



Australian Capital Territory

Territory Records Office

Whole of Government Records Disposal Schedules

**Guide to Disposal Classes
Retain as Territory Archives**

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Procedures


Standard methods of operating laid down by the agency according to formulated policy.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
DDHCS 1.20.1 	Master set of agency manuals, handbooks, directives, etc.	Retain as Territory Archives

Program Development


The activities associated with developing programs to meet individual, group and community needs. Includes updating or making amendments to existing programs.

[For determining the suitability of potential or existing programs, use ACCOMMODATION SUPPORT SERVICES - Evaluation.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
DDHCS 1.21.1 	Records documenting the development of programs that have significant far reaching social and economic implications for the community.	Retain as Territory Archives

Research

The activities involved in investigating or enquiring into a subject or area of interest in order to discover facts, principles, etc. Used to support development of projects, standards, guidelines, etc. and business activities in general. Includes following up enquiries relating to programs, projects, working papers, literature searches, etc.



<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
DDHCS 1.24.1 	Records documenting detailed research carried out to support the accommodation support services function.	Retain as Territory Archives

Submissions

The preparation and submission of a formal statement (e.g. a business case, statistics, etc.) supporting a case or opinion held by the agency which is submitted to another agency or organisation, or within the agency, for the purpose of either gain or support.

[For Cabinet submissions, use GOVERNMENT RELATIONS - Submissions.]

For the development of submissions on the proposals of new legislation or the amendment of existing legislation, use STRATEGIC MANAGEMENT - Legislation.]





<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
DDHCS 1.29.1 	Final version of submissions relating to controversial issues.	Retain as Territory Archives
DDHCS 1.29.2 	Working papers used to develop submissions relating to controversial issues.	Retain as Territory Archives

ACT COURT OF APPEAL RECORDS

The function of dealing with appeals to the ACT Court of Appeal.

Cases

This activity descriptor should be used where there is a need to keep a number of activities together on one file, for legislative or operational reasons. Case files relate to incidents, persons, organisations or clients.


<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
Courts 1.1.1 	All ACT Court of Appeal registers, indexes and card systems including electronic indexes and registers.	Retain as Territory Archives
Courts 1.1.2 	Bench Sheets for the ACT Court of Appeal.	Retain as Territory Archives
Courts 1.1.3 	ACT Court of Appeal Case Files (file prefix ACTCA).	Retain as Territory Archives
Courts 1.1.4 	Records of the ACT Court of Appeal (Transcripts).	Retain as Territory Archives

ACT DIRECTOR OF PUBLIC PROSECUTIONS

The function provided by the Director of Public Prosecutions in the ACT Supreme Court, the ACT Court of Appeal and the High Court of Australia for the Territory or Territory authorities of indictable and summary offences against Territory law. Also the restraint of and confiscation of assets used in, or derived from, the commission of criminal offences; also the pursuit of civil remedies relating to criminal offences and tax liabilities; and assisting the Coroner at coronial inquests (into deaths) and inquiries (into fires).


ACT Court of Appeal - Appeals

Activities relating to appeals heard in the ACT Court of Appeal in relation to criminal prosecutions.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
027.380.001 	Records relating to appeals in the ACT Court of Appeal. Includes: <ul style="list-style-type: none"> • notice of appeal; • notice of solicitor acting; • appeal documentation from Magistrates Court; • appeal book; and • appeal notice to the Australian Federal Police. 	Retain as Territory Archives


ACT Supreme Court - Appeals

Activities associated with appeals heard in the ACT Supreme Court in relation to criminal prosecutions.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
027.381.001 	Records relating to appeals conducted in the ACT Supreme Court. Includes: <ul style="list-style-type: none">• appeal papers;• notice of appeal; and• appeal book.	Retain as Territory Archives


ACT Supreme Court - Sentencing

The activities associated with sentencing criminal defendants in the ACT Supreme Court.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
027.382.001 	Records relating to sentencing in the ACT Supreme Court. Includes: <ul style="list-style-type: none">• pre-sentence report;• committal papers from ACT Magistrates Court;• notice of acting solicitor;• indictment;• criminal record;• prosecution report; and• appeal results notice to the Australian Federal Police.	Retain as Territory Archives


ACT Supreme Court - Trials

Activities relating to the prosecution of criminal trials in the ACT Supreme Court.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
027.383.001 	Records relating to trials in the ACT Supreme Court. Includes: <ul style="list-style-type: none"> • pre-sentence report; • committal papers; • indictment; • prosecution report; • Section 90A certificate; and • notice to discontinue a prosecution. 	Retain as Territory Archives

Bail applications

Applications for bail in the ACT Supreme Court.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
027.384.001 	Records relating to applications for bail in the ACT Supreme Court. Include: <ul style="list-style-type: none">• bail application; and• affidavit.	Retain as Territory Archives

The activities relating proceedings commenced to deprive people of the proceeds of crime and of property used for criminal activity.

Coronial inquests

Activities relating to hearings heard in the ACT Coronial Court in which the Director of Public Prosecutions appears as Counsel assisting the Coroner.




High Court of Australia - Appeals

Activities related to appeals heard in the High Court of Australia.

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Ngambra Circle Sentencing Court Records

Records of activities associated with the Ngambra Circle Sentencing Court for Aboriginal and Torres Strait Islander persons who have been charged with and pleaded guilty to an offence that are referred to the Circle Sentencing Court by the Magistrates Court.



<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
027.395.001 	Records relating to the establishment of the Ngambra Circle Sentencing Court.	Retain as Territory Archives
027.395.002 	Records of referral and assessment for the person's acceptability for Circle Sentencing and the consent of the person.	Retain as Territory Archives
027.395.003 	Records of sentence.	Retain as Territory Archives

ACT GOVERNMENT SOLICITOR LEGAL SERVICES

The function of providing legal advice and legal representation to and on behalf of ACT Government agencies, ACT Government ministers and any other body or individual for whom the Government Solicitor may act.


Legal Advice

The activities associated with providing legal advice.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
G S 1.03.1 	Records relating to matters which are precedent setting in nature, of major public interest or of significance to the functions, jurisdiction and administrative powers of the Executive, Legislature, Judiciary, the Territory or its agencies.	Retain as Territory Archives
G S 1.03.2 	Records relating to matters involving people with a legal disability.	Retain as Territory Archives



Legal Agreements

The activities associated with preparing agreements/contracts and settling those agreements/contracts. Includes contracts, memorandum of understanding (MOU), deeds, leases, licences and mortgages.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
G S 1.04.1 	Records relating to agreements which are precedent setting in nature, of major public interest or of significance to the functions, jurisdiction and administrative powers of the Executive, Legislature, Judiciary, the Territory or its agencies.	Retain as Territory Archives

Legal Representation

The activities associated with providing legal representation.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
G S 1.05.1 	Records relating to matters which are precedent setting in nature, of major public interest or of significance to the functions, jurisdiction and administrative powers of the Executive, Legislature, Judiciary, the Territory or its agencies.	Retain as Territory Archives
G S 1.05.2 	Records relating to matters involving people with a legal disability.	Retain as Territory Archives





ACT TRIBUNALS RECORDS

The function of providing all the administrative resources for the operation of the following Tribunals:

- Administrative Appeals Tribunal (AAT);
- Credit Tribunal (CT);
- Discrimination Tribunal (DT);
- Guardianship and Management of Property Tribunal (GMPT);
- Mental Health Tribunal (MHT);
- Residential Tenancies Tribunal (RTT).

Cases

This activity descriptor should be used where there is a need to keep a number of activities together on one file, for legislative or operational reasons. Case files relate to incidents, persons, organisations or clients.






<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
Courts 2.1.1 	All Tribunal registers, indexes, card systems including electronic indexes and registers.	Retain as Territory Archives
Courts 2.1.2 	Administrative Appeals Tribunal (AAT) orders, directions or decisions.	Retain as Territory Archives
Courts 2.1.3 	Register of all judgments made by the Residential Tenancies Tribunal (in a separate register).	Retain as Territory Archives
Courts 2.1.4 	Residential Tenancies Tribunal (RTT) Case Files (file prefix RT).	Retain as Territory Archives

ADOPTION RECORDS

The function of dealing with adoption matters.

Cases

This activity descriptor should be used where there is a need to keep a number of activities together on one file, for legislative or operational reasons. Case files relate to incidents, persons, organisations or clients.





<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
Courts 3.1.1 	All Supreme Court Adoption registers, indexes and card systems including electronic indexes and registers.	Retain as Territory Archives
Courts 3.1.2 	Bench Sheets for Adoption in the Supreme Court.	Retain as Territory Archives
Courts 3.1.3 	Adoption Case Files in the Supreme Court (file prefix AD).	Retain as Territory Archives
Courts 3.1.4 	Records of Adoption Proceedings (Transcripts) in the Supreme Court.	Retain as Territory Archives
Courts 3.1.5 	ACT Adoption Records from 1930 until 1966 in the Magistrates Court (Adoption cases prior to 1966 were initially handled by the Court of Petty Sessions renamed the Magistrates Court).	Retain as Territory Archives

APPEALS IN THE SUPREME COURT FROM MAGISTRATES COURT RECORDS

The function of dealing in the Supreme Court with Magistrates Court Appeals.

Cases

This activity descriptor should be used where there is a need to keep a number of activities together on one file, for legislative or operational reasons. Case files relate to incidents, persons, organisations or clients.





<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
Courts 4.1.1 	All Appeals in the Supreme Court from the Magistrates Court registers, indexes and card systems including electronic indexes and registers.	Retain as Territory Archives
Courts 4.1.2 	Bench Sheets for Appeals in the Supreme Court from the Magistrates Court.	Retain as Territory Archives
Courts 4.1.3 	Appeals in the Supreme Court from the Magistrates Court Case Files (file prefix SCA).	Retain as Territory Archives
Courts 4.1.4 	Records of Appeals in Supreme Court from the Magistrates Court (Transcripts).	Retain as Territory Archives

APPEALS IN THE SUPREME COURT FROM THE TRIBUNALS RECORDS

The function of dealing in the Supreme Court with Tribunals Appeals.


Cases

This activity descriptor should be used where there is a need to keep a number of activities together on one file, for legislative or operational reasons. Case files relate to incidents, persons, organisations or clients.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
Courts 5.1.1 	All Appeals in the Supreme Court from the Tribunals registers, indexes and card systems including electronic indexes and registers.	Retain as Territory Archives
Courts 5.1.2 	Bench Sheets for Appeals in the Supreme Court from the Tribunals.	Retain as Territory Archives
Courts 5.1.3 	Appeals in the Supreme Court from the Tribunals Case Files (file prefix SCA).	Retain as Territory Archives
Courts 5.1.4 	Records of Appeals in Supreme Court from the Tribunals (Transcripts).	Retain as Territory Archives

Celebrations

The activities associated with arranging and managing festivities to honour a particular activity.


<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
A & C D 1.17.1 	Programs, invitations, guest lists and photographs relating to celebratory festivities held to honour an event of major importance to an agency (e.g. a significant anniversary).	Retain as Territory Archives

Committees

The activities associated with the establishment, appointment of members, terms of reference, proceedings, minutes of meetings, reports, agendas, etc. of committees and task forces.


[For audit committees, use STRATEGIC MANAGEMENT - Committees.]

For the establishment of advisory councils or governing boards with decision making responsibility for agency policy and/or planning, use STRATEGIC MANAGEMENT - Committees.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
A & C D 1.20.1 	Records of external committees formed to manage or advise on arts and cultural development. Includes: documents establishing the committee; final versions of minutes; reports; recommendations; supporting documents such as briefing papers and discussion papers.	Retain as Territory Archives

Construction

The process of making or building something.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
A & C D 1.24.1 	Records documenting construction activities carried out on public art pieces of territory significance (see note). - records of consultations (e.g. with owners and local authorities), specifications, building plans, project management records. [Public art pieces of territory significance are those listed on the ACT Heritage Places Register or which have national significance including natural, historic and indigenous significance and are listed in the Register of the National Estate, by the World Heritage Commission, classified by the National Trust listings.]	Retain as Territory Archives

The activities involved in managing the performance of work or the provision of goods and services by an external contractor, vendor or consultant, or by using external bureau services. Includes outsourcing.

Donations

The activities associated with managing money, items, artifacts or property donated to the agency, or by the agency and or its staff to charities etc Includes managing unsolicited donations.

Event Management

Activities relating to the arrangements, bookings and support for local suppliers to attend, display or promote events such as trade displays, the regular Christmas Pageant, Carols by Candlelight, etc.

Grant Funding

The activities associated with the application for and receipt of grants.



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ASSEMBLY COMMITTEES

The function of supporting the standing and select committees of the Assembly. Includes the provision of information on the Assembly committee system. Excludes Secretariat committees such as Risk Management Committee.


Assembly & Committee Transcripts

The activities associated with producing verbatim transcripts of the Assembly and its committees.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
LAS 1.4.1 	Records documenting policies concerning the circulation of transcripts.	Retain as Territory Archives
LAS 1.4.2 	Final versions of transcripts of committee hearings.	Retain as Territory Archives


Broadcasting of Proceedings

The activities associated with the broadcasting of the proceedings of the Assembly and its committees.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
LAS 1.6.1 	Records documenting approved guidelines for broadcasting of the proceedings of the Assembly and its committees.	Retain as Territory Archives


Celebrations

The activities associated with arranging and managing festivities to honour a particular activity.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
LAS 1.8.1 	Programs, guest lists and photographs relating to celebratory festivities held to honour an event of major importance to a select or standing committee, (e.g. a significant anniversary).	Retain as Territory Archives




Committee Inquiries

The activities associated with supporting Assembly committees in the conduct of inquiries which have been either referred to a committee by the Assembly or self-referred.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
LAS 1.10.1 	Records documenting the proceedings of inquiries conducted by standing and select committees such as: Submissions authorised for publication, Submissions not authorised for publication, Briefings prepared by staff for a committee, Correspondence authorised for publication, Correspondence not authorised for publication, Responses to questions on notice, Transcripts of proceedings - public, and Transcripts of proceedings - in camera.	Retain as Territory Archives

Committee Management



The activity of arranging and supporting private and public meetings of standing and select committees.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
LAS 1.11.1 	Records documenting the overall administration and activity of the Assembly committee system (e.g. The Business of Committees for each Assembly).	Retain as Territory Archives
LAS 1.11.2 	Minutes of proceedings.	Retain as Territory Archives
LAS 1.11.3 	Records documenting advice on committee procedures.	Retain as Territory Archives

Conferences

The activities involved in arranging or attending conferences held either by the agency or by other agencies or organisations. Includes registrations, publicity, and reports of participants, etc.

[For speeches and addresses given at conferences use SECURITY COORDINATION - Addresses (presentations).]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
LAS 1.13.1 	Records of proceedings and reports of parliamentary committee conferences.	Retain as Territory Archives
LAS 1.13.2 	Major briefs, submissions and discussion papers prepared by the Secretariat for conferences of parliamentary committees.	Retain as Territory Archives

ASSEMBLY MEMBERS

The function of advising, reviewing and documenting the eligibility, conduct, attendance, remuneration, entitlements, and Assembly service of Members of the Legislative Assembly. Excludes condolences for Members and former Members.

Advice

The activities associated with offering opinions as to an action or judgement. Includes the process of advising.

[For the provision of advice to the Minister or Chief Minister, use GOVERNMENT RELATIONS - Advice.

For legal advice, use LEGAL SERVICES - Advice.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
LAS 2.2.1 ■■■■■■■■■■■■■■■■■■■■	Records relating to the receipt and provision of advice relating to the Assembly members function e.g. advice on Members' responsibilities as employers.	Retain as Territory Archives

Members Entitlements

The activities associated with managing Members' entitlements.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
LAS 2.22.1 ■■■■■■■■■■■■■■■■■■■■	Records documenting Remuneration Tribunal decisions affecting Members and other monetary entitlements such as Discretionary Office Allowance.	Retain as Territory Archives

[For the payment of salaries and allowances to individual Members use ASSEMBLY MEMBERS - Cases]


Members Induction

The activities associated with managing and arranging induction programs for Members.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
LAS 2.23.1 ■■■■■■■■■■■■■■■■■■■■	Master sets of manuals, handbooks, directives relating to induction programs, such as the Members' Guide.	Retain as Territory Archives

Policy

The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
LAS 2.26.1 	Records documenting the development and establishment of policies concerning Assembly members.	Retain as Territory Archives


ATHLETE DEVELOPMENT

The function of developing high performance sports programs to optimise the region's elite athlete's national and international success and their recognition as sporting ambassadors for the region and Australia. Includes the provision of sports science and medicine and coaching advice and services, travel and accommodation assistance, career and education counselling to athletes. Also includes administering program scholarship and sponsorship funding, ACT Academy of Sport awards and evaluating the suitability of potential programs, systems and services.

[Use SPORT & RECREATION SERVICES for community and non-elite level sport and recreation programs.]


Awards Administration

The activities associated with processing nominations and acceptances for industry awards that aim to provide recognition for excellent achievements and examples of industry best practice. Includes coaches, volunteers, officials, administrators etc.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
S & A D 1.8.1 	Records documenting the conferring of awards (honours) on individuals, groups and teams in recognition of achievements.	Retain as Territory Archives

Functions (social)

The process of organising and managing an official social occasion conducted by the agency to enhance its internal and external relationships, or to promote its services and image.


<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
S & A D 1.11.1 	Programs, invitations, guest lists and photographs relating to ceremonies and functions held to mark a special occasion e.g. the presentation of awards	Retain as Territory Archives

AUDIT SERVICES

This is the function of providing audit services to the ACT Government to promote improvement in public sector performance and to provide independent assurance of public sector accountability.

Addresses (presentations)

The activity of giving addresses for training, professional, community relations or sales purposes. Includes speeches and multi-media presentations.


<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
A S 1.1.1 	Records documenting final versions of addresses presented by the Auditor-General and senior agency staff.	Retain as Territory Archives

Advice

The activities associated with offering opinions as to an action or judgement. Includes the process of advising.


[For the provision of advice to the Minister or Chief Minister, use GOVERNMENT RELATIONS - Advice.

For legal advice, use LEGAL SERVICES - Advice.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
A S 1.2.1 	Records documenting the receipt and provision of final versions of advice to Legislative Assembly committees regarding audits, benchmarking or the audit work program.	Retain as Territory Archives

Audit

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 an agency, company or other organisation in a specified period. Includes compliance audits, financial audits, operational audits, recordkeeping audits, skills audits, system audits and quality assurance audits.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
A S 1.4.1 	Formal versions of reports including Public Interest Disclosure (PID) reports.	Retain as Territory Archives


Inquiries

The activities associated with liaising with bodies carrying out inquiries and participating in them. Inquiries are investigations carried out by people or bodies that have been empowered to inquire and report on a subject, such as Royal Commissions, Judicial Commissions, Boards of Inquiry, Legislative Assembly and Ombudsman's inquiries. Includes the agency's participation in the inquiry by providing evidence in the form of records submissions or staff.

[For complaint investigations, including public interest disclosures, that manage incidents, clients or agencies on a case basis, use OMBUDSMAN COMPLAINT MANAGEMENT - Case Management.


For final investigation reports, use OMBUDSMAN COMPLAINT MANAGEMENT - Reporting.

*For legal support or opinions provided during an investigation, use LEGAL SERVICES -
Inquiries.]*

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
A S 1.8.1 	Agency responses to inquiries. Includes submissions, briefing papers, reports, attendance records, transcripts of oral evidence given by agency staff. Also includes all working papers.	Retain as Territory Archives



Policy

The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
A S 1.12.1 	Development and establishment of the agency's operating audit policy. Includes policy proposals, results of consultations, reports, major drafts and final policy documents.	Retain as Territory Archives

Standards

The process of implementing industry or agency specific benchmarks for services and processes to enhance quality and efficiency of an organisation.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
A S 1.16.1 	Development of industry and Audit Office auditing standards.	Retain as Territory Archives
A S 1.16.2 	Final versions of reports of benchmarking issues in the ACT Public Sector.	Retain as Territory Archives

BUILDING SERVICES CONTROL


The function of regulating the building, electrical and plumbing industry in the ACT. Includes development and review of legislation affecting the industry; licensing and registration of professional tradespeople, architects and building certifiers; audit and enforcement activities to ensure standards are being adhered to; investigation of electrical accidents, issuing of safety warnings, and product recalls.

Committees

The activities associated with the establishment, appointment of members, terms of reference, proceedings, minutes of meetings, reports, agendas, etc. of committees and task forces.

[For audit committees, use STRATEGIC MANAGEMENT - Committees.]

For the establishment of advisory councils or governing boards with decision making responsibility for agency policy and/or planning, use STRATEGIC MANAGEMENT - Committees.]


<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
L P & B 1.9.2 	Meeting papers of the licensing and registration boards such as the Architects Board; Electrical Licensing Board; Plumbers, Drainers and Gasfitters Board; and Surveyors Board.	Retain as Territory Archives

Licensing & Registration

The activities association with the registration and licensing of tradespeople and professionals in the ACT.

Includes:

- Construction Practitioners;
- Builders;
- Architects;
- Electricians and Electrical Contractors; and
- Plumbers, Drainers and Gasfitters.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
L P & B 1.21.1 	Successful applications and supporting documentation, including: Licence/registration documents and permits; Certified copies of qualifications, certificates, registration papers with professional associations (e.g. Institute of Engineers) and curriculum vitae; Personal and professional references; and Mutual recognition certificates and documents.	Retain as Territory Archives

BUSINESS AND INDUSTRY DEVELOPMENT


The function of improving the local economy through development of a regulatory framework and support of business and financial services, industry, tourism, trade, primary industry and resource development.

Advice

The activities associated with offering opinions as to an action or judgement. Includes the process of advising.

[For the provision of advice to the Minister or Chief Minister, use GOVERNMENT RELATIONS - Advice.

For legal advice, use LEGAL SERVICES - Advice.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
IC & R 1.1.1 	Records relating to providing the government and its agencies with independent advice on industry regulation, economic management, pricing and policy issues.	Retain as Territory Archives

BUSINESS DEVELOPMENT

The function of identifying, developing and acquiring investment in companies for business development purpose. Includes negotiating and reviewing commercial agreements and establishing and maintaining business relationships between government, private sector entities and the organisation. Also includes conducting market research and analysis, implementing marketing plans and maintaining relationships with the media.

Acquisition

The process of gaining ownership or use of property and other items or the provision of services required in the conduct of business through purchase or requisitions.

[For the acquisition of equipment and stores through a tender process, use EQUIPMENT & STORES - Tendering.

For managing financial transactions supporting acquisition activities, use FINANCIAL MANAGEMENT- Accounting and/or FINANCIAL MANAGEMENT - Payments.

For entry of equipment and stores into the agency's Asset Register, use FINANCIAL MANAGEMENT - Asset Register.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
177.404.001 ■■■■■■■■■■■■■■■■■■■■	Records relating to investment opportunities that are considered of major significance to the Territory or agency, cause a precedent or were the subject of significant social and/or political interest, including proposals, supporting papers, negotiations and authorisations. Also includes the acquisition of local, national and international businesses. <i>[For financial records relating to investment opportunities use FINANCIAL MANAGEMENT - Accounting - Investments.</i> <i>For submissions use Submissions.</i> <i>For final agreements use Agreements.</i> <i>For disposing of property use Disposal – Investments.</i> <i>For investments where the agency forms a partnership or joint venture use Joint Ventures – Investments.]</i>	Retain as Territory Archives

The activity of giving addresses for training, professional, community relations or sales purposes. Includes speeches and multi-media presentations.

Advice

The activities associated with offering opinions as to an action or judgement. Includes the process of advising.


[For the provision of advice to the Minister or Chief Minister, use GOVERNMENT RELATIONS - Advice.

For legal advice, use LEGAL SERVICES - Advice.]

Agreements


The processes associated with the establishment, maintenance, review and negotiation of agreements. Includes records associated with preparing agreements/contracts and settling those agreements/contracts. Includes contracts, memoranda of understanding (MOU), deeds, leases, licences and mortgages.

[For agreements with other governments, including international governments, use GOVERNMENT RELATIONS - Agreements.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
177.006.001 	Final versions of agreements, including joint venture agreements, relating to business development ventures.	Retain as Territory Archives

The activities associated with the establishment, appointment of members, terms of reference, proceedings, minutes of meetings, reports, agendas, etc. of committees and task forces.

For the establishment of advisory councils or governing boards with decision making responsibility for agency policy and/or planning, use STRATEGIC MANAGEMENT - Committees.]


<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
177.020.001 	Records of high-level external and internal committees formed to manage or advise on major decisions. Includes final versions of documents: <ul style="list-style-type: none">• establishing the committee;• terms of reference;• appointment of members;• minutes;• reports;• recommendations; and• supporting documents such as briefing and discussion papers.	Retain as Territory Archives

Disposal

The process of disposing of property no longer required by the agency, by sale, transfer, termination of lease, auction, donation or destruction. Includes destruction or transfer, and the program of activities to facilitate the orderly transfer of semi-active and inactive records from current office space into storage.


