

**Disposal Schedule
for
Records of the Administration of
Racing in Tasmania**

Disposal Authorisation No. 2165

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INTRODUCTION

Archives legislation

The *Archives Act 1983* stipulates that State and local government organisations, must not dispose of **records of any type or format** without the written approval of the State Archivist. Disposal of records involves their destruction, their removal from the custody of their creating Agency, or their transfer to the Tasmanian Archive & Heritage Office.

Schedule elements and arrangement

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

- **Reference**

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

- **Disposal classes**

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

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

- **Status**

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

- **Disposal action**

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

Review of the schedule

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

Contacts

Any enquiries relating to this schedule should be directed in writing to the Tasmanian Archive & Heritage Office, 91 Murray Street, Hobart, email gisu@education.tas.gov.au, phone 03 6165 5581

TASMANIAN ARCHIVE & HERITAGE OFFICE

DISPOSAL AUTHORISATION No. 2165

Title: Disposal Schedule for Records of the Administration of Racing in 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

Document Development History

Build Status

Version	Date	Author	Reason	Sections
5.0	20-04-2016	Christine Woods	Template	All
4.0	20-01-2014	David Bloomfield	Amendment	05.00.00
3.0	27-08-2007	David Benjamin	Admin. corrections	All
2.0	11-04-2006	David Benjamin	Industry re-structure	All
1.0	18-07-2003	AOT	Initial release	All

Amendments in this Release

Section Title	Section Number	Amendment Summary
All	All	Document imported into new template

INTERPRETATION

Definitions

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

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

Coverage

This schedule covers functional records of the Administration of Racing in Tasmania.

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

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

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

Preservation of records

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

Permanent records

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

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

Temporary records

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

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

Destruction of records

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

Right to Information

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

Personal Information Protection

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

Other investigations or inquiries

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

Records relating to indigenous people

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

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

Native title

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

Registration of destruction

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

The register must be clearly identified as the *Register of Records Destroyed* (under Section 20 (2) (b) of the *Archives Act 1983*) and should include the name of the agency. The register can be the same used for registering destructions authorised under other disposal schedules. A sample format indicating the required elements for the register and related procedures are available on the Government Information Strategy Unit (GISU) website.

01.00.00	INDUSTRY LICENSING AND REGISTRATION The function of administering the licensing of persons engaged or employed in connection with the racing industry, and registration of horses and greyhounds for the purposes of horseracing and greyhound racing. <i>See 04.00.00 for the registration of clubs, racecourses, bookmakers, bookmakers' agents and bookmakers' clerks.</i> <i>See DA No. 2157 for financial records of licence and registration transactions.</i>	
01.01.00	ADVICE (INDUSTRY LICENSING AND REGISTRATION) The activities associated with offering opinions by or to the organisation as to an action or judgement. Includes the process of advising.	
01.01.01	Records documenting the provision of advice to the Minister or other Government agencies on significant public issues.	PERMANENT
01.01.02	Records documenting the provision of advice to the Minister or other Government agencies on public issues not described in 01.01.01.	TEMPORARY Destroy 7 years after action completed.
01.01.03	Records documenting recommendations by the Registrar in the formulation of rules of racing, policies and guidelines adopted by the racing regulatory panels/code councils. <i>See 01.01.04 for recommendations not adopted by racing regulatory panels/code councils.</i>	PERMANENT
01.01.04	Records documenting recommendations by the Registrar in the formulation of rules of racing, policies and guidelines not adopted by the racing regulatory panels/code councils. <i>See 01.01.03 for recommendations adopted by racing regulatory panels/code councils.</i>	TEMPORARY Destroy 5 years after action completed.
01.01.05	Records documenting the provision of general advice, including articles for inclusion in industry publications.	TEMPORARY Destroy 2 years after action completed.
01.02.00	ENQUIRIES (INDUSTRY LICENSING AND REGISTRATION) The activities associated with handling requests for information about the organisation and its services by the general public or another organisation.	
01.02.01	Records documenting the provision of general information, including requests for additional information / documentation.	TEMPORARY Destroy 2 years after action completed.

01.03.00	LICENSING (INDUSTRY LICENSING AND REGISTRATION) The processes associated with the licensing of thoroughbred, harness and greyhound industry participants, including licensing of persons to ride, drive, train, own, catch, handle or assist with the training or care of racing animals. Includes the registration of syndicates, partnerships and racing colours.	
01.03.01	Register of licenses and permits issued by the Agency, including those issued on behalf of the code controlling bodies. Includes records held on databases.	PERMANENT
01.03.02	Records documenting the licensing of personnel who have made a significant contribution to the racing industry (these files should be identified by senior officers of the Division in consultation with the Tasmanian Archive & Heritage Office and code councils). These may include: <ul style="list-style-type: none"> • Application for licence • Criminal record check • Licensing questionnaire • Record of interview • Medical questionnaire and certificate/clearance • Copy/advice of insurance coverage/policy • Statutory declarations • Authorities to act on behalf of another person • Application for licence renewal • Disciplinary record 	PERMANENT
01.03.03	Records documenting the licensing of personnel other than those referred to in 01.03.02, including associated correspondence and supporting documentation. These may include: <ul style="list-style-type: none"> • Application for licence • Criminal record check • Licensing questionnaire • Record of interview • Medical questionnaire and certificate/clearance • Copy/advice of insurance coverage/policy • Statutory declarations • Authorities to act on behalf of another person • Application for licence renewal • Disciplinary record 	TEMPORARY Destroy 7 years after cessation of licence.
01.03.04	Clearances to or from interstate jurisdictions notifying current status of licensed persons and detailing the eligibility of a person to participate in racing.	TEMPORARY Destroy 5 years after action completed.
01.03.05	Licensing agenda documenting the stewards' licensing recommendations to regulatory panel/code council.	TEMPORARY Destroy 7 years after action completed.
01.03.06	Chairman's Book documenting the registrar and stewards' licensing recommendations to regulatory panel/code council chairman requiring an out of session decision.	TEMPORARY Destroy 7 years after action completed.
01.03.07	Records documenting the registration of syndicates and partnerships. These may include: <ul style="list-style-type: none"> • Registration application • Notification of change to membership • Renewal application 	TEMPORARY Destroy 7 years after cessation of registration.
01.03.08	Unsuccessful applications (and related records) for licences and registrations described in 01.03.03 and 01.03.07, respectively.	TEMPORARY Destroy 5 years after action completed.
01.03.09	Lists of fees and charges (including charges levied by code councils).	TEMPORARY Destroy when superseded.

