

**Disposal Schedule  
for  
Functional records of the  
Department of Premier and  
Cabinet**

**Disposal Authorisation No. 2248**

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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](mailto:gisu@education.tas.gov.au), phone 03 6165 5580

**TASMANIAN ARCHIVE & HERITAGE OFFICE**

**DISPOSAL AUTHORISATION No. 2248**

**Title:** Disposal Schedule for Department of Premier and Cabinet

**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
2.0	03-02-2016	Christine Woods	Template	All
1.0	29-11-2007	TAHO	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 Department of Premier and Cabinet.

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 website.

<p><b>01.00.00</b></p>	<p><b>COMMUNICATION AND INFORMATION TECHNOLOGY</b></p> <p>The function of developing and delivering information communications technologies to Commonwealth and State Government agencies and authorities, Local Government authorities and educational organisations in Tasmania. Includes the management of the government's voice communications system and management of the government-wide area data network contract. Also includes the management of business computer applications and human resource systems for government agencies.</p> <p><i>See 10.00.00 for the management of major policy projects critical to the Government's policy agenda.</i></p> <p><i>See 05.00.00 for non-information technology services provided to government agencies.</i></p> <p><b>Addresses (COMMUNICATION AND INFORMATION TECHNOLOGY)</b> The activity of giving addresses for training, professional, community relations or sales purposes. Includes speeches and multi-media presentations.</p> <p><i>See 03.01.00 for Premiers Addresses.</i></p> <p><i>See DA2157 for addresses etc., released by statutory officers and senior agency personnel.</i></p>
<p><b>01.01.00</b></p>	<p><b>ADVICE (COMMUNICATION AND INFORMATION TECHNOLOGY)</b></p> <p>The activities associated with offering opinions by the organisation as to an action or judgement. Includes the process of advising.</p> <p><i>See 10.00.00 for the provision of policy advice to the Premier and Cabinet or other government agencies including advice on cabinet submissions and legislation.</i></p> <p><i>See 01.07.00 for seeking advice, opinions or information from external sources.</i></p>
<p><b>01.01.01</b></p>	<p>Records documenting the provision of advice to Heads of Agencies, Boards, Committees, Reference Groups and Government agencies on significant communications and information technology issues including:</p> <ul style="list-style-type: none"> <li>• Briefing notes</li> <li>• Minutes</li> <li>• Reports</li> <li>• Correspondence</li> <li>• Source data that is considered necessary to substantiate advice.</li> </ul> <p>PERMANENT</p>
<p><b>01.01.02</b></p>	<p>Records documenting the provision of advice to Heads of Agencies, Boards, Committees, Reference Groups and Government Agencies on communications and information technology issues <u>not</u> described in 01.01.01 including:</p> <ul style="list-style-type: none"> <li>• Briefing notes</li> <li>• Minutes</li> <li>• Reports</li> <li>• Correspondence</li> </ul> <p>TEMPORARY Destroy 7 years after action completed.</p>
<p><b>01.01.03</b></p>	<p>Source data that is <u>not</u> considered necessary to substantiate advice.</p> <p>TEMPORARY Destroy when reference ceases.</p>

<b>01.02.00</b>	<b>AGREEMENTS (COMMUNICATION AND INFORMATION TECHNOLOGY)</b> The process associated with the establishment, maintenance, review and negotiation of agreements including Service Level Agreements (SLA)	
01.02.01	Records documenting the establishment, maintenance and review of agreements including final versions of agreements and amendments. Includes maintenance agreements, service level agreements, business partnership agreements and service schedules.	TEMPORARY Destroy 7 years after expiry, completion or termination of agreement.
<b>01.03.00</b>	<b>AUDIT (COMMUNICATION AND INFORMATION TECHNOLOGY)</b> The activities associated with officially checking financial, quality assurance and operational records to ensure they have been kept and maintained in accordance with agreed or legislated standards and correctly record the events, processes and business of the agency in a specified period. Includes compliance audits, financial audits, operational audits, recordkeeping audits, skills audits, systems audits and quality assurance audits.	
01.03.01	Records documenting internal and external audits relating to the technology and telecommunications function. Includes accreditation for ISO 9001.2000	TEMPORARY Destroy 5 years after action completed.
<b>01.04.00</b>	<b>BUSINESS CONTINUITY SERVICES (BCS) (COMMUNICATION AND INFORMATION TECHNOLOGY)</b> The activities associated with the management of disaster recovery, risk management and continuation of business functionality for internal and external clients.  <i>See 01.02.00 for Service Level Agreements for Business Continuity Services.</i>	
01.04.01	Records documenting the establishment, management and maintenance of specialised business continuity recovery services including infrastructure and the specialist data centre.	TEMPORARY Destroy 7 years after action completed
<b>01.05.00</b>	<b>COMMITTEES (COMMUNICATION AND INFORMATION TECHNOLOGY)</b> The activities associated with the management of committees and task forces (internal and external, private, local, state, Commonwealth, etc.) relating to the Communication and Information Technology function. Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes, reports, agendas, etc.	
01.05.01	Records of internal committees and external committees where the agency has the administrative role, with the responsibility of making major policy and planning decisions in the area of Communication and Information Technology, including the TMD Board. These may include: <ul style="list-style-type: none"> <li>• Documents establishing the committee</li> <li>• Appointments to the committee</li> <li>• Documents appointing members</li> <li>• Final versions of minutes</li> <li>• Agenda papers</li> <li>• Reports presented to the committee</li> <li>• Submissions presented to the committee</li> </ul>	PERMANENT
01.05.02	Records of internal committees and external committees where the agency has the administrative role that not described in 01.05.01. May include: <ul style="list-style-type: none"> <li>• Documents establishing the committee</li> <li>• Final versions of the minutes</li> <li>• Agenda papers</li> <li>• Reports and submissions presented to the committee</li> </ul>	TEMPORARY Destroy 7 years after action completed

01.05.03	Records of external committees where the agency does <u>not</u> have the administrative role. May include: <ul style="list-style-type: none"> <li>• Documents establishing the committee</li> <li>• Final versions of the minutes</li> <li>• Agenda papers</li> <li>• Reports and submissions presented to the committee</li> </ul>	TEMPORARY Destroy 2 years after action completed
01.05.04	Records documenting the conduct and administration of committees.	TEMPORARY Destroy when reference ceases.
<b>01.06.00</b>	<b>COMPLIANCE (COMMUNICATION AND INFORMATION TECHNOLOGY)</b> The activities associated with complying with mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements to which the organisation is subject. Includes monitoring compliance.  <i>See 01.09.00 for control of mechanisms.</i>	
01.06.01	Records documenting agency or government compliance with mandatory or optional standards or statutory requirements.	TEMPORARY Destroy 7 years after action completed
<b>01.07.00</b>	<b>CONSULTATION (COMMUNICATION AND INFORMATION TECHNOLOGY)</b> The activities associated with seeking advice, opinions or information from government agencies, councils and local government authorities, external organisations and the community.	
01.07.01	Records, including final versions of reports, documenting the seeking of expert advice from government agencies, councils and local government authorities, external organisations and the community on significant issues.	PERMANENT
01.07.02	Records documenting the seeking of expert advice from government agencies, local government authorities, external organisations and the community on issues <u>not</u> described in 01.07.01.	TEMPORARY Destroy 7 years after action completed
<b>01.08.00</b>	<b>CONTRACTING-OUT (COMMUNICATION AND INFORMATION TECHNOLOGY)</b> The activities involved in arranging, procuring and managing the performance of work or the provision of services by an external contractor or consultant, or by using external bureau services. Includes the management of the Networking Tasmania contract (Agreement) including the monitoring of quality and performance an escalation of customer service and contract issues.  <i>See 01.25.00 for the process of receiving and assessing tenders prior to the contract agreement.</i>  <i>See 01.05.00 for the management of specialist committees (eg. Networking Tasmanian MRC AND SMC) and task forces.</i>	
01.08.01	Contracts Register.	PERMANENT
01.08.02	Signed contracts (Head Agreements) for Whole of Government contracts including: <ul style="list-style-type: none"> <li>• Tender submissions</li> <li>• Written offers</li> <li>• Variations</li> </ul>	TEMPORARY Destroy 10 years after expiry of contract.
01.08.03	Records of issues or problems associated with the managing of Agreements (such as the Whole of Government Networking Tasmania Agreement Issue Register).	TEMPORARY Destroy 7 years after expiry of contract.



01.08.04	Signed contracts under seal and supporting documentation including: <ul style="list-style-type: none"> <li>• Tender submissions</li> <li>• Written officers</li> </ul> <p><i>See 01.08.02 for Whole of Government contracts.</i></p>	TEMPORARY Destroy 13 years after expiry of contract.
01.08.05	Records documenting the management of contracts including: <ul style="list-style-type: none"> <li>• Parameters of consultancy/service</li> <li>• Terms and conditions</li> <li>• Performance and evaluation reports</li> <li>• Meetings with stakeholders</li> <li>• Correspondence</li> <li>• Distribution of surveys or reports to customers</li> <li>• Notifications to customers</li> <li>• Correspondence re benchmarking services</li> <li>• Confidentiality and conflict of interest statements.</li> </ul>	TEMPORARY Destroy 7 years after expiry of contract
<b>01.09.00</b>	<b>CONTROL (COMMUNICATION AND INFORMATION TECHNOLOGY)</b> The activities associated with creating, maintaining and evaluating control mechanisms.  <i>See 01.06.00 for Compliance with standards</i>	
01.09.01	Records documenting compliance control mechanisms including authenticity and version control.	TEMPORARY Destroy 5 years after superseded.
<b>01.10.00</b>	<b>CUSTOMER SERVICE (COMMUNICATION AND INFORMATION TECHNOLOGY)</b> The activities associated with the provision of communication and information technology services to customers by the organisation.  <i>See DA2157 for newsletters, corporate image and customer complaints.</i>	
01.10.01	Records documenting the development of customer service charters and guidelines relating to the provision of services to clients.	TEMPORARY Destroy 3 years after superseded.
01.10.02	Records documenting the planning, monitoring and evaluation of customer services to clients.	TEMPORARY Destroy 2 years after action completed
01.10.03	Records documenting administrative arrangements for training programs for the Agency or other government agencies including: <ul style="list-style-type: none"> <li>• Notifications</li> <li>• Registration forms</li> <li>• Applications for attendance</li> <li>• Confirmations</li> <li>• Evaluations</li> </ul>	TEMPORARY Destroy 2 years after course is completed.
01.10.04	Records of training material used in training programs for the Agency or other government agencies.	TEMPORARY Destroy when material is superseded or course is no longer delivered.

<b>01.11.00</b>	<b>DIRECTORY SERVICES (COMMUNICATION AND INFORMATION TECHNOLOGY)</b> The activities associated with the provision of an internal government telephone directory service and the provision of an online internet directory listing government employee contact information.  <i>See 01.26.00 for the provision of switchboard and message services</i>  <i>See DA2157 for the management of the system.</i>	
01.11.01	Records documenting control and preparation of directory information.	TEMPORARY Destroy when details are superseded.
01.11.02	Internal user manuals supporting the directory service.	TEMPORARY Destroy when superseded.
01.11.03	Records of administration (the day to day management) of the directory service.	TEMPORARY Destroy 5 years after action completed.
<b>01.12.00</b>	<b>JOINT VENTURES (COMMUNICATION AND INFORMATION TECHNOLOGY)</b> The activities involved in managing joint operations between agencies, either within the organisation or with other organisations, or with the government, where there is a contract, joint contribution of funds and/or time. Includes working with other organisations to achieve a required or acceptable outcome. Also includes private sector ventures with public sector organisations and co-research or collaboration between inter-agency units, agencies or organisations.	
01.12.01	Records documenting the arrangements for, and the management of, joint ventures and partnerships including the establishment, maintenance and review of agreements and contracts.	TEMPORARY Destroy 7 years after completion or termination of agreements or contracts.
01.12.02	Signed joint venture contracts under seal and supporting documentation.	TEMPORARY Destroy 13 years after completion or termination.
<b>01.13.00</b>	<b>LIAISON (COMMUNICATION AND INFORMATION TECHNOLOGY)</b> The activities associated with maintaining regular general contact between the State and Federal Government, professional associations, private sector organisations and community groups.	
01.13.01	Records documenting liaison activities including exchanges of information.	TEMPORARY Destroy 2 years after completed.
<b>01.14.00</b>	<b>MEETINGS (COMMUNICATION AND INFORMATION TECHNOLOGY)</b> The activities associated with ad-hoc gatherings held to formulate, discuss, update or resolve issues and matters relating to the technology and telecommunications function. Includes arrangements, agenda, taking of minutes, etc.  <i>See 01.05.00 for the meetings of committees, boards and task forces.</i>	
01.14.01	Minutes, agendas and supporting documentation of meetings.	TEMPORARY Destroy 2 years after action completed.

<b>01.15.00</b>	<p><b>OPERATIONAL SERVICES (COMMUNICATION AND INFORMATION TECHNOLOGY)</b></p> <p>The activities associated with the provision of communication and information technology services to customers. Includes application support, facilities management, HR Systems Support and specific information services.</p> <p><i>See 01.24.00 for technical support, development, design and infrastructure support of database applications and systems.</i></p>	
01.15.01	<p>Records documenting the provision of operational services to customers including:</p> <ul style="list-style-type: none"> <li>• Acquisition of equipment</li> <li>• Implementation of systems and services</li> <li>• Maintenance and support of systems and services</li> <li>• Help Desk support services</li> <li>• HR Systems support.</li> </ul>	<p>TEMPORARY Destroy 7 years after action completed.</p>
01.15.02	<p>Records documenting reports to clients of pending or past interruptions to services (interrupt reports)</p>	<p>TEMPORARY Destroy 1 year after action completed.</p>
01.15.03	<p>Records documenting system requests – these may include:</p> <ul style="list-style-type: none"> <li>• Minor maintenance and advice</li> <li>• Service or change requests</li> <li>• Technical assistance to an individual</li> <li>• Requests to reset passwords</li> <li>• Requests to recover data from backup tapes</li> </ul>	<p>TEMPORARY Destroy 2 years after action completed.</p>
01.15.04	<p>Data logs which are used to show a history of change to systems and/or data (including online and internet resources). May include:</p> <ul style="list-style-type: none"> <li>• Internet change logs</li> <li>• System change logs</li> <li>• Audit trails</li> </ul>	<p>TEMPORARY Destroy 7 years after superseded</p>
01.15.05	<p>Data logs used to show a history of access to systems and/or data.</p>	<p>TEMPORARY Destroy 2 years after superseded</p>
01.15.06	<p>Data logs that are <u>not</u> used to show a history of access or change to data (eg. Backup logs).</p>	<p>TEMPORARY Destroy when reference ceases.</p>
01.15.07	<p>Records relating to the calculations of fees and charges for services.</p>	<p>TEMPORARY Destroy 7 years after action completed.</p>
01.15.08	<p>Records documenting the application of counter-disaster plans or business continuity services following a significant incident including a copy of the actions taken.</p>	<p>PERMANENT</p>
01.15.09	<p>Records documenting the application of counter disaster plan or business continuity plan following an incident not described in 01.15.08</p>	<p>TEMPORARY Destroy 5 years after action completed.</p>

<b>01.16.00</b>	<b>PLANNING (COMMUNICATION AND INFORMATION TECHNOLOGY)</b> The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.  <i>See DA2157 for overall planning to achieve corporate objectives.</i>	
01.16.01	Final versions of Communication and Information Technology plans including: <ul style="list-style-type: none"> <li>• Counter disaster plans</li> <li>• Business continuity plans</li> <li>• Security plans</li> </ul> <i>See 01.15.08 for implementation of counter disaster or business plans following significant incidents.</i>	TEMPORARY Destroy 7 years after plan is superseded.
01.16.02	Records documenting the development of Communication and Information Technology plans including reports analysing issues and comments received from other areas of the agency.	TEMPORARY Destroy 1 year after the adoption of the final plan.
<b>01.17.00</b>	<b>POLICY (COMMUNICATION AND INFORMATION TECHNOLOGY)</b> The activities associated with developing and establishing policy decisions relating to Communication and Information Technology function.  <i>See 10.00.00 STRATEGIC POLICY AND ADVICE for strategic government policies and reviewing and coordinating policy proposals from other government agencies.</i>  <i>See 01.21.00 for security policy.</i>	
01.17.01	Records illustrating the development of policy and documenting policy decisions and the establishment of precedents.	PERMANENT
<b>01.18.00</b>	<b>PROCEDURES (COMMUNICATION AND INFORMATION TECHNOLOGY)</b> Standard methods of operating laid down by an organisation according to formulated policy.	
01.18.01	Records documenting the development of procedures and the final versions of manuals and instructions relating to the Communication and Information Technology function.	TEMPORARY Destroy 7 years after superseded.
<b>01.19.00</b>	<b>PROJECTS (COMMUNICATION AND INFORMATION TECHNOLOGY)</b> The process of managing a set of coordinated and controlled activities undertaken to achieve a set objective and conforming to specific requirements, including time constraints, cost and resources.	
01.19.01	Records documenting the development of Communication and Information Technology projects that have a significant impact on whole of government information technology and telecommunications activities, or are of a unique nature (major projects).	PERMANENT
01.19.02	Records documenting the development of communication and information technology projects that do <u>not</u> have a significant impact on whole of government information technology and telecommunications activities.	TEMPORARY Destroy 7 years after action completed
<b>01.20.00</b>	<b>REVIEWS (COMMUNICATION AND INFORMATION TECHNOLOGY)</b> The activities involved in re-evaluating or re-examining products, processes, procedures, standards and systems. Includes recommendations and advice resulting from these activities.	
01.20.01	Records documenting reviews of Communication and Information Technology programs and operations including final reports.	TEMPORARY Destroy 7 years after action completed.

