status and Disposal Action
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04.00.00 CUSTOMER MANAGEMENT

The function of managing the relationship with Hydro Tasmania's external customers, by liaison with the relevant associated parties, including Aurora and Transend. These are customers for services Hydro Tasmania provides, such as power generation system services and by acting as an agent of power supply control. Activities include responding to enquiries from new or existing customers, negotiating agreements and determining prices, metering and billing.

See 03.00.00 for records relating to managing the relationship and liaison with the contractors and suppliers to Hydro Tasmania.

04.01.00 Advice (CUSTOMER MANAGEMENT)

The activities of providing or receiving formal opinions about particular matters.

See DA2157 for legal advice and opinions.

04.01.01	Records documenting the receipt and provision of advice in relation to services and related matters for contracts signed under seal.	TEMPORARY Destroy 13 years after action completed
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04.01.02	Records documenting the receipt and provision of advice in relation to services and related matters for signed contracts or informal agreements.	TEMPORARY Destroy 7 years after action completed
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04.01.03	Records of advice that does not relate to a specific customer.	TEMPORARY Destroy 5 years after action completed
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04.02.00 Agreements (CUSTOMER MANAGEMENT)

The processes associated with the establishment, maintenance, review and negotiation of agreements and informal arrangements with Hydro Tasmania's external clients.

See 04.06.00 for activities involved with formal contracts relating to external clients.

See 04.16.00 for activities involved in the submissions of bids by Hydro Tasmania.

See 02.02.00 for activities involved in advising external clients on the procurement of goods, services, and property.

See DA 2157 for activities involved in leasing out items, equipment, accommodation, premises or real estate to another organisation.

Reference	Disposal Class	Status and Disposal Action
04.02.01	Signed simple agreements. Includes: <ul style="list-style-type: none"> • Connection applications • Connection agreements • Records supporting negotiations • Maintenance, review and revocation of agreements <u>See 04.06.00 for records relating to Water Transfer Agreements.</u>	TEMPORARY Destroy 7 years after action completed
04.03.00	Audit (CUSTOMER MANAGEMENT) The activities associated with Hydro Tasmania's records and processes being formally checked by internal or external investigators. <u>See DA2157 for activities involved with financial auditing.</u>	
04.03.01	Records relating to audits of functions and activities resulting in changes to policy or procedures.	PERMANENT
04.03.02	Records relating to audits of functions and activities, which do not result in changes to policy or procedures.	TEMPORARY Destroy 7 years after action completed
04.04.00	Committees (CUSTOMER MANAGEMENT) The activities involved with the establishment and management of committees. <u>See 04.08.00 for records relating to non-committee meetings.</u>	
04.04.01	Records relating to internal committees for operational purposes. Includes: <ul style="list-style-type: none"> • - Minutes • Briefing papers • Agendas • Proceedings • Appointment of committee members. 	TEMPORARY Destroy 5 years after committee has ceased
04.04.02	Records of a general administrative nature relating to meetings of Committees, including travel arrangements and use of premises.	TEMPORARY Destroy 2 years after action completed
04.05.00	Compliance (CUSTOMER MANAGEMENT) The activities associated with complying with mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements to which Hydro Tasmania is subject. Includes compliance with legislation and national and international standards.	

Reference	Disposal Class	Status and Disposal Action
04.05.01	<p>Records documenting Hydro Tasmania's compliance with optional, mandatory, fiscal and statutory requirements. Includes proof of compliance, for example in terms of the development and management of a power generation system.</p> <p>Also includes records relating to non conformance.</p> <p><i>See 04.05.02 for records relating quality assurance.</i></p>	<p>TEMPORARY Destroy 13 years after action completed</p>
04.05.02	<p>Records relating to Quality Assurance.</p>	<p>TEMPORARY Destroy 4 years after action completed</p>
04.06.00	<p>Contracting (CUSTOMER MANAGEMENT)</p> <p>This activities involved in arranging, procuring and managing the performance of work or the provision of services by Hydro Tasmania to an external client.</p> <p><u>See</u> 04.02.00 for the establishment of agreements and informal arrangements with Hydro Tasmania's external clients.</p> <p><u>See</u> 04.16.00 for activities involved in the submissions of unsuccessful bids by Hydro Tasmania.</p> <p><u>See</u> 02.02.00 for activities involved in advising external clients on the procurement of goods, services, and property.</p> <p><u>See</u> DA 2157 for activities involved in leasing out items, equipment, accommodation, premises or real estate to another organisation.</p>	

Reference	Disposal Class	Status and Disposal Action
04.06.01	<p>Contracts signed under seal between Hydro Tasmania and its external customers including records relating to contract supporting documentation and successful tenders.</p> <p>Includes:</p> <ul style="list-style-type: none"> • Negotiation & maintenance • Review/Variation (including Variation Registers) • Revocation documents • Contract service definitions & draft contracts • Scope of work & task reports • Work assignments/Instructions • Water Transfer Agreements • Tender submissions & evaluations • Statement of requirements • Request for proposals & Expressions of interest • Request for tender/offer • Public notices 	<p>TEMPORARY Destroy 13 years after action completed</p>
04.06.02	<p>Signed contracts between Hydro Tasmania and its external customers including supporting documentation and successful tenders.</p> <p>Includes:</p> <ul style="list-style-type: none"> • Negotiation & maintenance • Review/Variation (including Variation Registers) • Revocation documents • Contract service definitions & draft contracts • Scope of work & task reports • Work assignments/Instructions • Water Transfer Agreements • Tender submissions & evaluations • Statement of requirements • Request for proposals & Expressions of interest • Request for tender/offer • Public notices • 	<p>TEMPORARY Destroy 7 years after action completed</p>

Reference	Disposal Class	Status and Disposal Action
04.07.00	Liaison (CUSTOMER MANAGEMENT)	
	<p>The activities involved in seeking information from, or the opinions of, one or more others. This includes general contact between Hydro Tasmania and external groups or individuals, including organisations within the private sector, professional associations and the broader community.</p> <p><u>See 04.09.00 for records relating to planning.</u></p>	
04.07.01	<p>Records supporting Hydro Tasmania's contact with external contractors and suppliers. Includes:</p> <ul style="list-style-type: none"> • Exchanges of information • Cooperative planning • Development of projects 	<p>TEMPORARY Destroy 2 years after action completed</p>
04.08.00	Meetings (CUSTOMER MANAGEMENT)	
	<p>The activities relating to the arrangement, agenda preparation and recording of minutes of meetings.</p> <p><u>See 04.04.00 for formal Committee meetings.</u></p>	
04.08.01	<p>Records relating to internal meetings and meetings between Hydro Tasmania and its external customers. Includes:</p> <ul style="list-style-type: none"> • Minutes • Agendas • Business Papers • Supporting documentation 	<p>TEMPORARY Destroy 5 years after action completed</p>
04.09.00	Planning (CUSTOMER MANAGEMENT)	
	<p>The activities associated with the identification of key issues to be addressed both externally and internally for the short and long-term direction of Hydro Tasmania in relation to external customers. Includes short-term and long-range planning and business plan development.</p>	
04.09.01	<p>Approved plans and records relating to corporation initiatives. Includes:</p> <ul style="list-style-type: none"> • Business cases • Planning statements • Communication • Project Management • Quality • Risk Management • 	<p>TEMPORARY Destroy 7 years after date superseded</p>
04.09.02	<p>Records relating to the development of action or business plans. Includes:</p> <ul style="list-style-type: none"> • Routine administrative records • Drafts • Schedules • Plans not approved 	<p>TEMPORARY Destroy 2 years after action completed</p>

Reference	Disposal Class	Status and Disposal Action
04.10.00	<p>Policy (CUSTOMER MANAGEMENT) 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 organisations operating procedures are determined. <u>See 04.14.00 for activities involved in investigating or enquiring into a subject or area.</u> <u>See 04.15.00 for activities relating to monitoring, managing and reducing risks.</u></p>	
04.10.01	Records illustrating the development of policy and documenting policy decisions and the establishment of precedents.	PERMANENT
04.11.00	<p>Pricing (CUSTOMER MANAGEMENT) The activities involved in determining the pricing of Hydro Tasmania's products and services to customers.</p>	
04.11.01	Records relating to the determination, establishment and review of pricing for products and services to customers. Includes: <ul style="list-style-type: none"> • Forecasting • Modelling • Revenue analysis • Hedging • Pricing decisions 	TEMPORARY Destroy 7 years after action completed
04.11.02	Routine administrative records relating to pricing submissions.	TEMPORARY Destroy 2 years after action completed
04.12.00	<p>Procedures (CUSTOMER MANAGEMENT) Standard methods of operating laid down by the organisation according to formulated policy.</p>	
04.12.01	Records illustrating the formulation and implementation of procedures concerning programs and initiatives. Includes: <ul style="list-style-type: none"> • Master sets of instructions • Communications • Review of procedures • Manuals • Guidelines • Handbooks 	TEMPORARY Destroy 7 years after date superseded