01.03.10	Records documenting the registration of racing colours. These may include: <ul style="list-style-type: none"> • Registration application • Renewal application 	TEMPORARY Destroy 5 years after cessation of registration.
01.04.00	POLICY (INDUSTRY LICENSING AND REGISTRATION) The activities associated with developing and establishing decisions, directions and precedents that act as a reference for future decision making, as the basis from which the organisation's operating procedures are determined.	
01.04.01	Records documenting policy decisions, illustrating the development of policy and establishing precedents.	PERMANENT
01.05.00	PUBLIC GRIEVANCES (INDUSTRY LICENSING AND REGISTRATION) The activities associated with the handling and resolution of grievances from licensed persons, members of club committees and other participants in the racing industry. Includes handling complaints over perceived discrimination or unfair treatment, or decisions made or actions taken by members of the organization.	
01.05.01	Records documenting complaints which: <ul style="list-style-type: none"> • Create a precedent • Raise policy or legal issues • Raise issues requiring broader follow up • Contain qualified legal opinion • Lead to procedural changes 	PERMANENT
01.05.02	Records documenting complaints not included in 01.05.01.	TEMPORARY Destroy 2 years after action completed.
01.06.00	REGISTRATION (INDUSTRY LICENSING AND REGISTRATION) The processes associated with the registration of greyhounds, standard bred horses, thoroughbred horses, and trial tracks.	
01.06.01	Register of greyhound and standard bred horse registrations issued by the Agency, including those issued on behalf of the code controlling bodies. Includes records held on databases which may include details of: <ul style="list-style-type: none"> • Breeding • Identification (markings, brands, gender) • Ownership • Training and gear • Performance 	PERMANENT

<p>01.06.02</p>	<p>Records documenting the registration of racing animals that have made a significant contribution to the racing industry (these files should be identified by senior officers of the Division in consultation with the Tasmanian Archive & Heritage Office and code councils). These may include:</p> <ul style="list-style-type: none"> • Registration application • Registration certificate (original that is returned when animal deceased) • Registration certificate (copy, including duplicates) • Ownership details • Change of ownership details • Training notification • Lease application • Notification of amendment to lease • Cancellation of lease • Claim authority • Notification of nomination for claiming race • Cancellation of claiming authority • Stable/kennel return • Notification of gear changes • Veterinary certificates • Notification of death of animal • Export/import clearance <p><i>See 03.07.08 and 03.07.09 for other types of clearances.</i></p>	<p>PERMANENT</p>
<p>01.06.03</p>	<p>Records documenting the registration of racing animals other than those referred to in 01.06.02. These may include:</p> <ul style="list-style-type: none"> • Registration application • Registration certificate (original that is returned when animal deceased) • Registration certificate (copy, including duplicates) • Ownership details • Change of ownership details • Training notification • Lease application • Notification of amendment to lease • Cancellation of lease • Claim authority • Notification of nomination for claiming race • Cancellation of claiming authority • Stable/kennel return • Notification of gear changes • Veterinary certificates • Notification of death of animal • Export/import clearance <p><i>See 03.07.08 and 03.07.09 for other types of clearances.</i></p>	<p>TEMPORARY Destroy 15 years after last action.</p>

01.06.04	<p>Records documenting the administration of breeding activities. These may include:</p> <ul style="list-style-type: none"> • Sire registration • Sire summary report • Notification of mating/service • Notification of whelping/foaling • Application for DNA testing • Confirmation of DNA analysis • Branding Certificate • Naming application • Naming approval • Gelding notification • Export/Import clearance • Litter registration • Branding report 	<p>TEMPORARY Destroy 15 years after last action.</p>
01.06.05	<p>Records documenting the registration of trial tracks and associated particulars and correspondence. Includes:</p> <ul style="list-style-type: none"> • Registration application • Registration certificate (copy) • Copy/advice of insurance coverage/policy • Confirmation of lease/rental arrangements • Renewal application 	<p>TEMPORARY Destroy 7 years after action completed.</p>
01.06.06	<p>Unsuccessful applications (and related records) for registrations described in 01.06.03, 01.06.04 and 01.06.05.</p>	<p>TEMPORARY Destroy 5 years after action completed.</p>
01.06.07	<p>Lists of fees and charges (including charges levied by code councils).</p>	<p>TEMPORARY Destroy when superseded.</p>
01.07.00	<p>STATISTICAL REPORTING (INDUSTRY LICENSING AND REGISTRATION) The processes associated with capturing and reporting on information relating to the major activities of the Division and providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies).</p>	
01.07.01	<p>Final versions of formal internal and external reports prepared by the Division, including status reports.</p> <p><i>See DA No. 2157 for final version of annual report.</i></p>	<p>TEMPORARY Destroy 5 years after action completed.</p>
01.07.02	<p>Statistical information collected by the Division and forwarded to the Australian Bureau of Statistics and interstate racing authorities, including:</p> <ul style="list-style-type: none"> • Copies of returns • Related correspondence 	<p>TEMPORARY Destroy 2 years after action completed.</p>
01.07.03	<p>Statistical information collected by the Division relating to major licensing and registration activities of the Division that is not included in 01.07.02.</p>	<p>PERMANENT</p>
01.07.04	<p>Statistical information collected by the Division that is not included in 01.07.02 or 01.07.03.</p>	<p>TEMPORARY Destroy 2 years after action completed.</p>

02.00.00	INDUSTRY TRAINING The function of monitoring, coordinating and setting standards in respect of the training and welfare of apprentice jockeys and junior drivers and other persons. This involves representation on State (Industry Training Advisory Board) and national (Racing Training Australia) training bodies.	
02.01.00	ADVICE (INDUSTRY TRAINING) The activities associated with offering opinions by or to the organisation as to an action or judgement. Includes the process of advising.	
02.01.01	Records documenting the provision of advice to the Minister or other Government agencies on significant public issues.	PERMANENT
02.01.02	Records documenting the provision of advice to the Minister or other Government agencies on public issues not described in 02.01.01.	TEMPORARY Destroy 7 years after action completed.
02.02.00	AWARD CEREMONIES (INDUSTRY TRAINING) The activities associated with arranging and managing apprentice jockey and junior driver award ceremonies.	
02.02.01	Nominations and supporting documentation for State awards.	PERMANENT
02.02.02	Routine correspondence, including sponsorship details, schedule of events and list of award recipients.	TEMPORARY Destroy 2 years after action completed.
02.03.00	POLICY(INDUSTRY TRAINING) The activities associated with developing and establishing decisions, directions and precedents that act as a reference for future decision making, as the basis from which the organisation's operating procedures are determined.	
02.03.01	Records documenting policy decisions, illustrating the development of policy and establishing precedents.	PERMANENT
02.04.00	PUBLIC GRIEVANCES (INDUSTRY TRAINING) The activities associated with the handling and resolution of grievances from licensed persons, members of club committees and other participants in the racing industry. Includes handling complaints over perceived discrimination or unfair treatment, or decisions made or actions taken by members of the organization. <i>See DA No. 2157 for complaints from the general public.</i>	
02.04.01	Records documenting complaints which: <ul style="list-style-type: none"> • Create a precedent • Raise policy or legal issues • Raise issues requiring broader follow up • Contain qualified legal opinion • Lead to procedural changes 	PERMANENT
02.04.02	Records documenting complaints not included in 02.04.01.	TEMPORARY Destroy 2 years after action completed.