<b>01.21.00</b>	<b>SECURITY (COMMUNICATION AND INFORMATION TECHNOLOGY)</b> The activities associated with measures taken to protect Communications and Information Technology's equipment or information from accidental or intentional damage or from unauthorised access. Includes the security classification of personnel and criminal record checks.	
01.21.01	Records illustrating and setting policy and establishing precedents relating to telecommunications and information technology security objectives, principles and policies under which government agencies conduct their business.	PERMANENT
01.21.02	Records documenting the implementation of security arrangements for Communication and Information Technology systems Includes: <ul style="list-style-type: none"> <li>• authentication</li> <li>• encryption</li> <li>• reports on security leaks</li> <li>• investigation of security breaches</li> <li>• referral of breaches to law enforcement agencies</li> <li>• sanitisation of equipment prior to disposal</li> </ul>	TEMPORARY Destroy 7 years after action completed
<b>01.22.00</b>	<b>STANDARDS (COMMUNICATION AND INFORMATION TECHNOLOGY)</b> The process of implementing industry or government benchmarks for services and processes to enhance the quality and efficiency of government.	
01.22.01	Records documenting the implementation of industry, government and whole-of-government standards.  <i>See 04.13.02 for records documenting the development of government and Agency standards.</i>	TEMPORARY Destroy 7 years after action completed
<b>01.23.00</b>	<b>SUBMISSIONS (COMMUNICATION AND INFORMATION TECHNOLOGY)</b> The preparation and submission of a formal statement (eg. Report, statistics, etc.) supporting a case or opinion held by the organisation, which is submitted to another organisation, or within the organisation, for the purpose of either gain or support.	
01.23.01	Submissions and supporting documents made to the Premier or government bodies on significant or controversial issues.	PERMANENT
01.23.02	Submissions and supporting documents made to the Premier or government bodies on issues not described in 01.23.01	TEMPORARY Destroy 7 years after action completed
<b>01.24.00</b>	<b>SYSTEMS MANAGEMENT SERVICES (COMMUNICATION AND INFORMATION TECHNOLOGY)</b> The activities associated with providing computing systems and infrastructure support (facilities management) for government agencies. Includes the management of computing business applications and Human Resource systems. Also includes the control and preparation of customer charges.  <i>See 01.15.00 for the maintenance and operation of systems and services, eg. Printing, EFT systems and help desk.</i>  <i>See DA2157 for the processing of invoices.</i>	
01.24.01	Records documenting the systems management of Communication and Information Technology's equipment and systems including system support and routine correspondence and enquiries.	TEMPORARY Destroy 5 years after action completed
01.24.02	Records documenting control and preparation of customer charges.	TEMPORARY Destroy when superseded.
01.24.03	Records relating to the calculation of fees and charges for services.	TEMPORARY Destroy 7 years after action completed.

01.24.04	Records documenting system requests. These may include: <ul style="list-style-type: none"> <li>• Minor maintenance and advice</li> <li>• Technical assistance to an individual</li> <li>• Requests to reset passwords</li> <li>• Requests to recover data from backup tapes.</li> </ul>	TEMPORARY Destroy 2 years after action completed.
01.25.00	<p><b>TENDERING (COMMUNICATION AND INFORMATION TECHNOLOGY)</b></p> <p>The activities involved in receiving and assessing tenders. Includes offers made in writing by one party to another to carry out an inclusive price or uniform rate, an order for the supply or purchase of goods, or for the production of work.</p> <p><i>See 01.08.00 for the process of outsourcing operations or arranging, procuring and managing the provision of service by an external consultant once the tender has been decided.</i></p>	
01.25.01	Records documenting the development and issue of tender documents and the evaluation of tenders, including: <ul style="list-style-type: none"> <li>• Statement of requirements</li> <li>• Request for proposals</li> <li>• Expression of interest</li> <li>• Request for tender (RFT)</li> <li>• Draft contracts</li> <li>• Reports</li> <li>• Public notices</li> <li>• Evaluation documents.</li> </ul>	TEMPORARY Destroy 7 years after tender process completed.
01.25.02	Records documenting unsuccessful tenders and offers and tenders received where the tender process does not proceed.	TEMPORARY Destroy 7 years after tender process completed
01.25.03	Tender Registers	TEMPORARY Destroy 7 years after last entry.
01.26.00	<p><b>VOICE SERVICES (COMMUNICATION AND INFORMATION TECHNOLOGY)</b></p> <p>The activities associated with the provision of telephone, switchboard and help-desk services. Includes mobile services, voice processing, switchboard services, message services and teleconferencing services.</p> <p><i>See 01.11.00 for internal government telephone directory services and the Tasmanian Government Directory.</i></p>	
01.26.01	Records documenting the provision of telephone, switchboard and help desk services, including: <ul style="list-style-type: none"> <li>• Voice mail</li> <li>• Checklists</li> <li>• Customer requests</li> <li>• Account charges</li> <li>• Reversals</li> <li>• Change of phone number</li> <li>• Stock supply requests</li> <li>• Orders</li> <li>• Repairs</li> <li>• Sequences (orders resulting from customer requests)</li> </ul>	TEMPORARY Destroy 5 years after action completed

<b>02.00.00</b>	<p><b>COMMUNITY DEVELOPMENT</b></p> <p>The function of providing advice and the development and delivery of services and programs to assist the general community and meet the needs of targeted community groups including the Aboriginal community, multicultural communities, women, seniors, children, youth and the disability community. Includes the administration and implementation of policy affecting specific community groups. Includes consultation with community groups; establishment of partnerships with non-government organisations; development and review of legislation; provision of information about programs, services and issues; promotion of employment opportunities and community events; provision of information and education for government agencies; provision of support to boards, committees and community organisations; and co-ordination of celebrations and events. Also includes State support for humanitarian entrants; management and certification of the Regional Sponsored Migration Scheme; administration of the <i>Aboriginal Lands Act 1995</i>; administration of Community Grants programs and administration of the Seniors Card Scheme.</p> <p><i>See 10.00.00 for whole-of-government policy development and implementation and coordination of social policy projects and the provision of advice to Government on policies and practices relating to social issues and those impacting on specific community groups.</i></p>	
<b>02.01.00</b>	<p><b>AGREEMENTS (COMMUNITY DEVELOPMENT)</b></p> <p>The process associated with the establishment, maintenance, review and negotiation of agreements.</p> <p><i>See DA2158 for copies of agreements negotiated by other agencies.</i></p>	
02.01.01	Records documenting the establishment, maintenance and review of agreements including final versions of agreements.	TEMPORARY Destroy 7 years after action completed.
<b>02.02.00</b>	<p><b>CELEBRATIONS ADDRESSES (COMMUNITY DEVELOPMENT)</b></p> <p>The activities associated with arranging and managing and promoting festivities to honour a particular event including registration of events held during Seniors Week.</p> <p><i>See 03.12.00 for official or formal events.</i></p>	
02.02.01	Records relating to the administrative arrangements for festivities other than Senior's Week including multicultural festivals and International Wall of Friendship to honour a particular event, including invitations, guest lists, function checklists and event reports, etc.	TEMPORARY Destroy 7 years after action completed.
02.02.02	Records relating to catering arrangements for celebrations.	TEMPORARY Destroy 2 years after action completed.
02.02.03	Register of Seniors Week events.	TEMPORARY Destroy 2 years after action completed.
02.02.04	Records documenting event registration for Senior's Week, including: <ul style="list-style-type: none"> <li>• Applications</li> <li>• Correspondence.</li> </ul>	TEMPORARY Destroy 6 months after action completed.
02.02.05	Evaluation forms completed by participating organisations and attendees at Senior's Week events.	TEMPORARY Destroy 6 months after action completed.

<b>02.03.00</b>	<b>COMMITTEES (COMMUNITY DEVELOPMENT)</b> The activities associated with the management of committees and task forces (internal and external, private, local, state, Commonwealth, etc.). Includes the committee's establishment, membership, terms of reference, proceedings, minutes, reports, agendas, etc. Includes International Wall of Friendship Committee and Tasmanian Advisory Council on Multicultural Affairs (TACMA).	
02.03.01	Records of internal and external committees with the responsibility of making major policy and planning decisions where the Agency has the administrative role in the area of Community Development. These may include: <ul style="list-style-type: none"> <li>• Documents establishing the committee</li> <li>• Appointments to the committee</li> <li>• Documents appointing members</li> <li>• Final versions of minutes</li> <li>• Agenda papers</li> <li>• Reports presented to the committee</li> <li>• Submissions presented to the committee</li> </ul> <p><i>See 02.03.04 for records documenting the conduct and administration of committee meetings.</i></p>	PERMANENT
02.03.02	Records of unsuccessful applications and nominations to committees mentioned in 02.03.01.	TEMPORARY Destroy when reference ceases
02.03.03	Records of internal and external committees where the Agency has the administrative role that are not described in 02.03.01. These may include: <ul style="list-style-type: none"> <li>• Copies of minutes</li> <li>• Agenda papers</li> <li>• Reports presented to the committee</li> <li>• Submissions presented to the committee</li> </ul>	TEMPORARY Destroy 7 years after action completed
02.03.04	Records of external committees where the Agency does <u>not</u> have the administrative role. These may include: <ul style="list-style-type: none"> <li>• Copies of minutes</li> <li>• Agenda papers</li> <li>• Copies of reports presented to the committee</li> <li>• Copies of submissions presented to the committee</li> </ul>	TEMPORARY Destroy 2 years after action completed
02.03.05	Records documenting the conduct and administration of committees.	TEMPORARY Destroy when reference ceases.
<b>02.04.00</b>	<b>COMMUNITY EVENTS (COMMUNITY DEVELOPMENT)</b> The activities associated with government participation in, or the provision of, non-financial support for community events and activities. Includes agricultural shows, sporting events and exhibitions.  <i>See 02.09.00 for financial assistance provided for community events.</i>  <i>See DA2158 for invitations to social events.</i>	
02.04.01	Records relating to the administrative arrangements for government displays at agricultural shows, sporting events or exhibitions and the provision of souvenirs, etc.	TEMPORARY Destroy 5 years after action completed.



<b>02.05.00</b>	<b>CONFERENCES (COMMUNITY DEVELOPMENT)</b> The activities involved in arranging or attending conferences held by the Agency or by other organisations. Includes registration, publicity and reports of participants.  <i>See DA2157 for staff development.</i>	
02.05.01	Records documenting conferences arranged by other organisations including copies of minutes, summaries of proceedings, agenda papers, published papers, reports, promotional material, notices, programs and invitations.	TEMPORARY Destroy when reference ceases.
02.05.02	Records presented by the Agency to conferences arranged by other organisations including submissions, papers and briefings.	PERMANENT
<b>02.06.00</b>	<b>CONTRACTING-OUT (COMMUNITY DEVELOPMENT)</b> The activities involved in arranging, procuring and managing the performance of work or the provision of services by an external contractor or consultant or by using external bureau services. Sometimes referred to as outsourcing.  <i>See 02.26.00 for the process of receiving and assessing tenders from potential external consultants for services prior to the implementation of the contract agreement.</i>	
02.06.01	Contracts Register	PERMANENT
02.06.02	Signed documents under seal and supporting documentation including: <ul style="list-style-type: none"> <li>• Tender submissions</li> <li>• Written offers</li> </ul>	TEMPORARY Destroy 7 years after expiry of contract.
02.06.03	Records documenting the management of contracts including: <ul style="list-style-type: none"> <li>• Tender submissions</li> <li>• Written offers</li> </ul>	TEMPORARY Destroy 7 years after expiry of contract
02.06.04	Records documenting the management of contracts including: <ul style="list-style-type: none"> <li>• Parameters of consultancy/service</li> <li>• Terms and conditions</li> <li>• Performance and evaluation reports</li> <li>• Meetings with stakeholders</li> </ul>	TEMPORARY Destroy 7 years after action completed
<b>02.07.00</b>	<b>CULTURE AND HERITAGE (COMMUNITY DEVELOPMENT)</b> The activities associated with maintaining cultural and heritage values of community groups and multicultural communities. Includes protection of Aboriginal heritage and Aboriginal cultural rights (hunting, fishing, gathering, etc.) and cultural awareness training.  <i>See 02.13.00 for the planning and development of land including the environmental impact or environmental conditions.</i>  <i>See 02.10.00 for the use of translators or interpreters.</i>	
02.07.01	Records documenting notifications of any display of art works, cultural awareness training of various multicultural groups and indigenous people.	TEMPORARY Destroy 10 years after action completed.
02.07.02	Records documenting the language of indigenous people.	PERMANENT
02.07.03	Records documenting the evaluation of applicants for permit or licences to undertake cultural activities.  <i>See 02.07.06 for records documenting proof of Aboriginality to acquire permits and licences.</i>	TEMPORARY Destroy 5 years after action completed.

02.07.04	Records documenting the evaluation of applicants for permits or licences to undertake cultural activities.  <i>See 02.07.06 for records documenting proof of Aboriginality to acquire permits and licences.</i>	TEMPORARY Destroy 5 years after action completed.
02.07.05	Records documenting applications for confirmation of Aboriginality.  <i>See 02.07.03 for applications for permit and licences.</i>  <i>See 02.07.05 for applications for cultural and heritage services.</i>  <i>See 02.18.04 for Aboriginal Employment Register.</i>	PERMANENT
02.08.00	<p><b>ECONOMIC WELLBEING (COMMUNITY DEVELOPMENT)</b></p> <p>The activities associated with the management and development of resources with a view to improving business development and investment within the community. Includes housing ownership/rental.</p> <p><i>See 02.07.06 for applications for confirmation of Aboriginality.</i></p> <p><i>See 02.18.00 for delivery of programs directed towards targeted community groups.</i></p>	
02.08.01	Records documenting the development of business activities within specific communities (including women, the Aboriginal, disability and multicultural communities, seniors and youth) for economic independence.	PERMANENT
02.08.02	Records documenting housing strategies for the Aboriginal community.	TEMPORARY Destroy 5 years after action completed.
02.09.00	<p><b>GRANT FUNDING (COMMUNITY DEVELOPMENT)</b></p> <p>The activities associated with the application for, and the provision of, grants to individuals and community groups. Includes scholarships and fellowships. Also includes the provision of financial statements and reports from grant recipients as required in grant conditions.</p>	
02.09.01	Applications for grant funds and records documenting the assessment of applications and administration of successful applications, including financial statements and reports.	TEMPORARY Destroy 7 years after action completed.
02.09.02	Applications for grant funds and records documenting the assessment of applications that are unsuccessful.	TEMPORARY Destroy 3 years after action completed.
02.10.00	<p><b>HEALTH AND WELLBEING (COMMUNITY DEVELOPMENT)</b></p> <p>The activities associated with the general welfare of specific community groups, which can include education, immigration, employment, housing, protection, interpreters/translators, health care, justice, law enforcement and cultural diversity.</p> <p><i>See 02.08.00 for business development.</i></p> <p><i>See 02.07.00 for cultural awareness training</i></p> <p><i>See 02.09.00 for financial assistance.</i></p> <p><i>See 02.18.00 for specific programs.</i></p> <p><i>See 02.19.00 for specific projects.</i></p>	
02.10.01	Correspondence with organisations and government bodies in relation to the general welfare of specific community groups.	TEMPORARY Destroy 5 years after action completed.
02.10.02	Correspondence with organisations and government bodies concerning cultural diversity including humanitarian issues, immigration, interpreters/translators, migration, racial harmony, refugees, education and visa issues.	TEMPORARY Destroy 5 years after action completed.

<b>02.11.00</b>	<b>HONOURS AND AWARDS (COMMUNITY DEVELOPMENT)</b> The activities associated with the provision of advice relating to eligibility for honours and awards and the coordination of nominations for honours and awards.  <i>See 03.14.00 for major state or national awards.</i>  <i>See DA2157 for agency 25 year and 30 year service awards.</i>	
02.11.01	Records relating to awards granted by Governments, community groups or by an industrial, social or professional body including request for comments on nominations and supporting documentation, e.g. Order of Australia, Volunteer of the year and Bravery Awards.	TEMPORARY Destroy 5 years after action completed.
<b>02.12.00</b>	<b>INQUIRIES (COMMUNITY DEVELOPMENT)</b> The activities associated with liaising with bodies carrying out inquiries and participating in them. Inquiries are investigations carried out by persons or bodies who have been empowered to inquire and report on a subject, such as royal Commissions, Parliamentary and Ombudsman's inquiries. Includes the Agency's participation in the inquiry by providing evidence in the form of records, submissions or staff.  <i>See 10.08.00 for whole-of-government submissions to inquiries.</i>	
02.12.01	Records documenting the Agency's response to recommendations from an Inquiry.	PERMANENT
02.12.02	Information distributed from inquiries. These may include: <ul style="list-style-type: none"> <li>• Requests for submissions</li> <li>• Circulars</li> </ul>	TEMPORARY Destroy 2 years after action completed.
<b>02.13.00</b>	<b>LAND MANAGEMENT (COMMUNITY DEVELOPMENT)</b> All activities associated with management of natural and man-made surroundings, conditions or influences, planning and development of land. Includes the development of residential land, physical features of the environment such as topography, land use, soil erosion, restoration, vegetation, zoning and man's use and impact on the environment and naturally occurring environmental conditions. Also includes land rights claims.  <i>See 02.07.00 for maintaining cultural and heritage values.</i>	
02.13.01	Records documenting investigations into the options involved in the handing back of crown land to the Aboriginal community.	PERMANENT
02.13.02	Records documenting advice and assistance to the Aboriginal Land Council of Tasmania and the Tasmanian Aboriginal Land and Sea Council on land management issues.	PERMANENT
02.13.03	Records documenting the Agency's comments and recommendations on local government planning schemes.	TEMPORARY Destroy 5 years after last action.
<b>02.14.00</b>	<b>LIAISON (COMMUNITY DEVELOPMENT)</b> The activities associated with maintaining regular general contact between the State and Federal Government, Professional Associations, private sector organisations, foreign countries, religious groups and community groups.	
02.14.01	Records documenting liaison activities including exchanges of information.  <i>See 02.14.02 for liaison relating to multicultural relationships or cultural diversity.</i>	TEMPORARY Destroy 5 years after action completed.
02.14.02	Records documenting liaison relating to multicultural relationships or cultural diversity.	TEMPORARY Destroy 5 years after action completed.