[For the disposal of real property through a tendering process, use PROPERTY MANAGEMENT - Tendering.]

For the disposal of real property through an agreement, use PROPERTY MANAGEMENT - Agreements.]

Entry No.	Description of Records	Disposal Action
177.034.001 	Records relating to the disposal of investments that are considered of major significance to the Territory or agency, cause a precedent or were the subject of significant social and/or political interest, including proposals, supporting papers, negotiations and authorisations. Also includes the acquisition of local, national and international businesses.	Retain as Territory Archives
	<p><i>[For financial records relating to investment opportunities use FINANCIAL MANAGEMENT - Accounting - Investments.</i></p> <p><i>For submissions use Submissions.</i></p> <p><i>For final agreements use Agreements.</i></p> <p><i>For disposing of property use Disposal – Investments.</i></p> <p><i>For investments where the agency forms a partnership or joint venture use Joint Ventures – Investments.]</i></p>	

Evaluation

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 systems analysis and ongoing monitoring.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
177.042.001 	External and internal reports evaluating potential or existing services and systems.	Retain as Territory Archives

Planning

The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
177.079.001 	Final version of plans for major policy and/or projects.	Retain as Territory Archives

Reporting

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, regulation, or legislation, (e.g. Annual Report)). Includes statistics and returns.

Note: Reports resulting from a routine activity, e.g. inspection reports, form part of that activity, i.e. reports resulting from an inspection are part of the inspection and not the activity of Reporting. Reports of these types should be classified as part of the greater activity generating the report.


[For the Annual Report drafting process, use PUBLICATIONS - Drafting.]

For submissions of annual reports to the Portfolio Minister, use GOVERNMENT RELATIONS - Compliance.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
177.088.001 	Final version of formal reports and reports made to external agencies.	Retain as Territory Archives

Research

The activities involved in investigating or enquiring into a subject or area of interest in order to discover facts, principles, etc. Used to support development of projects, standards, guidelines, etc. and business activities in general. Includes following up enquiries relating to programs, projects, working papers, literature searches, etc.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
177.091.001 	Records documenting detailed research carried out to support the function.	Retain as Territory Archives

Submissions

The preparation and submission of a formal statement (e.g. a business case, statistics, etc.) supporting a case or opinion held by the agency which is submitted to another agency or organisation, or within the agency, for the purpose of either gain or support.



[For Cabinet submissions, use GOVERNMENT RELATIONS - Submissions.]

For the development of submissions on the proposals of new legislation or the amendment of existing legislation, use STRATEGIC MANAGEMENT - Legislation.]

[illegible]

Audit

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 an agency, company or other organisation in a specified period. Includes compliance audits, financial audits, operational audits, recordkeeping audits, skills audits, system audits and quality assurance audits.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
C & C M 1.3.1 	Records of correspondence with auditors of Cemeteries Board and/or perpetual care trusts.	Retain as Territory Archives
C & C M 1.3.2 	Copies of internal and external audit reports on operations of the Cemeteries Board	Retain as Territory Archives
<i>Use FINANCIAL MANAGEMENT -Audit for audit of financial statements.</i>		

Authorisation

The process of delegating power to authorise an action and the seeking and granting permission to undertake a requested action.



<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
C & C M 1.4.1 	Authorisation of grave location for burial.	Retain as Territory Archives

Committees

The activities associated with the establishment, appointment of members, terms of reference, proceedings, minutes of meetings, reports, agendas, etc. of committees and task forces.


[For audit committees, use STRATEGIC MANAGEMENT - Committees.]

For the establishment of advisory councils or governing boards with decision making responsibility for agency policy and/or planning, use STRATEGIC MANAGEMENT - Committees.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
C & C M 1.5.1 	Working papers documenting the conduct and administration of committees which consider matters relating to the function e.g. Records of meetings of the ACT Public Cemeteries Board. Includes: <ul style="list-style-type: none"> • agenda; • notices of meetings; and • draft minutes. 	Retain as Territory Archives
C & C M 1.5.2 	Records relating to the appointment of members of the ACT Public Cemeteries Board	Retain as Territory Archives


Control

The activities associated with creating, maintaining and evaluating control mechanisms. Includes classification, indexing, registration, forms design etc to ensure maximum control over records and recordkeeping systems. Also includes control mechanisms for other information resources and systems.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
C & C M 1.7.1 	Master control records for agency register systems (both paper and electronic). Includes registers, indexes and mapping systems giving details of burial location, date, and other details as required.	Retain as Territory Archives

Fees and Charges Determination

The activities associated with determining fees and charges.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
C & C M 1.10.1 	Records documenting the activities associated with determining fees and charges for the function.	Retain as Territory Archives


Reporting

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, regulation, or legislation, (e.g. Annual Report)). Includes statistics and returns.

Note: Reports resulting from a routine activity, e.g. inspection reports, form part of that activity, i.e. reports resulting from an inspection are part of the inspection and not the activity of Reporting. Reports of these types should be classified as part of the greater activity generating the report.

[For the Annual Report drafting process, use PUBLICATIONS - Drafting.]

For submissions of annual reports to the Portfolio Minister, use GOVERNMENT RELATIONS - Compliance.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
C & C M 1.19.1 	Final versions of formal internal reports and reports made to external agencies relating to the function.	Retain as Territory Archives


Service Provision

The activities relating to services provided by an agency on a long term basis or by other agencies. Includes requests and applications for services, assessment of eligibility and entitlements, liaison with other agencies regarding the provision of services. Also includes activities to lobby for services and to increase service provision. Also includes the installation, operation and removal of temporary facilities in parks and reserves, such as water, electricity, temporary toilets, etc. for special outdoor events.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
C & C M 1.20.1 	Records relating to application for grave reservation, burial and plaque installation.	Retain as Territory Archives

Ceremonies

The activities associated with arranging and managing a formal act performed for a special occasion.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
LAS 3.9.1 	Programs, invitations, guest lists and photographs relating to ceremonies held to mark special occasions such as the first sitting of an Assembly.	Retain as Territory Archives

CHILDREN CARE & PROTECTION PROGRAMS


The function of providing care or adoption programs and services for children who are in need of support and protection due to abuse, neglect, abandonment or from being orphaned. Includes arranging and regulating the adoption or permanent care of children, providing kinship or foster care, development activities from early intervention to tertiary service provisions, for children aged 0-12 and providing support for families to enable them to continue to provide adequate care for their children. Also includes providing professional advice and representing the Territory and coordinating legal matters relating to child protection in the ACT Children's Court, Family Court, Magistrates Court, Supreme Court and Tribunals. Includes court proceedings, annual reviews, subpoenas, interstate transfer of court orders and legal correspondence.

Advice


The activities associated with offering opinions as to an action or judgement. Includes the process of advising.

[For the provision of advice to the Minister or Chief Minister, use GOVERNMENT RELATIONS - Advice.

For legal advice, use LEGAL SERVICES - Advice.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
022.005.001 	Records documenting advice relating to the provision of children care and protection programs and services, including adoptions and permanent care, that supported significant changes to the organisation, policies, procedures or was the subject of significant public interest or political debate. Includes advice provided by consultants and working papers.	Retain as Territory Archives

The processes associated with the establishment, maintenance, review and negotiation of agreements. Includes records associated with preparing agreements/contracts and settling those agreements/contracts. Includes contracts, memoranda of understanding (MOU), deeds, leases, licences and mortgages.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
022.006.001 	Final versions of significant agreements with government bodies or private organisations with implications for major liabilities or obligations., including records documenting negotiations, establishment, maintenance and review of significant agreements.	Retain as Territory Archives



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 an agency, company or other organisation in a specified period. Includes compliance audits, financial audits, operational audits, recordkeeping audits, skills audits, system audits and quality assurance audits.

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The process of delegating power to authorise an action and the seeking and granting permission to undertake a requested action.


Case Management

The activity of managing an incident, person, organisation or client on a case basis. Case management incorporates the process of assessment, planning, facilitation and advocacy for options and services to meet an individual's, organisation's or client's needs or outcomes. Includes processing applications; authorisations and approvals; the establishment of a client; developing, implementing and monitoring case plans; the ongoing delivery and provision of services; finalisation of services and reviews of service delivery.


<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
022.016.001 	Records relating to arrangements for the adoption or permanent care of children, including individual case histories. Also includes records relating to relinquishing parents, prospective adoptive parents or permanent carers and children and the transfer of legal guardianship of children from birth to adoptive parents or permanent carers.	Retain as Territory Archives
022.016.002 	Records relating to arrangements for children who are in need of support due to physical, emotional or sexual abuse or due to neglect. Includes records documenting: <ul style="list-style-type: none"> • support for families to enable them to continue to provide adequate care for children; • the removal of children from parental care when they need protection • arrangements for placement of children with other family members or foster care; • decisions about permanent living 	Retain as Territory Archives

Committees

[For audit committees, use STRATEGIC MANAGEMENT - Committees.]


<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
022.020.001 	External committees formed to manage or advise. Includes finals of documents: <ul style="list-style-type: none"> • establishing the committee; • terms of reference; • appointment of members; • minutes; • reports; • recommendations; • supporting documents such as briefing papers and discussion papers. 	Retain as Territory Archives

The activities involved in managing the performance of work or the provision of goods and services by an external contractor, vendor or consultant, or by using external bureau services. Includes outsourcing.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
022.025.001 	Records documenting contract management that involves significant litigation or complaint.	Retain as Territory Archives


Policy

The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
022.080.001 	Records documenting the development and establishment of agency's policies relating to the provision of children care and protection programs and services, including adoptions and permanent care. Includes: <ul style="list-style-type: none">• policy proposals;• comments;• research papers;• results of consultations;• supporting reports;• major drafts;• working papers.	Retain as Territory Archives

Public Reaction

The process of handling public reaction to an agency's policies or services. Includes anonymous letters, letters of complaint and letters of congratulations or appreciation received from the public.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
022.084.001 	Records documenting public reaction to the provision of children care and protection programs and services, including adoptions and permanent care, that caused significant public or political interest or resulted in significant changes to policies, procedures, established a precedent or required a significant investigation. Also includes responses from oversight agencies, (e.g. the Ombudsman, Office of the Community Advocate (OCA) or Official Visitor).	Retain as Territory Archives
<i>[For suggestions received from the public, use COMMUNITY RELATIONS - Suggestions.]</i>		

Reporting

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, regulation, or legislation, e.g. Annual Report). Includes statistics and returns.

Note: Reports resulting from a routine activity, e.g. inspection reports, form part of that activity, i.e. reports resulting from an inspection are part of the inspection and not the activity of Reporting. Reports of these types should be classified as part of the greater activity generating the report.

[For the Annual Report drafting process, use PUBLICATIONS - Drafting.

For submissions of annual reports to the Portfolio Minister, use GOVERNMENT RELATIONS - Compliance.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
022.088.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting the development of formal internal reports and reports made to external agencies or oversight organisations (e.g. the Ombudsman, Office of the Community Advocate (OCA) or Official Visitor), including final versions, supporting the provision of care and protection programs and services, including adoptions and permanent care. Includes working papers.	Retain as Territory Archives

Representations

The activities involved in preparing responses to questions raised in the Legislative Assembly by Members of Legislative Assembly on behalf of their constituents. Also includes community-based representations and representations directed to the Minister seeking a formal response.

[For records documenting the recording of communications sent to or from the Minister including Ministerial Directives (project worksheets) and background material, use INFORMATION MANAGEMENT – Control.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
022.089.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting responses to approaches received by the minister (Ministerial Representations) from peak industry bodies, leading community interest groups, influential stakeholders and individuals concerning issues of a contentious nature which were subject to major public or political scrutiny or are of major significance to the agency, Territory or the community at large. Includes: <ul style="list-style-type: none">• copies of letters received;• draft responses;• minutes providing background details for the Minister;• requests from the Minister's office for changes;• final responses.	Retain as Territory Archives

Reviewing

The activities involved in re-evaluating or re-examining products, processes, procedures, standards and systems. Includes recommendations and advice resulting from these activities.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
022.093.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting reviews of children care and protection programs and services, including adoptions, processes, policies, procedures, standards and systems that result in major changes to those processes, etc., including final versions of reports and working papers.	Retain as Territory Archives

The preparation and submission of a formal statement (e.g. a business case, statistics, etc.) supporting a case or opinion held by the agency which is submitted to another agency or organisation, or within the agency, for the purpose of either gain or support.

For the development of submissions on the proposals of new legislation or the amendment of existing legislation, use STRATEGIC MANAGEMENT - Legislation.]

Tendering

The activities involved in receiving and assessing tenders, of making offers and finalising contract arrangements for the supply, sale or purchase of goods and services.







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CHILDREN'S COURT RECORDS

The function of dealing with criminal and traffic charges and summonses against persons who are under the age of 18 years. Also, dealing with care applications involving children that have been subject to abuse or neglect.

Cases

This activity descriptor should be used where there is a need to keep a number of activities together on one file, for legislative or operational reasons. Case files relate to incidents, persons, organisations or clients.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
Courts 6.1.1 	All Children's Court registers, indexes and card systems including electronic indexes and registers.	Retain as Territory Archives
Courts 6.1.2 	Bench Sheets for Children's Court matters.	Retain as Territory Archives
Courts 6.1.3 	Bench Sheets and last orders for Care matters.	Retain as Territory Archives
Courts 6.1.4 	Bench Sheets, extracts of orders, and originating process on Application to the Court under the Maintenance Ordinance in the Magistrates Court.	Retain as Territory Archives
Courts 6.1.5 	Bench Sheets, orders and payment records for Maintenance Order (Enforcement) (file prefix: Initial letter of payers surname and number in sequence).	Retain as Territory Archives
Courts 6.1.6 	Bench Sheets and orders for Family Law matters.	Retain as Territory Archives


Policy

The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
125.080.001	Final version of policies	Retain as Territory Archives


Public Reaction

The process of handling public reaction to an agency's policies or services. Includes anonymous letters, letters of complaint and letters of congratulations or appreciation received from the public.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
125.084.001 	Public reaction and oversight agency response, such as the Ombudsman, OCA or Official Visitor.	Retain as Territory Archives

Registration

The activities to record, catalogue, inventory or list. The establishment and maintenance of registers containing information required by legislation.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
125.155.001 	Registers recording information relevant to the function.	Retain as Territory Archives


Reporting

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, regulation, or legislation, (e.g. Annual Report)). Includes statistics and returns.

Note: Reports resulting from a routine activity, e.g. inspection reports, form part of that activity, i.e. reports resulting from an inspection are part of the inspection and not the activity of Reporting. Reports of these types should be classified as part of the greater activity generating the report.


[For the Annual Report drafting process, use PUBLICATIONS - Drafting.]

For submissions of annual reports to the Portfolio Minister, use GOVERNMENT RELATIONS - Compliance.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
125.088.001 	Final version of internal formal reports and report made to external agencies.	Retain as Territory Archives

Representations

The activities involved in preparing responses to questions raised in the Legislative Assembly by Members of Legislative Assembly on behalf of their constituents. Also includes community-based representations and representations directed to the Minister seeking a formal response.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
125.089.001 	Records documenting responses to approaches received by the minister (Ministerials) from peak industry bodies, leading community interest groups, recognised influential stakeholders and individuals concerning issues of a contentious nature which are of major significance to the agency and/or the community at large. Includes: <ul style="list-style-type: none"> • copies of letters received • draft responses • minutes providing background details for the Minister • requests from the Minister's office for changes • final response. 	Retain as Territory Archives

Reviewing

The activities involved in re-evaluating or re-examining products, processes, procedures, standards and systems. Includes recommendations and advice resulting from these activities.



<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
125.093.001 	Final report of review of agency programs and operations.	Retain as Territory Archives

Submissions

The preparation and submission of a formal statement (e.g. a business case, statistics, etc.) supporting a case or opinion held by the agency which is submitted to another agency or organisation, or within the agency, for the purpose of either gain or support.

[For Cabinet submissions, use GOVERNMENT RELATIONS - Submissions.]

For the development of submissions on the proposals of new legislation or the amendment of existing legislation, use STRATEGIC MANAGEMENT - Legislation.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
125.102.001 	Development of submissions (other than Cabinet submissions) relating to controversial issues.	Retain as Territory Archives
125.102.002 	Working papers documenting the development of Cabinet submissions	Retain as Territory Archives

CIVIL RECORDS

The function of hearing and determining civil matters up to the value of \$50,000 in the Magistrates Court. The hearing and determining of civil matters is unlimited in the Supreme Court.



Cases

This activity descriptor should be used where there is a need to keep a number of activities together on one file, for legislative or operational reasons. Case files relate to incidents, persons, organisations or clients.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
Courts 7.1.1 [Barcode]	All Supreme Court Civil registers, indexes and card systems including electronic indexes and registers.	Retain as Territory Archives
Courts 7.1.10 [Barcode]	Bench Sheets, extracts of orders, and originating process on Application files, Fair Rent Appeal Case files and Workers Compensation files in the Magistrates Court.	Retain as Territory Archives
Courts 7.1.11 [Barcode]	Bench Sheets for Domestic Violence and Restraining Order matters in the Magistrates Court.	Retain as Territory Archives
Courts 7.1.12 [Barcode]	Bench sheets for Small Claim Summons matters.	Retain as Territory Archives
Courts 7.1.2 [Barcode]	Bench Sheets for Civil matters in the Supreme Court.	Retain as Territory Archives
Courts 7.1.3 [Barcode]	Civil Case Files in the Supreme Court (file prefix SC).	Retain as Territory Archives
Courts 7.1.4 [Barcode]	Bankrupt Persons Case Files in the Supreme Court (Bailiff)(file prefix BA).	Retain as Territory Archives
Courts 7.1.5 [Barcode]	Victims Compensation Case Files in the Supreme Court(file prefix CIC).	Retain as Territory Archives
Courts 7.1.6 [Barcode]	Records of Civil Proceedings (Transcripts) in the Supreme Court.	Retain as Territory Archives
Courts 7.1.7 [Barcode]	All Magistrates Court Civil registers, indexes and card systems including electronic indexes and registers.	Retain as Territory Archives

Cases (Continued)


This activity descriptor should be used where there is a need to keep a number of activities together on one file, for legislative or operational reasons. Case files relate to incidents, persons, organisations or clients.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
Courts 7.1.8 	Bench Sheets, extracts of judgments, interlocutory orders and originating process for Civil Summons in the Magistrates Court.	Retain as Territory Archives
Courts 7.1.9 	Bench Sheets, third Schedule (Service and Execution of Process Act) Certificate and the most recent affidavit of cognizance filed by the judgment creditor in the Magistrates Court.	Retain as Territory Archives

Program Development


The activities associated with developing programs to meet individual, group and community needs. Includes updating or making amendments to existing programs.

[For determining the suitability of potential or existing programs, use ACCOMMODATION SUPPORT SERVICES - Evaluation.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
DDHCS 2.17.1 	Records documenting the development of programs that have significant far reaching social and economic implications for the community.	Retain as Territory Archives

Research

The activities involved in investigating or enquiring into a subject or area of interest in order to discover facts, principles, etc. Used to support development of projects, standards, guidelines, etc. and business activities in general. Includes following up enquiries relating to programs, projects, working papers, literature searches, etc.


<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
DDHCS 2.21.1 	Records documenting detailed research carried out to support the community access services function.	Retain as Territory Archives

COMMUNITY CONCESSION SERVICES

The function of providing services to the community who receive concessions for expenditure on a range of essential services such as electricity, water and sewerage, spectacles, public transport, motor vehicle registration, drivers licenses, etc. Includes processing applications for expenditure support, responding to enquiries, handling referrals with additional needs to other organisations, conducting periodic circumstance and entitlement reviews and preparing payments of entitlements. Also includes developing policy,

Planning


The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
DDHCS 3.15.1 	Final version of plans that support key government initiatives and impact on cross-portfolio administration and/or have far reaching social and economic implications.	Retain as Territory Archives

Program Development

The activities associated with developing programs to meet individual, group and community needs. Includes updating or making amendments to existing programs.

[For determining the suitability of potential or existing programs, use ACCOMMODATION SUPPORT SERVICES - Evaluation.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
DDHCS 3.18.1 	Records documenting the development of programs that have significant far reaching social and economic implications for the community.	Retain as Territory Archives

COMMUNITY DEVELOPMENT

The function of facilitating a whole-of-government approach to addressing and enhancing the needs of sectors of the Territory community; promoting equity of access to government services and diversity of the community. Includes developing policy, administering program funding, liaison and consultation with the community. Also includes official representation at community events, providing advice, and responding to public enquiries for information.

Use ARTS & CULTURAL DEVELOPMENT for arranging, promoting or encouraging arts or cultural events and services.

Use COMMUNITY RELATIONS for raising and maintaining the agency's broad public profile.

Use GOVERNMENT COORDINATION for authorisation for the use of the Territory's flag, symbols and emblems (e.g. Arms and Crest of the City of Canberra) and bestowing of Territory honours and awards.

Use SPORT & RECREATION SERVICES for providing sport and recreation services to the community and industry with the aim of encouraging participation in sport and recreation activities.

Addresses (presentations)

The activity of giving addresses for training, professional, community relations or sales purposes. Includes speeches and multi-media presentations.

Entry No.	Description of Records	Disposal Action
C D 1.1.1 ■■■■■■■■■■■■■■■■■■■■	Final version of addresses made by the Chief Minister or portfolio Minister or senior agency officers at major public occasions, (e.g. launch of Social Plan).	Retain as Territory Archives

Celebrations

The activities associated with arranging and managing festivities to honour a particular activity.

Entry No.	Description of Records	Disposal Action
C D 1.3.1 ■■■■■■■■■■■■■■■■■■■■	Records of celebrations	Retain as Territory Archives

Ceremonies

The activities associated with arranging and managing a formal act performed for a special occasion.


<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
C D 1.4.1	Programs	Retain as Territory Archives
		

Committees

The activities associated with the establishment, appointment of members, terms of reference, proceedings, minutes of meetings, reports, agendas, etc. of committees and task forces.


[For audit committees, use STRATEGIC MANAGEMENT - Committees.]

For the establishment of advisory councils or governing boards with decision making responsibility for agency policy and/or planning, use STRATEGIC MANAGEMENT - Committees.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
C D 1.5.1 	External committees formed to manage or advise. Includes final of documents: Establishing the committee Terms of reference Appointment of members Minutes Reports Recommendations Supporting documents such as briefing papers and discussion papers	Retain as Territory Archives



Planning

The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
C D 1.11.1 	Final version of plans that support key government initiatives and impact on cross-portfolio administration and/or have far reaching social and economic implications.	Retain as Territory Archives

Reviewing

The activities involved in re-evaluating or re-examining products, processes, procedures, standards and systems. Includes recommendations and advice resulting from these activities.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
C D 1.16.1 	Final report of review of agency programs and operations supporting the community development function.	Retain as Territory Archives
C D 1.16.2 	Other records documenting a review of agency programs and operations. Includes documents establishing the review	Retain as Territory Archives

COMMUNITY RELATIONS

The function of establishing rapport with the community and raising and maintaining the Territory's or agency's broad public profile. Includes marketing and promoting the Territory government, advertising, competitions, media liaison, exhibitions, celebrations, ceremonies, speeches, official representation at functions and participation in community activities. Also includes relationships with professional bodies and industry, consultation and feedback.

Addresses (presentations)

The activity of giving addresses for training, professional, community relations or sales purposes. Includes speeches and multi-media presentations.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
001.004.001 ■■■■■■■■■■■■■■■■■■■■	Final version of addresses made by the Chief Minister or portfolio Minister or senior agency officers at major public occasions. <i>[For addresses delivered by the Chief Minister or portfolio Minister or senior agency officers at government occasions, use GOVERNMENT RELATIONS - Addresses (presentations).]</i>	Retain as Territory Archives

Celebrations

The activities associated with arranging and managing festivities to honour a particular activity.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
001.017.001 ■■■■■■■■■■■■■■■■■■■■	Programs, invitations, guest lists and photographs relating to celebratory festivities held to honour an event of major importance to an agency (e.g. a significant anniversary).	Retain as Territory Archives

Ceremonies

The activities associated with arranging and managing a formal act performed for a special occasion.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
001.018.001 ■■■■■■■■■■■■■■■■■■■■	Programs, invitations, guest lists and photographs relating to ceremonies held to mark a special occasion (e.g. the opening of a building or major facility, or the conferring of special community awards promoted by the agency).	Retain as Territory Archives

Evaluation

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 systems analysis and ongoing monitoring.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
001.042.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting the evaluation of community relations programs and services the result in significant changes.	Retain as Territory Archives

Events

The activities relating to the arranging and staging of events. Includes support for local suppliers and organisations to attend, display or promote (e.g. trade displays, Christmas pageants, Canberra Show). Also includes events arranged and staged by agencies (e.g. open days, land sales, Floriade).