02.05.00	<p>STANDARDS OF TRAINING AND WELFARE (INDUSTRY TRAINING) The processes associated with determining and reviewing training standards and ensuring the obligations of the Guardian, Employer and Apprentice are met, including the safeguarding of the apprentices and junior drivers' rights and entitlements.</p>	
02.05.01	Master set of minutes and agenda papers of Racing Training Tasmania.	PERMANENT
02.05.02	Records documenting the conduct of meetings of Racing Training Tasmania, including notices of meetings and routine correspondence.	TEMPORARY Destroy 2 years after action completed.
02.05.03	Audio recordings and/or notes of Racing Training Tasmania meetings used solely for the preparation of minutes.	TEMPORARY Destroy after minutes have been confirmed at next meeting.
02.05.04	Records documenting the conduct of meetings of Racing Training Australia. These may include <ul style="list-style-type: none"> • Notice of meetings • Agenda papers • Minutes of meetings • Routine correspondence 	TEMPORARY Destroy 2 years after action completed.
02.05.05	Records and reports documenting individual apprenticeships, where the apprentice graduates to the rank of licensed jockey. These may include: <ul style="list-style-type: none"> • Original Employment Agreement and Deed of Apprenticeship • Loan Agreements • Extension of Employment Agreement • Cancellation of Employment Agreement, and associated correspondence • Applications to ride in trials and races • Master of Apprentices reports (individual) • Taxation records (individual) • Trust accounts (individual) • Notification of temporary placement in care of another • Copies of workers' compensation documentation <p><i>02.05.05 for apprentices who do not obtain a jockey licence. See 01.03.02 and 01.03.03 for records documenting licensing of junior drivers</i></p>	TEMPORARY Destroy 7 years after cessation of licence.
02.05.06	Records and reports documenting individual apprenticeships, where the apprentice does not graduate to the rank of licensed jockey. These may include: <ul style="list-style-type: none"> • Original Employment Agreement and Deed of Apprenticeship • Loan Agreements • Extension of Employment Agreement • Cancellation of Employment Agreement, and associated correspondence • Applications to ride in trials and races • Master of Apprentices reports (individual) • Taxation records (individual) • Trust accounts (individual) • Notification of temporary placement in care of another • Copies of workers' compensation documentation <p><i>See 02.05.04 for apprentices who obtain a jockey licence. See 01.03.02 and 01.03.03 for records documenting licensing of junior drivers</i></p>	TEMPORARY Destroy 7 years after apprenticeship completed or when person has attained 25 years of age, whichever is the later.

02.05.07	<p>Records and reports documenting the administration of apprenticeships generally. These may include:</p> <ul style="list-style-type: none"> • Master of Apprentices' reports to Council • TAFE invoices/statements • Taxation records (group) • Trust account records (group) 	<p>TEMPORARY Destroy 7 years after action completed.</p>
03.00.00	<p>INTEGRITY CONTROL The function of regulating and directing horseracing and greyhound racing in accordance with the Rules of Racing so as to maintain the probity and integrity of the racing industry.</p> <p><i>See DA No. 2157 for financial records relating to the payment of fines.</i></p>	
03.01.00	<p>ADVICE (INTEGRITY CONTROL) The activities associated with offering opinions by or to the organisation as to an action or judgement. Includes the process of advising.</p>	
03.01.01	<p>Records documenting the provision of advice to the Minister or other Government agencies on significant public issues.</p>	<p>PERMANENT</p>
03.01.02	<p>Records documenting the provision of advice to the Minister or other Government agencies on public issues not described in 03.01.01.</p>	<p>TEMPORARY Destroy 7 years after action completed.</p>
03.01.03	<p>Master copies of Monthly Council Reports summarising stewards' activities each month, prepared by the Chairmen of Stewards for the information of code councils.</p>	<p>TEMPORARY Destroy 5 years after action completed.</p>
03.01.04	<p>Records documenting recommendations by the stewards in the formulation of rules of racing and policies adopted by the code councils.</p> <p><i>See 03.01.05 for recommendations not adopted by code councils.</i></p>	<p>PERMANENT</p>
03.01.05	<p>Records documenting recommendations by the stewards in the formulation of rules of racing and policies not adopted by the code councils.</p> <p><i>See 03.01.04 for recommendations adopted by code councils.</i></p>	<p>TEMPORARY Destroy 10 years after action completed.</p>
03.01.06	<p>Records documenting the provision of general information, including articles for inclusion in industry publications.</p>	<p>TEMPORARY Destroy 2 years after action completed.</p>
03.02.00	<p>DRUG DETECTION (INTEGRITY CONTROL) The activities associated with the development and implementation of programs for the detection of prohibited substances in licensed persons and racing animals.</p>	
03.02.01	<p>Records documenting swabbing activities undertaken by stewards. These may include:</p> <ul style="list-style-type: none"> • Sample identification note • Formal notification of laboratory results • Internal notification of laboratory results • Swab notification form - blue copy <p><i>See 03.02.03 for disposal action for swab notification form – white copy.</i></p>	<p>TEMPORARY Destroy 7 years after cessation of licence or animal is deceased or last action completed, whichever is the later.</p>
03.02.02	<p>Swab log book documenting the number of swabs deposited by stewards into temporary storage facility and the number of swabs subsequently removed from storage for transportation to laboratory for analysis.</p>	<p>TEMPORARY Destroy 5 years after last action completed.</p>