<b>02.15.00</b>	<b>MARKETING (COMMUNITY DEVELOPMENT)</b> The activities associated with increasing community awareness about government policies, programs and services and issues affecting community groups. Includes advertising, media campaigns, competitions and awards to promote services and programs. Also includes sponsorship arrangements and Seniors Week and Seniors Card.  <i>See 03.12.00 for official or formal Government events.</i>  <i>See 02.02.00 for managing and promoting festivities to honour a particular event.</i>  <i>See DA2157 for production of newsletters.</i>	
02.15.01	Records documenting administrative arrangements with the media including organising of interviews and media coverage to promote services and programs.	TEMPORARY Destroy 2 years after action completed.
02.15.02	Records documenting sponsorship, sponsorship proposals and arrangements for Senior's Card and Senior's Week.	TEMPORARY Destroy 7 years after action completed.
02.15.03	Records documenting competitions and awards promoting services and programs.	TEMPORARY Destroy 7 years after action completed.
<b>02.16.00</b>	<b>MEETINGS (COMMUNITY DEVELOPMENT)</b> The activities associated with ad hoc gatherings held to formulate, discuss, update or resolve issues and matters pertaining to the Community Development function. Includes arrangements, agenda, taking of minutes, etc.  <i>See 02.03.00 COMMITTEES for the meetings of committees and task forces.</i>	
02.16.01	Minutes, agendas and supporting documentation of meetings.	TEMPORARY Destroy 2 years after action completed.
<b>02.17.00</b>	<b>POLICY (COMMUNITY DEVELOPMENT)</b> The activities associated with developing and establishing policy decisions relating to the COMMUNITY DEVELOPMENT function.  <i>See 10.00.00 for the development and coordination of strategic government policies.</i>	
02.17.01	Records illustrating the development of policy and documenting policy decisions and the establishment of precedents.	PERMANENT
<b>02.18.00</b>	<b>PROGRAMS (COMMUNITY DEVELOPMENT)</b> The process of managing a set of procedures, activities, resources, related projects and/or management strategies that are usually ongoing. Includes programs to assist community groups with employment and settlement including business development and economic development.	
02.18.01	Records documenting the development by the Agency of significant programs and/or schemes, which are designed to be accessed by members of the Tasmanian community or where the information is considered necessary to substantiate future programs, eg. Companion Card, Regional Sponsored Migration Scheme, Southern Tasmanian Community Settlement Scheme and Refugee Settlement Scheme	PERMANENT
02.18.02	Records documenting programs which are not considered necessary to substantiate findings for future projects or programs, or where the agency does not play a significant role.  <i>See 02.18.05 for applications for Computers for Community Groups.</i>	TEMPORARY Destroy 7 years after last entry.

02.18.03	Records documenting persons seeking support services, employment or nominations to boards as representatives of community groups. Includes: <ul style="list-style-type: none"> <li>• Aboriginal employment register</li> <li>• Tasmanian Women's register</li> </ul>	TEMPORARY Destroy 7 years after last entry
02.18.04	Records documenting Aboriginal employment register applications, copy of resume and data base summary.  <i>See 02.07.06 for confirmation of Aboriginality</i>	TEMPORARY Destroy 18 months after non-renewal.
02.18.05	Applications for Computers for Community Groups program.  <i>See 02.18.02 for Program documentation</i>	TEMPORARY Destroy 2 years after action completed
02.18.06	Register of Seniors Card holders including approval of Power of Attorney notifications and businesses providing discounts to cardholders.  <i>See 02.18.02 for processing of applications for Seniors Cards</i>	PERMANENT
02.18.07	Records associated with processing applications for Seniors Cards and supplementary correspondence including: <ul style="list-style-type: none"> <li>• Notification of change of address</li> <li>• Notification of death of cardholder</li> </ul> <i>See 02.18.06 for the Register of Senior Card</i>	TEMPORARY Destroy 6 months after action completed
<b>02.19.00</b>	<b>PROJECTS (COMMUNITY DEVELOPMENT)</b> The process of planning, managing and implementing a set of coordinated and controlled activities undertaken to achieve set objectives and conforming to specific requirements, including time constraints, cost and resources.	
02.19.01	Records documenting the development of projects by the Agency which impact on the economic wellbeing and health and wellbeing of specific community groups (women, seniors, youth, children, multicultural, disability and Aboriginal communities).	TEMPORARY Destroy 10 years after action completed.
02.19.02	Records documenting the development projects by other government agencies or private organisations that impact on the cultural heritage of the state.	TEMPORARY Destroy 7 years after action completed.
<b>02.20.00</b>	<b>PUBLIC REACTION (COMMUNITY DEVELOPMENT)</b> The process of handling public reaction to Government or agency policies or services addressed to the Divisions or Director of Division. Includes anonymous letters, letters of complaint and letters of congratulations or appreciation received from the public.  <i>See 03.22.00 for letters addressed to the Premier of a general nature.</i>  <i>See 03.20.00 for letters addressed to the Premier in relation to specific Government initiatives.</i>	
02.20.01	Records documenting public reaction to government policies which: <ul style="list-style-type: none"> <li>• Create a precedent</li> <li>• Raise policy or legal issues</li> <li>• Contain qualified legal opinion</li> <li>• Lead to legislative change</li> </ul>	PERMANENT
02.20.02	Records documenting public reaction <u>not</u> described in 02.20.01	TEMPORARY Destroy 7 years after action completed

<b>02.21.00</b>	<b>REFERRALS (COMMUNITY DEVELOPMENT)</b> The process involved in directing individuals to an authority, specialist or service.	
02.21.01	Records documenting administrative arrangements advising or directing clients and customers to a third party.	TEMPORARY Destroy 2 years after action completed
<b>02.22.00</b>	<b>REPORTING (COMMUNITY DEVELOPMENT)</b> The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies) and to provide formal statements or findings of the results of the examination or investigation.	
02.22.01	Final versions of formal internal and external reports prepared by or for the Agency.  <i>Note: Reports transferred electronically to STORS for permanent retention.</i>  <i>See DA2157 for final version of Annual Reports</i>	PERMANENT
02.22.02	Statistical information collected by the Agency and forwarded to the Australian Bureau of Statistics including: <ul style="list-style-type: none"> <li>• Copies of returns</li> <li>• Related correspondence.</li> </ul>	TEMPORARY Destroy 2 years after action completed
<b>02.23.00</b>	<b>REPRESENTATIVES (COMMUNITY DEVELOPMENT)</b> The activities associated with the nomination, appointment or resignation of individuals or groups of personnel appointed by the organisation or their co-workers as official representatives to organisations, offices, unions, workers participation committees, councils or groups. Includes organisational legal representatives.	
02.23.01	Records documenting the nomination, appointment and resignation or termination of representatives.	TEMPORARY Destroy 2 years after appointment ceases
<b>02.24.00</b>	<b>RESEARCH (COMMUNITY DEVELOPMENT)</b> The activities involved in investigating or enquiring into a subject or area of interest in order to discover facts, principles, etc. Used to support the development of projects, standards, guidelines, etc., and the business activities of the organisation in general. Includes following up enquiries relating to organisational programs, projects, working papers, literature searches, etc.  <i>See 02.17.00 for research into the formulation of policy.</i>  <i>See 10.00.00 for the development and coordination of strategic government policies.</i>	
02.24.01	Records documenting research carried out to support government projects.	TEMPORARY Destroy 5 years after action completed.
02.24.02	Information (policies, etc.) provided by other government bodies, private organisations, foreign countries or community groups that may be used for research purposes.	TEMPORARY Destroy when reference ceases.
<b>02.25.00</b>	<b>REVIEWS (COMMUNITY DEVELOPMENT)</b> 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 02.07.06 for reviewing of Aboriginality status.</i>	
02.25.01	Records documenting reviews of government programs and operations.	TEMPORARY Destroy 5 years after action completed.

<b>02.26.00</b>	<p><b>TENDERING (COMMUNITY DEVELOPMENT)</b></p> <p>The activities involved in receiving and assessing tenders. Includes offers made in writing by one party to another to carry out at an inclusive price or uniform rate, an order for the supply or purchase of goods, or for the production of work.</p> <p><i>See 02.06.00 for the process of outsourcing operations or arranging, procuring and managing the provision of service by an external consultant once the tender has been decided.</i></p>	
<b>02.26.01</b>	<p>Records documenting the development and issue of tender documents and the evaluation of tenders including:</p> <ul style="list-style-type: none"> <li>• Statement of requirements</li> <li>• Request for proposals</li> <li>• Expression of interest</li> <li>• Request for tender (RFT)</li> <li>• Draft contracts</li> <li>• Reports</li> <li>• Public notices</li> </ul>	<p>TEMPORARY</p> <p>Destroy 7 years after tender process completed</p>
<b>03.00.00</b>	<p><b>EXECUTIVE GOVERNMENT MANAGEMENT</b></p> <p>The function of managing executive government processes including the provision of administrative support to a variety of executive government bodies including the Cabinet. Includes the provision of procedural advice relating to the machinery of government to the Premier, Cabinet, Executive Council and government agencies and authorities; preparation, scrutiny and processing of documents; co-ordination of State protocol; management of official visits, State receptions and functions; coordination of the honours and award nomination processes; approval of sizing statements and maintenance of membership details of government boards and authorities, includes coordination of responses to enquiries from constituents on government policies, programs and social and economic issues. Also includes the development, management and use of the Tasmanian Government Communications Policy.</p> <p><i>See 10.00.00 for the provision of advice to Cabinet regarding draft and final cabinet minutes.</i></p> <p><i>See DA2157 for administration of the Agency's legislative initiatives.</i></p>	
<b>03.01.00</b>	<p><b>ADDRESSES (EXECUTIVE GOVERNMENT MANAGEMENT)</b></p> <p>The activity of giving addresses for training, professional, community relations or sales purposes. Includes speeches and multi-media presentations.</p> <p><i>See DA2157 for addresses released by statutory officers and senior Agency personnel.</i></p>	
<b>03.01.01</b>	<p>Final versions of addresses and other public information released by the Premier relating to issues of state significance or presented at major public functions.</p>	<p>PERMANENT</p>
<b>03.01.02</b>	<p>Final versions of addresses and other public information released by the Premier that are <u>not</u> described in 03.01.01.</p>	<p>TEMPORARY</p> <p>Destroy 2 years after action completed.</p>
<b>03.01.03</b>	<p>Records documenting the preparation of Premiers addresses.</p>	<p>TEMPORARY</p> <p>Destroy 2 years after action completed.</p>

<b>03.02.00</b>	<b>ADVICE (EXECUTIVE GOVERNMENT MANAGEMENT)</b> The activities associated with providing advice on Government procedures and processes to be followed in relation to the machinery of government to the Governor, Premier, Cabinet, Executive Council, and government agencies and authorities.  <i>See 03.14.00 for advice relating to eligibility for honours and awards.</i>  <i>See 10.00.00 for the provision of policy advice to the Premier and Cabinet or other government agencies including advice on cabinet submissions and legislation.</i>	
03.02.01	Records documenting the provision of advice on Government procedures in relation to the machinery of government to the Governor, Premier, Cabinet, Executive Council and government agencies and authorities on significant public issues. Includes: <ul style="list-style-type: none"> <li>• Briefing notes</li> <li>• Minutes</li> <li>• Reports</li> <li>• Correspondence</li> </ul>	PERMANENT
03.02.02	Records documenting the provision of advice on Government procedures in relation to the machinery of government to the governor, Premier, Cabinet, Executive Council and government agencies and authorities on issues not described in 03.02.01. Includes advice provided to government agencies in relation to the State Government Communications Policy. Includes: <ul style="list-style-type: none"> <li>• Briefing notes</li> <li>• Minutes</li> <li>• Reports</li> <li>• Correspondence</li> </ul>	TEMPORARY Destroy 7 years after action completed
<b>03.03.00</b>	<b>AGREEMENTS (EXECUTIVE GOVERNMENT MANAGEMENT)</b> The process associated with the establishment, maintenance, review and negotiations of agreements.	
03.03.01	Records documenting the establishment, maintenance and review of high-level agreements of significance to the State of Tasmania (eg. Green Accord) including final versions of agreements (other than with the Copyright Agency Limited).  <i>See 03.03.02 for agreements that do <u>not</u> proceed.</i>  <i>See 03.03.03 for copyright agreements.</i>	PERMANENT
03.03.02	Records documenting the agreements not covered in 03.03.01 or 03.03.03.	TEMPORARY Destroy 5 years after action completed
03.03.03	Records relating to copyright agreements.	TEMPORARY Destroy 5 years after expiry of agreement.
<b>03.04.00</b>	<b>APPOINTMENTS (EXECUTIVE GOVERNMENT MANAGEMENT)</b> The processes associated with the appointment of a person to a Government position including appointments of Executive Council Clerks and Clerk-Assistants. These can include Heads of Agencies, Executive Council Clerks, Chief Executive Officers and Commissioners, etc.  <i>See 03.07.00 for the sizing statements for government boards.</i>  <i>See DA2157 for individual personnel records.</i>	
03.04.01	Records relating to the appointment or resignation of Heads of Agencies, Executive Council Clerks, CEOs of Government Business Enterprises, Magistrates and CEOs of State Owned Companies.	PERMANENT



03.04.02	Records relating to notification or approvals to act as Head of Agencies, Executive Council clerks, CEOs of Government Business Enterprises, Magistrates and CEOs of State owned companies.	TEMPORARY Destroy 5 years after action completed.
<b>03.05.00</b>	<b>ARRANGEMENTS (EXECUTIVE GOVERNMENT MANAGEMENT)</b> The activities involved in the protocol arrangements for international travel and the Gift Register.  <i>See DA2157 for all other arrangements</i>  <i>See 03.06.02 for approvals of overseas travel</i>	
03.05.01	Records relating to the protocol requirements for international travel.	TEMPORARY Destroy 10 years after protocol superseded.
03.05.02	Gift Register, includes the authorised disposition of items.	TEMPORARY Destroy 10 years after action completed
<b>03.06.00</b>	<b>AUTHORISATION (EXECUTIVE GOVERNMENT MANAGEMENT)</b> The process of seeking and granting permission to undertake a requested action. Includes authorisations under the State Service Act where the Premier is holder of the authority under the Act, the approval of overseas travel, sizing statements for government boards and endorsement of Agency publications. Also includes requests for exemptions from and judgements on the use of the guidelines in the State Government Communications Policy by State Government Agencies.	
03.06.01	Records containing notifications of, and conditions of, delegations.  <i>See DA2157 for Financial Delegations.</i>	TEMPORARY Destroy 15 years after expiry of delegation.
03.06.02	Records seeking approval for overseas travel.	TEMPORARY Destroy 10 years after action completed.
03.06.03	Records documenting the seeking of approval for provisions under the State Service Act including responses, where the Premier is the holder of the Authority under the Act. Includes the following: <ul style="list-style-type: none"> <li>• Appoint, transfer and terminate the appointment of Senior Executives.</li> <li>• Impose sanctions for breaches of the Code of Conduct</li> <li>• Appoint, transfer, promote or terminate a permanent employee</li> <li>• Appoint or terminate a fixed term employee</li> <li>• Take action in relation to an employee who is found to be unable to efficiently and effectively perform the duties assigned to the employee.</li> </ul>	TEMPORARY Destroy 5 years after action completed
03.06.04	Records documenting the seeking of approval for private plates to be fitted to government vehicles, where the vehicle is not part of a Senior Executive entitlement, e.g. Group Home vehicles, some Government inspectors and health workers.	TEMPORARY Destroy 10 years after action completed.
03.06.05	Records documenting requests from officers for permission to use their private-plated vehicles on holiday travel interstate.	TEMPORARY Destroy 2 after action completed.
03.06.06	Records requesting exemptions from the use of guidelines issued in the State Government Communications Policy including the use of the State Government logo, includes approvals and rejections.	TEMPORARY Destroy 7 years after action completed.

<b>03.07.00</b>	<b>BOARD ADMINISTRATION (EXECUTIVE GOVERNMENT MANAGEMENT)</b> The activities associated with the preparation of sizing statements and the development of, procedures for the preparation of sizing statements. Also includes the maintenance of membership details of government's boards and authorities.  <i>See 03.04.00 for the appointment of Heads of Agencies including GBEs and SOCs.</i>	
03.07.01	Copies of final version of sizing statements prepared by the Agency for Government boards.	PERMANENT
03.07.02	Records relating to the preparation of sizing statements including requests from agencies.	TEMPORARY Destroy 7 years after action completed.
03.07.03	Records relating to the development of procedures for the preparation of a sizing statement for Government boards.	TEMPORARY Destroy 7 years after procedures superseded
<b>03.08.00</b>	<b>COMMITTEES (EXECUTIVE GOVERNMENT MANAGEMENT)</b> The activities associated with the management of committees and task forces (internal and external, private, local, state, Commonwealth, etc.) relating to the Executive Government Management function. Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes, reports, agendas, etc.	
03.08.01	Records of internal committees and external committees with the responsibility of making major policy and planning decisions where the Agency has the administrative role in the area of Executive Government Management. Includes the Heads of Agency and Public Sector Wage Agreement committees. These may include: <ul style="list-style-type: none"> <li>• Documents establishing the committee</li> <li>• Documents appointing members</li> <li>• Final versions of minutes</li> <li>• Agenda papers</li> <li>• Reports presented to the committee</li> <li>• Submissions presented to the committee</li> </ul>	PERMANENT
03.08.02	Records of internal and external committees where the Agency has had the administrative role that are not described in 03.08.01. May include: <ul style="list-style-type: none"> <li>• Documents establishing the committee</li> <li>• Documents appointing members</li> <li>• Final versions of minutes</li> <li>• Agenda papers</li> <li>• Reports and submissions presented to committees.</li> </ul>	TEMPORARY Destroy 7 years after action completed
03.08.03	Records of external committees where the Agency does <u>not</u> have the administrative role. These may include: <ul style="list-style-type: none"> <li>• Copies of minutes</li> <li>• Agenda papers</li> <li>• Copies of reports and submissions presented to the committee</li> </ul>	TEMPORARY Destroy 2 years after action completed
03.08.04	Records documenting the conduct and administration of committees.	TEMPORARY Destroy when reference ceases.