Reference	Disposal Class	Status and Disposal Action
04.13.00	Reporting (CUSTOMER MANAGEMENT)	
	<p>The provision of a formal response on any matter on which definite information is required, made by a person or body instructed or required to do so.</p> <p><i>See DA 2157 for activities involved with the publication of annual reports.</i></p>	
04.13.01	<p>Internal and external reports containing significant information or findings prepared by or for Hydro Tasmania relating to customer management.</p>	PERMANENT
04.13.02	<p>Internal and external reports that do not contain significant information or findings.</p>	<p>TEMPORARY Destroy 7 years after action completed</p>
04.14.00	Research (CUSTOMER MANAGEMENT)	
	<p>The activities involved in investigating or enquiring into a subject or area of interest in order to discover facts and principles.</p> <p><i>See 04.10.00 for research into the formulation of Policy.</i></p> <p><i>See 04.15.00 for identification of major risks.</i></p>	
04.14.01	<p>Records documenting research carried out. Includes:</p> <ul style="list-style-type: none"> • Reference material • Supporting documentation • Routine Correspondence <p>Also includes reference material which is not project specific.</p>	<p>TEMPORARY Destroy 7 years after action completed</p>
04.15.00	Risk Management (CUSTOMER MANAGEMENT)	
	<p>The identification of major risks and the development, monitoring and review of appropriate ways to manage and reduce them.</p> <p><i>See 04.10.00 for activities involved in the formulation of Policy.</i></p> <p><i>See 04.14.00 for activities involved in investigating or enquiring into a subject or area.</i></p>	
04.15.01	<p>Records documenting the identification and assessment of risks. Includes the implementation of practices and procedures to reduce risk.</p>	<p>TEMPORARY Destroy 7 years after next risk assessment</p>

Reference	Disposal Class	Status and Disposal Action
04.16.00	<p>Tendering (CUSTOMER MANAGEMENT) The activities involved in the submission of bids to external clients for the supply of goods and services in a competitive bidding situation. <u>See 04.02.00 for agreements and informal arrangements with Hydro Tasmania's external clients.</u> <u>See 04.06.00 for activities involved with formal contracts relating to external clients.</u> <u>See 02.02.00 for activities involved in advising external clients on the procurement of goods, services and property.</u> <u>See 02.12.00 for activities involved in carrying out design work for an external client in relation to a Power Generation System.</u> <u>See DA 2157 for activities involved in leasing out items, equipment, accommodation, premises or real estate to another organisation.</u></p>	
04.16.01	Tender registers.	TEMPORARY Destroy 13 years after date of last entry
04.16.02	Records documenting the development and issue of tenders. Includes: <ul style="list-style-type: none"> • Tender submissions • Tender evaluations • Statement of requirements • Request for proposals • Expression of interest • Request for tender/offer • Draft contracts • Public notices 	TEMPORARY Destroy 7 years after action completed
04.16.03	Records documenting unsuccessful tenders and offers where the tender process does not proceed. Includes: <ul style="list-style-type: none"> • Tender submissions • Tender evaluations • Statement of requirements • Request for proposals • Expression of interest • Request for tender/offer • Draft contracts • Public notices 	TEMPORARY Destroy 2 years after action completed

Reference	Disposal Class	Status and Disposal Action
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05.00.00 ENERGY MARKET AND CLIMATE CHANGE

The function of managing and influencing the energy market and climate change regulations and policies to enhance renewable energy development and revenue. Includes policies from State and Commonwealth jurisdictions and any relevant legislation, supporting regulations and guidelines. Also includes submissions to policy reviews and public consultations, determinations and managing the relationships with stakeholders and policy makers.

05.01.00 Advice (ENERGY MARKET AND CLIMATE CHANGE)

The activities of providing or receiving formal opinions about particular matters.

See 05.14.00 for records of reviews of products, processes, procedures, standards and systems.

See DA2157 for legal advice and opinions.

05.01.01 Advice from inside or outside Hydro Tasmania relating to interpretations of legislation, major issues of public or customer interest, precedents and matters which affect Hydro Tasmania's policy and procedures. PERMANENT

05.01.02 Records of advice that do not contain significant information or findings. TEMPORARY
Destroy 2 years after action completed

05.02.00 Audit (ENERGY MARKET AND CLIMATE CHANGE)

The activities associated with Hydro Tasmania's records and processes being formally checked by internal or external investigators.

See DA2157 for quality management audits and records relating to internal and external financial audits.

05.02.01 Records relating to audits of functions and activities resulting in changes to policy or procedures. PERMANENT

05.02.02 Records relating to audits of functions and activities, which do not result in changes to policy or procedures. TEMPORARY
Destroy 7 years after action completed

05.03.00 Committees (ENERGY MARKET AND CLIMATE CHANGE)

The activities involved with the establishment and management of committees.

See 05.06.00 for records that deal with non committee meetings.

See DA2157 for records relating to Hydro Tasmania's involvement in internal and external committees.

Reference	Disposal Class	Status and Disposal Action
05.03.01	Records relating to internal committees for operational purposes. Includes: <ul style="list-style-type: none"> • Minutes • Briefing papers • Agendas • Proceedings • Appointment of committee members. 	TEMPORARY Destroy 5 years after committee has ceased
05.03.02	Records of a general administrative nature relating to meetings of Committees, including travel arrangements and use of premises.	TEMPORARY Destroy 2 years after action completed
05.04.00	Compliance (ENERGY MARKET AND CLIMATE CHANGE) The activities associated with complying with mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements to which Hydro Tasmania is subject. Includes compliance with legislation and national and international standards.	
05.04.01	Records documenting Hydro Tasmania's compliance with optional, mandatory, fiscal and statutory requirements. Includes proof of compliance, for example in terms of the development and management of a power generation system. Also includes records relating to non conformance. <i>See 05.04.02 for records relating to quality assurance.</i>	TEMPORARY Destroy 7 years after action completed
05.04.02	Records relating to Quality Assurance.	TEMPORARY Destroy 4 years after action completed
05.05.00	Liaison (ENERGY MARKET AND CLIMATE CHANGE) The activities involved in seeking information from or the opinions of one or more others. This includes general contact between Hydro Tasmania and external groups or individuals, including organisations within the private sector, professional associations and the broader community.	

Reference	Disposal Class	Status and Disposal Action
05.05.01	Records documenting Hydro Tasmania's contact with: <ul style="list-style-type: none"> • Professional associations • Industry groups • Regulatory bodies • Electricity suppliers Includes exchanges of information, collaboration on projects and the activities as a member of an: <ul style="list-style-type: none"> • - Organisation • Community group • Professional association 	TEMPORARY Destroy 7 years after action completed
05.06.00	Meetings (ENERGY MARKET AND CLIMATE CHANGE) The activities associated with the arrangement, agenda preparation and recording of minutes of meetings. <u>See 05.03.00 for formal Committee meetings.</u>	
05.06.01	Records relating to internal meetings and meetings between Hydro Tasmania and members of the electricity supply industry and its regulator. Includes: <ul style="list-style-type: none"> • - Minutes\n- Agendas\n- Business Papers\n- Supporting documentation 	TEMPORARY Destroy 5 years after action completed
05.07.00	Planning (ENERGY MARKET AND CLIMATE CHANGE) The activities associated with the identification of key issues to be addressed both externally and internally for the short and long-term direction of Hydro Tasmania in relation to energy market and climate change. Includes short-term and long-range planning and business plan development.	
05.07.01	Approved plans and records relating to corporation initiatives. Includes: <ul style="list-style-type: none"> • - Business cases • Planning statements • Communication • Project Management • Quality • Risk Management 	TEMPORARY Destroy 7 years after date superseded
05.07.02	Records relating to the development of action or business plans. Includes: <ul style="list-style-type: none"> • Routine administrative records • Drafts • Schedules • Plans not approved 	TEMPORARY Destroy 2 years after action completed

Reference	Disposal Class	Status and Disposal Action
05.08.00	<p>Policy (ENERGY MARKET AND CLIMATE CHANGE) 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 organisations operating procedures are determined. <u>See 05.13.00 for activities involved in investigating or enquiring into a subject or area.</u> <u>See 05.15.00 for activities relating to monitoring, managing and reducing risks.</u></p>	
05.08.01	Records illustrating the development of policy and documenting policy decisions and the establishment of precedents.	PERMANENT
05.09.00	<p>Pricing (ENERGY MARKET AND CLIMATE CHANGE) The activities involved in determining the pricing of Hydro Tasmania's products and services to customers. Including compliance with external parties such as Office of the Tasmanian Economic Regulator (OTTER).</p>	
05.09.01	Submissions, returns and reports to energy regulators. Includes: <ul style="list-style-type: none"> • Australian Competition and Consumer Commission (ACCC) • Office of the Tasmanian Economic Regulator (OTTER) 	PERMANENT
05.09.02	Records relating to pricing and tariffs. Includes: <ul style="list-style-type: none"> • Price determinations • Forecasting • Modelling • Revenue analysis • Pricing decisions 	TEMPORARY Destroy 7 years after action completed
05.09.03	Routine administrative records relating to pricing submissions.	TEMPORARY Destroy 2 years after action completed
05.10.00	<p>Procedures (ENERGY MARKET AND CLIMATE CHANGE) Standard methods of operating laid down by the organisation according to formulated policy.</p>	