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
001.043.001 ■■■■■■■■■■■■■■■■■■■■	Records relating to the organisation and staging of events and celebrations of local, state or national significance or those organised to mark major anniversaries of significant people, structures or events, such as: <ul style="list-style-type: none">• Australia Day;• significant community festivals;• significant receptions.	Retain as Territory Archives

Media Relations

The activities associated with establishing a relationship with the media. Includes cultivating media contacts, coordinating access to the media, authorising and issuing press releases and briefings, and organising media interviews.

[For administrative arrangements with the media, use COMMUNITY RELATIONS - Media Relations.


For administrative arrangements of issuing media releases in the portfolio Minister or Chief Minister's name, use GOVERNMENT RELATIONS - Media Releases.

For public presentations or addresses, use COMMUNITY RELATIONS - Addresses (presentation).]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
001.071.001 ■■■■■■■■■■■■■■■■■■■■	Master set of agency media releases.	Retain as Territory

Policy

The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
001.080.001 	Records documenting the development and establishment of government wide community relations policies. Includes: <ul style="list-style-type: none"> • policy proposals; • research papers; • results of consultations; • supporting reports; • major drafts; • final policy documents. 	Retain as Territory Archives

COMPENSATION

The function of providing compensation to personnel and visitors injured while proceeding to or from work, during working hours or on the agency's premises. Includes the rehabilitation of injured workers claiming compensation and compensation for damage to property where such damage is claimed as the agency's responsibility.

[For accident reports covering deaths, serious personal injury, incapacity and dangerous occurrences for both employees and members of the public, use OCCUPATIONAL HEALTH & SAFETY (OH&S) - Accidents.

For accident reports submitted where an employee also submits a compensation claim, use COMPENSATION - Case Management.

For accident reports submitted by an employee but where there is no compensation claim submitted, use PERSONNEL - Accident.


For accident reports submitted by members of the public where a compensation claim is lodged, use COMPENSATION - Claims.

For accident reports submitted by members of the public where there is no claim made for compensation, use OCCUPATIONAL HEALTH & SAFETY (OH&S) - Accidents.

For agreements relating to the settlement of compensation cases, use LEGAL SERVICES - Agreements.]


Case Management

The activity of managing an incident, person, organisation or client on a case basis. Case management incorporates the process of assessment, planning, facilitation and advocacy for options and services to meet an individual's, organisation's or client's needs or outcomes. Includes processing applications; authorisations and approvals; the establishment of a client; developing, implementing and monitoring case plans; the ongoing delivery and provision of services; finalisation of services and reviews of service delivery.

Entry No.	Description of Records	Disposal Action
12-183/002.016.001 	Records documenting compensation claims by employees which result in major changes to agency policy or procedure; are high profile, controversial or subject to social or political interest; or are precedent setting. Includes: <ul style="list-style-type: none">• copies of claims• expert reports• correspondence.	Retain as Territory Archives

Claims

The process of administering and managing payments demanded in accordance with an insurance policy as compensation for injury, death, or denial of rights of a person, or damage to or destruction of property. Includes disputes over rights and ownership, and recompense sought for stolen or lost property.




<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
12-183/002.019.001 	Records documenting claims by members of the public which result in major changes to agency policy or procedure; are high profile, controversial or subject to social or political interest; or are precedent setting. Includes: <ul style="list-style-type: none">• copies of claims• expert reports• correspondence.	Retain as Territory Archives

CORONIAL RECORDS

The function of inquiring into and recording the manner and cause of death of a person under specific circumstances. Also, inquiring into the cause and origin of a fire that has destroyed or damaged property. In addition, if requested by and consented to by the Attorney-General, to inquire into the cause and origin of a disaster.

Cases

This activity descriptor should be used where there is a need to keep a number of activities together on one file, for legislative or operational reasons. Case files relate to incidents, persons, organisations or clients.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
Courts 8.1.1 	All Coronial registers, indexes and card systems including electronic indexes and registers.	Retain as Territory Archives
Courts 8.1.2 	Bench Sheets for Coronial matters.	Retain as Territory Archives
Courts 8.1.3 	Coronial Case Files (file prefix CD, CF, SK).	Retain as Territory Archives

CORPORATE GOVERNANCE

The function of establishing the strategic direction and governance framework for the organisation, and overseeing the management of its operations and joint ventures. Includes developing and establishing a statement of governance philosophy, constitution, charter, delegations, responsibilities, appointment, remuneration protocol or code of conduct. Also includes compliance with regulatory reporting obligations and includes those activities associated with providing secretariat support to the Board, Council and their Committees in the conduct of its work and administrative support to the members.

Addresses (presentations)

The activity of giving addresses for training, professional, community relations or sales purposes. Includes speeches and multi-media presentations.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
181.004.001 ■■■■■■■■■■■■■■■■■■■■	Final version of addresses made by members of governing bodies at major public occasions.	Retain as Territory Archives

Advice

The activities associated with offering opinions as to an action or judgement. Includes the process of advising.

[For the provision of advice to the Minister or Chief Minister, use GOVERNMENT RELATIONS - Advice.

For legal advice, use LEGAL SERVICES - Advice.]


<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
181.005.001 ■■■■■■■■■■■■■■■■■■■■	Receipt and provision of advice that resulted in major changes. Includes advice provided by consultants.	Retain as Territory Archives

Committees

The activities associated with the establishment, appointment of members, terms of reference, proceedings, minutes of meetings, reports, agendas, etc. of committees and task forces.


[For audit committees, use STRATEGIC MANAGEMENT - Committees.]

For the establishment of advisory councils or governing boards with decision making responsibility for agency policy and/or planning, use STRATEGIC MANAGEMENT - Committees.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
181.020.001 	Records of high-level external and internal committees formed to manage or advise on major decisions. Includes final versions of documents: <ul style="list-style-type: none">• establishing the committee;• terms of reference;• appointment of members;• minutes;• reports;• recommendations; and• supporting documents such as briefing and discussion papers.	Retain as Territory Archives

Compliance

The activities associated with complying with mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements. Includes compliance with legislation and with national and international standards, such as the ISO 9000 series.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
181.021.001 	Records relating to the maintenance of registers required to meet compliance of specific legislative obligations.	Retain as Territory Archives


Reporting

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, regulation, or legislation, (e.g. Annual Report)). Includes statistics and returns.

Note: Reports resulting from a routine activity, e.g. inspection reports, form part of that activity, i.e. reports resulting from an inspection are part of the inspection and not the activity of Reporting. Reports of these types should be classified as part of the greater activity generating the report.


[For the Annual Report drafting process, use PUBLICATIONS - Drafting.]

For submissions of annual reports to the Portfolio Minister, use GOVERNMENT RELATIONS - Compliance.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
181.088.001 	Final version of formal reports and reports made to external agencies.	Retain as Territory Archives


Research

The activities involved in investigating or enquiring into a subject or area of interest in order to discover facts, principles, etc. Used to support development of projects, standards, guidelines, etc. and business activities in general. Includes following up enquiries relating to programs, projects, working papers, literature searches, etc.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
181.091.001 	Records documenting detailed research carried out to support the function.	Retain as Territory Archives

Reviewing

The activities involved in re-evaluating or re-examining products, processes, procedures, standards and systems. Includes recommendations and advice resulting from these activities.




<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
181.093.001 	Final report and action plan.	Retain as Territory Archives

CORRECTIONS SECURITY

The function of providing security measures to ACT Corrective Services facilities. Includes incidents relating to security systems, maintenance of security equipment and emergency processes. Also includes the gathering of intelligence/ surveillance and the measures taken to protect staff, premises, equipment or information from accidental or intentional damage or from unauthorised access.

Security

The activities associated with measures taken to protect people, premises, equipment or information from accidental or intentional damage or from unauthorised access. Includes the security classification of personnel and criminal record checks.










<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
C S 1.03.1 	Records relating to the investigation, direction and review of separating a prisoner/detainee, such as forensic detainees or sex offenders, for their own safety, from other prisoners/detainees or any other significant security arrangement.	Retain as Territory Archives
C S 1.03.2 	Records relating to the acquisition of major security equipment and materials.	Retain as Territory Archives
C S 1.03.3 	Records of activities relating to the processes of managing detainees due to security classifications or the need for segregations due to behaviour management issues.	Retain as Territory Archives

CRIMINAL RECORDS

The function of dealing with criminal charges laid against persons who are over the age of 18 years.

Cases

This activity descriptor should be used where there is a need to keep a number of activities together on one file, for legislative or operational reasons. Case files relate to incidents, persons, organisations or clients.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
Courts 9.1.1 	All Supreme Court criminal registers, indexes and card systems including electronic indexes and registers.	Retain as Territory Archives
Courts 9.1.2 	Bench Sheets for Criminal Charge in the Supreme Court.	Retain as Territory Archives
Courts 9.1.3 	Criminal Charge Case Files in the Supreme Court (file prefix SCC).	Retain as Territory Archives
Courts 9.1.4 	Enforcement Case Files in the Supreme Court (file prefix SE).	Retain as Territory Archives
Courts 9.1.5 	Jury Records in the Supreme Court	Retain as Territory Archives
Courts 9.1.6 	Search Warrant Records in the Supreme Court	Retain as Territory Archives
Courts 9.1.7 	Records of Criminal Proceedings (Transcripts) in the Supreme Court.	Retain as Territory Archives
Courts 9.1.8 	All Magistrates Court criminal registers, indexes and card systems including electronic indexes and registers.	Retain as Territory Archives
Courts 9.1.9 	Bench Sheets for Criminal Charge and Plea by Post matters in the Magistrates Court.	Retain as Territory Archives

DANGEROUS SUBSTANCES REGULATION

The function of regulating and monitoring activities, premises and plant associated with the handling of dangerous substances to promote an acceptable standard of safety.

Agreements

The processes associated with the establishment, maintenance, review and negotiation of agreements. Includes records associated with preparing agreements/contracts and settling those agreements/contracts. Includes contracts, memoranda of understanding (MOU), deeds, leases, licences and mortgages.

[For agreements with other governments, including international governments, use GOVERNMENT RELATIONS - Agreements.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
WC 1.1.1 ■■■■■■■■■■■■■■■■■■■■	Final versions of agreements made covering dangerous substances regulation and supporting documents. Includes negotiations, establishment, maintenance and review of agreements. Memoranda of Understanding and other agreements with external organisations allowing access to data records.	Retain as Territory Archives


Audit

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 an agency, company or other organisation in a specified period. Includes compliance audits, financial audits, operational audits, recordkeeping audits, skills audits, system audits and quality assurance audits.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
WC 1.2.1 ■■■■■■■■■■■■■■■■■■■■	Records relating to operational audits where serious failures to meet compliance requirements were identified.	Retain as Territory Archives
WC 1.2.2 ■■■■■■■■■■■■■■■■■■■■	Final audit reports or findings on audits of specific issues related to dangerous substances, conducted across a number of organisations and resulting in substantial changes to policy and procedures.	Retain as Territory Archives


Authorisation

The process of delegating power to authorise an action and the seeking and granting permission to undertake a requested action.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
WC 1.3.1 	Registers of dangerous substances. Also includes registers or database of dangerous substances packaging, containers, etc. approvals.	Retain as Territory Archives

Liaison

The activities associated with maintaining regular general contact between the agency and professional associations, professionals in related fields, other private sector organisations and community groups. Includes sharing informal advice and discussions, membership of professional associations and collaborating on projects that are not joint ventures.


<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
WC 1.7.1 	Master set of minutes, agenda and related papers of formal bodies established for the purpose of liaison between the agency and professional associations, professionals in related fields, other private sector organisations and community groups.	Retain as Territory Archives

Litigation

The activities involved in managing lawsuits or legal proceedings between the agency and other parties in a court or other tribunal. Includes briefs for counsel; copies of documents required by or lodged with a court; consultation with the Attorney-General and other agencies; and records documenting compliance with court instructions, e.g. subpoenas and discovery orders.

[For appeals to decisions of a court or tribunal, use INFORMATION MANAGEMENT - Case Management or COMPENSATION - Appeals (decisions).]

For subpoenas and discovery orders, use INFORMATION MANAGEMENT - Enquiries.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
WC 1.8.1 	Litigation matters where legal precedents are set.	Retain as Territory Archives

Reporting

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, regulation, or legislation, (e.g. Annual Report)). Includes statistics and returns.

Note: Reports resulting from a routine activity, e.g. inspection reports, form part of that activity, i.e. reports resulting from an inspection are part of the inspection and not the activity of Reporting. Reports of these types should be classified as part of the greater activity generating the report.

[For the Annual Report drafting process, use PUBLICATIONS - Drafting.

For submissions of annual reports to the Portfolio Minister, use GOVERNMENT RELATIONS - Compliance.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
WC 1.10.1 ■■■■■■■■■■■■■■■■■■■■	Detailed comprehensive reports that contain major, detailed recommendations or have a significant impact on policies for the agency as a whole.	Retain as Territory Archives

Standards

The process of implementing industry or agency specific benchmarks for services and processes to enhance quality and efficiency of an organisation.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
WC 1.11.1 ■■■■■■■■■■■■■■■■■■■■	Master copies of standards, codes of practice and guidelines relating to dangerous substances regulation developed by the agency.	Retain as Territory Archives

DEVELOPMENT APPROVAL AND ASSET ACCEPTANCE

The function of managing the acceptance of assets, land development works and other minor works affecting roads, open spaces, verges, and waste collection. Includes the approval of infrastructure works such as roads and bridges, stormwater, pedestrian and cycling facilities, traffic control devices, street lighting, waste facilities and landscape works, including parks and playgrounds building and other development applications for specific properties, buildings, fences, signs and other structures and works issuing of certificates of operational and final acceptances.

Advice

The activities associated with offering opinions as to an action or judgement. Includes the process of advising.

[For the provision of advice to the Minister or Chief Minister, use GOVERNMENT RELATIONS - Advice.

For legal advice, use LEGAL SERVICES - Advice.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
DAAA 1.1.1 ■■■■■■■■■■■■■■■■■■■■	Receipt and provision of advice resulting in significant changes. Includes advice provided by consultants.	Retain as Territory Archives

Agreements

The processes associated with the establishment, maintenance, review and negotiation of agreements. Includes records associated with preparing agreements/contracts and settling those agreements/contracts. Includes contracts, memoranda of understanding (MOU), deeds, leases, licences and mortgages.

[For agreements with other governments, including international governments, use GOVERNMENT RELATIONS - Agreements.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
DAAA 1.2.1 ■■■■■■■■■■■■■■■■■■■■	Final versions of agreements relating to developments and assets of significance to the Territory, e.g. major town centres.	Retain as Territory Archives

The activities involved in the process of appeals against decisions by application to a higher authority.

Approvals

The activities involved in giving or obtaining approval.

Decisions Review

The activities associated with the review of decisions referred to external bodies, for instance the Commissioner for Land and Planning and the ACT Administrative Appeals Tribunal.

Policy

The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
DAAA 1.17.1 	Final versions of policies.	Retain as Territory Archives

Procedures

Standard methods of operating laid down by the agency according to formulated policy.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
DAAA 1.18.1 ■■■■■■■■■■■■■■■■■■■■	Master set of agency manuals, handbooks etc., detailing procedures.	Retain as Territory Archives

Reporting

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, regulation, or legislation, (e.g. Annual Report)). Includes statistics and returns.

Note: Reports resulting from a routine activity, e.g. inspection reports, form part of that activity, i.e. reports resulting from an inspection are part of the inspection and not the activity of Reporting. Reports of these types should be classified as part of the greater activity generating the report.

[For the Annual Report drafting process, use PUBLICATIONS - Drafting.

For submissions of annual reports to the Portfolio Minister, use GOVERNMENT RELATIONS - Compliance.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
DAAA 1.19.1 ■■■■■■■■■■■■■■■■■■■■	Master copies of final versions of formal internal reports and reports made to external agencies , including statistical reports.	Retain as Territory Archives

DISASTER RECOVERY (HUMAN SERVICES)

The function of coordinating the disaster recovery response to individuals, families or communities in the ACT affected by disaster; including the provision of emergency services such as evacuation centres, the provision of caseworkers, finance, accommodation or counselling under disaster relief schemes.

Debriefing

The activity of conducting post-incident discussions.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
D R (H S) 1.3.1 ■■■■■■ ■■■■ ■■■■■■■■■■	Major incidents - All records concerning debriefings following major incidents initiated by, or requiring major involvement of the organisation.	Retain as Territory Archives

DISCRIMINATION COMMISSIONER REVIEW


The function of providing comment by the Discrimination Commissioner on Governmental policy documents and legislation in relation to their compliance with the ACT Discrimination Act 1991.

Advice

The activities associated with offering opinions as to an action or judgement. Includes the process of advising.

[For the provision of advice to the Minister or Chief Minister, use GOVERNMENT RELATIONS - Advice.

For legal advice, use LEGAL SERVICES - Advice.]


<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
H R 3.1.1 	Advice relating to the ACT Discrimination Act 1991 or other advice that is deemed significant or controversial or has far-reaching implications for either the functions of the ACT Human Rights Office, the Government or the development of legislation.	Retain as Territory Archives

DISCRIMINATION COMPLAINT MANAGEMENT

The function of providing a complaint investigation and conciliation mechanism in accordance with the ACT Discrimination ACT 1991.

Cases

This activity descriptor should be used where there is a need to keep a number of activities together on one file, for legislative or operational reasons. Case files relate to incidents, persons, organisations or clients.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
HR 1.1.1 	Complaints where formal notification has been made under the ACT Discrimination Act 1991 and the complaint is deemed significant or controversial and has far-reaching implications for either the functions of the ACT Human Rights Office, the Government as a whole or the development of discrimination legislation.	Retain as Territory Archives

EDUCATION STRATEGY

The function of developing and planning the provision of education to all the ACT community, across the preschool, primary and secondary education sectors. Includes the development of policy and legislation which sets the direction of education in the Territory, as well as setting specialised policies for students with disabilities, indigenous students and distance education.

Advice

The activities associated with offering opinions as to an action or judgement. Includes the process of advising.

[For the provision of advice to the Minister or Chief Minister, use GOVERNMENT RELATIONS - Advice.

For legal advice, use LEGAL SERVICES - Advice.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
168.005.001 ■■■■■■■■■■■■■■■■■■■■	Receipt and provision of advice that resulted in major changes. Includes advice provided by consultants.	Retain as Territory Archives

Audit

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 an agency, company or other organisation in a specified period. Includes compliance audits, financial audits, operational audits, recordkeeping audits, skills audits, system audits and quality assurance audits.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
168.013.001 ■■■■■■■■■■■■■■■■■■■■	Final report of an internal or external audit (e.g. conducted by an external authority such as the ACT Auditor General's Office) where: <ul style="list-style-type: none">• the audit report is qualified by the auditor; or• there are major or significant changes to practices.	Retain as Territory Archives

Committees

The activities associated with the establishment, appointment of members, terms of reference, proceedings, minutes of meetings, reports, agendas, etc. of committees and task forces.

[For audit committees, use STRATEGIC MANAGEMENT - Committees.

For the establishment of advisory councils or governing boards with decision making responsibility for agency policy and/or planning, use STRATEGIC MANAGEMENT - Committees.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
168.020.001 ■■■■■■■■■■■■■■■■■■■■	Records of high-level external and internal committees formed to manage or advise on major decisions. Includes: <ul style="list-style-type: none">• final versions of documents• establishing the committee• terms of reference• appointment of members• minutes• reports• recommendations• - supporting documents such as briefing and discussion papers.	Retain as Territory Archives

Curriculum Development

The process of developing and approving curricula.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
168.365.001 ■■■■■■■■■■■■■■■■■■■■	Final versions of approved school based curricula or any unapproved school based curricula that generated significant public response.	Retain as Territory Archives

Evaluation

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 systems analysis and ongoing monitoring.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
168.042.001 ■■■■■■■■■■■■■■■■■■■■	External and internal reports evaluating potential or existing services and systems.	Retain as Territory Archives

Planning

The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
168.079.001 	Final version of plans for major projects.	Retain as Territory Archives

Policy

The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
168.080.001	Final versions of policies.	Retain as Territory Archives


Reporting

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, regulation, or legislation, (e.g. Annual Report)). Includes statistics and returns.

Note: Reports resulting from a routine activity, e.g. inspection reports, form part of that activity, i.e. reports resulting from an inspection are part of the inspection and not the activity of Reporting. Reports of these types should be classified as part of the greater activity generating the report.


[For the Annual Report drafting process, use PUBLICATIONS - Drafting.]

For submissions of annual reports to the Portfolio Minister, use GOVERNMENT RELATIONS - Compliance.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
168.088.001 	Final version of formal reports and reports made to external agencies.	Retain as Territory Archives


Research

The activities involved in investigating or enquiring into a subject or area of interest in order to discover facts, principles, etc. Used to support development of projects, standards, guidelines, etc. and business activities in general. Includes following up enquiries relating to programs, projects, working papers, literature searches, etc.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
168.091.001 	Records documenting detailed research carried out to support the education strategy function.	Retain as Territory Archives

Reviewing

The activities involved in re-evaluating or re-examining products, processes, procedures, standards and systems. Includes recommendations and advice resulting from these activities.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
168.093.001 	Final reports and action plans.	Retain as Territory Archives

The preparation and submission of a formal statement (e.g. a business case, statistics, etc.) supporting a case or opinion held by the agency which is submitted to another agency or organisation, or within the agency, for the purpose of either gain or support.

For the development of submissions on the proposals of new legislation or the amendment of existing legislation, use STRATEGIC MANAGEMENT - Legislation.]

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EDUCATIONAL AGREEMENTS

The function of establishing or developing educational agreements for mutual understandings and cooperation, whether formal or informal, between departments, divisions, faculties, schools, colleges, universities (and equivalents) or other academic organisations for the exchange of information, expertise, staff and students and for general academic cooperation including joint research in fields of mutual interest and benefit, with the implicit intention that contact and collaboration should continue.

Joint ventures

The activities involved in managing joint operations between the agency and other agencies, or with the government, where there is a contract, joint contribution of funds and/or time. Includes private sector ventures with public sector organisations, and co-research or collaboration between inter-departmental units, departments or agencies.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
062.062.001 ■■■■■■■■■■■■■■■■■■■■	Records relating to the management/maintenance of major academic joint ventures. Includes final signed versions of agreements, contracts or formal undertakings.	Retain as Territory Archives

ELECTION & REFERENDUM SERVICES TO OTHER AGENCIES

The function of providing services to interstate electoral authorities and other bodies or organisations for the conduct of elections and referendums. Includes the provision of advice, total votes issued, fees for services and memorandums of understanding.

Statutory and Fee-for-Service Elections

The activities associated with conducting elections for other bodies for which a fee is charged for services provided.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
067.245.001 	Nomination forms, copies of notifiable instruments, final versions of media releases, final results and declaration of polls of Aboriginal and Torres Strait Islander Elected Body (ATSIEB) elections.	Retain as Territory Archives

ELECTIONS & REFERENDUMS FOR THE ACT LEGISLATIVE ASSEMBLY

The function of planning and conducting ACT Legislative Assembly elections or referendums. Includes the receipt and provision of advice relating to electoral matters, registering political parties, the appointment and conduct of polling places, managing all materials required for an election, responding to complaints and feedback, investigating potential breaches of the election funding and disclosure scheme, managing candidate nominations and providing election funding to registered political parties and candidates. Also includes redistributing electoral boundaries and the declaration of election results.

Agreements


The processes associated with the establishment, maintenance, review and negotiation of agreements. Includes records associated with preparing agreements/contracts and settling those agreements/contracts. Includes contracts, memorandums of understanding (MOU), deeds, leases, licences and mortgages.

[For agreements with other governments, including international governments, use GOVERNMENT RELATIONS - Agreements.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
048.006.001 ■■■■■■■■■■■■■■■■■■■■	Final versions of all agreements, including the Joint Roll Agreement and agreements with other agencies to provide data used for the maintenance of the electoral roll.	Retain as Territory Archives


Electoral Roll Management

The activity of creating, maintaining and providing access to the ACT electoral roll. Includes close of rolls arrangements and the production of certified lists.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
048.138.001 	Certified copy of the electoral roll for each electorate used at each Legislative Assembly election.	Retain as Territory Archives



Evaluation

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 systems analysis and ongoing monitoring.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
048.042.001 	All records relating to evaluation of election processes, including formal surveys of MLAs, voters and candidates.	Retain as Territory Archives

Investigations

The activities involved in a formal search, examination and/or scrutiny undertaken as a result of an accident, an incident, a complaint, an observation, a breach or non-compliance. Includes evidence collected, produced documents, photographs, statements, notes, decisions and final reports.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
048.202.001 	All records relating to breaches of the election funding and disclosure scheme.	Retain as Territory Archives
048.202.002 	All records related to summonses issued for individual cases of non-voting.	Retain as Territory Archives

Media Relations

The activities associated with establishing a relationship with the media. Includes cultivating media contacts, coordinating access to the media, authorising and issuing press releases and briefings, and organising media interviews.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
048.071.001 	Master set of agency media releases.	Retain as Territory Archives

The activities to record, catalogue, inventory or list. The establishment and maintenance of registers containing information required by legislation.