<b>03.09.00</b>	<b>COMMUNITY EVENTS (EXECUTIVE GOVERNMENT MANAGEMENT)</b> The activities associated with government participation in, or the provision of, non-financial support for community events and activities. Includes agricultural shows, sporting events and exhibitions.  <i>See 02.09.00 for financial assistance provided for community events.</i>  <i>See 03.12.00 for organising and managing an official or formal government event.</i>  <i>See Da2158 for invitations to events.</i>	
03.09.01	Records relating to the administrative arrangements for Government displays at agricultural shows, sporting events or exhibitions and the provision of souvenirs, provision of transport to events, etc.	TEMPORARY Destroy 5 years after action completed.
<b>03.10.00</b>	<b>CONSTITUTIONAL PROCEDURES (EXECUTIVE GOVERNMENT MANAGEMENT)</b> The procedures associated with the office of the Governor General, Governor of Tasmania and Lieutenant Governor.	
03.10.01	Records documenting the activities associated with the offices of the Governor of Tasmania and Lieutenant Governor which may include the nominations, Royal approvals, details of appointments, resignations.	PERMANENT
03.10.02	Records documenting the activities associated with notifications of appointments and resignations of interstate Governors, High Court judges and details of requests for the Governor of Tasmania to act as Governor General.	TEMPORARY Destroy 10 years after action completed.
<b>03.11.00</b>	<b>EMBLEM ADMINISTRATION (EXECUTIVE GOVERNMENT MANAGEMENT)</b> The activities associated with managing Tasmanian State emblems including the Coat of Arms, Floral Emblem, Tasmanian Flag and the use of the Royal Prefix. Includes the protection of emblems and the processing of requests for usage and reproduction. Also includes the provision of Tasmanian Flags to community groups and organisations.  <i>See 03.06.06 for records of applications for use of the State Government logo</i>	
03.11.01	Records documenting the management of Tasmanian Emblems, the Tasmanian Coat of Arms and the Royal Prefix.	PERMANENT
03.11.02	Records documenting approvals to use the Tasmanian Coat of Arms when permission is of a permanent nature.	PERMANENT
03.11.03	Records documenting requests for use of the Coat of Arms and State emblems on clothing or clothing accessories, publications, websites, etc., including one-off use and refusals for use of Coat of Arms.	TEMPORARY Destroy 10 years after action completed
03.11.04	Records documenting requests for Tasmanian or Australian Flags for Community organisations.	TEMPORARY Destroy 5 years after action completed.

<b>03.12.00</b>	<b>EVENTS (EXECUTIVE GOVERNMENT MANAGEMENT)</b> The process of organising and managing official or formal government events including venue arrangements, catering, gifts, guest lists, invitations, presentation packages and protocol. Includes all state receptions, state funerals, state civic functions and ceremonies and festivities to honour particular events including award ceremonies.  <i>See 03.27.00 for official visits</i>  <i>See 03.09.00 for government participation in, or non-financial support for community events and activities.</i>  <i>See 03.13.00 for arranging and sending congratulatory messages.</i>	
03.12.01	Significant documentation for major state receptions, ceremonies and celebrations including a copy of the invitation, guest lists, a copy of the menu, e.g., State farewell for the Governor, State receptions for the Danish Royals.	PERMANENT
03.12.02	Significant documentation relating to major community events organised by the Department of Premier and Cabinet for Government, communities or community organisations (such as the Centenary of Federation and Bicentenary of the State) including funding details, development and approval of events, merchandising, badging and official patrons programs.  <i>See 03.12.04 for State Funerals</i>	PERMANENT
03.12.03	Records documenting administrative arrangements for events and all records for events <u>not</u> mentioned in 03.12.01 and 03.12.02.	TEMPORARY Destroy 2 years after action completed.
03.12.04	Records relating to State Memorial Services, State Funerals or funerals of State significance.	PERMANENT
<b>03.13.00</b>	<b>GREETINGS (EXECUTIVE GOVERNMENT MANAGEMENT)</b> The activities associated with preparing and sending letters of appreciation, congratulatory messages to mark significant anniversaries and events or condolences.	
03.13.01	Routine letters of appreciation or condolences.	TEMPORARY Destroy 5 years after action completed.
03.13.02	Records relating to arranging and sending congratulatory messages to mark significant anniversaries and events.	TEMPORARY Destroy 11 years after last action.
03.13.03	Records documenting letters of appreciation or condolences relating to significant people or events eg. Death of the Queen Mother, marriage of the Prince of Wales.	TEMPORARY Destroy 25 years after action completed
<b>03.14.00</b>	<b>HONOURS AND AWARDS (EXECUTIVE GOVERNMENT MANAGEMENT)</b> The activities associated with the provision of advice relating to eligibility for honours and awards and the coordination of nominations for honours and awards. Includes Australian Honours, State Service Awards and bravery awards.  <i>See 03.12.00 for the organisation of award ceremonies.</i>  <i>See DA2157 for agency 25 year and 30 year service awards.</i>	
03.14.01	Nominations and supporting documentation for honours, major state or national awards and bravery awards.	PERMANENT
03.14.02	Records relating to minor awards granted by an industrial, social or professional body including copies of nominations and supporting documentation.  <i>See 02.11.01 for awards from specific community groups.</i>	TEMPORARY Destroy 5 years after action completed

03.14.03	Records relating to the 40 year State Service awards presented by the Premier.	TEMPORARY Destroy 10 years after action completed.
<b>03.15.00</b>	<b>INQUIRIES (EXECUTIVE GOVERNMENT MANAGEMENT)</b> The activities related to the Agency's role in specialist inquiries conducted at the request of the Premier, Cabinet or other members of Parliament.  <i>See 10.00.00 for external 02.01.00 etc. (add see references as required)</i>  <i>See 03.22.00 for general correspondence commenting on Inquiries.</i>	
03.15.01	Records documenting the establishment of specialist inquiries carried out by the Agency including appointments to the enquiry, final reports and findings, eg. Child Abuse Inquiry, Stolen Generation Compensation Inquiry.	PERMANENT
03.15.02	Correspondence to the Premier or responsible Minister commenting on the outcome of specialist inquiries, including: <ul style="list-style-type: none"> <li>• Comments on amount of compensation paid</li> <li>• Timelines of inquiry</li> <li>• Further details of applications to inquiry.</li> </ul>	TEMPORARY Destroy 10 years after action complete.
03.15.03	Records documenting the conduct and administration of Inquiries.	TEMPORARY Destroy when reference ceases.
<b>03.16.00</b>	<b>MEETINGS (EXECUTIVE GOVERNMENT MANAGEMENT)</b> The activities associated with ad hoc gatherings held to formulate, discuss, update or resolve issues and matters pertaining to the Executive Government Management function. Includes arrangements, agendas, taking of minutes, etc.  <i>See DA2157 for committees dealing with senior management development of agency policy and agency corporate planning.</i>  <i>See 03.08.00 for committees including Heads of Agency and Public Sector Wages Agreement Group.</i>	
03.16.01	Agenda, minutes and supporting documentation of meetings.	TEMPORARY Destroy 2 years after action completed.
<b>03.17.00</b>	<b>PARLIAMENTARY PROCEDURES (EXECUTIVE GOVERNMENT MANAGEMENT)</b> The activities associated with development of operating procedures for the Tasmanian Parliament including Ministerial Handbook, remuneration and entitlements for Members of Parliament. Includes information from other Australian Governments on the operations of their parliaments, eg: notification of elections, details of new ministries.	
03.17.01	Records documenting the development of operating procedures for the Tasmanian Parliament which could include the following: <ul style="list-style-type: none"> <li>• Parliamentary Code of Ethics</li> <li>• Ministerial Handbook</li> <li>• Dealings with Cabinet.</li> </ul> <i>See DA2157 for master copies of the Ministerial Handbook.</i>	TEMPORARY Destroy 10 years after superseded
03.17.02	Records documenting the operations of the Tasmanian Parliament which may include: <ul style="list-style-type: none"> <li>• Notice of motions</li> <li>• Opening of Parliament</li> <li>• Requests for pairs</li> <li>• Tabling of papers</li> <li>• Sitting schedule</li> <li>• Parliamentary questions.</li> </ul>	TEMPORARY Destroy when reference ceases.

03.17.03	Records documenting the operations of other Australian Parliaments, which may include notification of Federal and interstate elections.	TEMPORARY Destroy when reference ceases
<b>03.18.00</b>	<b>POLICY (EXECUTIVE GOVERNMENT MANAGEMENT)</b> The activities associated with developing and establishing policy decisions relating to the Executive Government Management function.  <i>See 10.00.00 for the development and coordination of strategic and whole-of-government policies and reviewing policy proposals from other government agencies.</i>	
03.18.01	Records illustrating the development of policy and documenting policy decisions and the establishment of precedents.	PERMANENT
<b>03.19.00</b>	<b>PROCEDURES (EXECUTIVE GOVERNMENT MANAGEMENT)</b> Standard methods of operating laid down by an organisation according to formulated policy.	
03.19.01	Records documenting the development of procedures and final versions of manuals and instructions relating to the Executive Government Management function.	TEMPORARY Destroy 7 years after superseded.
<b>03.20.00</b>	<b>PUBLIC REACTION (EXECUTIVE GOVERNMENT MANAGEMENT)</b> The process of handling correspondence from the public to the Premier concerning reactions to, or comments on, specific government initiatives.  <i>See 03.22.00 for preparing responses to correspondence from the public on general issues not related to specific Government initiatives.</i>	
03.20.01	Records documenting public reaction to government policies, initiatives and/or projects.	TEMPORARY Destroy 10 years after action completed.
<b>03.21.00</b>	<b>REPORTING (EXECUTIVE GOVERNMENT MANAGEMENT)</b> The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirements of corporate policies), and to provide formal statements or findings of the results of the examination or investigation in relation to travel returns.  <i>See DA2157 for final version of annual reports.</i>  <i>See 10.18.00 for Strategic Policy and Advice reporting.</i>	
03.21.01	Final versions of formal internal and external reports prepared by or for the Agency relating to returns of overseas travel.	TEMPORARY Destroy 5 years after action completed.
<b>03.22.00</b>	<b>REPRESENTATIONS (EXECUTIVE GOVERNMENT MANAGEMENT)</b> The process of preparing responses to correspondence addressed to the Premier from the public of a general nature i.e., not related to specific government initiatives including requests for meetings with the Premier. Includes redirection to another Minister or Agency for action.  <i>See 03.20.00 for complaints or comments relating to government policies.</i>	
03.22.01	Records documenting the replies to the public's correspondence including copies of redirections to another Minister or Agency.	TEMPORARY Destroy 7 years after action completed
03.22.02	Records documenting requests from individuals and organisations to meet with the Premier to discuss specific issues.	TEMPORARY Destroy 7 years after action completed

<b>03.23.00</b>	<b>REPRESENTATIVES (EXECUTIVE GOVERNMENT MANAGEMENT)</b> The activities associated with the nomination, appointment or resignation of individuals or groups of personnel.	
03.23.01	Records documenting the nomination, appointment and resignation or termination of overseas and diplomatic representatives.	TEMPORARY Destroy 5 years after action completed
<b>03.24.00</b>	<b>REVIEWS (EXECUTIVE GOVERNMENT MANAGEMENT)</b> The activities involved in re-evaluating or re-examining products, processes, procedures, standards and systems. Includes recommendations and advice resulting from these activities.	
03.24.01	Records documenting major reviews which have a significant impact on the State.	PERMANENT
03.24.02	Records documenting reviews of Government Programs and Operations <u>not</u> described in 03.24.01.	TEMPORARY Destroy 10 years after action completed
<b>03.25.00</b>	<b>SUGGESTIONS (EXECUTIVE GOVERNMENT MANAGEMENT)</b> General suggestions from the public on how to improve the services and processes of the State Government.  <i>See 03.20.00 for reactions from the public on Government initiatives.</i>  <i>See 03.22.00 for complaints or congratulations from the public on general issues.</i>	
03.25.01	Records documenting suggestions received and associated correspondence including responses.	TEMPORARY Destroy 5 years after action completed.
<b>03.26.00</b>	<b>TRAVEL (EXECUTIVE GOVERNMENT MANAGEMENT)</b> Arrangements for travel undertaken by the Premier including travel undertaken by delegated officers or the Premier for the purpose of Trade Missions.	
03.26.01	Routine correspondence including notification of travel and attendance and letters of thanks in relation to the Premier's travel.  <i>See 03.27.02 for trade missions visits by diplomatic representatives, Heads of Government or high level officials.</i>	TEMPORARY Destroy when reference ceases.
03.26.02	Records relating to travel for the purpose of Trade Missions including notification of travel, attendance and letters of thanks.	TEMPORARY Destroy 10 years after action completed.
<b>03.27.00</b>	<b>VISITS (EXECUTIVE GOVERNMENT MANAGEMENT)</b> The activities involved in arranging high level official visits including Papal, Royal, Heads of State, Heads of Government and diplomatic representatives. Includes security arrangements for visiting officials.	
03.27.01	Arrangements for visits by VIPs e.g. Royal, Papal, Heads of State and Heads of Government.	PERMANENT
03.27.02	Arrangements for visits from diplomatic representative including security arrangements for official visits, e.g. ambassadors.	TEMPORARY Destroy 10 years after action completed.
03.27.03	Proposed visits by members of the Royal Family, the Pope, Heads of State or Government or diplomatic representatives that do not eventuate.	TEMPORARY Destroy 10 years after action completed.

03.27.04	Notification of ships that will be visiting Tasmanian Ports. Includes military or cruise ships.  <i>See 08.09.03 for records relating to security arrangements for visits by nuclear powered ships.</i>	TEMPORARY Destroy 5 years after action completed.
<b>04.00.00</b>	<p><b>GOVERNMENT INFORMATION MANAGEMENT</b></p> <p>The function of coordinating the implementation of cross-government policy and initiatives for information management and information systems. Includes the management of whole-of-government projects and inter-government relations regarding information management. Also includes the provision of administrative support for the Inter-Agency Steering Committee.</p> <p><i>See 10.00.00 for developing whole-of-government policies and the management of major policy projects.</i></p>	
<b>04.01.00</b>	<p><b>COMMITTEES (GOVERNMENT INFORMATION MANAGEMENT)</b></p> <p>The activities associated with the management of committees and task forces (internal and external, private, local, state, Commonwealth, etc.) relating to the Government Information Management function. Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes, reports, agendas, etc.</p>	
04.01.01	Records of internal committees and external committees with the responsibility of making major policy and planning decisions where the Agency has the administrative role in the area of Government Information Management. Does not include the Inter-Agency Steering Committee. Records may include: <ul style="list-style-type: none"> <li>• Documents establishing the committee</li> <li>• Documents appointing members</li> <li>• Final versions of minutes</li> <li>• Agenda papers</li> <li>• Reports presented to the committee</li> <li>• Submissions presented to the committee</li> </ul> <i>See 04.01.06 for the Inter Agency Steering Committee</i>	PERMANENT
04.01.02	Records of internal committees and external committees where the Agency has the administrative role that are not described in 04.01.01. Records may include: <ul style="list-style-type: none"> <li>• Copies of minutes</li> <li>• Agenda papers</li> <li>• Reports presented to the committee</li> <li>• Submissions presented to the committee.</li> </ul> <i>See 04.01.04 for submissions made by the agency on significant issues.</i>  <i>See 04.01.06 for records of the Inter Agency Steering Committee</i>	TEMPORARY Destroy 7 years after action completed
04.01.03	Records of external committees where the agency does <u>not</u> have the administrative role. These may include: <ul style="list-style-type: none"> <li>• Copies of minutes</li> <li>• Agenda papers</li> <li>• Copies of reports and submissions presented to the committee.</li> </ul> <i>See 04.01.04 for submissions made by the agency on significant issues.</i>	TEMPORARY Destroy 2 years after action completed
04.01.04	Submissions made by the agency on significant issues to committees described in 04.01.02 or 04.01.03.	PERMANENT



04.01.05	Records documenting the conduct and administration of committees.	TEMPORARY Destroy when reference ceases.
04.01.06	Records of the Inter Agency Steering Committee administered by the Agency. These may include: <ul style="list-style-type: none"> <li>• Documents establishing the committee</li> <li>• Documents appointment members</li> <li>• Final version of minutes</li> <li>• Agenda papers</li> <li>• Copies of reports presented to the committee</li> <li>• Copies of submissions presented to the committee</li> </ul>	PERMANENT
<b>04.02.00</b>	<b>CONTRACTING-OUT (GOVERNMENT INFORMATION MANAGEMENT)</b> The activities involved in arranging, procuring and managing the performance of work or the provision of services by an external contractor or consultant, or by using external bureau services. Sometimes referred to as outsourcing.	
04.02.01	Contracts Register	PERMANENT
04.02.02	Signed contracts under seal and supporting documentation including: <ul style="list-style-type: none"> <li>• Tender submissions</li> <li>• Written offers</li> </ul>	TEMPORARY Destroy 13 years after expiry of contract
04.02.03	Signed contracts and supporting documentation including: <ul style="list-style-type: none"> <li>• Tender submissions</li> <li>• Written offers</li> </ul>	TEMPORARY Destroy 7 years after expiry of contract
04.02.04	Records documenting the management of contracts including: <ul style="list-style-type: none"> <li>• Parameters of consultancy/service</li> <li>• Terms and conditions</li> <li>• Performance and evaluation reports</li> <li>• Meetings with stakeholders</li> </ul>	TEMPORARY Destroy 7 years after action completed
<b>04.03.00</b>	<b>EVALUATION (GOVERNMENT INFORMATION MANAGEMENT)</b> The process of determining the suitability of potential or existing programs, items of equipment, systems or services in relation to meeting the needs of the given situation. Includes ongoing monitoring.	
04.03.01	Records documenting the evaluation of services and systems.	TEMPORARY Destroy 5 years after action completed.
<b>04.04.00</b>	<b>IMPLEMENTATION (GOVERNMENT INFORMATION MANAGEMENT)</b> The activities associated with carrying out or putting into action, plans, policies, procedures or instructions, all of which could be internally or externally driven. Includes manual or automated databases, applications or systems but excludes the installation of equipment. Also includes monitoring to ensure that the implementation goes according to schedule and that standards are met.	
04.04.01	Records documenting the implementation of systems, plans, policies and procedures including project management of the implementation.  <i>See 04.07.00 for the development of plans.</i> <i>See 04.08.00 for the development of policy</i> <i>See 04.09.00 for the development of procedures.</i>	TEMPORARY Destroy 5 years after action completed.