Reference	Disposal Class	Status and Disposal Action
05.10.01	Records illustrating the formulation and implementation of procedures concerning programs and initiatives. Includes: <ul style="list-style-type: none"> • Master sets of instructions • Communications • Review of procedures • Manuals • Guidelines • Handbooks 	TEMPORARY Destroy 7 years after date superseded
05.11.00	Project Management (ENERGY MARKET AND CLIMATE CHANGE) The activities involved in the completion and delivery of all work relating to a project in accordance with project close-out checklist and standard procedures, following implementation. Includes the activities involved in scoping a project, i.e. developing and maintaining project goals and tasks, the work required to accomplish them and the activities involved in preparing a plan of procedure for a specified project with reference to the sequence of operations, i.e. scheduling.	
05.11.01	Records relating to the completion of work undertaken on a project. Includes: <ul style="list-style-type: none"> • Checklists • Copies of Contractual documentation • Final Completion • Practical Completion • Financial Estimates • Material Estimates • Man Hour Estimates • Outstanding Works Register • Project Charge Advice Register 	TEMPORARY Destroy 13 years after action completed
05.11.02	Routine correspondence relating to project management.	TEMPORARY Destroy 2 years after action completed
05.12.00	Reporting (ENERGY MARKET AND CLIMATE CHANGE) The provision of a formal response on any matter, on which definite information is required, made by a person or body instructed or required to do so. <i>See DA 2157 for activities involved with the publication of annual reports.</i>	
05.12.01	Internal and external reports containing significant information or findings prepared by or for Hydro Tasmania relating to the energy market or climate change.	PERMANENT

Reference	Disposal Class	Status and Disposal Action
05.12.02	Internal and external reports that do not contain significant information or findings.	TEMPORARY Destroy 7 years after action completed
05.13.00	Research (ENERGY MARKET AND CLIMATE CHANGE) The activities involved in investigating or enquiring into a subject or area of interest in order to discover facts and principles. <i>See 05.08.00 for research into the formulation of policy.</i> <i>See 05.15.00 for activities relating to monitoring, managing and reducing risks.</i>	
05.13.01	Records documenting research carried out. Includes: <ul style="list-style-type: none"> • Reference material • Supporting documentation • Routine Correspondence Also includes reference material which is not project specific. <i>See 05.11.00 for records relating to a specific project.</i>	TEMPORARY Destroy 7 years after action completed
05.14.00	Reviewing (ENERGY MARKET AND CLIMATE CHANGE) The activities involved in re-evaluating or re-examining products, processes, procedures, standards and systems. Includes recommendations and advice resulting from these activities. <i>See 05.01.00 for the provision or receipt of formal advice and opinions.</i>	
05.14.01	Records documenting the outcome of reviews of Hydro Tasmania's programs, operations and services regarding market regulation and climate change activities.	TEMPORARY Destroy 5 years after action completed
05.14.02	Working papers relating to reviews. Includes drafts and supporting documentation.	TEMPORARY Destroy 2 years after action completed
05.15.00	Risk Management (ENERGY MARKET AND CLIMATE CHANGE) <i>The identification of major risks and the development, monitoring and review of appropriate ways to manage and reduce them.</i> <i>See 05.08.00 for activities involved in the formulation of policy.</i> <i>See 05.13.00 for activities involved in investigating or enquiring into a subject or area.</i>	
05.15.01	Records documenting the identification and assessment of risks. Includes the implementation of practices and procedures to reduce risk.	TEMPORARY Destroy 7 years after next risk assessment

Reference	Disposal Class	Status and Disposal Action
05.16.00	Submissions (ENERGY MARKET AND CLIMATE CHANGE) The preparation and submission of a formal statement supporting a case or opinion held by Hydro Tasmania which is submitted to another organisation for the purpose of either gain or support. <u>See DA 2157 for submissions to government.</u>	
05.16.01	Successful proposals or submissions, including related reports and statistics, seeking support in relation to the energy market and climate change.	PERMANENT
05.16.02	Records relating to unsuccessful submissions or proposals, including related reports and statistics.	TEMPORARY Destroy 5 years after action completed
05.16.03	Records relating to background information and documentation supporting submissions.	TEMPORARY Destroy 2 years after action completed

Reference	Disposal Class	Status and Disposal Action
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06.00.00 ENERGY TRADING

The functions associated with maximising the value of Hydro Tasmania's renewable generation portfolio in the National Electricity Market. Includes meeting the needs of Hydro Tasmania's customers for energy contracts, renewable energy products and managing water storage's. Includes working with service providers to ensure product delivery and also with regulators including Australian Energy Market Operator AEMO (previously NEMMCO - National Electricity Market Management Company Limited) to ensure Hydro Tasmania is not disadvantaged in the market.

06.01.00 Advice (ENERGY TRADING)

The activities associated with offering opinions by or to an organisation as to an action or judgement.
See 06.15.00 for records of reviews of products, processes, procedures, standards and systems.
See DA2157 for legal advice and opinions.

06.01.01 Advice from inside or outside Hydro Tasmania relating to interpretations of legislation, major issues of public or customer interest, precedents and matters which affect Hydro Tasmania's policy and procedures. PERMANENT

06.01.02 Records of advice that do not contain significant information or findings. TEMPORARY
Destroy 2 years after action completed

06.02.00 Approvals (ENERGY TRADING)

The activities involved in the process of seeking and the granting of permission to undertake requested action.

06.02.01 Records of successful applications by Hydro Tasmania for approvals, authorities, licences and permits. Includes Transend and Australian Energy Market Operator (AEMO) approvals for asset changes such as connection agreements and generator performance. Also includes records relating to the amendment, transfer, cancellation and revocation of approvals. TEMPORARY
Destroy 10 years after expiry or termination of approval

06.02.02 Records of unsuccessful applications and appeals against unsuccessful applications. See 06.02.01 where the appeal was successful. TEMPORARY
Destroy 7 years after action completed

Reference	Disposal Class	Status and Disposal Action
06.02.03	Records of unsuccessful applications where the decision has not been appealed.	TEMPORARY Destroy 2 years after rejection of application
06.03.00	Audit (ENERGY TRADING) The activities associated with Hydro Tasmania's records and processes being formally checked by internal or external investigators. <i>See DA 2157 for activities involved with financial auditing.</i>	
06.03.01	Records relating to audits of functions and activities resulting in changes to policy or procedures.	PERMANENT
06.03.02	Records relating to audits of functions and activities, which do not result in changes to policy or procedures.	TEMPORARY Destroy 7 years after action completed
06.04.00	Committees (ENERGY TRADING) The activities involved with the establishment and management of committees. <i>See 06.08.00 for records relating to non-committee meetings.</i>	
06.04.01	Records relating to internal committees for operational purposes. Includes: <ul style="list-style-type: none"> • Minutes • Briefing papers • Agendas • Proceedings • Appointment of committee members. 	TEMPORARY Destroy 5 years after committee has ceased
06.04.02	Records of a general administrative nature relating to meetings of committees, including travel arrangements and use of premises.	TEMPORARY Destroy 2 years after action completed
06.05.00	Compliance (ENERGY TRADING) The activities associated with complying with mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements to which Hydro Tasmania is subject. Includes compliance with legislation, national and international standards.	

Reference	Disposal Class	Status and Disposal Action
06.05.01	Records documenting Hydro Tasmania's compliance with optional, mandatory, fiscal and statutory requirements. Includes proof of compliance, for example in terms of the development and management of a power generation system. Also includes records relating to non conformance. <i>See 06.05.02 for records relating to quality assurance.</i>	TEMPORARY Destroy 7 years after action completed
06.05.02	Records relating to Quality Assurance.	TEMPORARY Destroy 4 years after action completed
06.06.00	Cost Control (ENERGY TRADING) The activities involved in reconciling planned and actual monetary amounts.	
06.06.01	Records relating to budget estimates, calculations and reconciliations.	TEMPORARY Destroy 7 years after action completed
06.07.00	Liaison (ENERGY TRADING) The activities involved in seeking information from or the opinions of one or more others. This includes general contact between Hydro Tasmania and external groups or individuals, including organisations within the private sector, professional associations and the broader community. <i>See 06.09.00 for records relating to planning.</i> <i>See 06.12.00 for the completion and delivery of all work relating to a project.</i>	
06.07.01	Records documenting Hydro Tasmania's contact with: <ul style="list-style-type: none"> • Professional associations • Industry groups • Regulatory bodies • Electricity suppliers Includes exchanges of information, collaboration on projects and the activities as a member of an: <ul style="list-style-type: none"> • Organisation • Community group • Professional association 	TEMPORARY Destroy 7 years after action completed

Reference	Disposal Class	Status and Disposal Action
06.08.00	Meetings (ENERGY TRADING) The activities associated with the arrangement, agenda preparation and recording of minutes of meetings. <u>See 06.04.00 for formal Committee meetings.</u>	
06.08.01	Records relating to internal meetings and meetings between Hydro Tasmania and members of the energy trading industry and its regulator. Includes: <ul style="list-style-type: none"> • Minutes • Agendas • Business Papers • Supporting documentation 	TEMPORARY Destroy 5 years after action completed
06.09.00	Planning (ENERGY TRADING) The activities associated with formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs, as well as business plan development and the management of project resourcing.	
06.09.01	Approved plans and records relating to corporation initiatives. Includes: <ul style="list-style-type: none"> • Business cases • Planning statements • Communication • Project Management • Quality • Risk Management 	TEMPORARY Destroy 7 years after date superseded
06.09.02	Records relating to the development of action or business plans. Includes: <ul style="list-style-type: none"> • Routine administrative records • Drafts • Schedules 	TEMPORARY Destroy 2 years after action completed
06.10.00	Policy (ENERGY TRADING) 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 organisations operating procedures are determined. <u>See 06.14.00 for activities involved in investigating or enquiring into a subject or area.</u> <u>See 06.16.00 for activities relating to monitoring, managing and reducing risks.</u>	
06.10.01	Records illustrating the development of policy and documenting policy decisions and the establishment of precedents.	PERMANENT