Scrutiny and Election Results

The activity of counting votes and declaring the resulting election outcomes. Includes counting, scrutiny and data entry of ordinary and electronic votes, posting the results, conducting recounts and declaring the polls.


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EMERGENCY AWARENESS

The function of raising the awareness of the community about emergencies and authorisation and inspections of activities, premises and equipment. Includes community education programs, schools visits, public displays at the Canberra Show etc.

Audit

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 an agency, company or other organisation in a specified period. Includes compliance audits, financial audits, operational audits, recordkeeping audits, skills audits, system audits and quality assurance audits.


<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
12-184/088.013.001 	Final audit reports relating to operational audits of the Emergency Awareness function that result in substantial changes to policy or have a significant impact on operations.	Retain as Territory Archives

Committees

The activities associated with the establishment, appointment of members, terms of reference, proceedings, minutes of meetings, reports, agendas, etc. of committees and task forces.


[For audit committees, use STRATEGIC MANAGEMENT - Committees.]

For the establishment of advisory councils or governing boards with decision making responsibility for agency policy and/or planning, use STRATEGIC MANAGEMENT - Committees.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
12-184/088.020.001 	Records documenting high-level corporate committees with overall responsibility for making major decisions in the area of emergency awareness. Includes: <ul style="list-style-type: none">• documents establishing the committee;• final versions of minutes;• reports• recommendations;• supporting documents such as briefing papers and discussion papers.	Retain as Territory Archives

The activities associated with all aspects of public education and community awareness programs. Includes the development, planning and delivery of programs.

Policy


<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
12-184/088.080.001 	Records relating to the establishment and development of policy in relation to emergency awareness activities. Includes policy proposals, research papers, results of consultations, supporting reports and final documents.	Retain as Territory Archives

The activities involved in investigating or enquiring into a subject or area of interest in order to discover facts, principles, etc. Used to support development of projects, standards, guidelines, etc. and business activities in general. Includes following up enquiries relating to programs, projects, working papers, literature searches, etc.

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Reviewing

The activities involved in re-evaluating or re-examining products, processes, procedures, standards and systems. Includes recommendations and advice resulting from these activities.


<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
12-184/088.093.001 	Records relating to reviewing Emergency Awareness processes, policy, procedures, standards and systems that result in major changes to those processes, etc.	Retain as Territory Archives

The activities associated with the establishment, appointment of members, terms of reference, proceedings, minutes of meetings, reports, agendas, etc. of committees and task forces.

For the establishment of advisory councils or governing boards with decision making responsibility for agency policy and/or planning, use STRATEGIC MANAGEMENT - Committees.]


Debriefing

The activity of conducting post-incident discussions.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
12-185/089.242.001 	Major incidents - All records concerning debriefings following major incidents initiated by, or requiring major involvement of the organisation.	Retain as Territory Archives


Disputes (Emergency Response)

The activity of settling disputes between organisations in connection with the deployment of resources and the assignment of roles and responsibilities for dealing with emergencies.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
12-185/089.282.001 	Records relating to significant disputes arising over response to incidents which create intense media interest or controversy or result in major changes to policy, procedures, etc. Records could include reports, decisions, resolutions and recommendations.	Retain as Territory Archives




Emergency Declarations

The activities associated with making declarations for prohibited burning times and emergency periods.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
12-185/089.283.001 	Records involved in the declaration and regulation of fire bans, emergency periods.	Retain as Territory Archives

Emergency Incidents

The activities associated with managing, evaluating and reporting on incidents, emergencies attended by operational and volunteer staff. The incident number issued by Computer Aided Dispatch (CAD) should be used as the unique identifier for the incident.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
12-185/089.284.001 	All operational records related to significant incidents. For example incidents where there is loss of life or major property losses. Includes situation reports, damage reports and logs.	Retain as Territory Archives
12-185/089.284.002 	Master record of incident reports. Reports could be retained in an incident management system, such as Australian Incident Reporting System (AIRS) or similar.	Retain as Territory Archives
12-185/089.284.003 	Statistical reports produced from data maintained in incident management system (such as AIRS). Includes comprehensive statistics about incidents and responses. Includes details of types of incidents, property involved, injuries and fatalities.	Retain as Territory Archives

The activities associated with collecting and managing relevant current information which could be used to assist in rapid response to emergencies and during operations. Includes weather forecasts, traffic management, hazardous material stores, hydrant locations, etc.

Policy

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
12-185/089.080.001 	Final policy documents relating to the Emergency Management function.	Retain as Territory Archives

Standard methods of operating laid down by the agency according to formulated policy.

Reporting



Note: Reports resulting from a routine activity, e.g. inspection reports, form part of that activity, i.e. reports resulting from an inspection are part of the inspection and not the activity of Reporting. Reports of these types should be classified as part of the greater activity generating the report.

For submissions of annual reports to the Portfolio Minister, use GOVERNMENT RELATIONS - Compliance.]

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Reviewing


The activities involved in re-evaluating or re-examining products, processes, procedures, standards and systems. Includes recommendations and advice resulting from these activities.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
12-185/089.093.001 	Records relating to reviewing Emergency Management processes, policy, procedures, standards and systems that result in major changes to those processes, etc.	Retain as Territory Archives
12-185/089.093.002 	Reviewing notifications regarding proposed or finalised activities that will affect traffic and potentially affect response time to incidents. Includes road closures, re-naming and numbering of streets, speed bumps, etc.	Retain as Territory Archives

The activity of managing the control and humane treatment, and preservation of domestic animals, livestock and wildlife.

Appeals (decisions)

The activities involved in the process of appeals against decisions by application to a higher authority.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
113.009.001 	The process of appeals to higher authorities against decisions where the Territory is the major participant (e.g. Australian Capital Territory Civil and Administrative Tribunal (ACAT)) .	Retain as Territory Archives

The process of delegating power to authorise an action and the seeking and granting permission to undertake a requested action.


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Committees

The activities associated with the establishment, appointment of members, terms of reference, proceedings, minutes of meetings, reports, agendas, etc. of committees and task forces.

[For audit committees, use STRATEGIC MANAGEMENT - Committees.]

For the establishment of advisory councils or governing boards with decision making responsibility for agency policy and/or planning, use STRATEGIC MANAGEMENT - Committees.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
113.020.001 	Records documenting the agency's involvement with high-level committees and task forces formed to consider specific matters relating to the function that are of significance to the Territory, including records relating to inter-governmental and inter-agency committees. Also includes final versions of documents: <ul style="list-style-type: none">• Establishing the committee;• Terms of reference;• Appointment of members;• Minutes;• Reports;• Recommendations;• Briefing papers; and• Discussion papers.	Retain as Territory Archives

Implementation

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 installation of equipment. Also includes monitoring to ensure the implementation goes according to schedule and that standards are met.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
113.053.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting activities associated with the implementation of monitoring activities for water quality.	Retain as Territory Archives
113.053.002 ■■■■■■■■■■■■■■■■■■■■	Records documenting activities associated with implementation of wildlife monitoring programs.	Retain as Territory Archives
113.053.003 ■■■■■■■■■■■■■■■■■■■■	Records documenting execution of implementation plans, policies and procedures relating to the function.	Retain as Territory Archives




Liaison

The activities associated with maintaining regular general contact between the agency and professional associations, professionals in related fields, other private sector organisations and community groups. Includes sharing informal advice and discussions, membership of professional associations and collaborating on projects that are not joint ventures.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
113.067.001 ■■■■■■■■■■■■■■■■■■■■	Liaison with external agencies, professional associations and community groups on environmental management and heritage issues of significance to the Territory.	Retain as Territory Archives
113.067.002 ■■■■■■■■■■■■■■■■■■■■	Liaison with indigenous groups who are signatories to agreements regarding issues related to the Environmental Management function.	Retain as Territory Archives

Mapping Programs

The activities associated with the collection, management and presentation of land information.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
113.222.001 	Final controlled versions of program outputs Includes: <ul style="list-style-type: none">• Aerial Photographs;• Maps;• Plans;• Survey data;• Cadastral Maps;• Topographic Maps;• Orthophotographic Maps;• Thematic Maps;• Indexes;• Film & Digital Images; and• Reports or explanatory notes to program outputs.	Retain as Territory Archives
113.222.002 	Street addresses and number allocation.	Retain as Territory Archives
113.222.003 	Plan preparation including: <ul style="list-style-type: none">• Architecture;• Land Management;• Surveying;• Town Planning; and• Transport Engineering.	Retain as Territory Archives

Notifications

The activities of notifying businesses and residents of a failure to comply with the Department's standards and regulations, inappropriate practices, or the Department's intention to take action. Includes the management of notices.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
113.173.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting the issuing of quarantine notifications.	Retain as Territory Archives
113.173.002 ■■■■■■■■■■■■■■■■■■■■	Records documenting the issuing of notices regarding failure to comply with statutory standards for incidents of significance to the Territory.	Retain as Territory Archives

Planning

The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
113.079.001 ■■■■■■■■■■■■■■■■■■■■	Final versions of management plans related to the Environmental Management function.	Retain as Territory Archives

Policy

The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
113.080.001 ■■■■■■■■■■■■■■■■■■■■	Final versions of policies related to the Environmental Management function.	Retain as Territory Archives

Procedures

Standard methods of operating laid down by the agency according to formulated policy.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
113.082.001 ■■■■■■■■■■■■■■■■■■■■	Master set of agency manuals, handbooks, directives etc detailing procedures supporting the Environmental Management function.	Retain as Territory Archives

Research

The activities involved in investigating or enquiring into a subject or area of interest in order to discover facts, principles, etc. Used to support development of projects, standards, guidelines, etc. and business activities in general. Includes following up enquiries relating to programs, projects, working papers, literature searches, etc.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
113.091.001 ■■■■■■■■■■■■■■■■■■■■	Major detailed research carried out relating to conservation and management of flora and fauna and management of captive wildlife. Including research carried out for contribution to nationally coordinated programs.	Retain as Territory Archives

Standards

The process of implementing industry or agency specific benchmarks for services and processes to enhance quality and efficiency of an organisation.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
113.100.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting development of standards related to the Environmental Management function.	Retain as Territory Archives

Vegetation Management

The activity of managing the control and/or preservation of vegetation. [Environmental Management RDS]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
113.248.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting the management of plant communities and/or species under threat of extinction or of significance to the Territory. Examples include: <ul style="list-style-type: none">• Westbourne Woods;• Cork Oak Plantation; and• Terango Leek Orchid.	Retain as Territory Archives

EQUIPMENT & STORES

The function of acquiring, supplying, maintaining, repairing and disposing of equipment and stores used by the Territory. This includes hospital, health and medical equipment and equipment used for emergency and disaster situations. Items of equipment includes instruments, implements, tools, machines, plant, furniture and furnishings, breathing apparatus pumps, protective clothing. Stores include chemicals, hardware, homeware items, kitchen/cleaning items, medical supplies and stationery.


Acquisition

The process of gaining ownership or use of property and other items or the provision of services required in the conduct of business through purchase or requisitions.

[For the acquisition of equipment and stores through a tender process, use EQUIPMENT & STORES - Tendering.

For managing financial transactions supporting acquisition activities, use FINANCIAL MANAGEMENT- Accounting and/or FINANCIAL MANAGEMENT - Payments.

For entry of equipment and stores into the agency's Asset Register, use FINANCIAL MANAGEMENT - Asset Register.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
12-186/003.003.001 	<p>Records relating to the acquisition of equipment and stores, including hospital, medical or emergency services equipment and stores, considered to be unique, rare or have technological, scientific or historical significance. Includes the acquisition of equipment featured in exhibitions and museum collections, and specially developed equipment where the Territory owns the intellectual rights to the equipment. Also includes:</p> <ul style="list-style-type: none">• formal requests for quotes;• orders;• handover reports;• designs and specifications;• correspondence relating to the acquisition. <p><i>[For the assessment of suitability of equipment and stores and the preparation of specifications, use EQUIPMENT & STORES - Evaluation</i></p> <p><i>For records relating to tendering for equipment and stores, use EQUIPMENT & STORES - Tendering]</i></p>	Retain as Territory Archives

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 an agency, company or other organisation in a specified period. Includes compliance audits, financial audits, operational audits, recordkeeping audits, skills audits, system audits and quality assurance audits.

Committees


[For audit committees, use STRATEGIC MANAGEMENT - Committees.]

For the establishment of advisory councils or governing boards with decision making responsibility for agency policy and/or planning, use STRATEGIC MANAGEMENT - Committees.]

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Compliance

The activities associated with complying with mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements. Includes compliance with legislation and with national and international standards, such as the ISO 9000 series.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
12-186/003.021.001 	Records documenting compliance with mandatory or optional standards or with statutory requirements relating to hospital, medical, emergency services equipment or stores, including items considered to be unique, rare or have technological, scientific or historical significance. <i>[For the licensing processes for the operation of plant items, use OCCUPATIONAL HEALTH AND SAFETY (OH&S) - Compliance.]</i>	Retain as Territory Archives

Construction

The process of making or building something.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
12-186/003.024.001 	Records documenting the design and construction of equipment, including hospital, medical or emergency services equipment, considered to be unique, rare or have technological, scientific or historical significance. <i>[For establishing and managing the intellectual property of agency-designed equipment and plant, use LEGAL SERVICES - Intellectual Property.]</i>	Retain as Territory Archives

The activity of compiling and administering guidelines on the consistency in written style, graphic design, corporate wardrobe etc within the agency. Includes designing logos, letterhead, stationery, publications etc that incorporate the corporate image of the agency.

Evaluation

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 systems analysis and ongoing monitoring.

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The process of official examinations of facilities, equipment and items, to ensure compliance with agreed standards and objectives.

Installation

Activities involved in placing equipment in position and connecting and adjusting it for use.


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Submissions

The preparation and submission of a formal statement (e.g. a business case, statistics, etc.) supporting a case or opinion held by the agency which is submitted to another agency or organisation, or within the agency, for the purpose of either gain or support.

[For Cabinet submissions, use GOVERNMENT RELATIONS - Submissions.]

[For the development of submissions on the proposals of new legislation or the amendment of existing legislation, use STRATEGIC MANAGEMENT - Legislation.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
12-186/003.102.001 	Submissions (other than Cabinet submissions) made to the Chief Minister, Minister and other government bodies, directly relating to equipment and stores including hospital, medical or emergency services equipment, strategies concerning controversial issues with far reaching social, economic or national implications or equipment and stores considered to be unique, rare or to have technological, scientific or historical significance.	Retain as Territory Archives

ESTABLISHMENT

The function of establishing and changing the organisational structure. Including moving employees from one agency to another and reducing and increasing an agency's staffing levels. Also includes internal reorganisations to meet agency goals.

Restructuring

The activities involved in reassessing the activities, goals and structure of an agency. Includes consideration of the number of staff, their position descriptions, equipment and other resources required to meet objectives.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
004.092.001 ■■■■■■■■■■■■■■■■■■■■	Agency-wide organisational charts produced after major restructure (e.g. a machinery of government change or an extensive internal restructure held by the area of the agency responsible for the establishment function).	Retain as Territory Archives

EXTERNAL EDUCATION RELATIONS (NON-GOVERNMENT)

The function of managing relationships between the agency and the private sector for developing education in Preschool, Primary, Secondary and College environments. Includes professional bodies, industry and educational/training institutions such as universities.

[For relationships with the public sector, use GOVERNMENT RELATIONS.]

Addresses (presentations)

The activity of giving addresses for training, professional, community relations or sales purposes. Includes speeches and multi-media presentations.


<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
169.004.001 	Final version of addresses made by the chief Minister or portfolio Minister or senior agency officers at major public occasions.	Retain as Territory Archives

Advice

The activities associated with offering opinions as to an action or judgement. Includes the process of advising.

[For the provision of advice to the Minister or Chief Minister, use GOVERNMENT RELATIONS - Advice.

For legal advice, use LEGAL SERVICES - Advice.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
169.005.001 	Receipt and provision of advice that resulted in major changes. Includes advice provided by consultants.	Retain as Territory Archives

Committees

The activities associated with the establishment, appointment of members, terms of reference, proceedings, minutes of meetings, reports, agendas, etc. of committees and task forces.

[For audit committees, use STRATEGIC MANAGEMENT - Committees.

For the establishment of advisory councils or governing boards with decision making responsibility for agency policy and/or planning, use STRATEGIC MANAGEMENT - Committees.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
169.020.001 ■■■■■■■■■■■■■■■■■■■■	Records of high-level external and internal committees formed to manage or advise on major decisions. Includes final versions of documents: <ul style="list-style-type: none">• establishing the committee• terms of reference• appointment of members• minutes• reports• recommendations• supporting documents such as briefing and discussion papers.	Retain as Territory Archives

Industrial Action

The activities associated with dealing with a failure or refusal to attend or perform work in association with a dispute between management and workers. Includes lock-outs, strikes etc.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
169.054.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting the management of industrial actions of a significant nature affecting relationships between the agency and the private sector, e.g. where the action has a major affect on the provision of services to the community or if it has service-wide implications.	Retain as Territory Archives

Joint ventures

The activities involved in managing joint operations between the agency and other agencies, or with the government, where there is a contract, joint contribution of funds and/or time. Includes private sector ventures with public sector organisations, and co-research or collaboration between inter-departmental units, departments or agencies.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
169.062.001 ■■■■■■■■■■■■■■■■■■■■	Working papers relating to the establishment and negotiation and management of joint venture agreements of major significance.	Retain as Territory Archives

Media Relations

The activities associated with establishing a relationship with the media. Includes cultivating media contacts, coordinating access to the media, authorising and issuing press releases and briefings, and organising media interviews.

[For administrative arrangements with the media, use COMMUNITY RELATIONS - Media Relations.]

For administrative arrangements of issuing media releases in the portfolio Minister or Chief Minister's name, use GOVERNMENT RELATIONS - Media Releases.

For public presentations or addresses, use COMMUNITY RELATIONS - Addresses (presentation).]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
169.071.001 ■■■■■■■■■■■■■■■■■■■■	Master set of agency media releases.	Retain as Territory Archives


Planning

The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
169.079.001 ■■■■■■■■■■■■■■■■■■■■	Final version of plans for major projects.	Retain as Territory Archives

Reviewing

The activities involved in re-evaluating or re-examining products, processes, procedures, standards and systems. Includes recommendations and advice resulting from these activities.




<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
169.093.001 	Final reports and action plans.	Retain as Territory Archives

Submissions

The preparation and submission of a formal statement (e.g. a business case, statistics, etc.) supporting a case or opinion held by the agency which is submitted to another agency or organisation, or within the agency, for the purpose of either gain or support.

[For Cabinet submissions, use GOVERNMENT RELATIONS - Submissions.]

For the development of submissions on the proposals of new legislation or the amendment of existing legislation, use STRATEGIC MANAGEMENT - Legislation.]




<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
169.102.001 	Submissions (other than Cabinet submissions) made to the Chief Minister, Minister, and government bodies on issues directly relating to the agency's functions, concerning controversial issues with far reaching social, economic and international implications relating to the functional responsibilities of the agency. <i>[For Cabinet submissions regarding controversial issues, use GOVERNMENT RELATIONS - Submissions.]</i>	Retain as Territory Archives
169.102.002 	Working papers documenting the development of submissions (other than Cabinet submissions) relating to significant issues. <i>[For working papers developing Cabinet submissions relating to significant issues, use GOVERNMENT RELATIONS - Submissions.]</i>	Retain as Territory Archives
169.102.003 	Development of submissions (other than Cabinet submissions) made to other non-government organisations, bodies, groups, etc. relating to issues of significance to the Territory.	Retain as Territory Archives

FAIR TRADING

The function of assisting and protecting the community through the administration of fair trading legislation and the registration and compliance of businesses in specific industries.

Community Education

The activities associated with all aspects of public education and community awareness programs. Includes the development, planning and delivery of programs.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
FT 1.1.1 	Records relating to the planning and design of special or major advertising campaigns such as those publicising new Codes of Conduct.	Retain as Territory Archives
FT 1.1.2 	One (1) copy of all Education Kits prepared by the agency for schools and clients.	Retain as Territory Archives
FT 1.1.3 	Records of matters of a significant nature which set a legal, operational or procedural precedent or resulted in major changes in policy, major withdrawal of product, or where a faulty product leads to death or serious injury. Also includes inspector's reports, complaints, scientific reports, correspondence and policy documents, and documents relating to legal actions instituted by or on behalf of the agency.	Retain as Territory Archives

Compliance Monitoring

The activities associated with monitoring compliance with mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements. Includes compliance with legislation and with ACT, national and international standards.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
FT 1.2.1 ■■■■■■■■■■■■■■■■■■■■	Records of matters of a significant nature which set a legal, operational or procedural precedent or resulted in major changes in policy, major withdrawal of product, or where a faulty product leads to death or serious injury. Also includes inspector's reports, complaints, scientific reports, correspondence and policy documents, and documents relating to legal actions instituted by or on behalf of the agency.	Retain as Territory Archives
FT 1.2.2 ■■■■■■■■■■■■■■■■■■■■	Index or register of products that are totally or conditionally banned.	Retain as Territory Archives


Consumer Protection

The activities associated with consumer advice, complaints and breaches relating to consumer protection including product safety. Advice includes general enquiries relating to consumer protection issues such as product safety and trade measurement.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
FT 1.3.1 ■■■■■■■■■■■■■■■■■■■■	Index or register of products that are totally or conditionally banned.	Retain as Territory Archives
FT 1.3.2 ■■■■■■■■■■■■■■■■■■■■	Records of matters of a significant nature which set a legal, operational or procedural precedent or resulted in major changes in policy, major withdrawal of product, or where a faulty product leads to death or serious injury. Also includes inspector's reports, complaints, scientific reports, correspondence and policy documents, and documents relating to legal actions instituted by or on behalf of the agency.	Retain as Territory Archives

Licensing

The activities associated with the granting of authoritative permission, approval, consent or licence to undertake specific tasks. Includes the licensing of individuals, groups or corporations.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
FT 1.4.1 	Records of matters of a significant nature which set a legal, operational or procedural precedent or resulted in major changes in policy, major withdrawal of product, or where a faulty product leads to death or serious injury. Also includes inspector's reports, complaints, scientific reports, correspondence and policy documents, and documents relating to legal actions instituted by or on behalf of the agency.	Retain as Territory Archives

FINANCIAL MANAGEMENT

The function of managing financial resources. Includes establishing, operating, and maintaining accounting systems, controls and procedures, financial planning, framing budgets and budget submissions, obtaining or providing grants, managing funds in the form of allocations from the Consolidated Revenue Fund and revenue from charging, trading and investments. Also includes the monitoring and analysis of assets to assist the delivery of economic and social services to government, industry and the community.

[For the provision of financial services under Enduring Powers of Attorney or Order of the Guardianship and Management of Property Tribunal, use PUBLIC TRUSTEE SERVICES - Financial Management Services.

For the provision of insurance advice to government, use GOVERNMENT INSURANCE SERVICES - Advice.


For managing the payments of superannuation to agency personnel, use PERSONNEL - Salaries.]

Advice


The activities associated with offering opinions as to an action or judgement. Includes the process of advising.

[For the provision of advice to the Minister or Chief Minister, use GOVERNMENT RELATIONS - Advice.

For legal advice, use LEGAL SERVICES - Advice.]


<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
005.005.001 	Receipt and provision of advice relating to the financial management function that resulted in major changes, including specialist or technical advice provided by consultants and independent regulators. Includes advice to the Minister or Chief Minister, policy issues and recommendations for reform.	Retain as Territory Archives

The processes associated with the establishment, maintenance, review and negotiation of agreements. Includes records associated with preparing agreements/contracts and settling those agreements/contracts. Includes contracts, memoranda of understanding (MOU), deeds, leases, licences and mortgages.


<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
005.006.001 	Records relating to significant agreements with implications for major liabilities or obligations relating to the financial management function. Includes: <ul style="list-style-type: none">• negotiations• establishments• reviews• final versions.	Retain as Territory Archives

Appeals (decisions)

The activities involved in the process of appeals against decisions by application to a higher authority.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
005.009.001 	Records documenting appeals made to the central arbitration or determining body against a decision or an order where the agency is a major participant in negotiations.	Retain as Territory Archives

The activities involved in recording in a subsidiary ledger all fixed assets owned by the agency. Includes the date of purchase, depreciation expense, written down value as well as stocktaking and auditing notations.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
005.012.001 	Asset registrations for the valuation of assets of significance to the Territory (e.g. Albert Hall).	Retain as Territory Archives

Budgeting

The process of planning the use of expected income and expenditure over a specified period.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
005.015.001 	Final budget analyses for the Territory's budget.	Retain as Territory Archives


Control

The activities associated with creating, maintaining and evaluating control mechanisms. Includes classification, indexing, registration, forms design etc to ensure maximum control over records and recordkeeping systems. Also includes control mechanisms for other information resources and systems.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
005.026.001	Registers of home loans granted.	Retain as Territory Archives

Evaluation


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 systems analysis and ongoing monitoring.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
005.042.001 	Records documenting the evaluation of potential or existing programs, services and projects (e.g. major infrastructure projects) that are of significance to the Territory which support government priorities, policies and economic reforms. Includes: <ul style="list-style-type: none"> • budget bids • modelling and/or forecasting • working papers. 	Retain as Territory Archives

[For the financial plans of potential or existing programs, services and projects, use FINANCIAL MANAGEMENT - Planning.]