<b>04.05.00</b>	<b>LIAISON (GOVERNMENT INFORMATION MANAGEMENT)</b> The activities associated with maintaining regular general contact between the State and Federal Government, Professional Associations, private sector organisations and community groups.	
04.05.01	Records documenting liaison activities including exchanges of information.	TEMPORARY Destroy 5 years after action completed.
<b>04.06.00</b>	<b>MEETINGS (GOVERNMENT INFORMATION MANAGEMENT)</b> The activities associated with ad hoc gatherings held to formulate, discuss, update or resolve issues and matters pertaining to the Government Information Management function. Includes arrangements, agendas, taking of minutes, etc.  <i>See 04.01.00 for the meetings of committees and task forces.</i>	
04.06.01	Minutes, agendas and supporting documentation of meetings.	TEMPORARY Destroy 2 years after action completed
<b>04.07.00</b>	<b>PLANNING (GOVERNMENT INFORMATION MANAGEMENT)</b> The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.  <i>See DA 2157 for overall planning to achieve corporate objectives.</i>	
04.07.01	Final versions of Government Information Management plans including: <ul style="list-style-type: none"> <li>• Counter disaster plans</li> <li>• Business continuity plans</li> <li>• Security plans</li> </ul>	TEMPORARY Destroy 7 years after plan is superseded
<b>04.08.00</b>	<b>POLICY (GOVERNMENT INFORMATION MANAGEMENT)</b> The activities associated with developing policy decisions relating to the Government Services function.  <i>See 10.00.00 for developing strategic government policies.</i>	
04.08.01	Records illustrating the development of policy and documenting policy decisions and the establishment of precedents.	PERMANENT
<b>04.09.00</b>	<b>PROCEDURES (GOVERNMENT INFORMATION MANAGEMENT)</b> Standard methods of operating laid down by an organisation according to formulated policy. Includes the development co-ordination of whole-of-government procedures.	
04.09.01	Records documenting the development of procedures and the final versions of manuals and instructions relating to the Government Information Management Function.	TEMPORARY Destroy 7 years after superseded.
<b>04.10.00</b>	<b>PROJECTS (GOVERNMENT INFORMATION MANAGEMENT)</b> The process of managing a set of coordinated and controlled activities, undertaken to achieve a set objective and conforming to specific requirements, including time constraints, cost and resources.	
04.10.01	Records documenting the development of better practice Government Information Management projects.	PERMANENT
04.10.02	Records documenting the development of projects that are <u>not</u> described in 04.10.01.	TEMPORARY Destroy 7 years after action completed

<b>04.11.00</b>	<b>RESEARCH (GOVERNMENT INFORMATION MANAGEMENT)</b> The activities involved in investigating or enquiring into a subject or area of interest in order to discover facts, principles, etc. Used to support the development of projects, standards, guidelines, etc., and the business activities of the organisation in general. Includes following up enquiries relating to organisational programs, projects, working papers, literature searches, etc.	
04.11.01	Records documenting research carried out to support the Government Information Management function.  <i>See 04.08.00 for the development of policy.</i>	TEMPORARY Destroy 5 years after action completed.
<b>04.12.00</b>	<b>RISK MANAGEMENT (GOVERNMENT INFORMATION MANAGEMENT)</b> The process involving the identification of risks and the implementation of appropriate practices and procedures which will reduce wastage, and the impact of economic loss arising from an incident.	
04.12.01	Records documenting the identification of risks and the implementation of practices and procedures to reduce the risk.	TEMPORARY Destroy 7 years after action completed.
<b>04.13.00</b>	<b>STANDARDS (GOVERNMENT INFORMATION MANAGEMENT)</b> The process of implementing industry or government benchmarks for services and processes to enhance the quality and efficiency of government. Includes the development and co-ordination of whole-of-government standards.	
04.13.01	Records documenting the implementation of industry, government and Agency standards.	TEMPORARY Destroy 7 years after action completed
04.13.02	Records documenting the development of government and Agency standards.	TEMPORARY Destroy 7 years after issue of new standards
<b>04.14.00</b>	<b>TENDERING (GOVERNMENT INFORMATION MANAGEMENT)</b> The activities involved in receiving and assessing tenders. Includes offers made in writing by one party to another to carry out, at an inclusive price or uniform rate, an order for the supply or purchase of goods or for the production of work.  <i>See 04.02.00 for the process of outsourcing operations or arranging, procuring and managing the provision of service by an external consultant once the tender has been decided.</i>	
04.14.01	Records documenting the development and issue of tender documents and the evaluation of tenders including: <ul style="list-style-type: none"> <li>• Statement of requirements</li> <li>• Request for proposals</li> <li>• Expression of interest</li> <li>• Request for tender (RFT)</li> <li>• Draft contracts</li> <li>• Reports</li> <li>• Public notices.</li> </ul>	TEMPORARY Destroy 7 years after tender process completed.
04.14.02	Records documenting unsuccessful tenders and offers received where the tender process does not proceed.	TEMPORARY Destroy 7 years after contract entered into or action completed.
04.14.03	Tender Registers.	TEMPORARY Destroy 7 years after last entry.

<b>05.00.00</b>	<p><b>GOVERNMENT SERVICES</b></p> <p>The function of providing a range of services within Government to agencies and authorities. Includes representation on behalf of government agencies in Canberra; management of the inter-agency courier service; provision of advice, consultant and quality assurance services to government agencies; maintenance of project management methodologies and support services; provision of project management support; and provision of project advisory and review services to government agencies.</p> <p><i>See 01.00.00 for developing and delivering information communications technologies and computing services to all levels of government in Tasmania.</i></p>	
<b>05.01.00</b>	<p><b>COMMITTEES (GOVERNMENT SERVICES)</b></p> <p>The activities associated with the management of committees and task forces (internal and external, private, local, state, Commonwealth, etc.) relating to the Government Services function. Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes, reports, agendas, etc.</p>	
05.01.01	<p>Records of internal committees and external committees with the responsibility of making major policy and planning decisions where the Agency has the administrative role in the area of Government Services. These may include:</p> <ul style="list-style-type: none"> <li>• documents establishing the committee</li> <li>• documents appointing members</li> <li>• final versions of minutes</li> <li>• agenda papers</li> <li>• reports presented to the committee</li> <li>• submissions presented to the committee</li> </ul>	PERMANENT
05.01.02	<p>Records of internal and external committees where the Agency has the administrative role that are not described in 05.01.01 may include:</p> <ul style="list-style-type: none"> <li>• Documents establishing committee</li> <li>• Documents appointing members</li> <li>• Final version of minutes</li> <li>• Agenda papers</li> <li>• Reports and submissions to committee</li> </ul>	TEMPORARY Destroy 7 years after action completed
05.01.03	<p>Records of external committees where the Agency does <u>not</u> have the administrative role. These may include:</p> <ul style="list-style-type: none"> <li>• Copies of minutes</li> <li>• Agenda papers</li> <li>• Copies of reports presented to the committee</li> <li>• Copies of submissions presented to the committee</li> <li>• Notification of meetings</li> </ul>	TEMPORARY Destroy 2 years after action completed
05.01.04	Records documenting the conduct and administration of committees.	TEMPORARY Destroy when reference ceases.

<b>05.02.00</b>	<b>CONTRACTING-OUT (GOVERNMENT SERVICES)</b> The activities involved in arranging, procuring and managing the performance of work or the provision of services by an external contractor or consultant, or by using external bureau services. Sometimes referred to as outsourcing.  <i>See 05.14.00 for the process of receiving and assessing tenders from potential external consultants for services, prior to the contract agreement.</i>	
05.02.01	Contracts Register	PERMANENT
05.02.02	Signed contracts under seal and supporting documentation including: <ul style="list-style-type: none"> <li>• Tender submissions</li> <li>• Written offers</li> </ul>	TEMPORARY Destroy 13 years after expiry of contract
05.02.03	Signed contracts and supporting documentation including: <ul style="list-style-type: none"> <li>• Tender submissions</li> <li>• Written offers</li> </ul>	TEMPORARY Destroy 7 years after expiry of contract
05.02.04	Records documenting the management of contracts including: <ul style="list-style-type: none"> <li>• Parameters of consultancy/service</li> <li>• Terms and conditions</li> <li>• Performance and evaluation reports</li> <li>• Meetings with stakeholders</li> </ul>	TEMPORARY Destroy 7 years after action completed
<b>05.03.00</b>	<b>DISTRIBUTION (GOVERNMENT SERVICES)</b> The activities associated with disseminating items, correspondence or publications through sales, deliveries or other customer services.	
05.03.01	Records documenting the distribution of mail using the inter-agency courier service.	TEMPORARY Destroy 2 years after action completed.
<b>05.04.00</b>	<b>ENQUIRIES (GOVERNMENT SERVICES)</b> The activities associated with the handling of requests for information about the organisation and its services by the general public or another organisation.	
05.04.01	Records documenting enquiries requesting general information about the Agency and its products and services including: <ul style="list-style-type: none"> <li>• Requests for promotional material</li> <li>• Questionnaires and surveys</li> </ul>	TEMPORARY Destroy 2 years after action completed
<b>05.05.00</b>	<b>IMPLEMENTATION (GOVERNMENT SERVICES)</b> The activities associated with carrying out or putting into action plans, policies procedures or instructions, all of which could be internally or externally driven. Also includes monitoring to ensure that the implementation goes according to schedule and that standards are met.  <i>See 05.13.00 for re-evaluation of the objectives of the plan, procedure, etc., that was implemented.</i>	
05.05.01	Records documenting the implementation of systems, plans, policies and procedures including the project management of implementation.  <i>See 05.07.00 for development of plans</i> <i>See 05.08.00 for development of policy</i> <i>See 05.09.00 for the development of procedures</i>	TEMPORARY Destroy 5 years after action completed

<b>05.06.00</b>	<b>LIAISON (GOVERNMENT SERVICES)</b> The activities associated with maintaining regular general contact between the State and Federal Government, Professional Associations, private sector organisations and community groups.	
05.06.01	Records documenting liaison activities including exchanges of information.	TEMPORARY Destroy 5 years after action completed.
<b>05.07.00</b>	<b>PLANNING (GOVERNMENT SERVICES)</b> The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.  <i>See DA2157 for overall planning to achieve corporate objectives.</i>	
05.07.01	Final versions of Government Services plans including: <ul style="list-style-type: none"> <li>• Counter disaster plans</li> <li>• Business continuity plans</li> <li>• Security plans</li> </ul>	TEMPORARY Destroy 7 years after plan is superseded
<b>05.08.00</b>	<b>POLICY (GOVERNMENT SERVICES)</b> The activities associated with developing policy decisions relating to the Government Services function.  <i>See 10.00.00 for developing strategic government policies.</i>	
05.08.01	Records illustrating the development of policy and documenting policy decisions and the establishment of precedents.	PERMANENT
<b>05.09.00</b>	<b>PROCEDURES (GOVERNMENT SERVICES)</b> Standard methods of operating laid down by an organisation according to formulated policy.	
05.09.01	Records documenting the development of procedures and the final versions of manuals and instructions relating to the Government Services Function.	TEMPORARY Destroy 7 years after superseded
<b>05.10.00</b>	<b>PROJECTS (GOVERNMENT SERVICES)</b> The process of managing a set of coordinated and controlled activities, undertaken to achieve a set of objective and conforming to specific requirements, including time constraints, cost and resources.	
05.10.01	Records documenting the development of Government Service Projects that are intended to promote better practice on a whole-of-government basis.	PERMANENT
<b>05.11.00</b>	<b>REPORTING (GOVERNMENT SERVICES)</b> The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements of findings of the results of the examination or investigations.	
05.11.01	Final versions of formal internal and external reports prepared by or for the Agency.  <i>Note: Reports transferred electronically to STORS</i>	PERMANENT
05.11.02	Statistical information collected by the Agency and forwarded to the Australian Bureau of Statistics including: <ul style="list-style-type: none"> <li>• Copies of returns</li> <li>• Related correspondence</li> </ul>	TEMPORARY Destroy 2 years after action completed
05.11.03	Statistical information collected by or for the Agency that is not described in 05.11.02	TEMPORARY Destroy 2 years after action completed

05.11.04	Records documenting responses to questionnaires and surveys requested by outside organisations.	TEMPORARY Destroy 2 years after action completed.
<b>05.12.00</b>	<b>REPRESENTATIVES (GOVERNMENT SERVICES)</b> The activities associated with the nomination, appointment or resignation of individuals or groups of personnel appointed by the organisation or their co-workers as official representatives to organisations, offices, unions, workers participation committees, councils or groups. Includes organisational legal representatives.	
05.12.01	Records documenting the nomination, appointment, resignation or termination of representatives.	TEMPORARY Destroy 2 years after appointment ceases.
<b>05.13.00</b>	<b>REVIEWS (GOVERNMENT SERVICES)</b> The activities involved in re-evaluating or re-examining products, processes, procedures, standards and systems. Includes recommendations and advice resulting from these activities.	
05.13.01	Records documenting reviews of government programs and operations.	TEMPORARY Destroy 5 years after action completed.
<b>05.14.00</b>	<b>TENDERING (GOVERNMENT SERVICES)</b> The activities involved in receiving and assessing tenders. Includes offers made in writing by one party to another to carry out, at an inclusive price or uniform rate, an order for the supply or purchase of goods or for the production of work.  <i>See 05.02.00 for the process of outsourcing operations or arranging, procuring and managing the provision of service by an external consultant once the tender has been decided.</i>	
05.14.01	Records documenting the development and issue of tender documents and the evaluation of tenders including: <ul style="list-style-type: none"> <li>• Statement of requirements</li> <li>• Request for proposals</li> <li>• Expression of interest</li> <li>• Request for tender (RFT)</li> <li>• Draft contracts</li> <li>• Reports</li> <li>• Public notices</li> </ul>	TEMPORARY Destroy 7 years after tender process completed
05.14.02	Records documenting unsuccessful tenders and offers and tenders received where the tender process does not proceed.	TEMPORARY Destroy 7 years after contract entered into or action completed.
05.14.03	Tender Registers	TEMPORARY Destroy 7 years after last entry.

<b>06.00.00</b>	<b>LEGISLATION DRAFTING</b> The function of drafting proposed new legislation and amendments to existing legislation as required by the Government, Members of Parliament, Government Agencies and Statutory Authorities.  <i>See DA2157 for the design, printing and production of statutes and for the Agency's own legislative initiatives.</i>	
<b>06.01.00</b>	<b>ADVICE (LEGISLATION DRAFTING)</b> The activities associated with offering opinions by the organisation as to an action or judgement. Includes opinions and interpretations relating to legislation.	
06.01.01	Records documenting the provision of advice to the Premier, Government Agencies or Statutory Authorities which influences the subsequent development of legislation.	PERMANENT
06.01.02	Records documenting the provision of advice to the Premier, Government Agencies or Statutory Authorities that is <u>not</u> described in 06.01.01.	TEMPORARY Destroy 7 years after action completed.
<b>06.02.00</b>	<b>COMMITTEES (LEGISLATION DRAFTING)</b> The activities associated with the management of committees and task forces (internal and external, private, local, state, Commonwealth, etc.). Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes, reports, agendas, etc.	
06.02.01	Records of the National Council's Committee including its establishment and membership and copies of the minutes, agenda papers, reports and submissions.	PERMANENT
06.02.02	Records of internal committees and external committees with the responsibility of making major policy and planning decisions in the area of Legislative Drafting where the Agency has the administrative role. These may include: <ul style="list-style-type: none"> <li>• documents establishing the committee</li> <li>• documents appointing members</li> <li>• final versions of minutes</li> <li>• agenda papers</li> <li>• reports presented to the committee</li> <li>• submissions presented to the committee</li> </ul>	PERMANENT
06.02.03	Records of Internal and external committees where the Agency has the administrative role that are not described in 06.02.02.  <i>See 06.02.04 for submissions and final drafts to the Parliamentary Counsels Committee.</i>	TEMPORARY Destroy 7 years after action completed.
06.02.04	Records documenting the conduct and administration of committees including draft development of uniform (Australia wide) legislation which is not adopted by Tasmania.	TEMPORARY Destroy when reference ceases.