Reference	Disposal Class	Status and Disposal Action
06.11.00	Procedures (ENERGY TRADING) Standard methods of operating laid down by the organisation according to formulated policy.	
06.11.01	Records illustrating the formulation and implementation of procedures concerning programs and initiatives. Includes: <ul style="list-style-type: none"> • Master sets of instructions • Communications • Review of procedures • Manuals • Guidelines • Handbooks 	TEMPORARY Destroy 7 years after date superseded
06.12.00	Project Management (ENERGY TRADING) The activities involved in the completion and delivery of all work relating to a project in accordance with project close-out checklist and standard procedures, following implementation. Includes the activities involved in scoping a project, i.e. developing and maintaining project goals and tasks, the work required to accomplish them and the activities involved in preparing a plan of procedure for a specified project with reference to the sequence of operations, i.e. scheduling.	
06.12.01	Records relating to the completion of work undertaken on a project. Includes: <ul style="list-style-type: none"> • Checklists • Copies of contractual documentation • Final Completion • Practical Completion • Financial Estimates • Material Estimates • Man Hour Estimates • Outstanding Works Register • Project Charge Advice Register 	TEMPORARY Destroy 13 years after action completed
06.12.02	Routine correspondence relating to project management.	TEMPORARY Destroy 2 years after action completed
06.13.00	Reporting (ENERGY TRADING) The provision of a formal response on any matter on which definite information is required, made by a person or body instructed or required to do so. <i>See DA 2157 for activities involved with the publication of annual reports.</i>	

Reference	Disposal Class	Status and Disposal Action
06.13.01	Internal and external reports containing significant information or findings prepared by or for Hydro Tasmania relating to energy trading.	PERMANENT
06.13.02	Internal and external reports that do not contain significant information or findings.	TEMPORARY Destroy 7 years after action completed
06.14.00	Research (ENERGY TRADING) The activities involved in investigating or enquiring into a subject or area of interest in order to discover facts and principles. <i>See 06.10.00 for research into the formulation of Policy.</i> <i>See 06.16.00 for the identification of major risks.</i>	
06.14.01	Records documenting research carried out. Includes: <ul style="list-style-type: none"> • Reference material • Supporting documentation • Routine correspondence Also includes reference material which is not project specific. <i>See 06.12.00 for research related to a specific project.</i>	TEMPORARY Destroy 7 years after action completed
06.15.00	Reviewing (ENERGY TRADING) The activities involved in re-evaluating or re-examining products, processes, procedures, standards and systems. Includes recommendations and advice resulting from these activities. <i>See 06.01.00 for the provision or receipt of formal advice and opinions.</i>	
06.15.01	Records documenting the review of Hydro Tasmania's programs, operations and services regarding energy trading that result in changes to Hydro Tasmania's programs, operations and services.	PERMANENT
06.15.02	Records documenting the review of Hydro Tasmania's programs, operations and services regarding Energy Trading that do not contain significant information or findings.	TEMPORARY Destroy 7 years after action completed
06.15.03	Working papers relating to reviews. Includes drafts and supporting documentation.	TEMPORARY Destroy 2 years after action completed

Reference	Disposal Class	Status and Disposal Action
06.16.00	Risk Management (ENERGY TRADING)	
	<p>The identification of major risks and the development, monitoring and review of appropriate ways to manage and reduce them. <u>See 06.10.00 for activities involved in the formulation of policy.</u> <u>See 06.14.00 for activities involved in investigating or enquiring into a subject or area.</u></p>	
06.16.01	<p>Records documenting the identification and assessment of risks. Includes the implementation of practices and procedures to reduce risk.</p>	<p>TEMPORARY Destroy 7 years after next risk assessment</p>
06.17.00	Standards (ENERGY TRADING)	
	<p>The process of implementing industry or organisational benchmarks for services and processes to enhance the quality and efficiency of the organisation. <u>See 06.19.00 for activities and reports involved in monitoring and measuring the reliability, availability, quality of supply and security of the power generation system.</u></p>	
06.17.01	<p>Records related to standards and their development, issued or used by Hydro Tasmania. Includes:</p> <ul style="list-style-type: none"> • Maintenance • Design • Installation • Asset replacement • Equipment selection • Asset commissioning • Project finalisation 	<p>TEMPORARY Destroy 2 years after date superseded</p>
06.18.00	Submissions (ENERGY TRADING)	
	<p>The preparation and submission of a formal statement supporting a case or opinion held by Hydro Tasmania which is submitted to another organisation for the purpose of either gain or support.</p>	
06.18.01	<p>Successful proposals or submissions, including related reports and statistics, seeking support in relation to energy trading.</p>	<p>PERMANENT</p>
06.18.02	<p>Records relating to unsuccessful submissions or proposals, including related reports and statistics.</p>	<p>TEMPORARY Destroy 5 years after action completed</p>
06.18.03	<p>Records relating to background information and documentation supporting successful submissions.</p>	<p>TEMPORARY Destroy 2 years after action completed</p>

Reference	Disposal Class	Status and Disposal Action
06.19.00	System Performance (ENERGY TRADING)	
	The activities and reports involved in monitoring and measuring the reliability, availability, quality of supply and security of a power generation system including plant, buildings, water conveyance or holding systems, services and associated infrastructure.	
	<i>See 06.17.00 for the process of implementing industry or organisational benchmarks.</i>	
06.19.01	Records relating to the performance and monitoring of a power generation system. Includes: <ul style="list-style-type: none"> • Maintenance data collection programs • Surveys • Condition assessments • Test reports • Hydrology records • Test data records • Gauge readings • Work analysis • Work sheets • Recording charts • Bench marking 	PERMANENT
06.19.02	Routine correspondence relating to the performance of a power generating system and administrative matters concerned with data collection and monitoring.	TEMPORARY Destroy 2 years after action completed

Reference	Disposal Class	Status and Disposal Action
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07.00.00 ENVIRONMENTAL MANAGEMENT

The function of developing and implementing programs and strategies to ensure adequate environmentally sensitive operations and compliance with statutory obligations. Including the management of the Environmental Management System, a workflow application which supports business activities, products and services to interact with the environment and ensure continual improvement of environmental management.

07.01.00 Accidents and Incidents (ENVIRONMENTAL MANAGEMENT)

The activities involved in dealing with the events that could or do result in unintended harm or damage.

See 07.07.00 for the prevention and management of environmental contamination.

See 07.09.00 for identification and management of environmental hazards.

See 07.10.00 for the examination of events, physical objects, land, equipment, records, etc.

See 07.18.00 for the identification and management of major risks excluding environmental hazards.

See 07.21.00 for activities associated with the management of all by-products of natural, biological and human activities.

See DA2157 for records relating to people, vehicle and plant accidents and incidents.

07.01.01	Accident registers relating to environmental accident and incidents.	PERMANENT
07.01.02	Records relating to environmental accidents and incidents and their investigation, occurring on the premises or under the jurisdiction of Hydro Tasmania.	PERMANENT
07.01.03	Instructions relating to health and safety precautions, issues and reports of significant health and safety issues that pertain to environmental management.	TEMPORARY Destroy 10 years after date superseded

07.02.00 Advice (ENVIRONMENTAL MANAGEMENT)

The activities of providing or receiving formal opinions about particular matters. Including interpretations of legislation, major issues of public or customer interest, precedents and matters which affect Hydro Tasmania's policy and procedures.

See DA2157 for legal advice and opinions.

07.02.01	Advice from inside or outside Hydro Tasmania relating to major environmental issues.	PERMANENT
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Reference	Disposal Class	Status and Disposal Action
07.02.02	Records of advice that do not contain significant information or findings.	TEMPORARY Destroy 2 years after action completed
07.03.00	Approvals (ENVIRONMENTAL MANAGEMENT) The activities involved in the process of seeking and the granting of permission to a proposed action.	
07.03.01	Records of successful applications by Hydro Tasmania for approvals, authorities, licences and permits. Includes: <ul style="list-style-type: none"> • Permits to occupy • Commercial activity permits • Environmental approvals • Building approvals Records relating to the assessment and validation against specific requirements such as: <ul style="list-style-type: none"> • Native title • Certificates of registration of workplaces • Certificates of registration of plant and plant design. Also includes records relating to the: <ul style="list-style-type: none"> • Amendment • Transfer • Cancellation • Revocation of approvals, licences and permits to occupy • Records of appeals against unsuccessful applications 	TEMPORARY Destroy 7 years after expiry, completion or termination of the relevant authority
07.03.02	Records of unsuccessful applications where the decision has been appealed without success, including records of the appeal. <i>See 07.03.01 where the appeal was successful.</i>	TEMPORARY Destroy 7 years after action completed
07.03.03	Records of unsuccessful applications where the decision has not been appealed.	TEMPORARY Destroy 2 years after rejection of application
07.04.00	Audit (ENVIRONMENTAL MANAGEMENT) The activities associated with Hydro Tasmania's records and processes being formally checked by internal or external investigators. <i>See DA 2157 for quality management audits and records relating to internal and external financial audits.</i>	

