

Implementation Tool

DA2200 – Sentencing ‘cheat sheet’

This Tool supports the *Information and Records Management Standard*.

Introduction

The Tool below was developed to sentence mail received by local government.

How to read the table:

| Description of document (alphabetical) | Retention Code - DA2200 |
|--|-------------------------|
| Abandoned vehicle notification | 19.11.02/2D |
| Animal Management Record of Investigation (domestic animals) | 01.04.01/5D |

The relevant Retention Code in *Disposal Schedule for Local Government (DA2200)* is in the right-hand column. Following the Code is a Disposal action. 2D means the records are temporary and need to be kept for 2 years before being destroyed, 5D means the records need to be kept for 5 years before destruction, and so on. P indicates Permanent records that will be transferred to State archives.

| Description of document (alphabetical) | Retention Code - DA2200 |
|---|-------------------------|
| Abandoned vehicle notification | 19.11.02/2D |
| Animal Management Record of Investigation (domestic animals) | 01.04.01/5D |
| Animal complaints (domestic animals) | 01.07.01/2D |
| Animal Management - Unregistered Dog Notice | 01.05.03/2D |
| Annual reports (External organisations) | 01.01.01/MISC (DA2158) |
| Apprenticeships/Traineeships | 21.06.01/7D |
| Aurora - Faulty power poles | 28.10.04/2D |
| Aurora notice of works/permits - reticulation sketches relating to subdivisions | 18.02.01/P |
| Available grants/funding | 15.01.01/2D |
| Backflow reports | 02.05.02/7D |
| Bankrupt administration | 12.01.08/7D |
| Boundary fences & quotes | 23.07.09/2D |
| Building notification - minor works | 02.05.03/2D |
| Building/Plumbing Applications - (domestic) | 02.02.03/MISC |
| Building/Plumbing Applications - (heritage significance) | 02.02.02/P |
| Bylaws - development and review | 19.08.02/MISC |
| Centrelink information enquiries (eg ratepayer details/salary details) | 14.01.03/MISC |
| Certificates of currency (contractor details) | 06.04.04/7D |
| Certificates of title (council property) | 23.02.07/MISC |
| Change of address (ratepayers) | 25.03.05/MISC |
| Change of details (Local Govt agencies) | 14.05.03/2D |
| Change of details (State Govt agencies) | 14.09.03/2D |
| Change of name (ratepayers) | 01.01.07/MISC (DA2158) |
| Claims against Council (insurance) | 27.01.06/7D |
| Claims against Council (personal injury) | 27.01.02/7D |
| Claims against Council (property damage) | 27.01.04/7D |
| Conferences, seminars, workshops (organised externally from Council) | 06.03.03/MISC |

| Description of document (alphabetical) | Retention Code - DA2200 |
|--|--|
| Contracts (formal) **see Tenders for EOI's, Tender submissions, etc | 06.04.03/7D (except contracts under seal) |
| Cooling towers monitoring | 23.07.06/7D |
| 132 Certificates (as issued) | 25.02.02/2D |
| 337 Certificates (as issued) | 19.04.01/7D |
| Crown land - notice of sale or lease by third party (for rates) | 14.09.04/2D |
| Crown land - leased by Council | 23.02.04/7D |
| Crown land - change of lessee information (for rates) | 14.09.04/2D |
| Damage to Telstra property | 27.01.06/7D |
| Death Certificate (dogs) | 01.08.01/3D |
| Deceased Estate - change of address for rates notices | 25.03.05/MISC |
| Deceased Estate - request for rates due or payment delay/arrangement | 25.03.02/MISC or 25.07.03/3D |
| Direct debit arrangements | 12.04.03/MISC |
| Dishonoured cheque | 12.01.03/7D |
| Dog registration | 01.08.01/3D |
| Donation request (charities etc) | 04.19.02/7D |
| Fire Hazard abatement (non council properties) | 19.09.01/7D |
| Fire Hazard management (Council property) | 11.12.03/7D |
| Fleet vehicles - registration | 22.06.06/2D |
| Fleet vehicles (heavy) & machinery/plant - fuel/servicing | 22.08.01/MISC |
| Fleet vehicles (light) - fuel/servicing | 22.07.01/2D |
| Food licences (food vendors/businesses) | 19.07.02/MISC |
| Food Premises Audit | 24.05.02/MISC |
| Food sampling certificates - Microbiological testing of foods | 24.05.03/MISC |
| General enquiries about Council services (ie from Political candidates, or public) | 04.09.01/2D |
| Grant applications (made to OR by Council) | various - see 15.02.00 to choose appropriate class |
| Heating appliance installation | 02.05.02/7D |