<b>06.03.00</b>	<b>DRAFTING (LEGISLATION DRAFTING)</b> The activities associated with drafting proposed new legislation and amendments to existing legislation as required by Government, Members of Parliament, Government Agencies and Statutory Authorities.	
06.03.01	Records documenting the drafting of legislation including amendments and subordinate legislation. Records may include: <ul style="list-style-type: none"> <li>• Submissions and decisions for Cabinet</li> <li>• Instructions from agencies</li> <li>• Correspondence (creation of legislation)</li> <li>• Working draft</li> <li>• Proof of vellum</li> <li>• Final copy</li> </ul>	PERMANENT
<b>06.04.00</b>	<b>ENQUIRIES (LEGISLATION DRAFTING)</b> The activities associated with the handling of requests for information about the organisation and its services by the general public or another organisation.  <i>See 06.01.00 for opinions or advice on legislation</i>	
06.04.01	Records documenting enquiries requesting general information about the division and its products and services includes: <ul style="list-style-type: none"> <li>• Requests for promotional material</li> <li>• Questionnaires and surveys</li> </ul>	TEMPORARY Destroy 2 years after action completed
<b>06.05.00</b>	<b>LEGISLATIVE PROGRAM (LEGISLATION DRAFTING)</b> The activities associated with providing information to the Parliamentary Liaison Officer for the formulation of a program of Bills that the Government requires to be drafted for parliamentary sittings.	
06.05.01	Records documenting the Program of Priorities for Bill preparation.	TEMPORARY Destroy 2 years after action completed
<b>06.06.00</b>	<b>POLICY (LEGISLATION DRAFTING)</b> The activities associated with developing and establishing policy decisions relating to the Legislation Drafting function.  <i>See 10.00.00 for the development and coordination of strategic government policies.</i>	
06.06.01	Records illustrating the development of policy and documenting policy decisions and the establishment of precedents.	PERMANENT
<b>06.07.00</b>	<b>STATUTORY RULES (LEGISLATION DRAFTING)</b> A regulation, rule or by-law made under the authority of an Act by the Governor or by a rule-making authority; a proclamation or notice, or an order-in-council order, or other instrument that fixes the date of commencement of an Act or enactment or that – repeals or amends; or extends, restricts, varies, modifies, or affects the operation of – the provisions, scope or application of an Act or enactment; and an instrument of a legislative character made in the exercise of the prerogative rights of the Crown and having force in this State.	
06.07.01	Original Statutory Rules signed by the Governor or Statutory Authority.	PERMANENT

<b>07.00.00</b>	<p><b>LOCAL GOVERNMENT DEVELOPMENT</b></p> <p>The function of providing policy advice to councils, local government authorities and the public on local government issues and the development and review of a policy and legislative framework for local government in Tasmania. Includes the development and review of legislation; development of partnerships; intergovernmental liaison; monitoring compliance with legislation; reviewing and facilitating the preparation of council by-laws; and provision of secretarial support for the Local Government Board and the Premier's Local Government Council.</p> <p><i>See 10.00.00 for developing strategic government policies and the provision of strategic advice to the Premier and Cabinet.</i></p> <p><i>See DA2247 for business conducted by the Local Government board.</i></p>	
<b>07.01.00</b>	<p><b>ADMINISTRATIVE SUPPORT (LOCAL GOVERNMENT DEVELOPMENT)</b></p> <p>The activities associated with providing administrative support to the Local Government Board.</p> <p><i>See 07.02.00 for the management of committees and task forces.</i></p> <p><i>See DA2247 for records of business conducted by the Local Government Board including proceedings, minutes, reports and agendas and meeting arrangements.</i></p>	
07.01.01	Records received by the Local Government Division for presentation to the Board.	TEMPORARY Destroy 2 years after action completed.
<b>07.02.00</b>	<p><b>COMMITTEES (LOCAL GOVERNMENT DEVELOPMENT)</b></p> <p>The activities associated with the management of committees and task forces (internal and external, private, local, state, Commonwealth, etc.) relating to the Local Government Development function. Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes, reports, agendas, etc.</p> <p><i>See 07.01.00 for support provided to Local Government Board</i></p> <p><i>See DA2247 for records of the Local Government Board.</i></p>	
07.02.01	<p>Records of internal and external committees with the responsibility of making major policy and planning decisions where the Agency has the administrative role in the area of Local Government Development. Does <u>not</u> include the Local Government Board. These may include:</p> <ul style="list-style-type: none"> <li>• Documents establishing the committee</li> <li>• Documents appointing members</li> <li>• Final versions of minutes</li> <li>• Agenda papers</li> <li>• Reports presented to the committee</li> <li>• Submissions presented to the committee</li> </ul>	PERMANENT
07.02.02	<p>Records of internal and external committees where the Agency has the administrative role that are not described in 07.02.01. These may include:</p> <ul style="list-style-type: none"> <li>• Copies of minutes</li> <li>• Agenda papers</li> <li>• Copies of reports presented to the committee</li> <li>• Copies of submissions presented to the committee</li> </ul>	TEMPORARY Destroy 7 years after action completed

07.02.03	Records of external committees where the Agency does not have the administrative role. These may include: <ul style="list-style-type: none"> <li>• Copies of minutes</li> <li>• Agenda papers</li> <li>• Copies of reports and submissions presented to the committee</li> <li>• Notification of meetings.</li> </ul>	TEMPORARY Destroy 5 years after action completed.
07.02.04	Records documenting the conduct and administration of committees.	TEMPORARY Destroy when reference ceases.
<b>07.03.00</b>	<b>COMPLIANCE (LOCAL GOVERNMENT DEVELOPMENT)</b> The activities associated with monitoring the compliance of local government authorities with mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements to which the organisation is subject. Includes monitoring compliance of Council By-Laws and local government authorities elections and Southern Regional Cemetery Trust.  <i>See DA2157 for the Agency's compliance with broad standards and statutory requirements.02.01.00 etc.</i>	
07.03.01	Records documenting Council's Local Government Authorities and the Southern Regional Cemetery Trust's compliance with mandatory or optional standards or with statutory requirements.	TEMPORARY Destroy 7 years after action completed.
<b>07.04.00</b>	<b>CONFERENCES (LOCAL GOVERNMENT DEVELOPMENT)</b> The activities involved in arranging or attending conferences held by the Agency or by other organisations. Includes registration, publicity and reports of participants, etc.  <i>See DA2157 for records of staff training and development and for public conferences and information.</i>	
07.04.01	Records documenting conferences arranged by other organisations including copies of minutes, summaries of proceedings, agenda papers, published papers, reports, promotional material, notices programs and invitations.	TEMPORARY Destroy when references cease.
07.04.02	Records presented by the Agency to conferences arranged by other organisations including submissions, papers and briefings.	PERMANENT
<b>07.05.00</b>	<b>EDUCATION (LOCAL GOVERNMENT DEVELOPMENT)</b> The activities associated with the provision of training and education programs for elected council members, councils and community groups. Includes consultation with Local Government stakeholders.	
07.05.01	Records documenting requests for assistance and responses to arrange times to meet and discuss duties and responsibilities as elected members.	TEMPORARY Destroy 2 years after action completed.
<b>07.06.00</b>	<b>GRIEVANCES (LOCAL GOVERNMENT DEVELOPMENT)</b> The activities associated with the handling, investigation and resolution of grievances relating to individual councils or councillors. Includes handling of and dealing with complaints of offences under the Local Government Act or those arising over a council's performance, including correspondence with Ombudsman Tasmania. Also includes complaints relating to pecuniary interest.  <i>See 07.06.00 for investigations carried out by persons or bodies who have been empowered to inquire and report on a subject.</i>	
07.06.01	Records documenting complaints where the complaint is proven and referred to a Board of Inquiry for investigation including: <ul style="list-style-type: none"> <li>• Notes documenting oral complaints</li> <li>• Notes documenting oral explanation of respondents</li> <li>• Evidence of complaints</li> <li>• Action/outcome of such complaints</li> <li>• Statements and responses made by both the complainant and the respondent.</li> </ul>	PERMANENT

07.06.02	Records of complaints that are proven but are not referred to a Board of Inquiry. <ul style="list-style-type: none"> <li>• Notes documenting oral complaints</li> <li>• Notes documenting oral explanation of respondents</li> <li>• Evidence of complaints</li> <li>• Action/outcome of such complaints</li> <li>• Statements and responses made by both the complainant and the respondents</li> </ul>	TEMPORARY Destroy 7 years after action completed
07.06.03	Records documenting complaints which are unproved, unsubstantiated and/or resolved at an informal level. <ul style="list-style-type: none"> <li>• Notes documenting oral complaints</li> <li>• Notes documenting oral explanation of respondents</li> <li>• Evidence of complaints</li> <li>• Action/outcome of such complaints</li> <li>• Statements and responses made by both the complainant and the respondent.</li> </ul>	TEMPORARY Destroy 5 years after action completed
<b>07.07.00</b>	<b>INQUIRIES (LOCAL GOVERNMENT DEVELOPMENT)</b> The activities associated with carrying out specialist inquiries on Local Government matters by the Agency at the request of the Premier, Cabinet, Local Government Board or other members of Parliament.  <i>See 10.00.00 for external inquiries.</i>  <i>See DA2157 for general enquiries for information</i>	
07.07.01	Records documenting significant inquiries carried out by the Agency, e.g. Board of Inquiry held into a Council.	PERMANENT
07.07.02	Records documenting inquiries carried out by the Agency not described in 07.06.01 e.g. inquiry into Councillors Allowances, inquiries into the conduct of an election.	TEMPORARY Destroy 15 years after action completed
07.07.03	Records documenting the administration of the Inquiry process.	TEMPORARY Destroy 5 years after action completed.
<b>07.08.00</b>	<b>LAND TRANSFERS (LOCAL GOVERNMENT DEVELOPMENT)</b> The activities involved in processing and approving applications for the transfer of land to Councils for the recovery of debts for unpaid rates.	
07.08.01	Records documenting applications for transfer of land to Councils that are referred to the Minister for approval includes documentation for applications that are not approved by the Minister responsible.	PERMANENT
07.08.02	Records documenting applications for transfer of land to Councils that are not referred to the Minister responsible for approval.	TEMPORARY Destroy 7 years after action completed.
<b>07.09.00</b>	<b>LIAISON (LOCAL GOVERNMENT DEVELOPMENT)</b> The activities associated with maintaining regular general contact between the organisation and professional associations and professionals in related fields. Includes membership of professional associations and collaborating on projects that are not joint ventures.  <i>See 10.00.00 for formal advising</i>  <i>See 07.03.00 or 07.09.00 for liaison through committees or meetings.</i>	
07.09.01	Records documenting liaison activities including exchanges of information.	TEMPORARY Destroy 7 years after action completed.

<b>07.10.00</b>	<b>MEETINGS (LOCAL GOVERNMENT DEVELOPMENT)</b> The activities associated with ad hoc gatherings held to formulate, discuss, update or resolve issues and matters pertaining to the Local Government Development function. Includes arrangements, agendas, taking of minutes, etc.  <i>See 07.03.00 for the meetings of committees and task forces.</i>	
07.10.01	Minutes, agendas and supporting documentation of meetings.	TEMPORARY Destroy 5 years after reference ceases.
<b>07.11.00</b>	<b>PARTNERSHIP AGREEMENTS (LOCAL GOVERNMENT DEVELOPMENT)</b> The activities associated with coordinating the development of Partnership Agreements which set out actions and timeframes for a range of social, environmental and economic initiatives between the three spheres of government. Includes bilateral, regional, state wide and tripartite agreements.	
07.11.01	Final versions of Partnership Agreements setting out actions and timeframes for a range of social, environmental and economic issues for local government area.	PERMANENT
07.11.02	Records documenting the establishment, maintenance and review of Partnership Agreements.	TEMPORARY Destroy 5 years after agreement expires.
<b>07.12.00</b>	<b>PERFORMANCE MANAGEMENT (LOCAL GOVERNMENT DEVELOPMENT)</b> The process of development and evaluating Key Performance Indicators for local councils.	
07.12.01	Records documenting the performance management of local councils including determination and evaluation of performance indicators and preparation of performance reports.	TEMPORARY Destroy 2 years after action completed.
07.12.02	Final version of the Key Performance Indicators (KPI) Report.  <i>Note Report electronically transferred to STORS</i>	PERMANENT
<b>07.13.00</b>	<b>POLICY (LOCAL GOVERNMENT DEVELOPMENT)</b> The activities associated with developing and establishing policy decisions relating to the Local Government Development function.  <i>See 10.00.00 for the development and coordination of strategic government policies and for the provision of policy advice to councils and local government authorities.</i>	
07.13.01	Records illustrating the development of policy and documenting policy decisions and the establishment of precedents.	PERMANENT
<b>07.14.00</b>	<b>PUBLIC REACTION (LOCAL GOVERNMENT DEVELOPMENT)</b> The process of handling correspondence addressed to the Minister for Local Government or the Director of Local Government concerning reaction by the public to Government or Agency policies or services. Includes anonymous letters, letters of complaint and letters of congratulations or appreciation received from the public.  <i>See 07.05.00 for the handling, investigation and resolution of grievances relating to individual councils or councillors.</i>  <i>See 03.22.00 for letters addressed to the Premier.</i>	
07.14.01	Records documenting public reaction to government policies and Agency responses.	TEMPORARY Destroy 7 years after action completed.

<b>07.15.00</b>	<b>REGISTRATION (LOCAL GOVERNMENT DEVELOPMENT)</b> A list of entries containing details of prescribed Businesses, Cemeteries and Crematoriums under the <i>Burial and Cremation Act 2002</i> . A prescribed Business is one for the handling, storage or transport of human remains or the preparation of human remains for interment or cremation.	
07.15.01	Registers containing names and/or addresses of Prescribed Business such as: <ul style="list-style-type: none"> <li>• Funeral Directors</li> <li>• Cemeteries</li> <li>• Crematoria</li> </ul>	PERMANENT
<b>07.16.00</b>	<b>REPRESENTATIVES (LOCAL GOVERNMENT DEVELOPMENT)</b> The activities associated with the nomination, appointment or resignation of individuals or groups of personnel appointed by the organisation or their co-workers as official representatives to organisations, offices, unions, workers participation committees, councils or groups. Includes organisational legal representative.	
07.16.01	Records documenting the nomination, appointment and resignation or termination of Government representatives.	TEMPORARY Destroy 5 years after term completed.
<b>08.00.00</b>	<b>SECURITY AND EMERGENCY MANAGEMENT</b> The activities associated with the development, implementation and maintenance of whole-of-government policies and strategies to prevent, prepare for, respond to and recover from emergencies that have a significant impact on the State and its residents arising from acts of terrorism, natural disasters and other incidents. Also includes representation on National Committees and the dissemination of information to relevant organisations and supporting legislative policy and advice.	
<b>08.01.00</b>	<b>ADVICE (SECURITY AND EMERGENCY MANAGEMENT)</b> The activities associated with offering opinions by the organisation as to an action or judgement. Includes the process of advising.	
08.01.01	Records documenting the provision of advice to the Premier, Cabinet, Heads of Agencies, Government Agencies, Non-Government organisations and the private sector on significant security and emergency management issues including: <ul style="list-style-type: none"> <li>• Briefing notes</li> <li>• Minutes</li> <li>• Reports</li> <li>• Correspondence</li> <li>• Source data that is considered significant.</li> </ul>	PERMANENT
08.01.02	Records documenting the provision of advice to Heads of Agencies and Government Agencies on security and emergency management issues <u>not</u> described in 08.01.01 including: <ul style="list-style-type: none"> <li>• Briefing notes</li> <li>• Minutes</li> <li>• Reports</li> <li>• Correspondence</li> <li>• Source data that is not considered necessary to substantiate advice</li> </ul>	TEMPORARY Destroy 7 years after action completed.
<b>08.02.00</b>	<b>AGREEMENTS (SECURITY AND EMERGENCY MANAGEMENT)</b> The process associated with the establishment, maintenance, review and negotiation of agreements including inter-governmental agreements arising out of the Council of Australian Governments (COAG), Australasian Emergency Management Committee and the National Counter-Terrorism Committee.	
08.02.01	Records relating to agreements in the area of Security and Emergency Management such as whole-of-government policy and procedures, inter-agency and inter-government agreements where the agreement involves major commitments, obligations or liabilities for the State Government.	PERMANENT