Reference	Disposal Class	Status and Disposal Action
07.04.01	Records relating to audits of functions and activities resulting in changes to policy or procedures.	PERMANENT
07.04.02	Records relating to audits of functions and activities, which do not result in changes to policy or procedures.	TEMPORARY Destroy 7 years after action completed
07.05.00	Committees (ENVIRONMENTAL MANAGEMENT) The activities involved with the establishment and management of committees. <i>See 07.11.00 for records that deal with non-committee meetings.</i>	
07.05.01	Records relating to internal committees for operational purposes. Includes: <ul style="list-style-type: none"> • Minutes • Briefing papers • Agendas • Proceedings • Appointment of committee members. 	TEMPORARY Destroy 5 years after committee has ceased
07.05.02	Records of a general administrative nature relating to meetings of Committees, including travel arrangements and use of premises.	TEMPORARY Destroy 2 years after action completed
07.06.00	Compliance (ENVIRONMENTAL MANAGEMENT) The activities associated with complying with mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements to which Hydro Tasmania is subject. Includes compliance with legislation and with national and international standards.	
07.06.01	Records documenting Hydro Tasmania's compliance with optional, mandatory, fiscal and statutory requirements. Includes proof of compliance, for example in terms of the development and management of a power generation system. Also includes records relating to non conformance. <i>See 07.06.02 for records relating to quality assurance.</i>	TEMPORARY Destroy 7 years after action completed
07.06.02	Records relating to Quality Assurance.	TEMPORARY Destroy 4 years after action completed

Reference	Disposal Class	Status and Disposal Action
07.07.00	<p>Contamination (ENVIRONMENTAL MANAGEMENT) The activities of preventing and managing environmental contamination. <u>See 07.01.00 for records of accidents and incidents that could or do result in unintended harm or damage.</u> <u>See 07.09.00 for the identification and management of environmental hazards that present a major health risk.</u> <u>See 07.10.00 for records of investigations of events, physical objects, land, equipment, records, etc.</u> <u>See 07.18.00 for the identification and management of major risks excluding environmental hazards.</u> <u>See 07.21.00 for activities associated with the management of all by-products of natural, biological and human activities.</u> <u>See DA 2157 for records relating to vehicle and plant accidents or incidents that do not result in environmental contamination.</u></p>	
07.07.01	Records relating to contaminated sites that present a major health risk, involve major controversy, result in litigation, or set a precedent. Includes: <ul style="list-style-type: none"> • Assessments • Decontamination • Remediation 	PERMANENT
07.07.02	Records relating to contaminated sites that do not contain significant information or findings.	TEMPORARY Destroy 10 years after action completed
07.08.00	<p>Evaluation (ENVIRONMENTAL MANAGEMENT) The activities involved in checking and observing items or processes over a period of time. Includes reporting on those activities. <u>See 08.30.00 for records relating to the monitoring and/or performance of the power generation system.</u></p>	
07.08.01	Records relating to: <ul style="list-style-type: none"> • Environmental data collection • Monitoring programs • Surveys 	PERMANENT
07.08.02	Records relating to administrative matters concerned with environmental data collection and monitoring.	TEMPORARY Destroy 2 years after action completed

Reference	Disposal Class	Status and Disposal Action
07.09.00	<p>Hazards (ENVIRONMENTAL MANAGEMENT) The activities involved in managing and controlling potential dangers or risks. <u>See 07.01.00 for managing records of accidents and incidents that could or do result in unintended harm or damage.</u> <u>See 07.07.00 for the prevention and management of environmental contamination.</u> <u>See 07.10.00 for records of investigations of events, physical objects, land, equipment, records, etc.</u> <u>See 07.18.00 for the identification and management of major risks excluding environmental hazards.</u> <u>See 07.21.00 for activities associated with the management of all by-products of natural, biological and human activities.</u> <u>See DA 2157 for records relating to vehicle and plant accidents or incidents that do not create environmental hazards.</u></p>	
07.09.01	<p>Records relating to the identification and management of environmental hazards that:</p> <ul style="list-style-type: none"> • Present a major health risk • Involve major controversy • Result in litigation • Set a precedent <p>Includes hazards to flora and fauna and records relating to the Hazardous Chemical Register.</p>	PERMANENT
07.09.02	<p>Records relating to hazards that do not contain significant information or findings.</p>	<p>TEMPORARY Destroy 10 years after action completed, or next assessment, whichever is the latter</p>

Reference	Disposal Class	Status and Disposal Action
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07.10.00 Inquiries (ENVIRONMENTAL MANAGEMENT)
 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 organisations participation in the inquiry by providing evidence in the form of records, submissions or staff.
See 07.01.00 for investigations into environmental accidents/incidents.
See 07.07.00 for the prevention and management of environmental contamination.
See 07.09.00 for the management and control of potential dangers or risks.
See 07.18.00 for the identification and management of major risks excluding environmental hazards.
See 07.21.00 for activities associated with the management of all by-products of natural, biological and human activities.
See DA 2157 for records relating to vehicle and plant accidents or incidents that do not create environmental hazards.

07.10.01	Records relating to environmental investigations requiring action or alterations to systems or procedures.	PERMANENT
07.10.02	Records relating to routine environmental investigations requiring no action in response. Also includes records relating to routine organisational matters. Includes: <ul style="list-style-type: none"> • - Lists • Summaries • Timetables 	TEMPORARY Destroy 3 years after investigation completed

07.11.00 Meetings (ENVIRONMENTAL MANAGEMENT)
 The activities associated with the arrangement, agenda preparation and recording of minutes of meetings.
See 07.05.00 for formal committee meetings.

07.11.01	Records relating to internal meetings and meetings between Hydro Tasmania and members of the electricity supply industry and its regulator. Includes: <ul style="list-style-type: none"> • - Minutes • Agendas • Business Papers • Supporting documentation 	TEMPORARY Destroy 5 years after action completed
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Reference	Disposal Class	Status and Disposal Action
07.12.00	Planning (ENVIRONMENTAL MANAGEMENT)	
	<p>The activities associated with the identification of key issues to be addressed both externally and internally for the short and long-term direction of Hydro Tasmania. Includes short-term and long-range planning and business plan development.</p> <p><i>See 07.21.00 for activities associated with the management of all by-products of natural biological and human activities.</i></p>	
07.12.01	<p>Approved plans and records relating to corporation initiatives. Includes:</p> <ul style="list-style-type: none"> • Business cases • Planning statements • Communication • Project Management • Quality • Risk Management 	<p>TEMPORARY Destroy 7 years after date superseded</p>
07.12.02	<p>Records relating to the development of action or business plans. Includes:</p> <ul style="list-style-type: none"> • Routine administrative records • Drafts • Schedules • Plans not approved 	<p>TEMPORARY Destroy 2 years after action completed</p>
07.13.00	Policy (ENVIRONMENTAL MANAGEMENT)	
	<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 organisations operating procedures are determined.</p> <p><i>See 07.17.00 for activities involved in investigating or enquiring into a subject or area.</i></p> <p><i>See 07.18.00 for activities relating to monitoring, managing and reducing risks.</i></p>	
07.13.01	<p>Records illustrating the development of policy and documenting policy decisions and the establishment of precedents.</p>	<p>PERMANENT</p>
07.14.00	Procedures (ENVIRONMENTAL MANAGEMENT)	
	<p>Standard methods of operating laid down by the organisation according to formulated policy.</p>	
07.14.01	<p>Records illustrating the formulation and implementation of procedures concerning programs and initiatives. Includes:</p> <ul style="list-style-type: none"> • Master sets of instructions • Communications • Review of procedures • Manuals • Guidelines • Handbooks 	<p>TEMPORARY Destroy 7 years after date superseded</p>

Reference	Disposal Class	Status and Disposal Action
07.15.00	Project Management (ENVIRONMENTAL MANAGEMENT) The activities involved in the completion and delivery of all work relating to a project in accordance with project close-out checklist and standard procedures, following implementation. Includes the activities involved in scoping a project, i.e. developing and maintaining project goals and tasks, the work required to accomplish them and the activities involved in preparing a plan of procedure for a specified project with reference to the sequence of operations, i.e. scheduling.	
07.15.01	Records relating to the completion of work undertaken on a project. Includes: <ul style="list-style-type: none"> • Checklists • Copies of contractual documentation • Final Completion • Practical Completion • Financial Estimates • Material Estimates • Man Hour Estimates • Outstanding Works Register • Project Charge Advice Register 	TEMPORARY Destroy 13 years after action completed
07.15.02	Routine correspondence relating to project management.	TEMPORARY Destroy 2 years after action completed
07.16.00	Reporting (ENVIRONMENTAL MANAGEMENT) The provision of a formal response on any matter on which definite information is required, made by a person or body instructed or required to do so. <i>See DA 2157 for activities involved with the publication of annual reports.</i>	
07.16.01	Internal and external reports containing significant information or findings prepared by or for Hydro Tasmania relating to the environmental management.	PERMANENT
07.16.02	Internal and external reports that do not contain significant information or findings.	TEMPORARY Destroy 7 years after action completed
07.17.00	Research (ENVIRONMENTAL MANAGEMENT) The activities involved in investigating or enquiring into a subject or area of interest in order to discover facts and principles. <i>See 07.13.00 for research into the formulation of policy.</i> <i>See 07.18.00 for activities relating to monitoring, managing and reducing risks.</i>	