| Description of document (alphabetical) | Retention Code - DA2200 |
|---|--|
| Hire agreements for use of Council buildings/facilities (Community or sporting groups) | 23.20.02/2D |
| Hire agreements for use of Council premises/Pool etc (Commercial) | 23.20.01/7D |
| Immunisation - general enquiries & provision of routine information | 24.03.01/2D |
| Immunisation clinics - arrangements & operational matters | 24.13.01/7D |
| Immunisation consent forms | 24.11.02/MISC |
| Immunisation program scheduling | 24.10.01/MISC |
| Incident/Accident reports (Council vehicles) | 22.06.01/7D |
| Incident/Accident reports (involving employees) | various - see 21.13.00 to choose appropriate class |
| Incident/Accident reports (involving public) | various - see 27.01.00 to choose appropriate class |
| Infringement notices correspondence/withdrawal requests (animal/parking/fire abatement) | 19.05.02/3D |
| Inspection reports - Waste Water Treatment systems (eg Ozzi Kleen, Envirocycle, Supertreat etc) | 24.05.02/MISC |
| Invitations to Councillors | 04.21.00 |
| Invitations to staff to attend external functions/celebrations | 01.01.01/MISC (DA2158) |
| Invitations to staff to conferences (arranged by external orgs) | 06.03.03/2D |
| Job applications (advertised positions) | 21.18.01/2D |
| Job applications (general enquiries) | 21.18.02/MISC |
| Kennel licences | 19.07.02/MISC |
| Leases/Licences of Council properties | 23.06.02/7D |
| Memberships of Organisations (eg RMAA, WMAA etc) | 06.11.02/3D |
| Minutes & Agendas - Exec Management, Senior Committees, etc | 06.02.01/P |
| Minutes & Agendas - external Committees | various - see 06.02.00 to choose appropriate class |
| Minutes & Agendas - internal working groups and administrative Committees, etc | 06.02.02/7D (for ad hoc meetings of business units/low level see 06.12.01) |

| Description of document (alphabetical) | Retention Code - DA2200 |
|--|---|
| Minutes & Agendas (master set) - Council Meetings, Council Committees, Special Committees | 13.04.01/P |
| Notice of Heritage Decision for Works Application (refers to DA) | 18.02.01/P |
| Notice of property sales | 25.03.03/3D |
| Notifiable diseases from Public Health | 24.06.02/MISC |
| Notification of Proposed telecommunications facility upgrade - request for comment/consultation | 06.11.02/3D |
| Notification of Telecommunications facility upgrades/works (not requiring a DA) | 28.10.04/2D |
| Ombudsman investigation | 14.04.03/2D OR 14.04.01/P |
| Parking Infringements/Courtesy Reminders | 19.05.02/3D |
| Parking prosecutions | 19.05.01/7D |
| Place of Assembly licences | 19.07.02/MISC |
| Planning/Development applications | 18.02.01/P |
| Pollution complaints (Major/significant environmental disasters) contaminated air, water, soil | 11.07.03/P |
| Pollution complaints (minor) contaminated air, water, soil | 11.07.04/MISC |
| Pollution complaints (noise) | 11.07.02/MISC |
| Precincts/Community Participation programs | 04.07.01/7D |
| Price increases – suppliers | 01.01.01/MISC (DA2158) OR 06.04.04/7D if part of an existing contract |
| Price lists/catalogues | 01.01.01/MISC |
| Projects (Design & Construction of minor or major infrastructure, capital works, etc) | Various - check 08.03.00 OR 23.04.00 OR 23.01.19.00 OR 28.06.00 OR 29.02.00 OR 30.03.00 for appropriate function/class (depends on purpose of project) |
| Public Health Risk Activity Applications (tattoo shops/beauty shops/piercers etc) | 24.07.01/7D |
| Publications (by Council) - Master copies | 16.09.03/P |
| Publications (by Council) - promotional items | 16.09.04/MISC |