03.02.03	Withholding of stakes payment notice, clearance advice and white copy of swab notification form. <i>See 03.02.01 for disposal action for blue copy of swab notification form.</i>	TEMPORARY Destroy 5 years after last action completed.
03.03.00	INQUIRIES (INTEGRITY CONTROL) The activities associated with investigations carried out by the stewards in accordance with the Rules of Racing.	
03.03.01	Register of stewards' inquiries and actions taken. <i>See 03.03.04 for records of penalties imposed following stewards' inquiries.</i>	PERMANENT
03.03.02	Records documenting stewards' inquiries into the conduct/actions of racing animals, licensed participants and other person's attendant upon a racecourse, for matters not under appeal. These may include: <ul style="list-style-type: none"> • Documents submitted as evidence (exhibits) • Transcript of inquiry <i>See 04.02.07 and 04.05.08 for records relating to inquiries conducted by the Director of Racing.</i> <i>See 05.01.03 for records relating to matters under appeal.</i>	TEMPORARY Destroy 5 years after action completed.
03.03.03	Audiotape recordings of proceedings of stewards' inquiries for matters not under appeal. <i>See 05.01.03 for audiotape recordings of proceedings of stewards' inquiries for matters under appeal.</i>	TEMPORARY Destroy (or clear for re-use) 1 year after action completed.
03.03.04	Record of Penalty book detailing penalties imposed by stewards on individuals or animals following a stewards' inquiry. <i>See 03.03.01 for Register of stewards' inquiries.</i>	PERMANENT
03.03.05	Carbon copies of penalty notifications	TEMPORARY Destroy when reference ceases.
03.03.06	Master copies of press releases issued in relation to the outcome of stewards' inquiries.	TEMPORARY Destroy when reference ceases.
03.04.00	INSPECTIONS (INTEGRITY CONTROL) The process of official examinations of facilities, equipment and items by stewards to ensure compliance with agreed standards, objectives and the Rules of Racing.	
03.04.01	Register of inspections.	PERMANENT
03.04.02	Inspection reports.	TEMPORARY Destroy 7 years after cessation of licence.
03.04.03	Facilitative records relating to the conduct of stable, kennel and track inspections and records documenting the provision of general information about inspections.	TEMPORARY Destroy 2 years after action completed.
03.05.00	POLICY (INTEGRITY CONTROL) The activities associated with developing and establishing decisions, directions and precedents that act as a reference for future decision making, as the basis from which the organisation's operating procedures are determined.	
03.05.01	Records documenting policy decisions, illustrating the development of policy and establishing precedents.	PERMANENT

03.06.00	PUBLIC GRIEVANCES (INTEGRITY CONTROL) The activities associated with the handling and resolution of grievances from licensed persons, members of club committees and other participants in the racing industry. Includes handling complaints over perceived discrimination or unfair treatment, or decisions made or actions taken by members of the organization. <i>See DA No. 2157 for complaints from the general public.</i>	
03.06.01	Records documenting complaints which: <ul style="list-style-type: none"> • Create a precedent • Raise policy or legal issues • Raise issues requiring broader follow up • Contain qualified legal opinion • Lead to procedural changes. 	PERMANENT
03.06.02	Records documenting complaints not included in 03.06.01.	TEMPORARY Destroy 2 years after action completed.
03.07.00	RACEDAY CONTROL (INTEGRITY CONTROL) The activities associated with creating, maintaining and evaluating race day control mechanisms.	
03.07.01	Stewards working papers relating to the conduct of race meetings. These may include: <ul style="list-style-type: none"> • Race day procedures • Race day worksheets • Details of betting fluctuations. 	TEMPORARY Destroy 5 years after action completed.
03.07.02	Records documenting win concessions. These may include: <ul style="list-style-type: none"> • Driver concessions (favourable barrier position) • Apprentice claims (deduction from a horse's allocated handicapped weight) 	TEMPORARY Destroy 5 years after action completed.
03.07.03	Club race books containing race3 day information, used by stewards in the drafting of Race Day Reports. <i>See 03.07.04 for Race Day Reports.</i>	TEMPORARY Destroy when reference ceases
03.07.04	Master copies of Stewards' Race Day Reports detailing stewards' observations and findings in relation to each race conducted and actions taken.	PERMANENT
03.07.05	Race results – stewards' copy where original document retained by code controlling body. <i>See 03.07.06 for race results not retained by code controlling body.</i>	TEMPORARY Destroy 5 years after action completed.
03.07.06	Race results – original document where not retained by code controlling body. <i>See 03.07.05 for copy of race results.</i>	PERMANENT
03.07.07	Veterinary Record Book detailing all race day veterinary inspections of racing animals, including any reports of injuries or abnormalities detected.	TEMPORARY Destroy 5 years after last entry.
03.07.08	Bleeder notifications - advice to the relevant authority of horses that have suffered a bleeding attack resulting in the animal being suspended or barred from participating in racing activities. <i>See 03.07.09 for bleeder clearances.</i> <i>See 01.06.01 for Register of standard bred horses.</i> <i>See 01.06.02 and 01.06.03 for records documenting registration of racing animals.</i>	TEMPORARY Destroy 5 years after action completed.

03.07.09	<p>Bleeder clearances – advice from the relevant authority lifting (where appropriate) a suspension previously imposed on a horse following a bleeding incident.</p> <p><i>See 03.07.08 for bleeder notifications.</i> <i>See 03.07.10 for clearances not relating to bleeders.</i> <i>See 01.06.02, 01.06.03 and 01.06.04 for export/import clearances.</i> <i>See 01.06.01 for Register of standard bred horses.</i> <i>See 01.06.02 and 01.06.03 for records documenting registration of racing animals.</i></p>	<p>TEMPORARY Destroy 5 years after action completed.</p>
03.07.10	<p>Clearances to race – notification of a racing animal’s eligibility to race or otherwise. Includes clearances to or from interstate jurisdictions and confirms the animal’s identification and details of any bars placed on the animal.</p> <p><i>See 03.07.09 for clearances relating to bleeders.</i> <i>See 01.06.02, 01.06.03 and 01.06.04 for export/import clearances.</i></p>	<p>TEMPORARY Destroy 5 years after action completed.</p>
03.07.11	<p>Race Day Patrol Film which documents events of a significant nature (these films should be identified by senior officers of the Division in consultation with the Tasmanian Archive & Heritage Office and code councils), including film of:</p> <ul style="list-style-type: none"> • Feature Races • Racing incidents of significant importance, including race falls, interference, and serious breaches of the rules • Races of historical interest 	<p>PERMANENT</p>
03.07.12	<p>Race Day Patrol Film other than that referred to in 03.07.11, for matters not subject to appeal.</p> <p><i>See 05.01.03 for race day patrol film for matters subject to appeal.</i></p>	<p>TEMPORARY Destroy 5 years after action completed.</p>
03.07.13	<p>Greyhound reweigh applications lodged by a trainer seeking permission to amend the animal’s racing weight.</p>	<p>TEMPORARY Destroy when reference ceases.</p>
03.08.00	<p>TRIALS (INTEGRITY CONTROL) The activities associated with the evaluation by stewards of a racing animal’s performance during a stewards’ trial, in order to assess its readiness to participate in races, in accordance with the Rules of Racing.</p>	
03.08.01	<p>Trial sheets and record of results.</p>	<p>TEMPORARY Destroy 5 years after action completed.</p>