Reference	Disposal Class	Status and Disposal Action
07.17.01	<p>Records documenting research carried out. Includes:</p> <ul style="list-style-type: none"> • Reference material • Supporting documentation • Routine correspondence <p>Also includes reference material which is not project specific. <u>See 07.15.00 for records relating to a specific project.</u></p>	<p>TEMPORARY Destroy 7 years after action completed</p>
07.18.00	<p>Risk Management (ENVIRONMENTAL MANAGEMENT) The identification of major risks and the development, monitoring and review of appropriate ways to manage and reduce them. <u>See 07.01.00 for investigations into and reports of accidents or incidents with potential environmental risks.</u> <u>See 07.07.00 for the prevention and management of environmental contamination.</u> <u>See 07.09.00 for the identification and management of environmental hazards that present a major health risk.</u> <u>See 07.10.00 for records of investigations of events, physical objects, land, equipment, records, etc.</u> <u>See 07.13.00 for Hydro Tasmania's environmental risk management policy.</u> <u>See 07.17.00 for activities involved in investigating or enquiring into a subject or area.</u> <u>See 07.21.00 for activities associated with the management of all by-products of natural, biological and human activities.</u></p>	
07.18.01	<p>Records documenting the identification and assessment of risks. Includes the implementation of practices and procedures to reduce risk.</p>	<p>TEMPORARY Destroy 7 years after next risk assessment</p>
07.19.00	<p>Safety (ENVIRONMENTAL MANAGEMENT) The activities involved in monitoring items or processes over a period of time to promote safe work practices in the workplace.</p>	
07.19.01	<p>Records relating to the monitoring of items or processes for safety purposes, including magnetic fields containing significant findings.</p>	<p>PERMANENT</p>
07.19.02	<p>Records relating to the monitoring of items or processes for safety purposes that do not include significant findings.</p>	<p>TEMPORARY Destroy 7 years after action completed</p>
07.20.00	<p>Submissions (ENVIRONMENTAL MANAGEMENT) The preparation and submission of a formal statement supporting a case or opinion held by Hydro Tasmania which is submitted to another organisation for the purpose of either gain or support.</p>	

Reference	Disposal Class	Status and Disposal Action
07.20.01	Successful proposals or submissions, including related reports and statistics, seeking support in relation to environmental management.	PERMANENT
07.20.02	Records relating to unsuccessful submissions or proposals, including related reports and statistics.	TEMPORARY Destroy 5 years after action completed
07.20.03	Records relating to background information and documentation supporting successful submissions.	TEMPORARY Destroy 2 years after action completed
07.21.00	<p>Waste Management (ENVIRONMENTAL MANAGEMENT) The activities associated with the management of all by-products of natural biological and human activities, whether harmful or not. It provides for their collection, storage, transportation, transfer, processing, treatment and disposal and includes measures such as minimisation and reduction. <u>See 07.01.00 for investigations into and reports on accidents and incidents with potential environmental risks.</u> <u>See 07.07.00 for the prevention and management of environmental contamination.</u> <u>See 07.09.00 for the identification and management of environmental hazards that present a major health risk.</u> <u>See 07.10.00 for records of investigations of events, physical objects, land, equipment, records, etc.</u> <u>See 07.18.00 for the identification and management of risks excluding environmental hazards.</u> <u>See DA 2157 for records relating to waste removal carried out as part of routine maintenance of buildings occupied by Hydro Tasmania employees.</u></p>	
07.21.01	Waste Management Register. Content of the waste management register includes disposal details of toxic waste and hazardous substances relating to air, land and water pollution.	PERMANENT
07.21.02	Records relating to the management of storing, recycling, handling, removal, collection and disposal of waste.	TEMPORARY Destroy 20 years after action completed

Reference	Disposal Class	Status and Disposal Action
07.21.03	Records relating to the development, management and implementation of programs and strategies for the storage, recycling, handling, removal and collection of waste.	TEMPORARY Destroy 7 years after date superseded
07.21.04	Routine correspondence and administrative records relating to waste management.	TEMPORARY Destroy 2 years after action completed

Reference	Disposal Class	Status and Disposal Action
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08.00.00 POWER GENERATION

The functions associated with the development, maintenance and operation of the power generation system and associated operational assets to meet customer requirements. Includes systems analysis and feasibility studies, planning, regulatory approvals, design, developmental plans, implementation, replacement and refurbishment, commissioning, equipment rating, decommissioning and finalisation.

08.01.00 Accidents and Incidents (POWER GENERATION)

The activities involved in safety and the prevention of events that could or do result in unintended harm or damage. Includes operational incidents.

See DA2157 for Accidents and incidents involving employees, contractors and members of the public, once an accident or incident has occurred.

08.01.01	<p>Instructions relating to health and safety. Includes:</p> <ul style="list-style-type: none"> • Precautions • Issues • Reports 	PERMANENT
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08.02.00 Acquisition (POWER GENERATION)

The activities involved in the procurement of goods, services and property, including proposals submitted to Hydro Tasmania by external suppliers but excluding leasing and tendering.

See 02.02.00 for records relating to advising on acquisitions.

See 03.02.00 for activities associated with the establishment, maintenance, review and negotiation of agreements.

See 03.06.00 for activities involved with formal contracts relating to external contractor or consultant.

See 03.15.00 for activities relating to the tendering process.

See DA 2157 for activities involved in leasing equipment and stores from or to another organisation.

08.02.01	<p>Records relating to the acquisition of equipment for the development of the power generation network and associated assets.</p>	<p>TEMPORARY Destroy 1 year after disposal or decommissioning of equipment</p>
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08.03.00 Advice (POWER GENERATION)

The activities associated with offering opinions by or to the organisation as to an action or judgement.

See DA2157 for legal advice and opinions.

Reference	Disposal Class	Status and Disposal Action
08.03.01	<p>Records documenting the receipt or provision of advice in relation to a power generating system that contains significant information or findings. Includes:</p> <ul style="list-style-type: none"> • Engineering advice • Briefing notes • Minutes • Reports • Correspondence • Source data that is considered necessary to substantiate advice 	<p>TEMPORARY Destroy 13 years after action completed</p>
08.03.02	<p>Records of advice that do not contain significant information or findings.</p>	<p>TEMPORARY Destroy 2 years after action completed</p>
08.04.00	<p>Approvals (POWER GENERATION) The activities involved in the process of seeking and the granting of permission to a proposed action.</p>	
08.04.01	<p>Records of successful applications by Hydro Tasmania for approvals, authorities, licences and permits. Includes:</p> <ul style="list-style-type: none"> • Permits to occupy • Commercial activity permits • Environmental approvals • Building approvals <p>Records relating to the assessment and validation against specific requirements such as:</p> <ul style="list-style-type: none"> • Native title • Certificates of registration of workplaces • Certificates of registration of plant and plant design. <p>Also includes records relating to the:</p> <ul style="list-style-type: none"> • - Amendment • Transfer • Cancellation • Revocation of approvals, licences and permits to occupy • Records of appeals against unsuccessful applications 	<p>TEMPORARY Destroy 7 years after expiry, completion or termination of the relevant authority</p>

Reference	Disposal Class	Status and Disposal Action
08.04.02	Records of unsuccessful applications where the decision has been appealed without success, including records of the appeal. <i>See 08.04.01 where the appeal was successful.</i>	TEMPORARY Destroy 7 years after action completed
08.04.03	Records of unsuccessful applications where the decision has not been appealed.	TEMPORARY Destroy 2 years after rejection of application
08.05.00	Audit (POWER GENERATION) The activities associated with Hydro Tasmania's records and processes being formally checked by internal or external investigators. <i>See DA 2157 for activities involved with financial auditing.</i>	
08.05.01	Records relating to audits of power systems and station maintenance, that result in changes to policy or procedures. Includes: <ul style="list-style-type: none"> • Asset maintenance processes • Power station maintenance (of any kind) • Earthing • Modernisation • Safety • Technical 	PERMANENT
08.05.02	Record relating to audits including power systems, associated assets and station system maintenance not resulting in changes to policy or procedures.	TEMPORARY Destroy 10 years after action completed
08.06.00	Commissioning (POWER GENERATION) The activities associated with the precondition requirements that must be satisfied before plant or equipment can be installed and brought into service. <i>See 08.09.00 for activities involved in making or building a Power Generation System for an external client.</i> <i>See 08.12.00 for activities involved in carrying out design work to a Power Generation System.</i> <i>See 02.06.00 for records relating to external clients.</i>	

Reference	Disposal Class	Status and Disposal Action
08.06.01	Records relating to the conditions for implementation and use of plant or equipment on Hydro Tasmania's premises. Includes: <ul style="list-style-type: none"> • - Commissioning plans and programs • Plant isolation sheets • Instructions • Warranty Information • Test certificates • Factory Acceptance Testing (FAT) • Site Acceptance Testing (SAT) • Inspection and Testing Plans (ITPs) 	TEMPORARY Destroy 1 year after disposal or decommissioning of equipment
08.06.02	Routine correspondence relating to the commissioning of plant and equipment.	TEMPORARY Destroy 2 years after action completed
08.07.00	Committees (POWER GENERATION) The activities involved with the establishment and management of committees. <i>See 08.21.00 for records relating to non-committee meetings.</i>	
08.07.01	Records relating to internal committees formed for operational purposes. Includes: <ul style="list-style-type: none"> • - Proceedings • Minutes • Agendas 	TEMPORARY Destroy 5 years after committee has ceased
08.07.02	Records of a general administrative nature relating to meetings of a committee. Includes records relating to travel arrangements and use of premises.	TEMPORARY Destroy 2 years after action completed
08.08.00	Compliance (POWER GENERATION) The activities associated with complying with mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements to which Hydro Tasmania is subject. Includes compliance with legislation and national and international standards.	