08.02.02	Records relating to agreements not covered in 08.02.01.	TEMPORARY Destroy 7 years after expiry, completion or termination of agreement.
<b>08.03.00</b>	<b>CIVIL EMERGENCIES (SECURITY AND EMERGENCY MANAGEMENT)</b> The activities associated with the response to emergencies that have a significant impact on the State and its residents arising from acts of terrorism, natural disasters and other incidents.	
08.03.01	Records relating to the response to civil emergencies that have significant impact on the State and its residents, e.g., terrorist attack, bushfires, floods, bridge collapses.	PERMANENT
08.03.02	Routine correspondence, enquiries and provision of routine information about emergency arrangements.	TEMPORARY Destroy 7 years after last action.
<b>08.04.00</b>	<b>COMMITTEES (SECURITY AND EMERGENCY MANAGEMENT)</b> The activities associated with the management of committees and task forces (internal and external, private, local, state, Commonwealth, etc.) including the National Counter Terrorism Committee (NCTC). Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes, reports, agendas, etc.	
08.04.01	Records of internal committees and external committees with the responsibility for making major policy and planning decisions where the Agency has the administrative role in the area of Security and Emergency Management function. These may include: <ul style="list-style-type: none"> <li>• Documents establishing the committee</li> <li>• Documents appointing members</li> <li>• Final versions of minutes</li> <li>• Agenda papers</li> <li>• Reports presented to the committee</li> <li>• Submissions presented to the committee</li> </ul>	PERMANENT
08.04.02	Records of internal and external committees where the Agency has the administrative role that are not described in 08.03.01. These may include: <ul style="list-style-type: none"> <li>• Copies of minutes</li> <li>• Agenda papers</li> <li>• Copies of reports presented to the committee</li> <li>• Copies of submissions presented to the committee</li> </ul>	TEMPORARY Destroy 7 years after action completed
08.04.03	Copies of National Counter Terrorism Committee (NCTC): <ul style="list-style-type: none"> <li>• Handbooks</li> <li>• Procedures</li> <li>• Policies, and</li> <li>• Plans</li> </ul>	TEMPORARY Destroy 15 years after superseded
08.04.04	Administrative correspondence with or relating to the National Counter Terrorism Committee (NCTC)	TEMPORARY Destroy 2 years after superseded
<b>08.05.00</b>	<b>EXERCISES (SECURITY AND EMERGENCY MANAGEMENT)</b> The activities associated with State and interjurisdictional exercises to test the State's preparedness to respond and recover from emergencies arising from acts of terrorism, natural disasters and other incidents.	
08.05.01	Copies of final reports and recommendations prepared by this Agency.  <i>See DA2158 for copies of reports prepared by other agencies.</i>	PERMANENT

08.05.02	Records documenting the conduct of the exercise including: <ul style="list-style-type: none"> <li>• Establishment of exercise</li> <li>• Staffing arrangements</li> <li>• Use and supply of equipment</li> <li>• Draft handbooks</li> <li>• Training documentation</li> <li>• Umpiring of exercises in other jurisdictions</li> <li>• Invitations to participate in exercises</li> </ul>	TEMPORARY Destroy 5 years after exercise completed
<b>08.06.00</b>	<b>INQUIRIES (SECURITY AND EMERGENCY MANAGEMENT)</b> The activities associated with liaising with bodies carrying out inquiries and participating in them. Inquiries are investigations carried out by persons or bodies who have been empowered to inquire and report on a subject such as Coronial, Parliamentary, Productivity and Ombudsman Inquiries and Royal Commissions. Includes the Agency's participation in the inquiry by providing evidence in the form of records, submissions and/or staff.	
08.06.01	Records documenting the development of Tasmanian Government submissions and information supplied to the Inquiry including copies of submissions.	PERMANENT
08.06.02	Information and reports from Inquiries where the Government takes the decision not to implement recommendations.	TEMPORARY Destroy 7 years after action completed
08.06.03	Information and reports distributed from Inquiries where the Government has not made a submission.	TEMPORARY Destroy 2 years after action completed.
<b>08.07.00</b>	<b>LIAISON (SECURITY AND EMERGENCY MANAGEMENT)</b> The activities associated with maintaining regular general contact between the State, Local and Federal Government, Professional Associations, private sector organisations and community groups concerning Security and Emergency Management.  <i>See 03.20.00 for letters to the Premier concerning Government initiatives.</i>  <i>See 03.22.00 for letters to the Premier from the public of a general nature.</i>	
08.07.01	Records documenting liaison activities including exchanges of general information on Security and Emergency Management issues.	TEMPORARY Destroy 5 years after action completed
<b>08.08.00</b>	<b>MEETINGS (SECURITY AND EMERGENCY MANAGEMENT)</b> The activities associated with ad hoc gatherings held to formulate, discuss, update or resolve issues and matters pertaining to the Security and emergency Management function. Includes arrangements, agendas, taking of minutes, etc.	
08.08.01	Minutes, agendas and supporting documentation of meetings.	TEMPORARY Destroy 7 years after action taken.
<b>08.09.00</b>	<b>PLANNING (SECURITY AND EMERGENCY MANAGEMENT)</b> The process of planning for and formulating ways in which objectives can be achieved. The development of Whole-of-Government emergency and security plans for emergencies that have a significant impact on the State and its residents arising from acts of terrorism, natural disasters and other incidents including planning for counter disaster and anti-terrorist exercises.	
08.09.01	Final version of plans formulated to respond to emergencies arising from acts of terrorism, natural disaster or other incidents that have a significant impact on the State and its residents.	PERMANENT
08.09.02	Records relating to the preparation, development and revision of emergency management and disaster recovery plans.	TEMPORARY Destroy 7 years after action completed.



08.09.03	Records relating to security planning and arrangements for visits to Tasmania including visits by nuclear powered ships.  <i>See 03.27.04 for notification of ship visits.</i>	TEMPORARY Destroy 7 years after action completed.
08.09.04	Copies of plans and reports prepared by other organisations or agencies.	TEMPORARY Destroy when reference ceases.
<b>08.10.00</b>	<b>POLICY (SECURITY AND EMERGENCY MANAGEMENT)</b> The activities associated with developing strategic government policies and reviewing and coordinating policy proposals from other government agencies for the Security and Emergency Management function. Also includes monitoring the impact of the Government's policies and programs.	
08.10.01	Records illustrating the development of policy and documenting policy decisions and the establishment of precedents.	PERMANENT
<b>08.11.00</b>	<b>REPORTING (SECURITY AND EMERGENCY MANAGEMENT)</b> The process of preparing reports on the State's response to an emergency arising from acts of terrorism, natural disaster and other incidents.	
08.11.01	Copies of final reports prepared by this Agency on major emergencies, disasters and other incidents.	PERMANENT
08.11.02	Records documenting the development of reports on major emergencies, disasters and other incidents prepared by this Agency on the State's response to a major emergency or disaster.	TEMPORARY Destroy 7 years after action complete
08.11.03	Copies of reports prepared by other agencies.	TEMPORARY Destroy when reference ceases

<b>09.00.00</b>	<b>STATE SERVICE MANAGEMENT</b> The provision of support to the Premier, in his role as Minister administering the State Service Act. Includes the development of policy and provision of advice to Government; the development of Ministerial Directions and Advices, advice on the legislative framework governing employment: provision of advice to government agencies: development and implementation of procedures and guidelines: and the provision of employment programs and management of senior executive arrangements. Also includes the provision of support to the Training Consortium to develop and coordinate training, education and development programs for the State Service.	
<b>09.01.00</b>	<b>AGREEMENTS (STATE SERVICE MANAGEMENT)</b> The processes associated with the establishment, maintenance, review and negotiation of agreement.	
09.01.01	Records documenting the establishment, maintenance and reviews of agreements including final version of agreements.	TEMPORARY Destroy 7 years after end of agreement
<b>09.02.00</b>	<b>APPOINTMENTS (STATE SERVICE MANAGEMENT)</b> The activities associated with the processing of applications for redeployment, senior executive contracts and transfers made by state service agencies.	
09.02.01	Records documenting the appointment of offers to Senior Executive (SE) positions under contract who could return to their substantive position at the end of contract.	TEMPORARY Destroy 7 years after termination of contract
09.02.02	Records documenting the creation, classification, appointment of Senior Executive (SE) positions.	TEMPORARY Destroy 7 years after abolition of the position.
<b>09.03.00</b>	<b>COMMITTEES (STATE SERVICE MANAGEMENT)</b> The activities associated with the management of committees and task forces (internal and external, (private, local, state, Commonwealth, etc.). Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes, reports, agendas, etc.	
09.03.01	Records of internal committees and external committees with the responsibility of making major policy and planning decisions where the Agency has the administrative role in the area of State Service Management. These may include: <ul style="list-style-type: none"> <li>• documents establishing the committee</li> <li>• documents appointing members</li> <li>• final versions of minutes</li> <li>• agenda papers</li> <li>• reports presented to the committee</li> <li>• submissions presented to the committee.</li> </ul>	PERMANENT
09.03.02	Records of internal and external committees where the Agency has the administrative role that are not described in 09.03.01 These may include: <ul style="list-style-type: none"> <li>• copies of minutes</li> <li>• agenda papers</li> <li>• copies of reports presented to the committee</li> <li>• copies of submissions presented to the committee</li> </ul>	TEMPORARY Destroy 7 years after action completed
09.03.03	Records of external committees where the Agency does not have the administrative role. These may include: <ul style="list-style-type: none"> <li>• copies of minutes</li> <li>• agenda papers</li> <li>• copies of reports presented to the committee</li> <li>• copies of submissions presented to the committee.</li> </ul>	TEMPORARY Destroy 2 years after action completed

09.03.04	Records documenting the conduct and administration of committees.	TEMPORARY Destroy when reference ceases
<b>09.04.00</b>	<b>CONTRACTING-OUT (STATE SERVICE MANAGEMENT)</b> The activities involved in arranging, procuring and managing the performance of work or the provision of services by an external contractor or consultant, or by using external bureau services. Sometimes referred to as outsourcing.  <i>See 09.15.00 for the process of receiving and assessing tenders from potential contractors for services prior to the contract agreement.</i>	
09.04.01	Contracts Registers	PERMANENT
09.04.02	Signed contracts under seal and supporting documentation including: <ul style="list-style-type: none"> <li>• Tender submissions</li> <li>• Written offers</li> </ul>	TEMPORARY Destroy 13 years after expiry of contract
09.04.03	Signed contracts and supporting documentation including: <ul style="list-style-type: none"> <li>• Tender submissions</li> <li>• Written offers</li> </ul>	TEMPORARY Destroy 7 years after expiry of contract.
09.04.04	Records documenting the management of course provider contracts including: <ul style="list-style-type: none"> <li>• Parameters of consultancy/service</li> <li>• Terms and conditions</li> <li>• Performance and evaluation reports</li> <li>• Meetings with stakeholders.</li> </ul>	TEMPORARY Destroy 7 years after action completed.
<b>09.05.00</b>	<b>DELEGATIONS (STATE SERVICE MANAGEMENT)</b> The process of seeking and granting permission to undertake a requested action.	
09.05.01	Records documenting Ministerial delegations of power by the Premier or Ministers to the Heads of Agencies.	TEMPORARY Destroy 15 years after expiry or revocation of delegation.
<b>09.06.00</b>	<b>LIAISON (STATE SERVICE MANAGEMENT)</b> The activities associated with maintaining regular general contact between the State and Federal Government, Professional Associations, private sector organisations and community groups.	
09.06.01	Records documenting liaison activities including exchanges of information.	TEMPORARY Destroy 5 years after action completed.
<b>09.07.00</b>	<b>MEETINGS (STATE SERVICE MANAGEMENT)</b> The activities associated with ad hoc gatherings held to formulate, discuss, update or resolve issues and matters pertaining to the State Service Management function. Includes arrangements, agendas, taking of minutes, etc. Excludes meetings of committees, task forces, etc.  <i>See 09.03.00 for committees</i>	
09.07.01	Minutes, agendas and supporting documentation of meetings.  <i>See 09.08.00 for the outcome of meetings that generate policy.</i>	TEMPORARY Destroy 2 years after action completed.

<b>09.08.00</b>	<b>POLICY (STATE SERVICE MANAGEMENT)</b> The activities associated with developing and establishing policy decisions relating to the State Service Management function.  <i>See 10.00.00 for the development and coordination of strategic and whole-of-government policies and reviewing policy proposals from other government agencies.</i>	
09.08.01	Records illustrating the development of policy and documenting policy decisions and the establishment of precedents.	PERMANENT
<b>09.09.00</b>	<b>PROCEDURES (STATE SERVICE MANAGEMENT)</b> Standard methods of operating laid down by an organisation according to formulated policy. Includes holiday approvals (Burnie show etc.) and Ministerial directions.	
09.09.01	Records documenting Ministerial Directions.	PERMANENT
09.09.02	Records documenting the amendment to Statutory Holidays under the <i>State Service Act (Section 53(3))</i> , e.g. Devonport Cup Holiday	TEMPORARY Destroy 7 years after action completed.
<b>09.10.00</b>	<b>PROGRAMS (STATE SERVICE MANAGEMENT)</b> The process of managing a set of procedures, activities, resources, related projects and/or management strategies that is usually ongoing.	
09.10.01	Records documenting the development of significant programs for the State Service eg: <ul style="list-style-type: none"> <li>• Mature Age Workers Program</li> <li>• State Service Work Placement Program</li> <li>• Employment of Persons with Disabilities in the State Service</li> <li>• State Service Renewal Program</li> <li>• Public Sector Management Program</li> </ul>	PERMANENT
09.10.02	Records documenting the development of programs not described in 09.10.01.	TEMPORARY Destroy 7 years after action completed.
09.10.03	Records documenting programs administered by the Agency but developed by other agencies.	TEMPORARY Destroy 7 years after program expires
09.10.04	Records documenting programs developed by external agencies where the Agency is <u>not</u> responsible for the administration of the program.	TEMPORARY Destroy 7 years after program expires.
<b>09.11.00</b>	<b>RECRUITMENT PROGRAMS (STATE SERVICE MANAGEMENT)</b> The activities associated with the development and implementation of recruitment programs for the State Service. Includes notification of State Service vacancies.	
09.11.01	Records documenting the development and implementation of State Service recruitment programs.	TEMPORARY Destroy 7 years after end of program
09.11.02	Notification of State Service vacancies.	TEMPORARY Destroy 2 years after action completed.

<b>09.12.00</b>	<b>REPORTING (STATE SERVICE MANAGEMENT)</b> The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of the results of the examination or investigation.	
09.12.01	Statistical information collected by the Agency and forwarded to the Australian Bureau of Statistics including: <ul style="list-style-type: none"> <li>• Copies of returns</li> <li>• Related correspondence</li> </ul>	TEMPORARY Destroy 2 years after action completed
09.12.02	Final versions of formal internal and external reports by or for the Agency.  <i>See DA2157 for final version of Annual Reports.</i>  <i>Note: Report transferred electronically to STORS</i>	PERMANENT
09.12.03	Statistical information collected by or for the Agency relating to major activities relating to the State Service that is not described in 09.12.01.	TEMPORARY Destroy 7 years after action completed.
09.12.04	Records documenting responses to questionnaires and surveys requested by outside organisations.	TEMPORARY Destroy 2 years after action completed
<b>09.13.00</b>	<b>REPRESENTATIVES (STATE SERVICE MANAGEMENT)</b> The activities associated with the nomination, appointment or resignation of individuals or groups of personnel appointed by the organisation or their co-workers as official representatives to organisations, offices, unions, workers participation committees, councils or groups. Includes organisational legal representatives.	
09.13.01	Records documenting the nomination, appointment and resignation or termination of representatives.	TEMPORARY Destroy 2 years after appointment ceases.
<b>09.14.00</b>	<b>STANDARDS (STATE SERVICE MANAGEMENT)</b> The process of implementing industry or government benchmarks for services and processes to enhance the quality and efficiency of government. Includes the development and co-ordination of whole-of-government standards including classification standards and position descriptions.	
09.14.01	Records documenting the implementation of industry, government and Agency standards.	TEMPORARY Destroy 7 years after action completed.
09.14.02	Records documenting the development and co-ordination of whole-of-government classification standards.	PERMANENT
09.14.03	Records documenting the development and co-ordination of position descriptions in conjunction with other State Government agencies.	TEMPORARY Destroy 7 years after action completed.