The process of compiling annual statements presented in prescribed tabular form showing receipts and payments, both actual and budgeted for the current financial year and the actual amounts received or paid for the previous financial year.

Planning

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
005.079.001 	Final version of plans for major or significant programs, services or projects relating to the financial management function.	Retain as Territory Archives

The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making.


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Submissions

The preparation and submission of a formal statement (e.g. a business case, statistics, etc.) supporting a case or opinion held by the agency which is submitted to another agency or organisation, or within the agency, for the purpose of either gain or support.

[For Cabinet submissions, use GOVERNMENT RELATIONS - Submissions.

For the development of submissions on the proposals of new legislation or the amendment of existing legislation, use STRATEGIC MANAGEMENT - Legislation.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
005.102.001 	Final versions of agency submissions made to government, including submissions to credit rating agencies on the state of the Territory's finances. Includes working papers.	Retain as Territory Archives

The activities associated with the establishment, appointment of members, terms of reference, proceedings, minutes of meetings, reports, agendas, etc. of committees and task forces.


For the establishment of advisory councils or governing boards with decision making responsibility for agency policy and/or planning, use STRATEGIC MANAGEMENT - Committees.]

Conservation

The activities involved in the preservation, protection, maintenance, restoration and enhancement of archival resources, heritage items and artifacts, properties, including buildings and land. Also includes environmental conservation activities.


Construction

The process of making or building something.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
12-187/006.288.001 	Master copies of specifications produced for the design and construction of emergency vehicles used by the organisation, including vehicles regarded as technologically significant or innovative.	Retain as Territory Archives


Corporate Style

The activity of compiling and administering guidelines on the consistency in written style, graphic design, corporate wardrobe etc within the agency. Includes designing logos, letterhead, stationery, publications etc that incorporate the corporate image of the agency.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
12-187/006.027.001 	Master copies of designs of identification methods for use on vehicles e.g. colour schemes, markings.	Retain as Territory Archives


Evaluation

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 systems analysis and ongoing monitoring.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
12-187/006.042.001 	Records relating to the evaluation of unique, rare or historically significant vehicles. Includes testing reports, trial evaluations, job sheets, etc.	Retain as Territory Archives

Maintenance

The activities associated with the upkeep, repair, servicing, modification and preservation of internal/external conditions of premises, equipment, vehicles etc.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
12-187/006.069.001 	Records relating to the maintenance, service and repair of unique, vintage or historically significant emergency vehicles. Includes upgrades, modifications, enhancements, alterations, refurbishments and action taken to repair defects.	Retain as Territory Archives

The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making.

Registration

The activities to record, catalogue, inventory or list. The establishment and maintenance of registers containing information required by legislation.

Reporting

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, regulation, or legislation, (e.g. Annual Report)). Includes statistics and returns.

Note: Reports resulting from a routine activity, e.g. inspection reports, form part of that activity, i.e. reports resulting from an inspection are part of the inspection and not the activity of Reporting. Reports of these types should be classified as part of the greater activity generating the report.


[For the Annual Report drafting process, use PUBLICATIONS - Drafting.]

For submissions of annual reports to the Portfolio Minister, use GOVERNMENT RELATIONS - Compliance.]

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Standards

The process of implementing industry or agency specific benchmarks for services and processes to enhance quality and efficiency of an organisation.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
12-187/006.100.001 	Records relating to the development, by the organisation, of standards for emergency vehicles.	Retain as Territory Archives




Policy

The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
R & G 1.11.1 	Records documenting the development and establishment of the agency's gambling regulation policies. Includes: <ul style="list-style-type: none">• policy proposals• research papers• results of consultations• supporting reports• major drafts	Retain as Territory Archives

Research

The activities involved in investigating or enquiring into a subject or area of interest in order to discover facts, principles, etc. Used to support development of projects, standards, guidelines, etc. and business activities in general. Includes following up enquiries relating to programs, projects, working papers, literature searches, etc.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
R & G 1.12.1 	Records documenting contractual agreements between the ACT Gambling and Racing Commission and other agencies to research and report on the social and economic impacts of gambling in the ACT.	Retain as Territory Archives
R & G 1.12.2 	Research reports analysing the impacts of gambling in the ACT.	Retain as Territory Archives
R & G 1.12.3 	Recommendations made by the ACT Gambling and Racing Commission regarding the impacts of gambling in the ACT.	Retain as Territory Archives

GAS REGULATION

The function of regulating and monitoring activities relating to the safety of natural gas and LP gas transmission, distribution and use.

Audit

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 an agency, company or other organisation in a specified period. Includes compliance audits, financial audits, operational audits, recordkeeping audits, skills audits, system audits and quality assurance audits.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
WC 2.2.1 ■■■■■■■■■■■■■■■■■■■■	Records relating to operational audits where serious failures to meet compliance requirements were identified. Includes final audit reports or findings on audits of specific issues of gas regulation conducted across a number of organisations and resulting in substantial changes to policy and procedures.	Retain as Territory Archives

Liaison

The activities associated with maintaining regular general contact between the agency and professional associations, professionals in related fields, other private sector organisations and community groups. Includes sharing informal advice and discussions, membership of professional associations and collaborating on projects that are not joint ventures.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
WC 2.7.1 ■■■■■■■■■■■■■■■■■■■■	Master set of minutes, agenda and related papers of formal bodies established for the purpose of liaison between the agency and professional associations, professionals in related fields, other private sector organisations and community groups.	Retain as Territory Archives

Litigation

The activities involved in managing lawsuits or legal proceedings between the agency and other parties in a court or other tribunal. Includes briefs for counsel; copies of documents required by or lodged with a court; consultation with the Attorney-General and other agencies; and records documenting compliance with court instructions, e.g. subpoenas and discovery orders.

[For appeals to decisions of a court or tribunal, use INFORMATION MANAGEMENT - Case Management or COMPENSATION - Appeals (decisions).

For subpoenas and discovery orders, use INFORMATION MANAGEMENT - Enquiries.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
WC 2.8.1 ■■■■■■■■■■■■■■■■■■■■	Records documenting litigation matters where legal precedents are set.	Retain as Territory Archives

Reporting

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, regulation, or legislation, (e.g. Annual Report)). Includes statistics and returns.

Note: Reports resulting from a routine activity, e.g. inspection reports, form part of that activity, i.e. reports resulting from an inspection are part of the inspection and not the activity of Reporting. Reports of these types should be classified as part of the greater activity generating the report.


[For the Annual Report drafting process, use PUBLICATIONS - Drafting.

For submissions of annual reports to the Portfolio Minister, use GOVERNMENT RELATIONS - Compliance.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
WC 2.10.1 ■■■■■■■■■■■■■■■■■■■■	Detailed comprehensive reports that contain major, detailed recommendations or have a significant impact on policies for the agency as a whole.	Retain as Territory Archives

Standards

The process of implementing industry or agency specific benchmarks for services and processes to enhance quality and efficiency of an organisation.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
WC 2.11.1 	Master copies of standards, codes of practice and guidelines relating to gas regulation developed by the agency.	Retain as Territory Archives

GOVERNANCE



The function of managing statutory bodies established under legislation. Includes the establishment of the statutory body, appointment of Board members or commissioners, terms of reference, proceedings, minutes of meetings, reports, agenda etc.

Committees

The activities associated with the establishment, appointment of members, terms of reference, proceedings, minutes of meetings, reports, agendas, etc. of committees and task forces.

[For audit committees, use STRATEGIC MANAGEMENT - Committees.]

For the establishment of advisory councils or governing boards with decision making responsibility for agency policy and/or planning, use STRATEGIC MANAGEMENT - Committees.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
IC & R 2.1.1 	Records of the appointment and separation (by resignation or other means) of Commissioners.	Retain as Territory Archives
IC & R 2.1.2 	Final versions of minutes, reports, determinations and recommendations, supporting papers such as briefing and discussion papers.	Retain as Territory Archives

GOVERNMENT COORDINATION

The function of coordinating a whole-of-government approach to the development of strategic policies, plans, programs and projects. Includes reviewing Administrative Arrangement Orders, and authorisation for the use of the Territory's flag, symbols and emblems (e.g. Arms and Crest of the City of Canberra), governance arrangements for Government Business Enterprises and bestowing of Territory honours and awards.

[Use COMMUNITY DEVELOPMENT for the development of strategic policies, plans, programs and projects that have a community development focus.

Use COMMUNITY RELATIONS for raising and maintaining the agency's broad public profile.

Use FINANCIAL MANAGEMENT for the development of agency budget estimates.

Use GOVERNMENT RELATIONS for activities involved in preparing responses to questions raised in the Legislative Assembly by Members of the Legislative Assembly.

Use INDUSTRY DEVELOPMENT for the development of strategic policies, plans, programs and projects that have an industry development focus.

Use PUBLICATIONS for designing and publishing promotion materials such as newsletters.]

Advice

The activities associated with offering opinions as to an action or judgement. Includes the process of advising.


[For the provision of advice to the Minister or Chief Minister, use GOVERNMENT RELATIONS - Advice.

For legal advice, use LEGAL SERVICES - Advice.]

Entry No.	Description of Records	Disposal Action
150.005.001 ■■■■■■■■■■■■■■■■■■■■	Receipt of advice that resulted in major changes to the organisation or management. Includes advice provided by consultants.	Retain as Territory Archives

Ceremonies

The activities associated with arranging and managing a formal act performed for a special occasion.


<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
150.018.001 	Programs, invitations, guest lists and photographs relating to ceremonies held to mark a special occasion e.g. the opening of a building or major facility, or the conferring of special community awards promoted by the Territory Government.	Retain as Territory Archives

Committees

The activities associated with the establishment, appointment of members, terms of reference, proceedings, minutes of meetings, reports, agendas, etc. of committees and task forces.


[For audit committees, use STRATEGIC MANAGEMENT - Committees.]

For the establishment of advisory councils or governing boards with decision making responsibility for agency policy and/or planning, use STRATEGIC MANAGEMENT - Committees.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
150.020.001 	<p>External committees formed to manage or advise. Includes finals of documents:</p> <ul style="list-style-type: none"> • establishing the committee • terms of reference • appointment of members • minutes • reports • recommendations • supporting documents such as briefing papers and discussion papers. 	Retain as Territory Archives


Government Business Enterprise Arrangements

The activities associated with arranging administrative authority and control of external including a Government Business Enterprises (GBE). Includes arranging appointments to boards, remuneration, determination of board members, and reviews of structures.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
150.320.001 	Records documenting governance arrangements for Government Business Enterprises	Retain as Territory Archives

Reviewing

The activities involved in re-evaluating or re-examining products, processes, procedures, standards and systems. Includes recommendations and advice resulting from these activities.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
150.093.001 	Final report of review of internal formal reports and reports made to external agencies.	Retain as Territory Archives


The activities associated with offering opinions as to an action or judgement. Includes the process of advising.

For legal advice, use LEGAL SERVICES - Advice.

Agreements

The processes associated with the establishment, maintenance, review and negotiation of agreements. Includes records associated with preparing agreements/contracts and settling those agreements/contracts. Includes contracts, memoranda of understanding (MOU), deeds, leases, licences and mortgages.


[For agreements with other governments, including international governments, use GOVERNMENT RELATIONS - Agreements.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
120.006.001 	Records documenting significant agreements made between the agency and external third parties which have implications for major liabilities or obligations. Includes: <ul style="list-style-type: none">• negotiations• establishment• reviews• maintenance• final agreements.	Retain as Territory Archives

Claims

The process of administering and managing payments demanded in accordance with an insurance policy as compensation for injury, death, or denial of rights of a person, or damage to or destruction of property. Includes disputes over rights and ownership, and recompense sought for stolen or lost property.

[For records of statistical reporting on claims, use GOVERNMENT INSURANCE SERVICES - Reporting.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
120.019.001 	Records documenting significant claims which result in major changes to policy or procedure; are high profile, controversial or subject to social or political interest; or are precedent setting. Includes: <ul style="list-style-type: none">• copies of claims• expert reports• correspondence.	Retain as Territory Archives


[For media releases regarding significant insurance claims, use COMMUNITY RELATIONS - Media Relations.]

Committees

The activities associated with the establishment, appointment of members, terms of reference, proceedings, minutes of meetings, reports, agendas, etc. of committees and task forces.

[For audit committees, use STRATEGIC MANAGEMENT - Committees.]

For the establishment of advisory councils or governing boards with decision making responsibility for agency policy and/or planning, use STRATEGIC MANAGEMENT - Committees.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
120.020.001 	Internal and external committees formed to consider potentially controversial issues and/or matters with long term social effects relating to government insurance services. Includes: <ul style="list-style-type: none">• establishing the committee• terms of reference• minutes• reports• recommendations• briefing papers and discussion papers.	Retain as Territory Archives

Meetings

The activities associated with regular or ad hoc gatherings held to formulate, discuss, update or resolve issues and matters pertaining to the function. Includes staff meetings, arrangements, agenda, taking of minutes, etc. Excludes committee meetings.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
120.072.001 ■■■■■■■■■■■■■■■■■■■■	Final versions of minutes and supporting documents tabled at insurance claims review meetings. <i>[For reports tabled during claims review meetings, use GOVERNMENT INSURANCE SERVICES - Reporting.]</i>	Retain as Territory Archives

Planning

The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
120.079.001 ■■■■■■■■■■■■■■■■■■■■	Final versions of plans for major or significant projects, programs or operational activities relating to the government insurance services function. <i>[For agency-wide strategic or corporate plans, use STRATEGIC MANAGEMENT - Planning.]</i>	Retain as Territory Archives

Policy

The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
120.080.001 ■■■■■■■■■■■■■■■■■■■■	Final versions of policies supporting the government insurance services function.	Retain as Territory Archives

Procedures

Standard methods of operating laid down by the agency according to formulated policy.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
120.082.001 ■■■■■■■■■■■■■■■■■■■■	Master sets of agency manuals, handbooks, directives etc. detailing procedures supporting the government insurance services function.	Retain as Territory Archives

Reporting

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, regulation, or legislation, (e.g. Annual Report)). Includes statistics and returns.

Note: Reports resulting from a routine activity, e.g. inspection reports, form part of that activity, i.e. reports resulting from an inspection are part of the inspection and not the activity of Reporting. Reports of these types should be classified as part of the greater activity generating the report.

[For the Annual Report drafting process, use PUBLICATIONS - Drafting.]

[For submissions of annual reports to the Portfolio Minister, use GOVERNMENT RELATIONS - Compliance.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
120.088.001 ■■■■■■■■■■■■■■■■■■■■	Final versions of significant formal reports relating to the government insurance services function.	Retain as Territory Archives
120.088.002 ■■■■■■■■■■■■■■■■■■■■	Final versions of reports tabled at claims review meetings. Includes reports relating to insurance claims.	Retain as Territory Archives

Research

The activities involved in investigating or enquiring into a subject or area of interest in order to discover facts, principles, etc. Used to support development of projects, standards, guidelines, etc. and business activities in general. Includes following up enquiries relating to programs, projects, working papers, literature searches, etc.


[For reporting on research, including statistical information, use GOVERNMENT INSURANCE SERVICES - Reporting.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
120.091.001 ■■■■■■■■■■■■■■■■■■■■	Detailed research carried out to support the government insurance services function.	Retain as Territory Archives

The process involving identification of risks, likelihood and consequences of those risks and implementation of appropriate practice and procedures to treat the risks.

For the identification, assessment and treatment of risk for the staging of major events managed by the Territory, use Events under an appropriate functional Records Disposal Schedule (e.g. COMMUNITY RELATIONS).]

Standards


<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
120.100.001 	Records documenting the development of industry standards. Includes: <ul style="list-style-type: none">• research• supporting documents• consultation• final standards.	Retain as Territory Archives

Submissions

The preparation and submission of a formal statement (e.g. a business case, statistics, etc.) supporting a case or opinion held by the agency which is submitted to another agency or organisation, or within the agency, for the purpose of either gain or support.

[For Cabinet submissions, use GOVERNMENT RELATIONS - Submissions.]

For the development of submissions on the proposals of new legislation or the amendment of existing legislation, use STRATEGIC MANAGEMENT - Legislation.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
120.102.001 	Final versions of submissions regarding government administrative practices that result in changes to policy relating to the government insurance services function.	Retain as Territory Archives

GOVERNMENT RELATIONS

The function of developing and administering formal relationships between the agency, the ACT Government and other governments. Includes the agency's relationship with Ministers and Members of the Legislative Assembly and the political processes of Government and relationships with Commonwealth, State, Local, or overseas governments.

This function is NOT designed to cover regular ongoing contact between government agencies, which should be classified under the relevant function.

Addresses (presentations)

The activity of giving addresses for training, professional, community relations or sales purposes. Includes speeches and multi-media presentations.





<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
007.004.001 ■■■■■■■■■■■■■■■■■■■■	Final versions of addresses presented by Chief Minister or portfolio Ministers and agency heads at government occasions.	Retain as Territory Archives
	<i>[For addresses delivered by Chief Minister or portfolio Ministers at public occasions, use COMMUNITY RELATIONS - Addresses (presentations).]</i>	

Advice

The activities associated with offering opinions as to an action or judgement. Includes the process of advising.

[For the provision of advice to the Minister or Chief Minister, use GOVERNMENT RELATIONS - Advice.

For legal advice, use LEGAL SERVICES - Advice.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
007.005.001 	Master sets of Cabinet documents relating to security coordination held by the Cabinet Secretariat in the Cabinet Office.	Retain as Territory Archives
007.005.002 	Advice provided by the agency to the Chief Minister or portfolio Minister and government agencies on controversial issues with far-reaching social, economic and international implications relating to dealings with other governments.	Retain as Territory Archives
007.005.003 	Working papers documenting the development of Assembly Business Papers and Cabinet Information Papers, etc. held by the Cabinet Office.	Retain as Territory Archives
007.005.004 	Working papers documenting the development of advice provided by the agency to the Chief Minister or portfolio Minister and government agencies on controversial public issues with far-reaching social, economic and international implications relating to dealings with other governments.	Retain as Territory Archives

Agreements

The processes associated with the establishment, maintenance, review and negotiation of agreements. Includes records associated with preparing agreements/contracts and settling those agreements/contracts. Includes contracts, memoranda of understanding (MOU), deeds, leases, licences and mortgages.

[For agreements with other governments, including international governments, use GOVERNMENT RELATIONS - Agreements.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
007.006.001 ■■■■■■■■■■■■■■■■■■■■	Final version of significant agreements with government bodies. Includes: <ul style="list-style-type: none">• policies and procedures applying to the whole of government• changes to the performance of statutory functions• those with implications for major liabilities or obligations for the agency.	Retain as Territory Archives
007.006.002 ■■■■■■■■■■■■■■■■■■■■	Records relating to the negotiations, establishment, maintenance and review of significant agreements.	Retain as Territory Archives

Committees

The activities associated with the establishment, appointment of members, terms of reference, proceedings, minutes of meetings, reports, agendas, etc. of committees and task forces.

[For audit committees, use STRATEGIC MANAGEMENT - Committees.]

For the establishment of advisory councils or governing boards with decision making responsibility for agency policy and/or planning, use STRATEGIC MANAGEMENT - Committees.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
007.020.001 ■■■■■■■■■■■■■■■■■■■■	Records of inter-government (both State/Territory and overseas) or inter-agency committees. Includes: <ul style="list-style-type: none">• documents establishing the committee• agendas• minutes• reports• recommendations• supporting documents such as briefing and discussion papers.	Retain as Territory Archives


Inquiries

The activities associated with liaising with bodies carrying out inquiries and participating in them. Inquiries are investigations carried out by people or bodies that have been empowered to inquire and report on a subject, such as Royal Commissions, Judicial Commissions, Boards of Inquiry, Legislative Assembly and Ombudsman's inquiries. Includes the agency's participation in the inquiry by providing evidence in the form of records submissions or staff.

[For complaint investigations, including public interest disclosures, that manage incidents, clients or agencies on a case basis, use OMBUDSMAN COMPLAINT MANAGEMENT - Case Management.

For final investigation reports, use OMBUDSMAN COMPLAINT MANAGEMENT - Reporting.

For legal support or opinions provided during an investigation, use LEGAL SERVICES - Inquiries.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
007.056.001 	Records documenting the agency's contribution and involvement in inquiries affecting relations with other governments. Includes: <ul style="list-style-type: none">• agency statements and submissions• responses to final reports• transcripts of oral evidence given by agency officers.	Retain as Territory Archives

Joint ventures

The activities involved in managing joint operations between the agency and other agencies, or with the government, where there is a contract, joint contribution of funds and/or time. Includes private sector ventures with public sector organisations, and co-research or collaboration between inter-departmental units, departments or agencies.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
007.062.001 ■■■■■■■■■■■■■■■■■■■■	Final signed versions of joint venture agreements or contracts with other governments or agencies. Includes: <ul style="list-style-type: none">• policies and procedures applying to the whole of government• changes to the performance of statutory functions• those with implications for major liabilities or obligations for the agency.	Retain as Territory Archives
007.062.002 ■■■■■■■■■■■■■■■■■■■■	Working papers relating to the establishment and negotiations and management of joint venture agreements or contracts with other governments or agencies.	Retain as Territory Archives

Media Relations

The activities associated with establishing a relationship with the media. Includes cultivating media contacts, coordinating access to the media, authorising and issuing press releases and briefings, and organising media interviews.

[For administrative arrangements with the media, use COMMUNITY RELATIONS - Media Relations.]


For administrative arrangements of issuing media releases in the portfolio Minister or Chief Minister's name, use GOVERNMENT RELATIONS - Media Releases.

For public presentations or addresses, use COMMUNITY RELATIONS - Addresses (presentation).]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
007.071.001 ■■■■■■■■■■■■■■■■■■■■	Master set of agency produced media releases in the Chief Minister or portfolio Minister's name and transcripts of interviews.	Retain as Territory Archives

The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making.

Procedures

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
007.082.001 	Master set of agency manuals, handbooks, directives etc detailing procedures supporting the government relations function. Includes procedures for preparing materials for a particular Minister.	Retain as Territory Archives

Reporting

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, regulation, or legislation, (e.g. Annual Report)). Includes statistics and returns.

Note: Reports resulting from a routine activity, e.g. inspection reports, form part of that activity, i.e. reports resulting from an inspection are part of the inspection and not the activity of Reporting. Reports of these types should be classified as part of the greater activity generating the report.

[For the Annual Report drafting process, use PUBLICATIONS - Drafting.

For submissions of annual reports to the Portfolio Minister, use GOVERNMENT RELATIONS - Compliance.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
007.088.001 ■■■■■■■■■■■■■■■■■■■■	Final version of unpublished formal reports made on the agency's core functions.	Retain as Territory Archives
	<i>[For the Annual Report drafting process, use PUBLICATION - Drafting.</i>	
	<i>For published reports (e.g. Annual Reports), use PUBLICATION - Planning and PUBLICATION - Production.</i>	
	<i>For submission of the agency's Annual Report to the portfolio Minister, use GOVERNMENT RELATIONS - Compliance.]</i>	
007.088.002 ■■■■■■■■■■■■■■■■■■■■	Working papers documenting the development of formal reports made on the agency's core functions	Retain as Territory Archives

The activities involved in preparing responses to questions raised in the Legislative Assembly by Members of Legislative Assembly on behalf of their constituents. Also includes community-based representations and representations directed to the Minister seeking a formal response.

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The preparation and submission of a formal statement (e.g. a business case, statistics, etc.) supporting a case or opinion held by the agency which is submitted to another agency or organisation, or within the agency, for the purpose of either gain or support.

For the development of submissions on the proposals of new legislation or the amendment of existing legislation, use STRATEGIC MANAGEMENT - Legislation.]

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Visits

The activities involved in arranging visits by other agencies, the public and students to the agency, with a view to inform, educate or promote the services, operation and role of the organisation. Includes arranging visits by staff to other agencies, organisations, etc.








<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
007.109.001 	Records documenting visits to the agency by royalty and Heads of State. Includes visitor books signed by such dignitaries.	Retain as Territory Archives

HEALTH TREATMENT AND CARE

The function of providing patient/client health care and treatment by a health service provider. Includes individual health evaluation, diagnosis, treatment, care, progress and health outcomes of clients and patients.