04.00.00	<p>LEGISLATIVE COMPLIANCE</p> <p>The function of administering the relevant legislation and regulations and monitoring compliance therewith. This includes the registration of race clubs, racecourses, bookmakers, bookmakers' agents and bookmakers' clerks, and the control and regulation of betting by and with bookmakers.</p> <p><i>See 01.00.00 for the licensing of industry participants and registration of racing animals.</i> <i>See DA No. 2157 for financial records of registration transactions and payment of fines.</i></p>	
04.01.00	<p>(LEGISLATIVE COMPLIANCE)</p> <p>The activities associated with offering opinions by or to the organisation as to an action or judgement. Includes the process of advising.</p>	
04.01.01	Records documenting the provision of advice to the Minister or other Government agencies on significant public issues.	PERMANENT
04.01.02	Records documenting the provision of advice to the Minister or other Government agencies on public issues not described in 04.01.01	TEMPORARY Destroy 7 years after action completed.
04.02.00	<p>COMPLIANCE (LEGISLATIVE COMPLIANCE)</p> <p>The activities associated with complying with mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements to which the organisation is subject.</p>	
04.02.01	Correspondence relating to applications by bookmakers for exemption from fielding at race meetings, including notification of approval or refusal by the Director of Racing.	TEMPORARY Destroy 2 years after action completed.
04.02.02	<p>Correspondence relating to applications by bookmakers for the granting of a Substitute Certificate to another person to act in the bookmaker's stead for a specific and limited period of time, including copies of certificates issued.</p> <p><i>See 04.02.03 for Register of Substitute Certificates.</i></p>	TEMPORARY Destroy 2 years after action completed.
04.02.03	<p>Register of Substitute Certificates issued.</p> <p><i>See 04.02.02 for applications and copies of Substitute Certificates.</i></p>	TEMPORARY Destroy 5 years after last entry.
04.02.04	<p>Written records of all bets made by bookmakers. These may include:</p> <ul style="list-style-type: none"> • Betting sheets • Weekly summary • Monthly return • Annual return • Unclaimed winnings return • Statutory declarations 	TEMPORARY Destroy 7 years after action completed.
04.02.05	Records documenting the calculation and distribution of bookmakers' commission.	TEMPORARY Destroy 7 years after action completed.
04.02.06	Betting Stewards' Reports detailing activities relating to on-course bookmaking operations, including betting fluctuations, infringements of regulations, public enquiries and/or complaints.	TEMPORARY Destroy 7 years after action completed.

04.02.07	<p>Records of inquiries conducted by the Director of Racing in relation to compliance matters where the matter is not under appeal. These may include:</p> <ul style="list-style-type: none"> • Notice of inquiry • Documentation tabled as evidence (exhibits) • Notes of proceedings • Formal decision <p><i>See 04.05.09 for records relating to inquiries conducted by the Director of Racing in relation to registration matters.</i> <i>See 03.03.02 for records relating to inquiries conducted by stewards.</i> <i>See 05.01.04 for compliance matters under appeal.</i></p>	TEMPORARY Destroy 5 years after action completed.
04.02.08	<p>Audiotape recordings of inquiries conducted by the Director of Racing in relation to compliance matters where the matter is not under appeal.</p> <p><i>See 05.01.04 for audiotape recordings of inquiries into compliance matters under appeal.</i></p>	TEMPORARY Destroy (or clear for re-use) 1 year after action completed.
04.02.09	<p>Records documenting routine administrative arrangements for bookmaker and club activities, including reminder notices and circulars.</p>	TEMPORARY Destroy 2 years after action completed.
04.02.10	<p>Annual lists of fees and charges derived from legislation.</p>	TEMPORARY Destroy when superseded.
04.03.00	<p>POLICY (LEGISLATIVE COMPLIANCE) The activities associated with developing and establishing decisions, directions and precedents that act as a reference for future decision making, as the basis from which the organisation's operating procedures are determined.</p>	
04.03.01	<p>Records documenting policy decisions, illustrating the development of policy and establishing precedents.</p>	PERMANENT
04.03.02	<p>Records documenting the notification of amendments to, or the implementation of new policies, procedures or directions relating to the legislative compliance function. This may include:</p> <ul style="list-style-type: none"> • Directions to Bookmakers • Directions to Race Clubs • Directions to Councils 	TEMPORARY Destroy 5 years after superseded.
04.04.00	<p>PUBLIC GRIEVANCES (LEGISLATIVE COMPLIANCE) The activities associated with the handling and resolution of grievances from licensed persons, members of club committees and other participants in the racing industry. Includes handling complaints over perceived discrimination or unfair treatment, or decisions made or actions taken by members of the organization.</p> <p><i>See DA No. 2157 for complaints from the general public.</i></p>	
04.04.01	<p>Records documenting complaints which:</p> <ul style="list-style-type: none"> • Create a precedent • Raise policy or legal issues • Raise issues requiring broader follow up • Contain qualified legal opinion • Lead to procedural changes 	PERMANENT
04.04.02	<p>Records documenting complaints not included in 04.04.01.</p>	TEMPORARY Destroy 2 years after action completed.