<b>09.15.00</b>	<b>TENDERING (STATE SERVICE MANAGEMENT)</b> The activities involved in receiving and assessing tenders. Includes offers made in writing by one party to another to carry out an inclusive price or uniform rate, an order for the supply or purchase of goods, or for the production of work.  <i>See 09.04.00 for the process of outsourcing operations or arranging, procuring and managing the provision of service by an external consultant once the tender has been decided.</i>	
<b>09.15.01</b>	Records documenting the development and issue of tender documents and the evaluation of tenders including: <ul style="list-style-type: none"> <li>• Statement of requirements</li> <li>• Request for proposals</li> <li>• Expression of interest</li> <li>• Request for tender (RFT)</li> <li>• Draft contracts</li> <li>• Reports</li> <li>• Public notices.</li> </ul>	TEMPORARY Destroy 7 years after tender process completed.
<b>09.15.02</b>	Records documenting the unsuccessful tenders and offers and tenders received where the tender process does not proceed.	TEMPORARY Destroy 7 years after contract entered into or action completed.
<b>09.15.03</b>	Tender Register	TEMPORARY Destroy 7 years after last entry.
<b>09.16.00</b>	<b>TRAINING PROGRAMS (STATE SERVICE MANAGEMENT)</b> The activities associated with the development and coordination of training programs and events for the State Service.  <i>See 09.14.00 for Agreement Contracts with course providers</i>	
<b>09.16.01</b>	Records documenting content, attendance and financing of training programs. These may include: <ul style="list-style-type: none"> <li>• Training plans</li> <li>• Lists of attendees</li> </ul>	TEMPORARY Destroy 7 years after action completed.
<b>09.16.02</b>	Records documenting administrative arrangements (other than those described in 09.16.01) for training programs (internal and external) including: <ul style="list-style-type: none"> <li>• Notifications</li> <li>• Registration forms</li> <li>• Applications for attendance</li> <li>• Confirmations</li> <li>• Evaluations</li> </ul>	TEMPORARY Destroy 2 years after course completed
<b>09.16.03</b>	Final versions of training material used in training programs for the Agency, other government agencies or communities including: <ul style="list-style-type: none"> <li>• Programs</li> <li>• Course notes</li> <li>• Hand-outs</li> <li>• Power point presentations</li> <li>• Slides</li> <li>• Films</li> <li>• Cassettes</li> <li>• Videos.</li> </ul>	TEMPORARY Destroy when material is superseded or course is no longer delivered

<b>10.00.00</b>	<p><b>STRATEGIC POLICY AND ADVICE</b></p> <p>The function of providing assistance to the Premier and Cabinet in the development of a balance between the social, economic, financial and political aims of the Government through high quality policy support including research, coordination, analysis and strategic advice by</p> <ul style="list-style-type: none"> <li>• Development, coordination and the articulation of strategic policy;</li> <li>• Critical analysis of policy and over-view of implementation of specific Government policies, and</li> <li>• Coordination of State-wide positions in regard to Commonwealth-State negotiations.</li> </ul> <p>Includes the management of critical issues and major policy projects, which require a whole of government perspective and which are critical to the Government's policy agenda.</p>	
<b>10.01.00</b>	<p><b>ADVICE (STRATEGIC POLICY AND ADVICE)</b></p> <p>The activities associated with offering opinions and advice to the Premier, Ministers and Cabinet or other government agencies, councils and local government authorities, external organisations and the community as to an action or judgement.</p> <p><i>See 03.02.00 for the provision of advice on the procedural processes relating to the machinery of government to the Governor, Premier, and government agencies and authorities.</i></p> <p><i>See 10.05.00 for seeking of advice or opinions from government agencies, councils and local government authorities, external organisations and the community.</i></p> <p><i>See DA2157 for cabinet submissions prepared by other agencies and for legislation.</i></p>	
10.01.01	<p>Records documenting the provision of advice to the Premier, Cabinet and other Government agencies on significant public issues. Includes:</p> <ul style="list-style-type: none"> <li>• Briefing notes</li> <li>• Minutes</li> <li>• Reports</li> <li>• Correspondence</li> <li>• Source data that is considered necessary to substantiate advice.</li> </ul>	PERMANENT
10.01.02	<p>Records documenting the provision of advice to the Premier, Cabinet and other Government agencies on public issues not described in 10.01.01. Includes:</p> <ul style="list-style-type: none"> <li>• Briefing notes</li> <li>• Minutes</li> <li>• Reports</li> <li>• Correspondence</li> <li>• Source data that is considered necessary to substantiate advice.</li> </ul>	TEMPORARY Destroy 7 years after action completed.
10.01.03	Source data that is <u>not</u> considered necessary to substantiate advice.	TEMPORARY Destroy when reference ceases
<b>10.02.00</b>	<p><b>AGREEMENTS (STRATEGIC POLICY AND ADVICE)</b></p> <p>The processes associated with the establishment, maintenance, review and negotiation of agreements.</p>	
10.02.01	Records documenting the establishment, maintenance and review of agreements including final versions of agreements, between the Commonwealth, State and Local Governments.	PERMANENT
10.02.02	Records documenting agreements where the Tasmanian Government does not participate in the negotiations.	TEMPORARY Destroy 7 years after the agreement expires.

<b>10.03.00</b>	<p><b>COMMITTEES (STRATEGIC POLICY AND ADVICE)</b></p> <p>The activities associated with the management of committees and task forces (internal and external, private, local, state, Commonwealth etc.). Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes, reports, agendas etc.</p> <p><i>See 10.12.00 for forums and the meetings of individuals and groups that are not considered committees.</i></p> <p><i>See 10.09.00 for Council of Australian Government (COAG), Ministerial Councils and Senior Official's committees</i></p>	
10.03.01	<p>Records of internal committees and external committees with the responsibility for making major policy and planning decisions in the area of Strategic Policy and Advice where the Agency has the administrative role. These may include:</p> <ul style="list-style-type: none"> <li>• documents establishing the committee</li> <li>• documents appointing members</li> <li>• final versions of minutes</li> <li>• agenda papers</li> <li>• reports presented to the committee</li> <li>• submissions presented to the committee</li> </ul>	PERMANENT
10.03.02	<p>Records of internal and external committees where the Agency has the administrative role that are not described in 10.03.01</p> <p>These may include:</p> <ul style="list-style-type: none"> <li>• copies of minutes</li> <li>• agenda papers</li> <li>• copies of reports presented to the committee</li> <li>• copies of submissions presented to the committee</li> </ul>	TEMPORARY Destroy 7 years after action completed.
10.03.03	<p>Records of external committees where the Agency does not have the administrative role. These may include:</p> <ul style="list-style-type: none"> <li>• copies of minutes</li> <li>• agenda papers</li> <li>• copies of reports presented to the committee</li> <li>• copies of submissions presented to the committee</li> </ul>	TEMPORARY Destroy 2 years after action completed.
10.03.04	Records documenting the conduct and administration of committees.	TEMPORARY Destroy when reference ceases.
<b>10.04.00</b>	<p><b>CONFERENCES (STRATEGIC POLICY AND ADVICE)</b></p> <p>The activities involved in arranging or attending conferences held by the Agency or by other organisations. Includes registration, publicity and reports of participation, etc.</p> <p><i>See 10.03.00 for working parties etc. arising from conferences.</i></p> <p><i>See 10.09.00 for Council of Australian Governments (COAG)</i></p> <p><i>See DA2157 for records of staff training and development and conference.</i></p>	
10.04.01	Records documenting conferences arranged by other organisations including copies of minutes, summaries of proceedings, agenda papers, published papers, reports, promotional material, notices programs and invitations.	TEMPORARY Destroy when reference ceases.
10.04.02	Reports and submissions presented by the Agency to conferences arranged by other organisations including submissions, papers and briefings.	PERMANENT



<b>10.05.00</b>	<b>CONSULTATION (STRATEGIC POLICY AND ADVICE)</b> The activities associated with seeking advice, opinions and information from government agencies, councils and local government authorities, external organisations and the community.  <i>See 10.01.00 for formal advising.</i>  <i>See 10.03.00 for consultation through committees.</i>  <i>See 10.10.00 for regular general contact between organisations etc.</i>	
10.05.01	Records documenting the seeking of advice, opinions and information from government agencies, councils, local government authorities, external organisations and the community. Includes budget consultation.	TEMPORARY Destroy 7 years after action completed
<b>10.06.00</b>	<b>CONTRACTING-OUT (STRATEGIC POLICY AND ADVICE)</b> The activities involved in arranging, procuring and managing the performance of work or the provision of services by an external contractor or consultant, or by using external bureau services. Sometimes referred to as outsourcing.  <i>See 10.22.00 for the process of receiving and assessing tenders from potential contractors for services prior to the contract agreement.</i>	
10.06.01	Contract Register	PERMANENT
10.06.02	Signed contracts and supporting documentation including: <ul style="list-style-type: none"> <li>• Tender submissions</li> <li>• Written offers</li> </ul>	TEMPORARY Destroy 7 years after expiry of contract
10.06.03	Records documenting the management of contracts including: <ul style="list-style-type: none"> <li>• Parameters of consultancy/service</li> <li>• Terms and conditions</li> <li>• Performance and evaluation reports</li> <li>• Meetings with stakeholders</li> <li>• Contracts</li> <li>• Agreements</li> </ul>	TEMPORARY Destroy 7 years after action completed
<b>10.07.00</b>	<b>IMPLEMENTATION (STRATEGIC POLICY AND ADVICE)</b> The activities associated with carrying out or putting into action, plans, policies, procedures or instructions, all of which could be internally or externally driven. Includes manual or automated databases, applications or systems, but excludes the installation of equipment. Also includes monitoring to ensure that the implementation goes according to schedule and that standards are met.  <i>See 10.20.00 to re-evaluate the objectives of the plan, procedure etc., that was implemented.</i>	
10.07.01	Records documenting the implementation of plans, policies and instructions on significant State issues. Includes the implementation of recommendations from Inquiries described in 10.08.00.	PERMANENT
10.07.02	Records documenting the implementation of plans, policies and instructions <u>not</u> described in 10.07.01.	TEMPORARY Destroy 5 years after action completed.

<b>10.08.00</b>	<b>INQUIRIES (STRATEGIC POLICY AND ADVICE)</b> The activities associated with liaising with bodies carrying out inquiries and participating in them. Inquiries are investigations carried out by persons or bodies who have been empowered to inquire and report on a subject such as the Productivity Commission, Royal Commissions, Parliamentary and Ombudsman inquiries. Includes the Agency's participation in the Inquiry by providing evidence in the form of records, submissions and/or staff.  <i>See 10.07.01 for the implementation of recommendation from an Inquiry</i>	
10.08.01	Records documenting the development of Tasmanian Government submissions and information supplied to the Inquiry including copies of submissions.	PERMANENT
10.08.02	Information and reports from Inquiries where the Government takes the decision not to implement recommendations.	TEMPORARY Destroy 7 years after action completed.
10.08.03	Information and reports distributed from the inquiries where the Government did not make a submission.	TEMPORARY Destroy 2 years after action completed.
<b>10.09.00</b>	<b>INTER-GOVERNMENT RELATIONS (STRATEGIC POLICY AND ADVICE)</b> The activities associated with liaison and coordination with the Council of Australian Governments (COAG), State and Territory Leaders Forum and Ministerial Councils.  <i>See 03.22.00 for correspondence to the Premier on COAG agenda items</i>  <i>See 10.01.00 for providing advice, opinions or information to government agencies, external organisations or persons.</i>  <i>See 10.05.00 for seeking advice, opinions of information from government agencies, external organisations or persons.</i>  <i>See 10.10.00 for general contact between the State, Local and Federal Government, Professional Associations, private sector organisations and community groups.</i>  <i>See 10.03.00 for standing committees established from Ministerial Councils.</i>	
10.09.01	Records documenting the development of policies and policy decisions through the Council of Australian Government (COAG), Leader's Forum and Ministerial Council (MinCo) processes such as: <ul style="list-style-type: none"> <li>• Assisted Reproductive Technology</li> <li>• Environmental policy including climate change and water resources</li> <li>• National reform agenda</li> <li>• Micro-economic reform</li> <li>• Mental health reforms</li> <li>• Skills shortage</li> </ul>	PERMANENT
10.09.02	Records documenting COAG meetings which may include agendas, minutes and attendance details.	TEMPORARY Destroy 7 years after action completed.
<b>10.10.00</b>	<b>LIAISON (STRATEGIC POLICY AND ADVICE)</b> The activities associated with maintaining regular general contact between the State, Local and Federal Government, Professional Associations, private sector organisations and community groups.  <i>See 10.09.00 for Council of Australian Government (COAG), Leaders Forums and Ministerial Councils.</i>	
10.10.01	Records documenting liaison activities including exchanges of general information, e.g., notification of State and Federal ministries, change of personnel and addresses, etc.	TEMPORARY Destroy 5 years after action completed

<b>10.11.00</b>	<b>MARKETING (STRATEGIC POLICY AND ADVICE)</b> The activities associated with increasing community awareness about government policies, programs and services and issues affecting community groups. Includes advertising, media campaigns, competitions and awards to promote services and programs. Also includes sponsorship arrangements.	
10.11.01	Records documenting marketing campaigns, the distribution of promotional material and the provision of Agency souvenirs such as the Tasmania Together website and the international Antarctic Centre.	TEMPORARY Destroy 5 years after action completed.
<b>10.12.00</b>	<b>MEETINGS (STRATEGIC POLICY AND ADVICE)</b> The activities associated with ad hoc gatherings held to formulate, discuss, update or resolve issues and matters pertaining to the Strategic Policy and Advice function. Includes arrangements, agendas, taking of minutes, etc.  <i>See 10.03.00 for the meetings of committees and task forces.</i>  <i>See 10.09.00 for Council or Australian Governments (COAG), Ministerial Councils and Senior Official meetings</i>	
10.12.01	Minutes, agendas and supporting documentation of meetings.	TEMPORARY Destroy 7 years after action completed
<b>10.13.00</b>	<b>PLANNING (STRATEGIC POLICY AND ADVICE)</b> The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.  <i>See DA2157 for overall planning to achieve corporate objectives.</i>	
10.13.01	Records documenting the planning process where the Agency has a major input in formulating ways in which objectives can be achieved to reach specified outcomes, where the outcomes have a significant impact on the State. Can include decisions to proceed to projects or programs and finalised plans.	PERMANENT
10.13.02	Records documenting the planning process where the Agency has no major input in formulating ways in which objectives can be achieved to reach specified outcomes.	TEMPORARY Destroy 5 years after action completed.
<b>10.14.00</b>	<b>POLICY (STRATEGIC POLICY AND ADVICE)</b> The activities associated with developing strategic government policies and reviewing and coordinating policy proposals from other government agencies. Also includes monitoring the impact of the Government's policies and programs.	
10.14.01	Records illustrating the development of policy and documenting policy decisions and the establishment of precedents.	PERMANENT
<b>10.15.00</b>	<b>PROCEDURES (STRATEGIC POLICY AND ADVICE)</b> Standard methods of operating laid down by an organisation according to formulated policy.	
10.15.01	Records documenting the development of procedures and instructions relating to the function of Strategic Policy and Advice.	TEMPORARY Destroy 7 years after superseded

<b>10.16.00</b>	<b>PROGRAMS (STRATEGIC POLICY AND ADVICE)</b> The processes of managing a set of procedures, activities, resources, related projects and/or management strategies that are usually ongoing. Includes programs to assist community groups, including business development and economic development.	
10.16.01	Records documenting programs where the agency plays a significant role and the information is considered necessary to substantiate future programs.	PERMANENT
10.16.02	Records documenting programs where the Agency plays a non-significant role or they are Commonwealth run programs which are <u>not</u> considered necessary to substantiate development of future programs.	TEMPORARY Destroy 5 years after action completed
<b>10.17.00</b>	<b>PROJECTS (STRATEGIC POLICY AND ADVICE)</b> The process of managing a set of coordinated and controlled activities, undertaken to achieve a set objective and conforming to specific requirements, including time constraints, cost and resources. Includes the management of critical issues on a whole-of-government basis.	
10.17.01	Records documenting the development of significant projects, which are a major contributor to the state's social and economic development eg Projects of State Significance, Major Infrastructure Development and significant state projects.  <i>See 10.07.01 for the implementation of significant state projects.</i>	PERMANENT
10.17.02	Records documenting the development of projects not described in 10.17.01.	TEMPORARY Destroy 7 years after action completed
<b>10.18.00</b>	<b>REPORTING (STRATEGIC POLICY AND ADVICE)</b> The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of the results of the examination or investigation.	
10.18.01	Copies of Final Reports produced by the Agency on major government initiatives and activities.  <i>Note: Reports transferred electronically to STORS for permanent retention.</i>	PERMANENT
10.18.02	Information collected by or for the Agency to produce a report on major government activities.	TEMPORARY Destroy 7 years after action completed.
10.18.03	Information collected by or for the Agency relating to minor government activities.	TEMPORARY Destroy 5 years after action completed.
10.18.04	Statistical information collected by the Agency and forwarded to the Australian Bureau of Statistics including: <ul style="list-style-type: none"> <li>• Copies of returns</li> <li>• Related correspondence.</li> </ul>	TEMPORARY Destroy 2 years after action completed.
10.18.05	Records documenting responses to questionnaires and surveys requested by outside organisations.	TEMPORARY Destroy 2 years after action completed.

<b>10.19.00</b>	<b>RESEARCH (STRATEGIC POLICY AND ADVICE)</b> The activities involved in investigating or enquiring into a subject or area of interest in order to discover facts, principles, etc. Used to support the development of policy, projects and programs. Includes working papers, literature searches, etc.	
10.19.01	Records documenting research carried out to support government policy, projects and programs.	TEMPORARY Destroy 5 years after action completed.
<b>10.20.00</b>	<b>REVIEWS (STRATEGIC POLICY AND ADVICE)</b> The activities involved in re-evaluating or re-examining products, processes, procedures.	
10.20.01	Records documenting reviews of government programs and operations that have a significant impact on the State.	PERMANENT
10.20.02	Records documenting reviews of government programs and operations <u>not</u> described in 10.20.01.	TEMPORARY Destroy 5 years after action completed.
<b>10.21.00</b>	<b>SUBMISSIONS (STRATEGIC POLICY AND ADVICE)</b> The receipt or preparation of submission of a formal statement (e.g. report, statistics, etc.) supporting a case or opinion held by the organisation, which is submitted to another organisation, or within the organisation, for the purpose of, either gain or support. Includes the submission of documents to the Agency of Premier, Executive Council, or Cabinet.  <i>See 10.08.00 for submissions to inquiries.</i>  <i>See DA2157 for cabinet submissions prepared by other agencies.</i>	
10.21.01	Submissions and supporting documentation made to the Premier, Executive Council, Cabinet or the Agency on significant or controversial issues.	PERMANENT
10.21.02	Submissions and supporting documentation made to the Agency <u>not</u> described in 10.21.01.	TEMPORARY Destroy 5 years after action completed.
<b>10.22.00</b>	<b>TENDERING (STRATEGIC POLICY AND ADVICE)</b> The activities involved in receiving and assessing tenders. Includes offers made in writing by one party to another to carry out at an inclusive price or uniform rate, an order for the supply or purchase of goods, or for the production of work.  <i>See 10.06.00 for the process of outsourcing operations or arranging, procuring and managing the provision of service by an external consultant once the tender has been decided.</i>	
10.22.01	Records documenting the development and issue of tender documents and the evaluation of tenders including: <ul style="list-style-type: none"> <li>• Statement of requirements</li> <li>• Request for proposals</li> <li>• Expression of interest</li> <li>• Request for tender (RFT)</li> <li>• Draft contracts</li> <li>• Reports</li> <li>• Public notices.</li> </ul>	TEMPORARY Destroy 7 years after tender process completed.
10.22.02	Records documenting the unsuccessful tenders and offers and tenders received where the tender process does not proceed.	TEMPORARY Destroy 7 years after contract entered into or action completed.
10.22.03	Tender Register.	TEMPORARY Destroy 7 years after last entry.