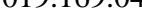
Control

The activities associated with creating, maintaining and evaluating control mechanisms. Includes classification, indexing, registration, forms design etc to ensure maximum control over records and recordkeeping systems. Also includes control mechanisms for other information resources and systems.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
019.026.001 	Patient Master Index or Number Register. (e.g. Card Register. If not converted to an electronic system).	Retain as Territory Archives
019.026.002 	Disease and Operation Index.	Retain as Territory Archives
019.026.004 	Admission and Discharge Registers.	Retain as Territory Archives
019.026.005 	Registers of Births.	Retain as Territory Archives
019.026.006 	Death Registers.	Retain as Territory Archives
019.026.008 	Emergency Department Registers.	Retain as Territory Archives
019.026.011 	Surgical procedures, Operation or Theatre Registers.	Retain as Territory Archives

Service Provision

The activities relating to services provided by an agency on a long term basis or by other agencies. Includes requests and applications for services, assessment of eligibility and entitlements, liaison with other agencies regarding the provision of services. Also includes activities to lobby for services and to increase service provision. Also includes the installation, operation and removal of temporary facilities in parks and reserves, such as water, electricity, temporary toilets, etc. for special outdoor events.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
019.169.001 	Records documenting the initial diagnosis of a genetic or inherited disorder in patients/clients.	Retain as Territory Archives
019.169.010 	Obstetric/maternal health care records documenting birth episodes (mother's record).	Retain as Territory Archives
019.169.011 	Records documenting child/baby birth episodes.	Retain as Territory Archives
019.169.012 	Obstetric/maternal social work records relating to instances of arrangements for adoption. Includes both maternal and child (subject of adoption) records.	Retain as Territory Archives
019.169.041 	Diagnostic genetics reports/records. Including karyotypes and digital images.	Retain as Territory Archives

INDUSTRIAL RELATIONS

The function of managing interaction between employers, employees, and the government; and the institutions and representative associations through which such interactions are mediated. Includes negotiations conducted to obtain determinations, agreements or awards, industrial disputes settled within the agency or by an external arbitrator and reports of the state of industrial relations within an agency.

Advice


The activities associated with offering opinions as to an action or judgement. Includes the process of advising.

[For the provision of advice to the Minister or Chief Minister, use GOVERNMENT RELATIONS - Advice.


For legal advice, use LEGAL SERVICES - Advice.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
008.005.001 ■■■■■■■■■■■■■■■■■■■■	Master sets of Cabinet documents relating to security coordination held by the Cabinet Secretariat in the Cabinet Office.	Retain as Territory Archives in accordance with Cabinet Handbook instructions
008.005.002 ■■■■■■■■■■■■■■■■■■■■	Advice provided by the agency to the Chief Minister or portfolio Minister and government agencies on controversial public issues with far-reaching social, economic and international implications relating to the functional responsibilities of the agency.	Retain as Territory Archives
008.005.003 ■■■■■■■■■■■■■■■■■■■■	Working papers documenting the development of Cabinet memorandums and Cabinet Discussion Papers held by the Cabinet Office.	Retain as Territory Archives
008.005.004 ■■■■■■■■■■■■■■■■■■■■	Working papers documenting the development of advice provided by the agency to the Chief Minister or portfolio Minister and government agencies on controversial public issues with far-reaching social, economic and international implications relating to the functional responsibilities of the agency.	Retain as Territory Archives

The processes associated with the establishment, maintenance, review and negotiation of agreements. Includes records associated with preparing agreements/contracts and settling those agreements/contracts. Includes contracts, memoranda of understanding (MOU), deeds, leases, licences and mortgages.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
008.006.001 	Records documenting cases covering awards and agreements heard or certified by the central arbitration or determining body (e.g. Australian Industrial Relations Commission) where the agency is a major participant in negotiations. Includes arbitrated variations and consent variations to an award.	Retain as Territory Archives

The activities involved in the process of appeals against decisions by application to a higher authority.


<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
008.009.001 	Records documenting appeals made to the central arbitration or determining body against a decision or an order where the agency is a major participant in negotiations.	Retain as Territory Archives

Committees

The activities associated with the establishment, appointment of members, terms of reference, proceedings, minutes of meetings, reports, agendas, etc. of committees and task forces.


[For audit committees, use STRATEGIC MANAGEMENT - Committees.]

For the establishment of advisory councils or governing boards with decision making responsibility for agency policy and/or planning, use STRATEGIC MANAGEMENT - Committees.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
008.020.001 	Records of high level committees formed to consider matters relating to the industrial relations function where the agency provides the Secretariat, is the Territory's main representative, or plays a significant role. Includes: <ul style="list-style-type: none">• documents establishing the committee• agendas• minutes• reports• recommendations• supporting documents such as briefing and discussion papers.	Retain as Territory Archives

Enterprise Bargaining


The process where employees negotiate increased pay or other benefits with their employers in exchange for implementation of working arrangements that improve the performance of the agency. Includes activities associated with establishing and implementing an enterprise agreement.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
008.041.001 	Records documenting negotiation, establishment and implementation of Certified Agreements made under the terms of the Workplace Relations Act 1996. Includes: <ul style="list-style-type: none"> • negotiations with staff and union representatives • records documenting the conduct of the staff ballot • draft agreement • liaison with the Territory's lead agency • Ministerial approval • records to support lodgement with the Australian Industrial Registry • certified copy of final agreement • minutes of Workplace Relations Committee meetings considering issues relating to the development of certified agreements. 	Retain as Territory Archives

[For agreements with an individual employee, use PERSONNEL - Agreements.]


Policy

The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
008.080.001 	Records documenting the development and establishment of the agency's industrial relations policies. Includes: <ul style="list-style-type: none">• policy proposals• research papers• results of consultations• supporting reports• major drafts• final policy documents.	Retain as Territory Archives


Audit

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 an agency, company or other organisation in a specified period. Includes compliance audits, financial audits, operational audits, recordkeeping audits, skills audits, system audits and quality assurance audits.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
I D 1.05.1 	Final report of an external audit (e.g. conducted by an external authority such as the ACT Auditor General's Office) where: <ul style="list-style-type: none"> • The audit report is qualified by the Auditor-General; or • There are major or significant changes to practices. 	Retain as Territory Archives

Ceremonies

The activities associated with arranging and managing a formal act performed for a special occasion.


<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
I D 1.06.1 	Programs, invitations, guest lists and photographs relating to major ceremonies held to mark a special occasion	Retain as Territory Archives

The activities associated with the establishment, appointment of members, terms of reference, proceedings, minutes of meetings, reports, agendas, etc. of committees and task forces.

For the establishment of advisory councils or governing boards with decision making responsibility for agency policy and/or planning, use STRATEGIC MANAGEMENT - Committees.]

Evaluation

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 systems analysis and ongoing monitoring.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
I D 1.10.1 	Records documenting the external and internal evaluation and ongoing monitoring of industry development.	Retain as Territory Archives

Joint ventures

The activities involved in managing joint operations between the agency and other agencies, or with the government, where there is a contract, joint contribution of funds and/or time. Includes private sector ventures with public sector organisations, and co-research or collaboration between inter-departmental units, departments or agencies.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
I D 1.14.1 ■■■■■■■■■■■■■■■■■■■■	Final signed version of major joint venture agreements or contracts. Includes those with implications for major liabilities or obligations for agency.	Retain as Territory Archives
I D 1.14.2 ■■■■■■■■■■■■■■■■■■■■	Working papers relating to the establishment and negotiations and negotiations and management of major joint venture agreements.	Retain as Territory Archives

Planning

The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
I D 1.18.1 ■■■■■■■■■■■■■■■■■■■■	Final version of plans to support the industry development function.	Retain as Territory Archives

Policy

The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
I D 1.19.1 ■■■■■■■■■■■■■■■■■■■■	Final version of policies.	Retain as Territory Archives


Reporting

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, regulation, or legislation, (e.g. Annual Report)). Includes statistics and returns.

Note: Reports resulting from a routine activity, e.g. inspection reports, form part of that activity, i.e. reports resulting from an inspection are part of the inspection and not the activity of Reporting. Reports of these types should be classified as part of the greater activity generating the report.


[For the Annual Report drafting process, use PUBLICATIONS - Drafting.]

For submissions of annual reports to the Portfolio Minister, use GOVERNMENT RELATIONS - Compliance.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
I D 1.21.1 	Final version of internal formal reports and reports made to external agencies.	Retain as Territory Archives

Research

The activities involved in investigating or enquiring into a subject or area of interest in order to discover facts, principles, etc. Used to support development of projects, standards, guidelines, etc. and business activities in general. Includes following up enquiries relating to programs, projects, working papers, literature searches, etc.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
I D 1.23.1 	Detailed research.	Retain as Territory Archives

Reviewing

The activities involved in re-evaluating or re-examining products, processes, procedures, standards and systems. Includes recommendations and advice resulting from these activities.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
I D 1.24.1 	Final report of review of programs and operations.	Retain as Territory Archives

INFORMATION & COMMUNICATIONS TECHNOLOGIES

The function of managing the planning, provision, development or acquisition of information and communication technologies including:

- Specifying, developing, testing and implementing applications systems and databases to support business needs;
- Enterprise licensing for whole-of-government software;
- Provision of data centres, end user equipment and telecommunications networks; and
- Maintenance of software libraries.

Audit

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 an agency, company or other organisation in a specified period. Includes compliance audits, financial audits, operational audits, recordkeeping audits, skills audits, system audits and quality assurance audits.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
160.013.001 ■■■■■■■■■■■■■■■■■■■■	Final report of an external audit (e.g. conducted by an external authority such as the ACT Auditor General's Office) where: <ul style="list-style-type: none">• The audit report is qualified by the Auditor-General;• There are major or significant changes to practices; Final report of an internal or external audit where: <ul style="list-style-type: none">• The audit report has been accepted by the Auditor-General; and• There are no changes or only minor routine changes to practices. Includes recommendations and implementation plans.	Retain as Territory Archives

Authorisation

The process of delegating power to authorise an action and the seeking and granting permission to undertake a requested action.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
160.014.001 ■■■■■■■■■■■■■■■■■■■■	Approvals and connection permits and registers.	Retain as Territory Archives

Business Continuity Management

The activities of identifying potential threats to the agency and providing a disaster recovery framework to enable effective response to those threats that will enable the core business to continue or recover quickly in the event of a disaster. Includes a disaster recovery policy and guidelines, the capability to quickly recover operations in the event of an ICT disaster and the continuing operation of business critical systems.

[Use INFORMATION AND COMMUNICATIONS TECHNOLOGIES - Security for Security of business critical systems.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
160.346.001 ■■■■■■■■■■■■■■■■■■■■	Business continuity strategies. Including priority lists and resource recovery strategies.	Retain as Territory Archives

Committees

The activities associated with the establishment, appointment of members, terms of reference, proceedings, minutes of meetings, reports, agendas, etc. of committees and task forces.

[For audit committees, use STRATEGIC MANAGEMENT - Committees.]

For the establishment of advisory councils or governing boards with decision making responsibility for agency policy and/or planning, use STRATEGIC MANAGEMENT - Committees.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
160.020.001 ■■■■■■■■■■■■■■■■■■■■	External committees formed to manage or advise. Includes finals of documents: Establishing the committee Terms of reference Appointment of members Minutes Reports Recommendations Supporting documents such as briefing papers and discussion papers	Retain as Territory Archives








Data Archiving

The activities involved with transferring data held on agency information technology and communications infrastructure to another storage medium and/or backup facility. Includes conversion, migration and reproduction activities.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
160.347.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting the archiving of records from electronic systems. Includes strategies for quality assurance checks to confirm accuracy of the migration and archiving process.	Retain as Territory Archives


Digital Archive Management

Activities associated with the management of digital archive records including: metadata, preservation, conservation, migration, import and export, system rollbacks and retrieval processes.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
160.348.001 	Records documenting the management of export of archived websites.	Retain as Territory Archives
160.348.002 	Records documenting the management of retrieval processes of archived websites.	Retain as Territory Archives
160.348.003 	Records documenting the management of snapshots.	Retain as Territory Archives
160.348.004 	Records documenting the management of contextual metadata relating to websites.	Retain as Territory Archives
160.348.005 	Records documenting the content management system.	Retain as Territory Archives
160.348.006 	Records documenting the management of preservation and conservation procedures for archived websites.	Retain as Territory Archives
160.348.007 	Records documenting the management of migration of archived websites.	Retain as Territory Archives

Evaluation

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 systems analysis and ongoing monitoring.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
160.042.001 	External and internal reports evaluating the Information and Communications Technologies function.	Retain as Territory Archives

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 installation of equipment. Also includes monitoring to ensure the implementation goes according to schedule and that standards are met.

Information Architecture Development

The activities involved in designing the fundamental organization of a system embodied by all of its components, hardware, middleware and software, their relationships to each other and to the environment and the principles guiding its design and evolution.


Modelling

The processes involved in designing, testing and evaluating sample model profiles of systems under analysis.

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Planning

The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
160.079.001 	Final version of major plans. Includes: System security plan, Information system security plan, Business continuity plan, Forensic plan, Information technology strategic management plan, Access control plans, Counter-disaster plans relating to information and communications technology, telecommunications plan	Retain as Territory Archives

Policy

The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
160.080.001 	Final version of policies	Retain as Territory Archives


Reporting

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, regulation, or legislation, (e.g. Annual Report)). Includes statistics and returns.

Note: Reports resulting from a routine activity, e.g. inspection reports, form part of that activity, i.e. reports resulting from an inspection are part of the inspection and not the activity of Reporting. Reports of these types should be classified as part of the greater activity generating the report.

[For the Annual Report drafting process, use PUBLICATIONS - Drafting.]

For submissions of annual reports to the Portfolio Minister, use GOVERNMENT RELATIONS - Compliance.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
160.088.001 	Final version of internal formal reports and reports made to external agencies.	Retain as Territory Archives

Reviewing

The activities involved in re-evaluating or re-examining products, processes, procedures, standards and systems. Includes recommendations and advice resulting from these activities.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
160.093.001 	Final report of review of agency programs and operations.	Retain as Territory Archives

INFORMATION MANAGEMENT

The function of managing the records and information resources of government and its agencies to meet operational needs and, if appropriate, to allow public access to the records consistent with the Territory Records Act 2002 and the Freedom of Information Act 1989. Includes the creation, keeping, protection, preservation, storage and disposal of, and access to records of the agency, and developing strategies to manage records as archival resources for the benefit of future generations. Also includes the acquisition, control and disposal of library and other information products or items kept for reference purposes and the provision of records and information services to internal and external customers.

Advice

The activities associated with offering opinions as to an action or judgement. Includes the process of advising.

[For the provision of advice to the Minister or Chief Minister, use GOVERNMENT RELATIONS - Advice.

For legal advice, use LEGAL SERVICES - Advice.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
009.005.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting the receipt and provision of whole-of-government advice to agencies or users relating to records and information management.	Retain as Territory Archives

Agreements


The processes associated with the establishment, maintenance, review and negotiation of agreements. Includes records associated with preparing agreements/contracts and settling those agreements/contracts. Includes contracts, memoranda of understanding (MOU), deeds, leases, licences and mortgages.

[For agreements with other governments, including international governments, use GOVERNMENT RELATIONS - Agreements.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
009.006.001 ■■■■■■■■■■■■■■■■■■■■	Final copies of agreements with other governments or inter-agency agreements of significance to the Territory.	Retain as Territory Archives


Audit

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 an agency, company or other organisation in a specified period. Includes compliance audits, financial audits, operational audits, recordkeeping audits, skills audits, system audits and quality assurance audits.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
009.013.001 	Records documenting audits of agencies for compliance to recordkeeping requirements by the regulating agency, including working papers and final reports.	Retain as Territory Archives

Case Management

The activity of managing an incident, person, organisation or client on a case basis. Case management incorporates the process of assessment, planning, facilitation and advocacy for options and services to meet an individual's, organisation's or client's needs or outcomes. Includes processing applications; authorisations and approvals; the establishment of a client; developing, implementing and monitoring case plans; the ongoing delivery and provision of services; finalisation of services and reviews of service delivery.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
009.016.001 	Records documenting requests for public access to records and documents under the FOI Act, the Territory Records Act 2002 and other legislation specific to the agency that: <ul style="list-style-type: none"> • set a precedent; • lead to a change of policy; • relate to issues of national significance; • relate to issues of public controversy; • result in appeals to the Australian Capital Territory Civil and Administrative Tribunal (ACAT) or the Federal or High Court. 	Retain as Territory Archives

Committees

The activities associated with the establishment, appointment of members, terms of reference, proceedings, minutes of meetings, reports, agendas, etc. of committees and task forces.

[For audit committees, use STRATEGIC MANAGEMENT - Committees.

For the establishment of advisory councils or governing boards with decision making responsibility for agency policy and/or planning, use STRATEGIC MANAGEMENT - Committees.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
009.020.001 ■■■■■■■■■■■■■■■■■■■■	Records of inter-government (both State/Territory and overseas) or inter-agency committees formed to consider matters relating to whole-of-government records and information management. Includes: <ul style="list-style-type: none">• documents establishing the committee;• agendas;• minutes;• reports;• recommendations;• supporting documents such as briefing and discussion papers.	Retain as Territory Archives

Compliance

The activities associated with complying with mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements. Includes compliance with legislation and with national and international standards, such as the ISO 9000 series.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
009.021.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting the on-going monitoring of agency compliance with their Records Management Programs.	Retain as Territory Archives

Conservation

The activities involved in the preservation, protection, maintenance, restoration and enhancement of archival resources, heritage items and artifacts, properties, including buildings and land. Also includes environmental conservation activities.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
009.023.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting the management of conservation projects for the preservation of rare, historical or heritage records and other information resources.	Retain as Territory Archives

The activities associated with creating, maintaining and evaluating control mechanisms. Includes classification, indexing, registration, forms design etc to ensure maximum control over records and recordkeeping systems. Also includes control mechanisms for other information resources and systems.

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Control (Continued)

The activities associated with creating, maintaining and evaluating control mechanisms. Includes classification, indexing, registration, forms design etc to ensure maximum control over records and recordkeeping systems. Also includes control mechanisms for other information resources and systems.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
009.026.004 ■■■■■■■■■■■■■■■■■■■■	Business rules and configuration settings for agency metadata. Includes developmental records and requests for changes. <i>[For the application, allocation and maintenance of the metadata in electronic systems, other than those covered by the Information Management function, use TECHNOLOGY & TELECOMMUNICATIONS - Control.]</i>	Retain as Territory Archives

Disposal

The process of disposing of property no longer required by the agency, by sale, transfer, termination of lease, auction, donation or destruction. Includes destruction or transfer, and the program of activities to facilitate the orderly transfer of semi-active and inactive records from current office space into storage.

[For the disposal of real property through a tendering process, use PROPERTY MANAGEMENT - Tendering.

For the disposal of real property through an agreement, use PROPERTY MANAGEMENT - Agreements.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
009.034.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting arrangement for the transfer of ownership of records following the corporatisation and privatisation of an agency, or part of an agency.	Retain as Territory Archives
009.034.002 ■■■■■■■■■■■■■■■■■■■■	Records documenting the authorisation of records and information for destruction and associated Certificates of Destruction provided by service providers.	Retain as Territory Archives

The activities associated with managing money, items, artifacts or property donated to the agency, or by the agency and or its staff to charities etc Includes managing unsolicited donations.


Implementation

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 installation of equipment. Also includes monitoring to ensure the implementation goes according to schedule and that standards are met.

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Policy

The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
009.080.001 	Records documenting the development and establishment of government wide records and information management policies. Includes policy proposals, research papers, results of consultations, supporting reports and major drafts and the final policy documents.	Retain as Territory Archives


Procedures

Standard methods of operating laid down by the agency according to formulated policy.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
009.082.001 	Master copy of recordkeeping rules/guidelines of the agency and supporting documentation.	Retain as Territory Archives
<i>[For recordkeeping requirements data, use INFORMATION MANAGEMENT - Policy.]</i>		

Reviewing

The activities involved in re-evaluating or re-examining products, processes, procedures, standards and systems. Includes recommendations and advice resulting from these activities.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
009.093.001 	Records documenting a review of agency programs and operations supporting records and information management which result in significant findings or actions that cause major changes to government recordkeeping. Includes documents establishing the review, final version of the report and the action plan.	Retain as Territory Archives

Security

The activities associated with measures taken to protect people, premises, equipment or information from accidental or intentional damage or from unauthorised access. Includes the security classification of personnel and criminal record checks.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
009.097.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting major security breaches where classified records and information have been removed from official custody and passed to a third party. Includes referral to law enforcement authorities. <i>[For disciplinary action against staff for security related breaches involving records and information, use PERSONNEL - Discipline.]</i>	Retain as Territory Archives

Standards

The process of implementing industry or agency specific benchmarks for services and processes to enhance quality and efficiency of an organisation.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
009.100.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting the development of government wide standards relating to records and information management in the Territory.	Retain as Territory Archives

INQUIRIES & COMMISSIONS

The function of inquiring or investigating into a matter specified in the instrument of appointment by a board of inquiry or royal commission. Includes task forces set up under administrative decision that inquire into a specific matters. Includes holding hearings, accumulating evidence accepting submissions, providing advice and preparing reports.

Use ESTABLISHMENT where the staff are employed under the Public Sector Management Act 1994 to establish the agency.

Use FINANCIAL MANAGEMENT for managing the financial arrangements.

Use LEGAL SERVICES for legal advice received from in-house consultants and external sources.

Use PERSONNEL to manage staff who are employed under the Public Sector Management Act 1994.

Use PUBLICATION for the production of the report.

Use REMUNERATION ADMINISTRATION for administering the statutory obligations of the Remuneration Act 1995 if the Act applies to the board, commission or task force.

Inquiry & Investigation

The activities applying in relation to inquiring or investigating by a commission, board of inquiry or task force a matter described under the terms of reference.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
I & C 1.1.1 ■■■■ ■■■■■■■■■■	Records documenting the development of the terms of reference.	Retain as Territory Archives

Inquiry Submissions

The receipt and lodgement of submissions of a formal statement supporting a case or opinion held by the witness that is submitted to the inquiry.

[Tip: Add the title of the submission as free text in the file title.]

[For registers tracking the handling of inquiry documents, use INFORMATION MANAGEMENT - Security.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
I & C 1.2.1 ■■■■ ■■■■■■■■■■	Submissions made to the inquiry, commission or task force on issues directly relating to the terms of reference.	Retain as Territory Archives



Reporting

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, regulation, or legislation, (e.g. Annual Report)). Includes statistics and returns.

Note: Reports resulting from a routine activity, e.g. inspection reports, form part of that activity, i.e. reports resulting from an inspection are part of the inspection and not the activity of Reporting. Reports of these types should be classified as part of the greater activity generating the report.

[For the Annual Report drafting process, use PUBLICATIONS - Drafting.]

For submissions of annual reports to the Portfolio Minister, use GOVERNMENT RELATIONS - Compliance.]


<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
I & C 1.3.1 	Final version of unpublished formal reports made by the commission, board or task force.	Retain as Territory Archives
	<p><i>[For the report drafting process, use PUBLICATION - Drafting.</i></p> <p><i>For published reports, use PUBLICATION - Planning and PUBLICATION - Production.</i></p> <p><i>For submission of the agency's report to the Chief Minister, use GOVERNMENT RELATIONS - Compliance.]</i></p>	
I & C 1.3.2 	Working papers documenting the development of formal reports made by the inquiry, commission or task force.	Retain as Territory Archives

INTER PARLIAMENTARY RELATIONS

The function of managing relations between the ACT Legislative Assembly and other parliaments. Includes the Assembly's participation in regional and international parliamentary organisations and liaison with the Federal Parliament, state parliaments and the Northern Territory Legislative Assembly.


Addresses (presentations)

The activity of giving addresses for training, professional, community relations or sales purposes. Includes speeches and multi-media presentations.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
LAS 4.1.1 	Final version of address made by the Speaker, or Member at an inter parliamentary forum.	Retain as Territory Archives


Celebrations

The activities associated with arranging and managing festivities to honour a particular activity.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
LAS 4.8.1 	Programs, invitations, guest lists and photographs relating to celebratory festivities held to honour an event of major importance relating to the inter parliamentary relations function.	Retain as Territory Archives

Conferences

The activities involved in arranging or attending conferences held either by the agency or by other agencies or organisations. Includes registrations, publicity, and reports of participants, etc.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
LAS 4.13.1 	Records of: Proceedings (transcripts) and reports ,Major briefs, submissions and discussion papers prepared by the Secretariat for inter parliamentary conferences, and Committees or conferences of which the Speaker or the Clerk is a member or normally attends (e.g. Presiding Officers and Clerks meetings).	Retain as Territory Archives

Inter Parliamentary Organisations

The activities associated with the participation in national and international associations and committees concerned with inter parliamentary relations, such as Commonwealth Parliamentary Association, Australasian Study of Parliament Group, Australian and New Zealand Association of Clerks at the Table. Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes of meetings, reports, agenda etc.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
LAS 4.19.1 ■■■■■■■■■■■■■■■■■■■■	Records documenting ACT Legislative Assembly membership in inter parliamentary organisations.	Retain as Territory Archives
LAS 4.19.2 ■■■■■■■■■■■■■■■■■■■■	Minutes of proceedings of the ACT branch of inter parliamentary organisations.	Retain as Territory Archives


Official Gifts

The activities associated with the purchase, presentation and receipt of official gifts.