Reference	Disposal Class	Status and Disposal Action
08.08.01	Records documenting Hydro Tasmania's compliance with optional, mandatory, fiscal and statutory requirements. Includes proof of compliance, for example in terms of the development and management of a power generation system. Also includes records relating to non conformance. <i><u>See 08.08.02 for records relating to quality assurance.</u></i>	TEMPORARY Destroy 10 years after action completed
08.08.02	Records relating to Quality Assurance.	TEMPORARY Destroy 4 years after action completed
08.09.00	Construction (POWER GENERATION) The activities involved in making, building or refurbishing a Power Generation System including plant, buildings, water conveyance or holding systems, services and associated infrastructure. <i><u>See 08.06.00 for activities associated with the precondition requirements.</u></i> <i><u>See 08.12.00 for activities involved in carrying out design work to a Power Generation System.</u></i> <i><u>See 02.09.00 for records relating to external clients.</u></i>	
08.09.01	Records relating to construction management. Includes: <ul style="list-style-type: none"> • Progress reports • Site instructions • Site reports • Inspections • Work instructions • Project schedules • Photographic records of construction activities • Installation of heavy plant and equipment • Installation of utilities (eg air conditioning, ventilation and lighting) • Provision of any service not intended for removal • Concealed services 	PERMANENT

Reference	Disposal Class	Status and Disposal Action
08.09.02	Records relating to the construction and installation of utilities for temporary construction sites where works will be undertaken. Includes: <ul style="list-style-type: none"> • Air Conditioning • Ventilation • Lighting • Site layout • Access parking • Accommodation 	TEMPORARY Destroy 5 years after construction completed
08.09.03	Records relating to administrative matters and routine correspondence associated with the construction of a Power Generation System.	TEMPORARY Destroy 2 years after action completed
08.10.00	Cost Control (POWER GENERATION) The activities involved in reconciling planned and actual monetary amounts.	
08.10.01	Records relating to budget estimates, calculations and reconciliations.	TEMPORARY Destroy 7 years after action completed
08.11.00	Decommissioning (POWER GENERATION) The activities associated with ceasing use of or disconnecting plant and or equipment. <u>See 08.13.00 for activities associated with the sale, transfer, auction or destruction of property, equipment and supplies.</u> <u>See 02.11.00 for records relating to external clients.</u>	
08.11.01	Records relating to the decommissioning of plant and equipment on Hydro Tasmania's premises.	TEMPORARY Destroy 7 years after decommissioning of plant or equipment
08.11.02	Routine correspondence relating to the decommissioning of plant and equipment that do not contain significant information or findings.	TEMPORARY Destroy 2 years after action completed

Reference	Disposal Class	Status and Disposal Action
08.12.00	<p>Design (POWER GENERATION) The activities involved in carrying out design work to the Power Generation System including plant, buildings, water conveyance or holding systems, services and associated infrastructure. Note: Electronic drawings are kept permanently (see 08.12.034). Hard copy drawings (i.e. drawings containing original signatures) are kept for 10 years (see 08.12.04). <u>See 08.06.00 for activities associated with the precondition requirements.</u> <u>See 08.09.00 for activities involved in making or building the Power Generation System.</u> <u>See 02.12.00 for records relating to external clients.</u> <u>See 03.15.00 for the activities involved in receiving and accessing tenders.</u></p>	
08.12.01	<p>Records documenting Hydro Tasmania's specification and brief of works. Includes:</p> <ul style="list-style-type: none"> • Scope of Work • Drawing Specifications • Approved Design • Design calculations for the sizing of component of works • Technical Specifications • Administrative Records 	<p>TEMPORARY Destroy 1 year after disposal or decommissioning of equipment</p>
08.12.02	<p>Records relating to the design process, received in response to a Hydro Tasmania specification or brief of works. Includes:</p> <ul style="list-style-type: none"> • Procurement Lists • Technical Specifications • Drawing Specifications • Preliminary submissions • Feasibility reports • Design change requests • Final sketches and perspectives • Maps • Charts • Bills of Material • Calculations • Notes • Presentations 	<p>TEMPORARY Destroy 13 years after action completed</p>

Reference	Disposal Class	Status and Disposal Action
08.12.03	<p>Electronic records of all drawings, includes CAD output and TIF images capturing signatures and seals on the contract set. Includes:</p> <ul style="list-style-type: none"> • Contract set • Schematic Design • As installed • Issued for construction • Cancelled • Superseded <p><u>See 08.12.04 for hard copy drawings.</u></p>	PERMANENT
08.12.04	<p>Final "as installed" and working "issued for construction" hard copy drawings. Includes:</p> <ul style="list-style-type: none"> • Architectural • Civil\n- • Structural • Electrical • Plumbing • Air-conditioning • Heating systems <p><u>See 08.12.03 for electronic drawings</u></p>	<p>TEMPORARY Destroy 10 years after action completed</p>
08.13.00	<p>Disposal (POWER GENERATION) The activities associated with the sale, transfer, auction or destruction of property, equipment and supplies no longer required by Hydro Tasmania. <u>See 08.11.00 for activities associated with ceasing use of or disconnecting plant and or equipment.</u> <u>See 02.13.00 for records relating to external clients.</u></p>	
08.13.01	<p>Records relating to the disposal of power stations, associated assets and system maintenance equipment. Includes:</p> <ul style="list-style-type: none"> • Disposal of unique pieces of equipment for special purposes, eg for maintenance of power generation assets, including monitoring equipment • Disposal of stores including records of exchange, sale or loan 	<p>TEMPORARY Destroy 7 years after action completed</p>
08.14.00	<p>Emergency Response (POWER GENERATION) The planning and implementation of actions in response to an emergency situation. <u>See 02.14.00 for records relating to external clients.</u></p>	

Reference	Disposal Class	Status and Disposal Action
08.14.01	Records relating to the development and implementation of Hydro Tasmania's disaster recovery plan. <i>See Planning (Power Generation) for recovery plans.</i>	TEMPORARY Destroy 7 years after date superseded
08.15.00	Equipment Rating (POWER GENERATION) The activities associated with the determination or confirmation of primary and secondary electrical equipment ratings for the power generation system. <i>See 08.17.00 for activities associated with events and equipment relating to a Power Generation System.</i> <i>See 08.20.00 for activities involved in the maintenance of a Power Generation System.</i> <i>See 08.29.00 for the process of implementing industry or organisational benchmarks.</i> <i>See 08.30.00 for activities and reports involved in monitoring and measuring the reliability, availability, quality of supply and security of a power generation system.</i> <i>See 02.15.00 for records relating to external clients.</i>	
08.15.01	Records relating to the determination or confirmation of primary and secondary electrical equipment ratings for a power generation network. Includes protection settings and power ratings.	TEMPORARY Destroy 7 years after decommissioning of plant or equipment
08.15.02	Supporting technical documentation and routine correspondence associated with the determination or confirmation of equipment ratings.	TEMPORARY Destroy 2 years after action completed
08.16.00	Inquiries (POWER GENERATION) The activities associated with liaising and participating in inquiries. Inquiries are investigations carried out by persons or bodies that have been empowered to inquire and report on a subject. Includes the organisations participation in the inquiry by providing evidence in the form of records, submissions or staff. <i>See 08.17.00 for activities associated with the events and equipment relating to a Power Generation System.</i>	
08.16.01	Records relating to inquiries requiring significant action in response, (including alterations to systems or procedures).	TEMPORARY Destroy 7 years after action completed
08.16.02	Records relating to inquiries requiring minimal or no action in response.	TEMPORARY Destroy 2 years after action completed

Reference	Disposal Class	Status and Disposal Action
08.17.00	Inspections (POWER GENERATION)	
	<p>The activities associated with the examination of events, physical objects, land, equipment and records relating to a Power Generation System including plant, buildings, water conveyance or holding systems, services and associated infrastructure.</p> <p><u>See 08.15.00 for activities associated with the equipment ratings of a Power Generation System.</u></p> <p><u>See 08.16.00 for activities associated with liaising with and carrying out inquiries and participating in them.</u></p> <p><u>See 08.20.00 for activities involved in the maintenance of a Power Generation System.</u></p> <p><u>See 08.29.00 for the process of implementing industry or organisational benchmarks.</u></p> <p><u>See 08.30.00 for activities and reports involved in monitoring and measuring the reliability, availability, quality of supply and security of a Power Generation System.</u></p> <p><u>See 02.17.00 for records relating to external clients.</u></p>	
08.17.01	Records relating to inspections of a power generation network and associated assets. Includes inspections requiring significant action, eg alteration to policy and procedures.	TEMPORARY Destroy 1 year after disposal or decommissioning of equipment
08.17.02	Records relating to inspections requiring minimal or no action in response.	TEMPORARY Destroy 10 years after action completed
08.18.00	Insurance (POWER GENERATION)	
	<p>The process of insuring property, personnel, equipment, vehicles, etc. against loss, damage or injury arising from specified occurrences such as fire, accident and disablement. Includes liaison with insurers, policy statements, management of claims and investigations.</p>	
08.18.01	Insurance policy documentation (including renewals and associated correspondence).	TEMPORARY Destroy 7 years after expiration of last policy
08.18.02	Records of insurance claims and associated correspondence.	TEMPORARY Destroy 7 years after finalisation or withdrawal of claim