04.05.00	REGISTRATION (LEGISLATIVE COMPLIANCE) The processes associated with the registration of race clubs, racecourses, bookmakers, bookmakers' agents and bookmakers' clerks.	
04.05.01	Register of race clubs and racecourses.	PERMANENT
04.05.02	Records documenting the registration of race clubs and racecourses. These may include: <ul style="list-style-type: none"> • Application for registration • Statement in relation to proprietary club status • Details of membership numbers and fees • Lease documents • Plans and specifications of racecourse • Submissions from interested parties • Letters of objection to registration. 	TEMPORARY Destroy 7 years after cessation of registration.
04.05.03	Register of bookmakers, bookmakers' agents and bookmakers' clerks.	PERMANENT
04.05.04	Records documenting the registration of bookmakers, bookmakers' agents and bookmakers' clerks. These may include: <ul style="list-style-type: none"> • Application for registration • Copies of Subsisting and/or Provisional Certificates of Registration. • Statement of assets and liabilities • Record of interview • Criminal record check. 	TEMPORARY Destroy 7 years after cessation of registration.
04.05.05	Original guarantee documentation provided by applicants to Director of Racing as a form of security in the conduct of the applicant's bookmaking operations. May include: <ul style="list-style-type: none"> • Bank or company guarantee • Fixed deposit • Bond of indemnity • Debentures • Government securities 	TEMPORARY Destroy 2 years after expiration or withdrawal of Guarantee.
04.05.06	Unsuccessful applications (and related records) for registrations described in 04.05.02 and 04.05.04.	TEMPORARY Destroy 5 years after action completed.
04.05.07	Bookmaker Placement detailing the racecourses and race meetings at which a registered bookmaker is authorised to conduct bookmaking operations.	TEMPORARY Destroy 7 years after action completed.
04.05.08	Correspondence relating to placement of Bookmakers.	TEMPORARY Destroy 2 years after action completed.
04.05.09	Records of inquiries conducted by the Director of Racing in relation to registration matters where the matter is not under appeal. These may include: <ul style="list-style-type: none"> • Notice of inquiry • Documents tabled as evidence (exhibits) • Notes of proceedings • Formal decision <p><i>See 04.02.07 for records relating to inquiries conducted by the Director of Racing in relation to compliance matters.</i> <i>See 03.03.02 for records relating to inquiries conducted by stewards.</i> <i>See 05.01.04 for registration matters under appeal.</i></p>	TEMPORARY Destroy 5 years after action completed.

04.05.10	<p>Audiotape recordings of inquiries conducted by the Director of Racing in relation to registration matters where the matter is not under appeal.</p> <p><i>See 05.01.04 for audiotape recordings for registration matters under appeal.</i></p>	<p>TEMPORARY Destroy (or clear for re-use) 1 year after action completed.</p>
04.06.00	<p>STATISTICAL REPORTING (LEGISLATIVE COMPLIANCE) The processes associated with capturing and reporting on information relating to the major activities of the Division and providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies).</p>	
04.06.01	<p>Final versions of formal internal and external reports prepared by the Division, including status reports.</p> <p><i>See DA No. 2157 for final version of annual report.</i></p>	<p>TEMPORARY Destroy 5 years after action completed.</p>
04.06.02	<p>Statistical information collected by the Division and forwarded to the Australian Bureau of Statistics and interstate racing authorities, including:</p> <ul style="list-style-type: none"> • Copies of returns • Related correspondence 	<p>TEMPORARY Destroy 2 years after action completed.</p>
04.06.03	<p>Statistical information collected by the Division relating to major legislative compliance activities of the Division that is not included in 04.06.02.</p>	<p>PERMANENT</p>
04.06.04	<p>Statistical information collected by the Division that is not included in 04.06.02 or 04.06.03.</p>	<p>TEMPORARY Destroy 2 years after action completed.</p>

05.00.00	RACING APPEAL BOARD The function of facilitating the operations of the Tasmanian Racing Appeal Board and giving effect to its rulings. Includes managing the records of the Board. Also includes racing appeal records heard by statutory bodies prior to the Board's creation. <i>See DA 2157 for financial records of appeal deposit transactions.</i>	
05.01.00	(RACING APPEAL BOARD) Insert scope note to describe the activity <i>See 02.01.00 etc. (add see references as required)</i>	
05.01.01	Register of appeal hearings into all matters before the Board.	PERMANENT
05.01.02	Records documenting appeals and associated correspondence. These may include: <ul style="list-style-type: none"> • Notice and Grounds of Appeal • Application for Stay of Proceedings • Objections to Application for Stay • Decisions in relation to Application for Stay • Case notes of Board members. 	TEMPORARY Destroy 7 years after Board decision.
05.01.03	Records documenting inquiries conducted by the stewards where the matter is under appeal. These may include: <ul style="list-style-type: none"> • Audio-tape recording of inquiry • Transcript of inquiry • Race patrol film of incident • Documents tabled as evidence (exhibits) at inquiry and subsequent appeal hearing • Documents tabled as evidence (exhibits) at inquiry but not at appeal hearing. <i>See 03.03.02 for records relating to matters not under appeal.</i>	TEMPORARY Destroy 7 years after Board decision.
05.01.04	Records documenting inquiries conducted by the Director of Racing where the matter is under appeal. These may include: <ul style="list-style-type: none"> • Audio-tape recording of inquiry • Notice of inquiry • Documents tabled as evidence at inquiry (exhibits) and subsequent appeal hearing • Notes of proceedings • Formal decision of Director. <i>See 04.05.09 and 04.02.07 for matters not under appeal.</i>	TEMPORARY Destroy 7 years after Board decision.
05.01.05	Formal decisions handed down by Board.	PERMANENT
05.01.06	Audio tape recordings of proceedings during the hearing of appeals.	TEMPORARY Destroy 7 years after Board decision.
05.01.07	Records documenting the provision of general information relating to appeal matters.	TEMPORARY Destroy 2 years after action completed.
05.01.08	Master copies of press releases issued in relation to the outcome of appeal hearings.	PERMANENT
05.02.00	BETTING DISPUTES (RACING APPEAL BOARD) The process of settling a disagreement in respect of a bet between the parties to the bet.	
05.02.01	Register of Betting Disputes	PERMANENT