<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
LAS 4.25.1 ■■■■■■■■■■■■■■■■■■■■	Records documenting the development of policy and procedures for the receipt, presentation or the exchange of gifts and commemorative items.	Retain as Territory Archives
LAS 4.25.2 ■■■■■■■■■■■■■■■■■■■■	Register of gifts and commemorative items received.	Retain as Territory Archives
LAS 4.25.3 ■■■■■■■■■■■■■■■■■■■■	Records documenting gifts and commemorative items presented to representatives of other parliaments.	Retain as Territory Archives

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, regulation, or legislation, (e.g. Annual Report)). Includes statistics and returns.

[For the Annual Report drafting process, use PUBLICATIONS - Drafting.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
LAS 4.29.1 	Final version of reports made to external agencies in relation to the Inter parliamentary relations function.	Retain as Territory Archives

The activities involved in arranging visits by other agencies, the public and students to the agency, with a view to inform, educate or promote the services, operation and role of the organisation. Includes arranging visits by staff to other agencies, organisations, etc.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
LAS 4.32.1 	Master copy of program for incoming inter parliamentary delegations (incorporates itinerary, program and list of delegation members).	Retain as Territory Archives
LAS 4.32.2 	Records documenting ACT Legislative Assembly membership of delegations including joint parliamentary delegations.	Retain as Territory Archives

JUSTICE ADMINISTRATION

The function of providing services to the public to ensure law and order and public safety. Includes decision-making processes, research, public administration and working groups in corrective service matters.

Meetings

The activities associated with regular or ad hoc gatherings held to formulate, discuss, update or resolve issues and matters pertaining to the function. Includes staff meetings, arrangements, agenda, taking of minutes, etc. Excludes committee meetings.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
C S 2.01.1 ■■■■■■■■■■■■■■■■■■■■	Records documenting high-level corporate committees responsibility for making major decisions in the area of agency policy and agency corporate planning (e.g. executive management boards). Includes: <ul style="list-style-type: none">• Documents establishing the committee;• Final versions of minutes;• Reports;• Recommendations; and• Supporting documents such as briefing papers and discussion papers.	Retain as Territory Archives

Public Reaction

The process of handling public reaction to an agency's policies or services. Includes anonymous letters, letters of complaint and letters of congratulations or appreciation received from the public.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
C S 2.02.1 ■■■■■■■■■■■■■■■■■■■■	Records relating to complaints that result in substantial investigation and/or changes to ACT Corrective Services policy or procedures or generate substantial public interest.	Retain as Territory Archives

Reporting

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, regulation, or legislation, (e.g. Annual Report)). Includes statistics and returns.

Note: Reports resulting from a routine activity, e.g. inspection reports, form part of that activity, i.e. reports resulting from an inspection are part of the inspection and not the activity of Reporting. Reports of these types should be classified as part of the greater activity generating the report.

[For the Annual Report drafting process, use PUBLICATIONS - Drafting.

For submissions of annual reports to the Portfolio Minister, use GOVERNMENT RELATIONS - Compliance.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
C S 2.03.1 ■■■■■■■■■■■■■■■■■■■■	Records of the activities involved in collecting, classifying, analysing and use of numerical data relating to offender populations such as most serious offence type for sentenced offenders, or trends in community supervision and custody, as well as events in custody such as escapes, deaths etc. for statistical purposes. Also includes statistical collections that cannot be collated again.	Retain as Territory Archives


Research

The activities involved in investigating or enquiring into a subject or area of interest in order to discover facts, principles, etc. Used to support development of projects, standards, guidelines, etc. and business activities in general. Includes following up enquiries relating to programs, projects, working papers, literature searches, etc.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
C S 2.04.1 ■■■■■■■■■■■■■■■■■■■■	Records documenting unpublished research conducted by or for the Agency.	Retain as Territory Archives

Reviewing

The activities involved in re-evaluating or re-examining products, processes, procedures, standards and systems. Includes recommendations and advice resulting from these activities.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
C S 2.05.1 	Records relating to the review of incidents resulting in deaths in custody. Includes subsequent investigation of process and recommendations.	Retain as Territory Archives

JUSTICE OF THE PEACE

The function of administering the appointment of office as Justice of the Peace. Includes all processes from application, assessment and appointment to revocation. Also includes the handling of enquiries about the appointment of office, administration and publication of the Register of Justice of the Peace of the Australian Capital Territory, and ceremonies for the appointment of office as Justice of the Peace.

Addresses (presentations)

The activity of giving addresses for training, professional, community relations or sales purposes. Includes speeches and multi-media presentations.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
178.004.001 ■■■■■■■■■■■■■■■■■■■■	Final version of addresses made by the Chief Minister or portfolio Minister or senior agency officers at major public occasions.	Retain as Territory Archives

Appointments (statutory / official)

The activities associated with the making of statutory or official appointments. Includes the termination/suspension etc of statutory or official appointments.

USE: Personnel for appointment of persons employed under the Public Sector Management Act 1994.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
178.403.002 ■■■■■■■■■■■■■■■■■■■■	Legislative instruments made by the minister to appoint or revoke a person as a Justice of the Peace. Includes instruments made to suspend or revoke an appointment.	Retain as Territory Archives


Evaluation

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 systems analysis and ongoing monitoring.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
178.042.001 ■■■■■■■■■■■■■■■■■■■■	External and internal reports evaluating potential or existing services and systems.	Retain as Territory Archives


Policy

The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
178.080.001 	Final versions of policies. Includes guidelines made for the administration of the office of Justice of the Peace.	Retain as Territory Archives

Registration

The activities to record, catalogue, inventory or list. The establishment and maintenance of registers containing information required by legislation.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
178.155.001 	Register of Justices of the Peace of the Australian Capital Territory.	Retain as Territory Archives

LABOUR REGULATION

The function of providing services to the public to ensure law and order and public safety. Includes decision-making processes, research, public administration and working groups in corrective service matters.

Audit

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 an agency, company or other organisation in a specified period. Includes compliance audits, financial audits, operational audits, recordkeeping audits, skills audits, system audits and quality assurance audits.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
WC 3.1.1 ■■■■■■■■■■■■■■■■■■■■	Records relating to operational audits where serious failures to meet compliance requirements were identified.	Retain as Territory Archives
WC 3.1.2 ■■■■■■■■■■■■■■■■■■■■	Final audit reports or findings on audits of specific labour regulation issues, conducted across a number of organisations and resulting in substantial changes to policy and procedures.	Retain as Territory Archives
WC 3.5.5 ■■■■■■■■■■■■■■■■■■■■	Copies of surveillance videos and tapes, evidence tapes, photographs, etc. produced during an investigation.	Destroy 2 years after last action

Liaison

The activities associated with maintaining regular general contact between the agency and professional associations, professionals in related fields, other private sector organisations and community groups. Includes sharing informal advice and discussions, membership of professional associations and collaborating on projects that are not joint ventures.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
WC 3.6.1 ■■■■■■■■■■■■■■■■■■■■	Master set of minutes, agenda and related papers of formal bodies established for the purpose of liaison between the agency and professional associations, professionals in related fields, other private sector organisations and community groups.	Retain as Territory Archives

Litigation

The activities involved in managing lawsuits or legal proceedings between the agency and other parties in a court or other tribunal. Includes briefs for counsel; copies of documents required by or lodged with a court; consultation with the Attorney-General and other agencies; and records documenting compliance with court instructions, e.g. subpoenas and discovery orders.

[For appeals to decisions of a court or tribunal, use INFORMATION MANAGEMENT - Case Management or COMPENSATION - Appeals (decisions).

For subpoenas and discovery orders, use INFORMATION MANAGEMENT - Enquiries.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
WC 3.7.1 ■■■■■■■■■■■■■■■■■■■■	Records documenting litigation matters where legal precedents are set.	Retain as Territory Archives

Reporting

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, regulation, or legislation, (e.g. Annual Report)). Includes statistics and returns.

Note: Reports resulting from a routine activity, e.g. inspection reports, form part of that activity, i.e. reports resulting from an inspection are part of the inspection and not the activity of Reporting. Reports of these types should be classified as part of the greater activity generating the report.


[For the Annual Report drafting process, use PUBLICATIONS - Drafting.

For submissions of annual reports to the Portfolio Minister, use GOVERNMENT RELATIONS - Compliance.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
WC 3.10.1 ■■■■■■■■■■■■■■■■■■■■	Detailed comprehensive reports that contain major, detailed recommendations or have a significant impact on policies for the agency as a whole.	Retain as Territory Archives

Standards

The process of implementing industry or agency specific benchmarks for services and processes to enhance quality and efficiency of an organisation.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
WC 3.11.1 	Master copies of standards, codes of practice and guidelines relating to labour regulation developed by the agency.	Retain as Territory Archives

LAND ASSET MANAGEMENT

The function of managing land and built assets between development and sale. Includes maintenance of land inventory, site control and monitoring.

Advice

The activities associated with offering opinions as to an action or judgement. Includes the process of advising.

[For the provision of advice to the Minister or Chief Minister, use GOVERNMENT RELATIONS - Advice.

For legal advice, use LEGAL SERVICES - Advice.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
L D 1.2.1 ■■■■■■■■■■■■■■■■■■■■	Receipt of advice that resulted in major changes to the organisation or management. Includes advice provided by consultants.	Retain as Territory Archives

Agreements

The processes associated with the establishment, maintenance, review and negotiation of agreements. Includes records associated with preparing agreements/contracts and settling those agreements/contracts. Includes contracts, memoranda of understanding (MOU), deeds, leases, licences and mortgages.

[For agreements with other governments, including international governments, use GOVERNMENT RELATIONS - Agreements.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
L D 1.3.1 ■■■■■■■■■■■■■■■■■■■■	Final version of significant agreements with government bodies or private organisations with implications for major liabilities or obligations.	Retain as Territory Archives
L D 1.3.2 ■■■■■■■■■■■■■■■■■■■■	Negotiations, establishment, maintenance and review of significant agreements.	Retain as Territory Archives

Audit

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 an agency, company or other organisation in a specified period. Includes compliance audits, financial audits, operational audits, recordkeeping audits, skills audits, system audits and quality assurance audits.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
L D 1.5.1 ■■■■■■■■■■■■■■■■■■■■	Final report of an external audit (e.g. conducted by an external authority such as the ACT Auditor General's Office) where: <ul style="list-style-type: none">• the audit report is qualified by the Auditor-General;• there are major or significant changes to practices.	Retain as Territory Archives

Committees

The activities associated with the establishment, appointment of members, terms of reference, proceedings, minutes of meetings, reports, agendas, etc. of committees and task forces.

[For audit committees, use STRATEGIC MANAGEMENT - Committees.

For the establishment of advisory councils or governing boards with decision making responsibility for agency policy and/or planning, use STRATEGIC MANAGEMENT - Committees.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
L D 1.9.1 ■■■■■■■■■■■■■■■■■■■■	External committees formed to manage or advise. Includes finals of documents: <ul style="list-style-type: none">• establishing the committee;• terms of reference;• appointment of members;• minutes;• reports;• recommendations;• supporting documents such as briefing papers and discussion papers.	Retain as Territory Archives

Planning

The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
L D 1.28.1 	Final version of plans for major projects.	Retain as Territory Archives

Policy

The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
L D 1.29.1 	Final version of policies.	Retain as Territory Archives


Reporting

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, regulation, or legislation, (e.g. Annual Report)). Includes statistics and returns.

Note: Reports resulting from a routine activity, e.g. inspection reports, form part of that activity, i.e. reports resulting from an inspection are part of the inspection and not the activity of Reporting. Reports of these types should be classified as part of the greater activity generating the report.

[For the Annual Report drafting process, use PUBLICATIONS - Drafting.]

For submissions of annual reports to the Portfolio Minister, use GOVERNMENT RELATIONS - Compliance.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
L D 1.32.1 	Final version of internal formal reports and reports made to external agencies.	Retain as Territory Archives

Reviewing

The activities involved in re-evaluating or re-examining products, processes, procedures, standards and systems. Includes recommendations and advice resulting from these activities.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
L D 1.33.1 	Final report of review of agency programs and operations.	Retain as Territory Archives

LAND DEVELOPMENT

The function of developing land for sale. Includes forecasting, planning, project definition, acquisition, surveying, site assessment, designing, approving, determining lease and development conditions, constructing infrastructure and arranging valuations.

Acquisition

The process of gaining ownership or use of property and other items or the provision of services required in the conduct of business through purchase or requisitions.

[For the acquisition of equipment and stores through a tender process, use EQUIPMENT & STORES - Tendering.

For managing financial transactions supporting acquisition activities, use FINANCIAL MANAGEMENT- Accounting and/or FINANCIAL MANAGEMENT - Payments.

For entry of equipment and stores into the agency's Asset Register, use FINANCIAL MANAGEMENT - Asset Register.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
L D 2.1.1 ■■■■■■■■■■■■■■■■■■■■	Acquisition of land.	Retain as Territory Archives

Addresses (presentations)

The activity of giving addresses for training, professional, community relations or sales purposes. Includes speeches and multi-media presentations.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
L D 2.2.1 ■■■■■■■■■■■■■■■■■■■■	Final version of addresses made by the Chief Minister or portfolio Minister or senior agency officers at major public events.	Retain as Territory Archives



The activities associated with offering opinions as to an action or judgement. Includes the process of advising.

For legal advice, use LEGAL SERVICES - Advice.]

Agreements

The processes associated with the establishment, maintenance, review and negotiation of agreements. Includes records associated with preparing agreements/contracts and settling those agreements/contracts. Includes contracts, memoranda of understanding (MOU), deeds, leases, licences and mortgages.

[For agreements with other governments, including international governments, use GOVERNMENT RELATIONS - Agreements.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
L D 2.4.1 	Final version of significant agreements with government bodies or private organisations with implications for major liabilities or obligations.	Retain as Territory Archives
L D 2.4.2 	Negotiations, establishment, maintenance and review of significant agreements.	Retain as Territory Archives

Audit

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 an agency, company or other organisation in a specified period. Includes compliance audits, financial audits, operational audits, recordkeeping audits, skills audits, system audits and quality assurance audits.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
L D 2.6.1 ■■■■■■■■■■■■■■■■■■■■	Final report of an external audit (e.g. conducted by an external authority such as the ACT Auditor General's Office) where: <ul style="list-style-type: none">• the audit report is qualified by the Auditor-General;• there are major or significant changes to practices.	Retain as Territory Archives

Ceremonies

The activities associated with arranging and managing a formal act performed for a special occasion.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
L D 2.9.1 ■■■■■■■■■■■■■■■■■■■■	Programs, invitations, guest lists and photographs relating to major ceremonies held to mark a special occasion (e.g. the opening of new land developments.)	Retain as Territory Archives

Certification (Construction)

Activities associated with the certification of building and construction sites for safety, energy efficiency, drainage and electricals.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
L D 2.10.1 ■■■■■■■■■■■■■■■■■■■■	Certificates of Electrical Safety; Completion of Building Work; Survey Certificate; Certificate of Occupancy; and Certifications of satisfactory inspection of buildings, drains and electrical installations.	Retain as Territory Archives

Committees

The activities associated with the establishment, appointment of members, terms of reference, proceedings, minutes of meetings, reports, agendas, etc. of committees and task forces.

[For audit committees, use STRATEGIC MANAGEMENT - Committees.

For the establishment of advisory councils or governing boards with decision making responsibility for agency policy and/or planning, use STRATEGIC MANAGEMENT - Committees.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
L D 2.12.1 ■■■■■■■■■■■■■■■■■■■■	External committees: <ul style="list-style-type: none">• Documents establishing the committee;• Final versions of minutes;• Reports;• Recommendations;• Supporting documents such as briefing papers and discussion papers.	Retain as Territory Archives


Conservation

The activities involved in the preservation, protection, maintenance, restoration and enhancement of archival resources, heritage items and artifacts, properties, including buildings and land. Also includes environmental conservation activities.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
L D 2.15.1 ■■■■■■■■■■■■■■■■■■■■	Activities involved in the preservation, protection, maintenance, restoration and enhancement of land which is listed on the ACT Heritage Places Register or which have national significance including natural, historic and indigenous significance and are listed in the Register of the National Estate, by the World Heritage Commission, classified by the National Trust listings.	Retain as Territory Archives
L D 2.15.2 ■■■■■■■■■■■■■■■■■■■■	Restoration of contaminated land. <i>[For inspection to identify the type of contamination, use Land Development - Inspection.]</i>	Retain as Territory Archives

Construction

The process of making or building something.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
L D 2.16.1 	Construction activities carried out on land which is listed on the ACT Heritage Places Register or which have national significance including natural, historic and indigenous significance and are listed in the Register of the National Estate, by the World Heritage Commission, classified by the National Trust listings. Includes: <ul style="list-style-type: none">• Records of consultations (e.g. with owners and local authorities);• Specifications;• Building plans;• Project management records.	Retain as Territory Archives

Decisions Review

The activities associated with the review of decisions referred to external bodies, for instance the Commissioner for Land and Planning and the ACT Administrative Appeals Tribunal.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
L D 2.18.1 	Appeals against development decisions.	Retain as Territory Archives


The process of receiving, assessing, managing and determining applications for approvals for the development and use of Territory land through the planning and legislative processes under the Land (Planning and Environment Act) Act, 1991.

Disposal

The process of disposing of property no longer required by the agency, by sale, transfer, termination of lease, auction, donation or destruction. Includes destruction or transfer, and the program of activities to facilitate the orderly transfer of semi-active and inactive records from current office space into storage.

[For the disposal of real property through a tendering process, use PROPERTY MANAGEMENT - Tendering.]

For the disposal of real property through an agreement, use PROPERTY MANAGEMENT - Agreements.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
L D 2.20.1 	Disposal of land acquired for land development but not actually developed.[For disposal of land following land development, use Land Sales - disposal.]	Retain as Territory Archives

Environmental Impact Assessment

The activities associated with undertaking environmental impact assessments. This includes determination of the need for, and conduct of, Environmental Impact Assessments of all types.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
L D 2.24.1 ■■■■■■■■■■■■■■■■■■■■	Conduct of the Environmental Impact Assessment Environmental Impact Statements; consultations with the community and reports; and pre-application proceedings that proceed to an application. Includes: Environmental Impact Statements; Consultations with the community and reports; and Pre-application proceedings .	Retain as Territory Archives

Evaluation

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 systems analysis and ongoing monitoring.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
L D 2.25.1 ■■■■■■■■■■■■■■■■■■■■	External and internal reports evaluating the land development function.	Retain as Territory Archives

Infrastructure Implementation & Co-ordination

The activities associated with engineering, investigation, design, construction and management of physical infrastructure for ACT estate development. Implementation of work is undertaken through a capital works program for major infrastructure and through developers via conditions contained in development leases.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
L D 2.28.1 ■■■■■■■■■■■■■■■■■■■■	Records relating to the final as built structure, including: Construction briefs; and approved plans, schematics and drawings associated with the creation and disposal of the land.	Retain as Territory Archives

The activities involved in managing joint operations between the agency and other agencies, or with the government, where there is a contract, joint contribution of funds and/or time. Includes private sector ventures with public sector organisations, and co-research or collaboration between inter-departmental units, departments or agencies.

Planning

The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.

Policy

The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making.

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Reporting

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, regulation, or legislation, (e.g. Annual Report)). Includes statistics and returns.

Note: Reports resulting from a routine activity, e.g. inspection reports, form part of that activity, i.e. reports resulting from an inspection are part of the inspection and not the activity of Reporting. Reports of these types should be classified as part of the greater activity generating the report.


[For the Annual Report drafting process, use PUBLICATIONS - Drafting.]

For submissions of annual reports to the Portfolio Minister, use GOVERNMENT RELATIONS - Compliance.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
L D 2.44.1 	Final version of internal formal reports and reports made to external agencies.	Retain as Territory Archives


Research

The activities involved in investigating or enquiring into a subject or area of interest in order to discover facts, principles, etc. Used to support development of projects, standards, guidelines, etc. and business activities in general. Includes following up enquiries relating to programs, projects, working papers, literature searches, etc.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
L D 2.46.1 	Detailed research.	Retain as Territory Archives

Reviewing

The activities involved in re-evaluating or re-examining products, processes, procedures, standards and systems. Includes recommendations and advice resulting from these activities.


<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
L D 2.47.1 	Final report of review of agency programs and operations.	Retain as Territory Archives

LAND MANAGEMENT & DEVELOPMENT CONTROLS

The function of managing the land development process in the jurisdiction. Includes the regulation and approval of building and other development applications for specific properties, buildings, fences, signs and other structures covered by the Building Code of Australia and the Land (Planning and Environment) Act 1991. Covers the provision of land information through the ACT Land Information Centre. Land management relates to a specific parcel of land, a site, address or location.

Certification (Construction)

Activities associated with the certification of building and construction sites for safety, energy efficiency, drainage and electricals.


<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
L P & B 3.8.1 	Records including: Certificates of Electrical Safety; Completion of Building Work; Survey Certificate; Certificate of Occupancy; and Certifications of satisfactory inspection of buildings, drains and electrical installations.	Retain as Territory Archives

Committees

The activities associated with the establishment, appointment of members, terms of reference, proceedings, minutes of meetings, reports, agendas, etc. of committees and task forces.

[For audit committees, use STRATEGIC MANAGEMENT - Committees.]

For the establishment of advisory councils or governing boards with decision making responsibility for agency policy and/or planning, use STRATEGIC MANAGEMENT - Committees.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
L P & B 3.9.1 	Internal committee records relating to land development, including: Agenda papers; Establishment and terms of references; Minutes of meetings; and Elections.	Retain as Territory Archives

The activities associated with the review of decisions referred to external bodies, for instance the Commissioner for Land and Planning and the ACT Administrative Appeals Tribunal.

Development Assessment

The process of receiving, assessing, managing and determining applications for approvals for the development and use of Territory land through the planning and legislative processes under the Land (Planning and Environment Act) Act, 1991.

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Environmental Impact Assessment

The activities associated with undertaking environmental impact assessments. This includes determination of the need for, and conduct of, Environmental Impact Assessments of all types.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
L P & B 3.15.1 ■■■■■ ■■■■■■■■■■■■	Records relating to the conduct of the Environmental Impact Assessment. Includes: Environmental Impact Statements; Consultations with the community and reports; and Pre-Application proceedings that proceed to an application.	Retain as Territory Archives

Policy

The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
L P & B 3.29.1 ■■■■■ ■■■■■■■■■■■■	Policies, including: Certifications (Compliance); Inspections; Compliance Monitoring and Enforcement; Development Applications; Development Assessment; Environmental Assessments and Enquiries; Heavy Vehicles; Land Rent Reappraisal; Leasing and land Administration; Quality and Sustainable Development and Design; Trees; and Building, electrical, plumbing, gas and utilities.	Retain as Territory Archives

Process Improvement

The activities associated with quality control of business processes to optimise continuous improvement of processes, products and services to meet performance requirements and adhere to standards and benchmarks.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
L P & B 3.31.1 ■■■■■ ■■■■■■■■■■■■	Records relating to the review of business processes. Includes consultant reports, benchmarks etc.	Retain as Territory Archives

The activities to record, catalogue, inventory or list. The establishment and maintenance of registers containing information required by legislation.

Surveying

The activities associated with the division of land and recording that division, and for surveying the ACT. Includes provision and maintenance of survey control infrastructure, examination of survey plans, audit of unit plans, cadastral advice including land tenure and Native Title issues.

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The activities associated with drafting, negotiating and approving lease and development conditions for new estates (Greenfield Developments), commercial, industrial and residential premises.

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LAND SALES

The function of selling land. Includes marketing, site releases, sales of greenfields, commercial and industrial land and sales of individual allotments by auction, ballot, tender or direct grant.

Addresses (presentations)

The activity of giving addresses for training, professional, community relations or sales purposes. Includes speeches and multi-media presentations.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
L D 3.2.1 ■■■■■■■■■■■■■■■■■■■■	Final version of addresses made by the Chief Minister or portfolio Minister or senior agency officers at major public events.	Retain as Territory Archives

Advice



The activities associated with offering opinions as to an action or judgement. Includes the process of advising.

[For the provision of advice to the Minister or Chief Minister, use GOVERNMENT RELATIONS - Advice.

For legal advice, use LEGAL SERVICES - Advice.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
L D 3.3.1 ■■■■■■■■■■■■■■■■■■■■	Receipt of advice, which resulted in major changes to the organisation or management of land sales. Includes advice provided by consultants.	Retain as Territory Archives

The processes associated with the establishment, maintenance, review and negotiation of agreements. Includes records associated with preparing agreements/contracts and settling those agreements/contracts. Includes contracts, memoranda of understanding (MOU), deeds, leases, licences and mortgages.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
L D 3.4.1 	Final version of significant agreements with government bodies or private organisations with implications for major liabilities or obligations.	Retain as Territory Archives
L D 3.4.2 	Negotiations, establishment, maintenance and review of significant agreements.	Retain as Territory Archives

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 an agency, company or other organisation in a specified period. Includes compliance audits, financial audits, operational audits, recordkeeping audits, skills audits, system audits and quality assurance audits.