Reference	Disposal Class	Status and Disposal Action
08.19.00	Inventory (POWER GENERATION) The activities associated with identifying, managing and allocating equipment, spares and inventory items to staff, organisational units and/or projects. <u>See 02.18.00 for records relating to external clients.</u>	
08.19.01	Inventories of equipment, including power station primary equipment, power station secondary equipment and dam safety inspection items.	TEMPORARY Destroy after superseded or equipment removed from service
08.19.02	Records relating to the request and allocation of equipment, supplies and services.	TEMPORARY Destroy 5 years after action completed
08.20.00	Maintenance (POWER GENERATION) The activities involved in the maintenance of Power Generation System, including plant, buildings, services and associated infrastructure. Also includes instructions for preventative and corrective maintenance activities generated through and registered in the works maintenance management system. <u>See 08.15.00 for activities associated with the electrical equipment ratings for a Power Generation System.</u> <u>See 08.17.00 for activities associated with events and equipment relating to a Power Generation System.</u> <u>See 08.29.00 for the process of implementing industry or organisational benchmarks.</u> <u>See 08.30.00 for activities and reports involved in monitoring and measuring the reliability, availability, quality of supply, and security of a Power Generation System.</u> <u>See 02.19.00 for records relating to external clients.</u>	
08.20.01	Master set of guidelines for, and content of the works maintenance management system.	PERMANENT
08.20.02	Records relating to requests for work. Includes: <ul style="list-style-type: none"> • - Job tickets • Task guides • Work instructions 	TEMPORARY Destroy 7 years after action completed
08.21.00	Meetings (POWER GENERATION) The activities associated with the arrangement, agenda preparation and recording of minutes of meetings. <u>See 08.06.00 for formal Committee meetings.</u>	

Reference	Disposal Class	Status and Disposal Action
08.21.01	Minutes, agenda and business papers of external or internal meetings relating to power systems development, operation and management.	TEMPORARY Destroy 7 years after action completed
08.21.02	Routine organisational matters relating to meetings.	TEMPORARY Destroy 2 years after action completed
08.22.00	Planning (POWER GENERATION) The activities associated with the short and long-term direction of Hydro Tasmania's Power Generation System, to be addressed externally and internally. Including short-term and long-range planning, business plan development and the management of project resourcing.	
08.22.01	Records of the planning process relating to: <ul style="list-style-type: none"> • Major corporation initiatives • Business cases • Planning statements (concerning power systems development, upgrade or enhanced maintenance) • Recovery Plans 	PERMANENT
08.22.02	Approved plans. Includes: <ul style="list-style-type: none"> • Communication • Project Management • Quality • Risk Management • Test • Inspection 	TEMPORARY Destroy 7 years after date superseded
08.22.03	Records relating to the development of action or business plans for the development of the power generation system. Includes: <ul style="list-style-type: none"> • Routine administrative records • Drafts • Schedules • System analysis • Plans not approved 	TEMPORARY Destroy 2 years after action completed

Reference	Disposal Class	Status and Disposal Action
08.23.00	Policy (POWER GENERATION)	
	<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 organisations operating procedures are determined.</p> <p><i>See 08.27.00 for activities involved in investigating or enquiring into a subject or area.</i></p> <p><i>See 08.28.00 for activities relating to monitoring, managing and reducing risks.</i></p>	
08.23.01	<p>Records illustrating the development of policy and documenting policy decisions and the establishment of precedents.</p>	PERMANENT
08.24.00	Procedures (POWER GENERATION)	
	<p>Standard methods of operating laid down by the organisation according to formulated policy.</p> <p><i>See 08.25.00 for activities involved in the completion and delivery of all work relating to a project.</i></p>	
08.24.01	<p>Records illustrating the formulation and implementation of procedures concerning programs and initiatives. Includes:</p> <ul style="list-style-type: none"> • Master sets of instructions • Communications • Review of procedures • Manuals • Guidelines • Handbooks 	<p>TEMPORARY</p> <p>Destroy 7 years after superseded or equipment removed from service</p>
08.25.00	Project Management (POWER GENERATION)	
	<p>The activities involved in the completion and delivery of all work relating to a project in accordance with project close-out checklist and standard procedures, following implementation. Includes the activities involved in scoping a project, (i.e. developing and maintaining project goals and tasks), the work required to accomplish them and the activities involved in preparing a plan of procedure for a specified project with reference to the sequence of operations, (i.e. scheduling).</p> <p><i>See 08.24.00 for records relating to installation, operating and maintenance manuals and instructions, including makers manuals.</i></p> <p><i>See 08.27.00 for activities involved in investigating or enquiring into a subject or area.</i></p> <p><i>See 02.24.00 for records relating to external clients.</i></p>	

Reference	Disposal Class	Status and Disposal Action
08.25.01	Records relating to the completion of work undertaken on a project. Includes: <ul style="list-style-type: none"> • Checklists • Copies of contractual documentation • Final Completion • Practical Completion • Financial Estimates • Material Estimates • Man Hour Estimates • Outstanding Works Register • Project Charge Advice Register 	PERMANENT
08.25.02	Routine correspondence relating to project management.	TEMPORARY Destroy 2 years after action completed
08.26.00	Reporting (POWER GENERATION) The provision of a formal response on any matter on which definite information is required, made by a person or body instructed or required to do so. <u>See 02.25.00 for records relating to external clients.</u> <u>See DA 2157 for activities involved with the publication of annual reports.</u>	
08.26.01	Internal and external reports prepared by or for Hydro Tasmania relating to power system development, operation and maintenance. Also includes deliverables such as: <ul style="list-style-type: none"> • Multimedia files • Proposals • Technical papers • Surveys 	PERMANENT
08.26.02	Internal and external reports that do not contain significant information or findings.	TEMPORARY Destroy 10 years after action completed
08.27.00	Research (POWER GENERATION) The activities involved in investigating or enquiring into a subject or area of interest in order to discover facts and principles. <u>See 08.23.00 for research into the formulation of policy.</u> <u>See 08.28.00 for activities relating to monitoring, managing and reducing risks.</u> <u>See 02.26.00 for records relating to external clients.</u>	

Reference	Disposal Class	Status and Disposal Action
08.27.01	<p>Records documenting research carried out. Includes:</p> <ul style="list-style-type: none"> • Reference material • Supporting documentation • Routine Correspondence <p>Also includes:</p> <ul style="list-style-type: none"> • - Price lists • Promotional material • Advertising brochures • Product catalogues <p><u>See 08.25.00</u> for research related to a specific project.</p>	<p>TEMPORARY Destroy 7 years after action completed</p>
08.28.00	<p>Risk Management (POWER GENERATION) The identification of major risks and the development, monitoring and review of appropriate ways to manage and reduce them. <u>See 08.23.00</u> for activities involved in the formulation of policy. <u>See 08.27.00</u> for activities involved in investigating or enquiring into a subject or area. <u>See 02.27.00</u> for records relating to external clients.</p>	
08.28.01	<p>Records documenting the identification and assessment of risks. Includes the implementation of practices and procedures to reduce risk. Also includes Job Hazard Analysis (JHA's).</p>	<p>TEMPORARY Destroy 7 years after next risk assessment</p>
08.29.00	<p>Standards (POWER GENERATION) The process of implementing industry or organisational benchmarks for services and processes to enhance the quality and efficiency of the organisation. <u>See 08.15.00</u> for activities associated with electrical equipment ratings for a Power Generation System. <u>See 08.17.00</u> for activities associated with the events and equipment relating to a Power Generation System. <u>See 08.20.00</u> for activities involved in the maintenance of a Power Generation System. <u>See 08.30.00</u> for activities and reports involved in monitoring and measuring the reliability, availability, quality of supply and security of a Power Generation System. <u>See 02.28.00</u> for records relating to external clients.</p>	

Reference	Disposal Class	Status and Disposal Action
08.29.01	<p>Records related to standards and their development, issued or used by Hydro Tasmania. Includes:</p> <ul style="list-style-type: none"> • Maintenance • Design • Installation • Asset replacement • Equipment selection • Asset commissioning • Project finalisation 	<p>TEMPORARY Destroy 2 years after superseded</p>
08.30.00	<p>System Performance (POWER GENERATION) The activities and reports involved with the operation of the Power Generation System including monitoring and measuring the reliability, availability and quality of supply. This includes the security of the Power Generation System such as plant, buildings, water conveyance or holding systems, services and associated infrastructure. <i>See 08.15.00 for activities associated with electrical equipment ratings for a Power Generation System.</i> <i>See 08.17.00 for activities associated with the events and equipment relating to a Power Generation System.</i> <i>See 08.20.00 for activities involved in the maintenance of a Power Generation System.</i> <i>See 08.29.00 for the process of implementing industry or organisational benchmarks.</i> <i>See 07.08.00 for activities involved in checking and observing items or processes over a period of time. Includes reporting on those activities.</i> <i>See 02.29.00 for records relating to external clients.</i></p>	
08.30.01	<p>Records relating to the monitoring of a Power Generation System. Includes:</p> <ul style="list-style-type: none"> • Maintenance data collection programs • Surveys • Hydrology records • Gauge readings • Work analysis • Work sheets • Bench marking 	PERMANENT
08.30.02	<p>Records relating to the condition and performance of a Power Generation System. Includes:</p> <ul style="list-style-type: none"> • Condition Assessments • Test Reports • Test Data Records • Recording Charts 	<p>TEMPORARY Destroy 1 year after decommissioning of plant or equipment</p>

Reference	Disposal Class	Status and Disposal Action
08.30.03	Records relating to administrative matters and routine correspondence associated with monitoring the performance of a power generation system.	TEMPORARY Destroy 2 years after action completed