05.02.02	Audiotape recordings of proceedings during the hearing of betting disputes.	TEMPORARY Destroy 7 years after resolution of the dispute.
05.02.03	Records documenting betting disputes and associated correspondence. This may include: <ul style="list-style-type: none"> • Application to have matter heard • Betting stewards' report • Bookmaker's Betting sheets • Betting tickets • Audio-tape recording of placement of bet 	TEMPORARY Destroy 7 years after resolution of the dispute.
05.02.04	Case notes of Board Chairman	TEMPORARY Destroy 7 years after resolution of the dispute.
05.02.05	Chairman's determinations and orders.	PERMANENT
05.02.06	Records documenting the provision of general information relating to betting disputes.	TEMPORARY Destroy 2 years after action completed.
05.03.00	ESTABLISHMENT AND ADMINISTRATION (RACING APPEAL BOARD) I Insert scope note to describe the activity <i>See 02.01.00 etc. (add see references as required)</i>	
05.03.01	Records of the establishment of the Board, including the appointment of Board members and Secretary.	PERMANENT
05.03.02	Records containing notifications of and conditions of delegations.	TEMPORARY Destroy 7 years after action completed.
05.04.00	POLICY (RACING APPEAL BOARD) The activities associated with developing and establishing decisions, directions and precedents that act as a reference for future decision making, as the basis from which the organisation's operating procedures are determined.	
05.04.01	Records documenting policy decisions, illustrating the development of policy and establishing precedents.	PERMANENT
05.05.00	STATISTICAL REPORTING (RACING APPEAL BOARD) The processes associated with capturing and reporting on information relating to the major activities of the Division and providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies).	
05.05.01	Final versions of formal internal and external reports prepared by the Division, including status reports. <i>See DA No. 2157 for final version of annual report.</i>	TEMPORARY Destroy 5 years after action completed.
05.05.02	Statistical information collected by the Division and forwarded to the Australian Bureau of Statistics and interstate racing authorities, including: <ul style="list-style-type: none"> • Copies of returns • Related correspondence 	TEMPORARY Destroy 2 years after action completed.
05.05.03	Statistical information collected by the Division relating to major Racing Appeal Board activities that is not included in 05.05.02.	PERMANENT
05.05.04	Statistical information collected by the Division that is not included in 05.05.02 or 05.05.03.	TEMPORARY Destroy 2 years after action completed.

06.00.00	HANDICAPPING AND GRADING The function of handicapping standard bred horses participating in harness racing and grading greyhounds participating in greyhound racing.	
06.01.00	ADVICE (HANDICAPPING AND GRADING) The activities associated with offering opinions by or to the organisation as to an action or judgement. Includes the process of advising.	
06.01.01	Records documenting the provision of advice to the Minister or other Government agencies on significant public issues.	PERMANENT
06.01.02	Records documenting the provision of advice to the Minister or other Government agencies on public issues not described in 06.01.01.	TEMPORARY Destroy 7 years after action completed.
06.01.03	Records documenting the provision of general advice, including articles for inclusion in industry publications.	TEMPORARY Destroy 2 years after action completed.
06.02.00	ENQUIRIES (HANDICAPPING AND GRADING) The activities associated with handling requests for information about the organisation and its services by the general public or another organisation.	
06.02.01	Records documenting the provision of general information, including requests for additional information / documentation.	TEMPORARY Destroy 2 years after action completed.
06.03.00	GRADING (HANDICAPPING AND GRADING) The processes associated with the grading of greyhounds to determine an animal's eligibility or status to participate in a particular greyhound race.	
06.03.01	Grading schedule.	PERMANENT
06.03.02	Records documenting the grading of greyhounds. These may include: <ul style="list-style-type: none"> • Nomination sheets • Schedule of nominated greyhounds by trainer location • List of unsuccessful nominations • List of greyhounds nominated for same race meeting • Grading and Order of Choice check forms • Grading check list • Alphabetical listing of greyhounds nominated • Grading (dog decision sheets) • Grading worksheets • Grading Fields Save • Race fields with form • Race fields without form • Race fields with trainer details • Alphabetical listing of race fields • Split worksheets • Split check sheets – owners/trainers • Owner/trainer check sheet • Second choice check sheet • Box draw grading check form • List of greyhounds stood down from racing • Meeting closed sheet <p><i>See 01.06.01 for the management of databases from which reports are extracted.</i></p>	TEMPORARY Destroy 2 years after end of racing season.

06.03.03	Master copy of race meeting fields.	TEMPORARY Destroy when reference ceases.
06.03.04	Records relating to race day activities of greyhound race meetings. These may include: <ul style="list-style-type: none"> • Scratching forms • Scratching Report • Reweigh schedule • List of first starters • Official time sheets • Form guide • Stewards checklist/scratching distribution lists • Schedule of greyhounds barred • Schedule of uncleared greyhounds • Schedule of ear brands • Schedule of trainers <p><i>See 01.06.01 for the management of databases from which reports are extracted.</i></p>	TEMPORARY Destroy 2 years after end of racing season.
06.04.00	HANDICAPPING (HANDICAPPING AND GRADING) The processes associated with the handicapping of standard bred horses to determine an animal's eligibility or status to participate in a particular harness race.	
06.04.01	Records documenting the handicapping of standard bred horses. These may include: <ul style="list-style-type: none"> • Fax acceptance sheets • Nominations reports • Race reports • Eligibility reports • Preference sheets • Ballot reports • Unfulfilled engagement report • Alteration sheets • New race call list <p><i>See 01.06.01 for the management of databases from which reports are extracted.</i></p>	TEMPORARY Destroy 2 years after end of racing season.
06.04.02	Database reports that summarise specific eligibility requirements not included in 06.04.01. These may include: <ul style="list-style-type: none"> • Lifetime earnings/wins • Season earnings/wins • Average earnings per start <p><i>See 01.06.01 for the management of databases from which these types of reports are extracted.</i></p>	TEMPORARY Destroy 2 years after end of racing season.
06.04.03	Master copy of race meeting fields.	TEMPORARY Destroy when reference ceases.
06.04.04	Records relating to race day activities of harness race meetings. These may include: <ul style="list-style-type: none"> • Drivers attending sheet • Stall directory • Form guides 	TEMPORARY Destroy 2 years after end of racing season.
06.04.05	Records supplemental to race day activities of harness race meetings. These may include: <ul style="list-style-type: none"> • Barrier statistics • List of race headings 	TEMPORARY Destroy when reference ceases.

06.05.00	POLICY (HANDICAPPING AND GRADING) The activities associated with developing and establishing decisions, directions and precedents that act as a reference for future decision making, as the basis from which the organisation's operating procedures are determined.	
06.05.01	Records documenting policy decisions, illustrating the development of policy and establishing precedents.	PERMANENT
06.06.00	PUBLIC GRIEVANCES (HANDICAPPING AND GRADING) The activities associated with developing and establishing decisions, directions and precedents that act as a reference for future decision making, as the basis from which the organisation's operating procedures are determined.	
06.06.01	Records documenting complaints which: <ul style="list-style-type: none"> • Create a precedent • Raise policy or legal issues • Raise issues requiring broader follow up • Contain qualified legal opinion • Lead to procedural changes 	PERMANENT
06.06.02	Records documenting complaints not included in 06.06.01.	TEMPORARY Destroy 2 years after action completed.
06.07.00	STATISTICAL REPORTING (HANDICAPPING AND GRADING) The processes associated with capturing and reporting on information relating to the major activities of the Division and providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies).	
06.07.01	Final versions of formal internal and external reports prepared by the Division, including status reports. <i>See DS 2157 for final version of annual report.</i>	TEMPORARY Destroy 5 years after action completed.
06.07.02	Statistical information collected by the Division and forwarded to the Australian Bureau of Statistics and interstate racing authorities, including: <ul style="list-style-type: none"> • Copies of returns • Related correspondence 	TEMPORARY Destroy 2 years after action completed.
06.07.03	Statistical information collected by the Division relating to major handicapping and grading activities of the Division that is not included in 06.07.02.	PERMANENT
06.07.04	Statistical information collected by the Division that is not included in 06.07.02 or 06.07.03.	TEMPORARY Destroy 2 years after action completed.