| Description of document (alphabetical) | Retention Code - DA2200 |
|--|---|
| Publications for distribution by Council to community (other Government Agencies) | 16.09.05/MISC |
| Purchasing cards (cardholder acknowledgement & declaration) for staff | 12.04.01/7D |
| Rates - default on payment arrangement - legal enforcement (court) | 19.13.01/7D |
| Rates - default on payment arrangement - property seizure/sale | 25.07.05/P |
| Rates - default on payment arrangement - routine penalty (interest etc) | 25.07.06/7D |
| Rates - debt recovery proceedings (before formal enforcement) | 12.01.08/7D |
| Rates - direct debit arrangements | 12.04.03/MISC |
| Rates Payment Applications | 25.07.03/3D |
| Rates exemption request (charities etc) | 25.06.01/P |
| Rates Remission Application (Pensioner) | 25.07.04/3D |
| Rates Notice - Return to Sender | 25.03.06/2D |
| Requests by community groups/orgs for financial assistance (Mayors charitable fund /Council Community Grants programs) | 15.02.03/7D |
| Requests for Section 132 (rates certificate) | 25.02.01/MISC |
| Requests for Section 337 (council rights over land) | 19.04.01/7D |
| Road Opening Permits (Tas Gas/Telstra etc) | 28.11.03/7D |
| Seasonal greetings (incoming) | 01.01.01/MISC |
| Solicitor Monthly Status Reports (external) | 20.09.01/MISC |
| Solicitor Trust Statement of Account | 20.09.04/2D |
| Sponsorship requests - sporting representatives | 12.15.02/MISC |
| St John Ambulance Duty Sheet (event) | 26.02.03/2D |
| Stable licences | 19.07.02/MISC |
| Street Trees/plantings | 23.05.05/MISC |
| Superannuation scheme statements | 21.25.01/2D |
| Supply request for details – Council | 14.05.03/2D |
| Surveys - Australian Bureau of Statistics | Various - search "bureau" in Subject index to identify correct class (2D) |

| Description of document (alphabetical) | Retention Code - DA2200 |
|--|--|
| Surveys - Miscellaneous industry surveys/questionnaires | Various - search "reporting" activity in DA2200 to locate correct class. |
| TBCITB Funding approvals | 21.26.01/7D |
| Telstra - notice of development (no DA required)/notice of upgrade to Telecommunications installations | 28.10.04/2D |
| Tenders | various - see 06.19.00 in DA2200 to choose appropriate class |
| Term Deposits | 12.09.01/7D |
| Traineeships/Apprenticeships | 21.06.01/7D |
| Training administration, confirmation, course notification | 21.26.02/2D |
| Training Courses - course outlines & attendance details | 21.26.01/7D |
| Tree application/removal request | 11.09.02/7D |
| Unsolicited letters/promotional material for services or goods | 01.01.01/MISC |
| Water sampling (beaches/natural areas) | 11.07.05/2D |
| Water sampling (pools) | 23.07.06/MISC |
| water sampling (stormwater) | 08.07.03/2D |
| Weighbridge applications | 19.07.02/MISC |
| Wheelie bin applications/replacements | 30.10.05/2D |
| Workers Comp claims | 27.01.01/MISC |
| Workers Comp medical accounts | 27.01.01/MISC |

Acknowledgements

This Tool is based on the following, now withdrawn Tasmanian Archive and Heritage Office publication:

- Advice 54: Records Management Toolkit for Local Government: Fact Sheet 1 – Basic Records Management - Mail processing. (Appendix 3 DA2200 Sentencing 'cheat sheet.')