07.00.00	RACING REGULATION The function of administering, developing and reviewing rules of racing relating to the regulation of the Tasmanian harness and greyhound racing industry. Includes participation in the development of national rules of racing.	
07.01.00	ADVICE (RACING REGULATION) The activities associated with offering opinions by or to the organisation as to an action or judgement. Includes the process of advising.	
07.01.01	Records documenting the provision of advice to the Minister or other Government agencies on significant public issues.	PERMANENT
07.01.02	Records documenting the provision of advice to the Minister or other Government agencies on public issues not described in 07.01.01.	TEMPORARY Destroy 7 years after action completed.
07.01.03	Records documenting the provision of general advice, including articles for inclusion in industry publications.	TEMPORARY Destroy 2 years after action completed.
07.02.00	INTER-JURISDICTIONAL RELATIONS (RACING REGULATION) The activities associated with collaboration with peak national racing industry bodies. Includes representation on national boards and committees.	
07.02.01	Master set of minutes and agenda papers of committees and boards where the agency has the administrative role or acts as secretary. <i>See 07.02.03 for records of Tasmanian submissions to national committees and boards.</i>	PERMANENT
07.02.02	Minutes and agendas of committees and boards not included in 07.02.01.	TEMPORARY Destroy 5 years after action completed.
07.02.03	Records of Tasmanian submissions presented to national committees or boards not described in 07.02.01.	PERMANENT
07.02.04	Records relating to the conduct of meetings including notices of meetings and routine correspondence.	TEMPORARY Destroy 2 years after action completed.
07.02.05	Audio recordings and/or notes of committees and board meetings used solely for the preparation of minutes.	TEMPORARY Destroy after minutes have been confirmed at next meeting.
07.03.00	POLICY (RACING REGULATION) The activities associated with developing and establishing decisions, directions and precedents that act as a reference for future decision making, as the basis from which the organisation's operating procedures are determined.	
07.03.01	Records documenting policy decisions, illustrating the development of policy and establishing precedents.	PERMANENT

07.04.00	<p>PUBLIC GRIEVANCES (RACING REGULATION)</p> <p>The activities associated with the handling and resolution of grievances from licensed persons, members of club committees and other participants in the racing industry. Includes handling complaints over perceived discrimination or unfair treatment, or decisions made or actions taken by members of the organisation.</p> <p><i>See DA No. 2157 for complaints from the general public.</i></p>	
07.04.01	<p>Records documenting complaints which:</p> <ul style="list-style-type: none"> • Create a precedent • Raise policy or legal issues • Raise issues requiring broader follow up • Contain qualified legal opinion • Lead to procedural changes 	PERMANENT
07.04.02	Records documenting complaints not included in 07.04.01.	<p>TEMPORARY</p> <p>Destroy 2 years after action completed.</p>
07.05.00	<p>RULES OF RACING (RACING REGULATION)</p> <p>The activities involved in developing new Tasmanian rules of racing for the harness and greyhound codes of racing, and the development of national rules of racing, including re-evaluating or re-examining existing rules.</p>	
07.05.01	<p>Records relating to the development and review of local rules of racing. These may include:</p> <ul style="list-style-type: none"> • Technical reports • Significant drafts • Proposed rules • Records of consultation with code councils and other relevant industry bodies • Master copies of rules 	PERMANENT
07.05.02	<p>Records relating to the development and review of national rules of racing, including:</p> <ul style="list-style-type: none"> • Australian Harness Rules of Racing • Australian Greyhound Rules of Racing 	<p>TEMPORARY</p> <p>Destroy 7 years after adoption of national rule.</p>
07.05.03	Legal opinions, advice and interpretation of rules of racing.	PERMANENT

08.00.00	RACING REGULATORY PANELS The function of administering the three code racing regulatory panels. Includes arranging and conducting meetings, and the management of appointments and records of the panels. Includes: <ul style="list-style-type: none"> • Thoroughbred Racing Regulatory Panel • Harness Racing Regulatory Panel • Greyhound Racing Regulatory Panel 	
08.01.00	APPOINTMENTS (RACING REGULATORY PANELS) The activities associated with the appointment of members of regulatory panels. <i>See DA 2157 for financial records relating to the payment of fees to Board Members.</i>	
08.01.01	Records relating to the establishment of panels and the appointment of members and deputy members/nominees.	PERMANENT
08.01.02	Records containing notifications of and conditions of delegations.	TEMPORARY Destroy 7 years after action completed.
08.02.00	MEETINGS (RACING REGULATORY PANELS) The activities associated with arranging meetings, preparation of agendas and taking of minutes.	
08.02.01	Master set of minutes and agenda papers of meetings.	PERMANENT
08.02.02	Records relating to the conduct of meetings including notices of meetings and routine correspondence.	TEMPORARY Destroy 2 years after action completed
08.02.03	Audio recordings and/or notes of Panel meetings used solely for the preparation of minutes.	TEMPORARY Destroy after minutes have been confirmed at next meeting.
08.03.00	POLICY (RACING REGULATORY PANELS) The activities associated with developing and establishing decisions, directions and precedents that act as a reference for future decision making, as the basis from which the organisation's operating procedures are determined.	
08.03.01	Records documenting policy decisions, illustrating the development of policy and establishing precedents.	PERMANENT
08.04.00	PUBLIC GRIEVANCES (RACING REGULATORY PANELS) The activities associated with the handling and resolution of grievances from licensed persons, members of club committees and other participants in the racing industry. Includes handling complaints over perceived discrimination or unfair treatment, or decisions made or actions taken by members of the organisation. <i>See DA No. 2157 for complaints from the general public.</i>	
08.04.01	Records documenting complaints which: <ul style="list-style-type: none"> • Create a precedent • Raise policy or legal issues • Raise issues requiring broader follow up • Contain qualified legal opinion • Lead to procedural changes 	PERMANENT
08.04.02	Records documenting complaints not included in 08.04.01	TEMPORARY Destroy 2 years after action completed.