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The activities associated with arranging and managing a formal act performed for a special occasion.

Committees

The activities associated with the establishment, appointment of members, terms of reference, proceedings, minutes of meetings, reports, agendas, etc. of committees and task forces.


[For audit committees, use STRATEGIC MANAGEMENT - Committees.]

For the establishment of advisory councils or governing boards with decision making responsibility for agency policy and/or planning, use STRATEGIC MANAGEMENT - Committees.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
L D 3.11.1 	External committees formed to manage or advise. Includes: <ul style="list-style-type: none">• Documents establishing the committee• Final versions of minutes• Reports• Recommendations• Supporting documents such as briefing papers and discussion papers.	Retain as Territory Archives

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 systems analysis and ongoing monitoring.

Joint ventures

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
L D 3.27.1 	Final signed version of major joint venture agreements or contracts. Includes those with implications for major liabilities or obligations for agency.	Retain as Territory Archives

Media Relations

[For administrative arrangements with the media, use COMMUNITY RELATIONS - Media Relations.

For public presentations or addresses, use COMMUNITY RELATIONS - Addresses (presentation).]

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Planning

The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
L D 3.35.1 	Final version of plans for major projects	Retain as Territory Archives

Policy

The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
L D 3.36.1 	Final version of policies.	Retain as Territory Archives


Reporting

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, regulation, or legislation, (e.g. Annual Report)). Includes statistics and returns.

Note: Reports resulting from a routine activity, e.g. inspection reports, form part of that activity, i.e. reports resulting from an inspection are part of the inspection and not the activity of Reporting. Reports of these types should be classified as part of the greater activity generating the report.


[For the Annual Report drafting process, use PUBLICATIONS - Drafting.]

For submissions of annual reports to the Portfolio Minister, use GOVERNMENT RELATIONS - Compliance.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
L D 3.39.1 	Final version of internal formal reports and reports made to external agencies.	Retain as Territory Archives

Research

The activities involved in investigating or enquiring into a subject or area of interest in order to discover facts, principles, etc. Used to support development of projects, standards, guidelines, etc. and business activities in general. Includes following up enquiries relating to programs, projects, working papers, literature searches, etc.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
L D 3.41.1 	Detailed research.	Retain as Territory Archives




Reviewing

The activities involved in re-evaluating or re-examining products, processes, procedures, standards and systems. Includes recommendations and advice resulting from these activities.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
L D 3.42.1 	Final report of review of agency programs and operations.	Retain as Territory Archives

Selling (land)

The activities associated with selling land by auction, ballot, tender or direct grant.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
L D 3.45.1 	Registers of land sales	Retain as Territory Archives
L D 3.45.2 	Development applications for structures that: are registered as historical and heritage structures; were built prior to 1927.	Retain as Territory Archives
L D 3.45.3 	Sale of land. Includes: <ul style="list-style-type: none">• Assessments and valuations;• Negotiations;• Agreements;• Contracts;• Transfers.	Retain as Territory Archives

LEGAL SERVICES

The function of providing legal services, including the interpretation and provision of advice to the government, ministers, agencies or other bodies or individuals regarding legal matters, the drawing up of legal agreements, the handling of legal actions and disputes and providing legal representation. Also includes legal advice received from in-house consultants and external sources

Advice

The activities associated with offering opinions as to an action or judgement. Includes the process of advising.

[For the provision of advice to the Minister or Chief Minister, use GOVERNMENT RELATIONS - Advice.

For legal advice, use LEGAL SERVICES - Advice.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
010.005.001 ■■■■■■■■■■■■■■■■■■■■	<p>Records documenting advice received from an internal or external legal service provider relating to:</p> <ul style="list-style-type: none">• international or national law;• security;• agency-wide industrial issues;• interpretation of an agency's own legislation;• proposal for new or amended agency legislation. <p>or</p> <ul style="list-style-type: none">• which are precedent setting in nature;• which are of major public interest;• which are of significance to the functions, jurisdiction and administrative powers of the Executive, Legislature, Judiciary, the Territory or its agencies. <p>Includes instructions to the provider, records of ongoing discussions, revisions of instructions and drafts.</p> <p><i>[For advice given on claims, infringements, inquiries, intellectual property and litigation, use these activities attached to LEGAL SERVICES.]</i></p>	Retain as Territory Archives

The activities associated with offering opinions as to an action or judgement. Includes the process of advising.

For legal advice, use LEGAL SERVICES - Advice.]

Agreements

[For agreements with other governments, including international governments, use GOVERNMENT RELATIONS - Agreements.]


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Litigation

The activities involved in managing lawsuits or legal proceedings between the agency and other parties in a court or other tribunal. Includes briefs for counsel; copies of documents required by or lodged with a court; consultation with the Attorney-General and other agencies; and records documenting compliance with court instructions, e.g. subpoenas and discovery orders.


[For appeals to decisions of a court or tribunal, use INFORMATION MANAGEMENT - Case Management or COMPENSATION - Appeals (decisions).]

For subpoenas and discovery orders, use INFORMATION MANAGEMENT - Enquiries.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
010.068.001 	Records documenting litigation matters where legal precedents are set.	Retain as Territory Archives


Policy

The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
010.080.001 	Records documenting the development of government-wide legal services policies.	Retain as Territory Archives


Procedures

Standard methods of operating laid down by the agency according to formulated policy.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
010.082.001 	Master set of agency manuals, handbooks, directives etc detailing procedures supporting the legal services function.	Retain as Territory Archives

Representatives

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.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
010.090.001 	Records relating to representatives for matters which are precedent setting in nature, of major public interest or of significance to the functions, jurisdiction and administrative powers of the Executive, Legislature, Judiciary, the Territory or its agencies.	Retain as Territory Archives

LEGISLATIVE DRAFTING SERVICES


The function of providing legislative drafting for:- ACT government (including Cabinet, Ministers and government departments and agencies)- Members of the ACT Legislative Assembly- ACT courts.

Committees

The activities associated with the establishment, appointment of members, terms of reference, proceedings, minutes of meetings, reports, agendas, etc. of committees and task forces.


[For audit committees, use STRATEGIC MANAGEMENT - Committees.

For the establishment of advisory councils or governing boards with decision making responsibility for agency policy and/or planning, use STRATEGIC MANAGEMENT - Committees.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
P C 1.1.1 	External committees formed to manage or advise. Includes finals of documents: <ul style="list-style-type: none">• Establishing the committee;• Terms of reference;• Appointment of members;• Minutes;• Reports;• Recommendations; and• Supporting documents such as briefing papers and discussion papers.	Retain as Territory Archives

Legislative Drafting

The activities associated with the drafting of bills, subordinate laws and other instruments, including the processes involved in preparing documents for presentation to the Legislative Assembly or other law maker.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
P C 1.3.1 	Records documenting the process of drafting bills, subordinate laws and other instruments. Includes: <ul style="list-style-type: none">• Drafting instructions;• Correspondence;• Previous versions of draft; and• Quality assurance checks.	Retain as Territory Archives

LEGISLATIVE PROCESS

The function of processing legislation through the Assembly to certification by the Clerk and forwarding to Parliamentary Counsel by the Speaker.

Advice

The activities associated with offering opinions as to an action or judgement. Includes the process of advising.

[For the provision of advice to the Minister or Chief Minister, use GOVERNMENT RELATIONS - Advice.

For legal advice, use LEGAL SERVICES - Advice.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
LAS 5.2.1 ■■■■■■■■■■■■■■■■■■■■	Records documenting advice provided or received in relation to the Legislative process function for example in relation to clerical amendments.	Retain as Territory Archives

Drafting

The activities associated with preparing preliminary drafts or outlines of addresses, reports, articles, plans, sketches, etc prior to production.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
LAS 5.15.1 ■■■■■■■■■■■■■■■■■■■■	Records documenting drafting instructions for legislation issued by the Secretariat.	Retain as Territory Archives

Legislation

The process of making laws. Includes Local, State, Commonwealth and overseas Acts, Bills and subsections of Acts, and amendments to each.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
LAS 5.20.1 ■■■■■■■■■■■■■■■■■■■■	Signed copies of bills including amendments.	Retain as Territory Archives
LAS 5.20.2 ■■■■■■■■■■■■■■■■■■■■	Correspondence relating to the notification of legislation passed by the Assembly.	Retain as Territory Archives
LAS 5.20.3 ■■■■■■■■■■■■■■■■■■■■	Final versions of documents outlining aspects of the process of making laws, e.g. information provided to the community or to publications.	Retain as Territory Archives

Litigation

The activities involved in managing lawsuits or legal proceedings between the agency and other parties in a court or other tribunal. Includes briefs for counsel; copies of documents required by or lodged with a court; consultation with the Attorney-General and other agencies; and records documenting compliance with court instructions, e.g. subpoenas and discovery orders.

[For appeals to decisions of a court or tribunal, use INFORMATION MANAGEMENT - Case Management or COMPENSATION - Appeals (decisions).

For subpoenas and discovery orders, use INFORMATION MANAGEMENT - Enquiries.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
WC 4.8.1 ■■■■■■■■■■■■■■■■■■■■	Records documenting litigation matters where legal precedents are set.	Retain as Territory Archives

Reporting

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, regulation, or legislation, (e.g. Annual Report)). Includes statistics and returns.

Note: Reports resulting from a routine activity, e.g. inspection reports, form part of that activity, i.e. reports resulting from an inspection are part of the inspection and not the activity of Reporting. Reports of these types should be classified as part of the greater activity generating the report.


[For the Annual Report drafting process, use PUBLICATIONS - Drafting.

For submissions of annual reports to the Portfolio Minister, use GOVERNMENT RELATIONS - Compliance.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
WC 4.10.1 ■■■■■■■■■■■■■■■■■■■■	Detailed comprehensive reports that contain major, detailed recommendations or have a significant impact on policies for the agency as a whole.	Retain as Territory Archives

Standards

The process of implementing industry or agency specific benchmarks for services and processes to enhance quality and efficiency of an organisation.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
WC 4.11.1 	Master copies of standards, codes of practice and guidelines relating to liquid fuels regulation developed by the agency.	Retain as Territory Archives



LONG SERVICE LEAVE MANAGEMENT

The function of managing the entitlement to long service leave by registered employees.

Agreements


The processes associated with the establishment, maintenance, review and negotiation of agreements. Includes records associated with preparing agreements/contracts and settling those agreements/contracts. Includes contracts, memoranda of understanding (MOU), deeds, leases, licences and mortgages.

[For agreements with other governments, including international governments, use GOVERNMENT RELATIONS - Agreements.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
ILSL 1.1.1 	Significant agreements, including the negotiations, establishment, maintenance and review with government bodies or private organisations with implications for major liabilities or obligations for example, agreements to manage long service leave options.	Retain as Territory Archives
ILSL 1.1.2 	Negotiations, establishment, maintenance and review of significant agreements.	Retain as Territory Archives

Reviewing

The activities involved in re-evaluating or re-examining products, processes, procedures, standards and systems. Includes recommendations and advice resulting from these activities.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
ILSL 1.10.1 	Records relating to the review of entitlements to long service leave. Includes subsequent investigation of process and recommendations.	Retain as Territory Archives

MARKET REGULATION


The function of industry regulation and advice to Government on industry policy.

Advice

The activities associated with offering opinions as to an action or judgement. Includes the process of advising.

[For the provision of advice to the Minister or Chief Minister, use GOVERNMENT RELATIONS - Advice.

For legal advice, use LEGAL SERVICES - Advice.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
I C & R 3.1.1 	Records relating to specialist or technical advice regarding market regulations, and the conduct of government business, including issues such as competition policy, competitive neutrality and trade practices, i.e., removal of resource allocation distortions that arise from government ownership of entities engaged in business activities. Advice may lead to policy development that includes appropriate levels of charges for government taxes, financial independence from government, and for entities to be subject to the same regulations as private sector competitors, and eliminate prices subsidisation by moving to full cost recovery.	Retain as Territory Archives

The activities associated with the establishment, appointment of members, terms of reference, proceedings, minutes of meetings, reports, agendas, etc. of committees and task forces.

For the establishment of advisory councils or governing boards with decision making responsibility for agency policy and/or planning, use STRATEGIC MANAGEMENT - Committees.]


Determinations (Regulated Industries)

Activities involving investigations and making determinations on pricing and operating practices of regulated industries, access to transmission and distribution networks, competition and other matters, such as consumer protection and environmental standards for utilities of energy, water, government regulated services and services provided by government monopoly (such as public transport). Determinations include consideration of consumer interests and facilitating a balance between efficiency and environmental and social conditions.

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Policy

The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
I C & R 3.4.1 	Records documenting the development and establishment of market regulation policies. Includes: <ul style="list-style-type: none"> • policy proposals; • research papers; • results of consultations; • supporting reports; • major drafts; • final policy documents. 	Retain as Territory Archives


Procedures

Standard methods of operating laid down by the agency according to formulated policy.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
IC & R 3.5.1 	Master set of agency manuals, handbooks, and directives etc detailing procedures for market regulation.	Retain as Territory Archives

Reviewing

The activities involved in re-evaluating or re-examining products, processes, procedures, standards and systems. Includes recommendations and advice resulting from these activities.





<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
IC & R 3.7.1 	Records relating to periodic reviews of market regulation.	Retain as Territory Archives

MATRIMONIAL CAUSES RECORDS

The function of dealing with matrimonial causes matters.

Cases

This activity descriptor should be used where there is a need to keep a number of activities together on one file, for legislative or operational reasons. Case files relate to incidents, persons, organisations or clients.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
Courts 10.1.1 	All Supreme Court Matrimonial Causes registers, indexes and card systems including electronic indexes and registers.	Retain as Territory Archives
Courts 10.1.2 	Bench Sheets for Matrimonial Causes in the Supreme Court.	Retain as Territory Archives
Courts 10.1.3 	Matrimonial Causes Case Files in the Supreme Court (file prefix MC).	Retain as Territory Archives
Courts 10.1.4 	Records of Matrimonial Causes Proceedings (Transcripts) in the Supreme Court.	Retain as Territory Archives

MILK VENDING

The function of authorising milk product vendors and their zones. Includes the activities of evaluating licence applications, authorising products, determining milk product prices, setting standards and guidelines for data required to support registration applications and liaison with the customers.

Audit

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 an agency, company or other organisation in a specified period. Includes compliance audits, financial audits, operational audits, recordkeeping audits, skills audits, system audits and quality assurance audits.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
093.013.001 ■■■■■■■■■■■■■■■■■■■■	Final audit report relating to operational audits of the Milk Vending function that result in substantial changes to policy or have a significant impact on operations.	Retain as Territory Archives

Committees

The activities associated with the establishment, appointment of members, terms of reference, proceedings, minutes of meetings, reports, agendas, etc. of committees and task forces.

[For audit committees, use STRATEGIC MANAGEMENT - Committees.

For the establishment of advisory councils or governing boards with decision making responsibility for agency policy and/or planning, use STRATEGIC MANAGEMENT - Committees.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
093.020.001 ■■■■■■■■■■■■■■■■■■■■	Records of the ACT Milk Authority. Includes: <ul style="list-style-type: none">• Appointment of members;• Final versions of minutes;• Reports;• Recommendations;• Supporting documents such as briefing papers and discussion papers.	Retain as Territory Archives

Litigation

The activities involved in managing lawsuits or legal proceedings between the agency and other parties in a court or other tribunal. Includes briefs for counsel; copies of documents required by or lodged with a court; consultation with the Attorney-General and other agencies; and records documenting compliance with court instructions, e.g. subpoenas and discovery orders.

[For appeals to decisions of a court or tribunal, use INFORMATION MANAGEMENT - Case Management or COMPENSATION - Appeals (decisions).

For subpoenas and discovery orders, use INFORMATION MANAGEMENT - Enquiries.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
WC 5.7.1 ■■■■■■■■■■■■■■■■■■■■	Records documenting litigation matters where legal precedents are set.	Retain as Territory Archives

Reporting

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, regulation, or legislation, (e.g. Annual Report)). Includes statistics and returns.

Note: Reports resulting from a routine activity, e.g. inspection reports, form part of that activity, i.e. reports resulting from an inspection are part of the inspection and not the activity of Reporting. Reports of these types should be classified as part of the greater activity generating the report.


[For the Annual Report drafting process, use PUBLICATIONS - Drafting.

For submissions of annual reports to the Portfolio Minister, use GOVERNMENT RELATIONS - Compliance.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
WC 5.10.1 ■■■■■■■■■■■■■■■■■■■■	Detailed comprehensive reports that contain major, detailed recommendations or have a significant impact on policies for the agency as a whole.	Retain as Territory Archives

Standards

The process of implementing industry or agency specific benchmarks for services and processes to enhance quality and efficiency of an organisation.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
WC 5.11.1 	Master copies of standards, codes of practice and guidelines relating to the nominal insurer function developed by the agency.	Retain as Territory Archives

OFFENDER MANAGEMENT

The function of managing the sentence options of individual offenders on supervision orders (such as probational parole), court orders (such as community service orders) or custodial options (such as periodic detention, remand or imprisonment).

Agreements

The processes associated with the establishment, maintenance, review and negotiation of agreements. Includes records associated with preparing agreements/contracts and settling those agreements/contracts. Includes contracts, memoranda of understanding (MOU), deeds, leases, licences and mortgages.

[For agreements with other governments, including international governments, use GOVERNMENT RELATIONS - Agreements.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
C S 3.01.1 ■■■■■■■■■■■■■■■■■■■■	Final version of significant agreements with government bodies or private organisations with implications for major liabilities or obligations. For example, agreements to manage sentence options for offenders on supervision orders either on probation or parole.	Retain as Territory Archives

Committees

The activities associated with the establishment, appointment of members, terms of reference, proceedings, minutes of meetings, reports, agendas, etc. of committees and task forces.


[For audit committees, use STRATEGIC MANAGEMENT - Committees.]

For the establishment of advisory councils or governing boards with decision making responsibility for agency policy and/or planning, use STRATEGIC MANAGEMENT - Committees.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
C S 3.03.1 ■■■■■■■■■■■■■■■■■■■■	External committees formed to manage or advise about the function of offender management. Includes finals of documents: <ul style="list-style-type: none">• Establishing the committee;• Terms of reference;• Appointment of members;• Minutes;• Reports;• Recommendations; and• Supporting documents such as briefing and discussion papers.	Retain as Territory Archives


Discipline

The activities and actions associated with the disciplinary process. Includes investigation, charges, formal inquiries, and punishment.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
C S 3.07.1 	Records of activities and actions associated with the disciplinary process. Includes investigation, charges, formal inquiries, punishment and appeals for example those resulting in the removal or restriction of detainee privileges.	Retain as Territory Archives


Evaluation

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 systems analysis and ongoing monitoring.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
C S 3.09.1 	External and internal reports evaluating design, development and implementation of the offender management function, including delivery of training models or other programs.	Retain as Territory Archives







Incident Management

The activities associated with reporting an incident relating to the health or well being of a detainee or staff, a disturbance to the good order of the Remand Centre; the security of the Centre or detainee; breach of Standing Orders, Regulations and Legislation; loss or damage to plant and equipment; or any other significant event.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
C S 3.10.1 	Records of incidents where further investigation, reporting and legal proceedings occurred.	Retain as Territory Archives



The activities undertaken in relation to psychological assessments and counselling to determine management options.

Registration

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
C S 3.13.1 	Registers recording information of arrival and departure and transfer of detainees.	Retain as Territory Archives
C S 3.13.2 	Registers recording information of visits to correction facilities.	Retain as Territory Archives
C S 3.13.3 	Officer duty logs	Retain as Territory Archives
C S 3.13.4 	Records relating to daily operational activities and routines in relation to staff and detainees. Includes duty logs and the reception and disposal register that records all detainees who come through custody.	Retain as Territory Archives
C S 3.13.5 	Officers Contemporaneous Notebooks including the register recording the receipt, storage and dispatch of these notebooks.	Retain as Territory Archives
C S 3.13.6 	Superintendent's activities including the Superintendent's Journal, Instructions, Standing Orders and Procedures.	Retain as Territory Archives


Sentences

The activities associated with the administration of offender sentences.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
C S 3.15.1 	Records relating to offender management in respect to offence history, sentence calculations, information for the consideration of parole or breaches of parole (may include psychological reports, program reports, pre-release assessments, breach reports), parole orders, warrants, administrative correspondence and correspondence with offender.	Retain as Territory Archives
C S 3.15.2 	Records of information used in consideration of cases for parole and breaches of parole or periodic detention.	Retain as Territory Archives

Victim Liaison

The activities associated with liaising with victims.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
C S 3.16.1 	Records relating to victim matters.	Retain as Territory Archives

OFFICIAL VISITOR

The function of visiting and inspecting ACT Remand and Periodic Detention Centres and any places where detainees may have been directed to work, inquiring into complaints by detainees and ensuring the Remand Centres are being conducted in accordance with legislation.

Reporting

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, regulation, or legislation, (e.g. Annual Report)). Includes statistics and returns.

Note: Reports resulting from a routine activity, e.g. inspection reports, form part of that activity, i.e. reports resulting from an inspection are part of the inspection and not the activity of Reporting. Reports of these types should be classified as part of the greater activity generating the report.

[For the Annual Report drafting process, use PUBLICATIONS - Drafting.

For submissions of annual reports to the Portfolio Minister, use GOVERNMENT RELATIONS - Compliance.]

Entry No.	Description of Records	Disposal Action
C S 4.02.1 ■■■■■■■■■■■■■■■■■■■■	Records associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and providing formal statements or findings of the results of the examination or investigation. Includes agenda, briefings, business, discussion papers, proposals, reports, reviews, returns and reports to the Minister on all activities, visits and observations in the financial year. Also includes letters of correspondence to the Executive Director of ACT Corrective Services and/or the Minister.	Retain as Territory Archives
C S 4.02.2 ■■■■■■■■■■■■■■■■■■■■	Records relating to the Official Visitor, including detainee complaints and observation, which may or may not require further action.	Retain as Territory Archives

OMBUDSMAN COMPLAINT MANAGEMENT

The function of investigating, for the ACT community, administrative actions and decisions that are considered wrong, unjust, unlawful, discriminatory or unfair made by ACT Government agencies, and those agencies operating on behalf of the ACT Government. Investigations can result in recommendations for remedies or changes to decisions, policies or procedures which foster improved and equitable administration by agencies. Includes investigating and reporting into matters of major public interest or systemic issues affecting the ACT; investigating issues arising with Freedom of Information requests; investigating public interest disclosure complaints; monitoring compliance of the Child Sex Offenders Register; auditing for compliance to decisions; and overseeing complaint investigations conducted by the Australian Federal Police. Also includes providing complainants with information, advice or referrals to other appropriate authorities.

Note: This function excludes complaints made against ACT Government Ministers and politicians, private individuals or companies, the environment, health services, ACT public service employment, consumer services and decisions made by courts or tribunals.

[For complaints regarding environmental issues, use ENVIRONMENTAL MANAGEMENT - Public Reaction.

For complaints regarding consumer services, use FAIR TRADING - Consumer Protection.

For complaints regarding health issues, use PATIENT SERVICES ADMINISTRATION - Public Reaction or POPULATION HEALTH CARE MANAGEMENT AND CONTROL - Public Reaction.

For complaints regarding ACT public service employment, use PERSONNEL - Grievances.

For complaints regarding ACT Government Ministers and politicians, use TBA.

For complaints regarding decisions of courts and tribunals, use TBA.]

For internal and external advice, use OMBUDSMAN COMPLAINT MANAGEMENT - Advice.

For investigations into matters of major public interest, use OMBUDSMAN COMPLAINT MANAGEMENT - Inquiries.

For investigations of systemic issues regarding administrative practices by or within agencies, use OMBUDSMAN COMPLAINT MANAGEMENT - Inquiries.

For internal and external liaison, use OMBUDSMAN COMPLAINT MANAGEMENT - Liaison.



For internal and external meetings, use OMBUDSMAN COMPLAINT MANAGEMENT - Meetings.

For engaging with the media regarding an investigation, use OMBUDSMAN COMPLAINT MANAGEMENT - Media Relations.

For internal reviews of actions or decisions taken by the Ombudsman, use OMBUDSMAN COMPLAINT MANAGEMENT - Reviews (decisions).]


The activities associated with offering opinions as to an action or judgement. Includes the process of advising.

[For the provision of advice to the Minister or Chief Minister, use GOVERNMENT RELATIONS - Advice.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
034.005.001 	Records documenting instructions to the Ombudsman's legal team. Includes: <ul style="list-style-type: none"> • ongoing discussions; • revisions of instructions; • drafts. 	Retain as Territory Archives
034.005.002 	Records documenting advice received from the Ombudsman's legal team relating to possible litigation or administrative reviews of the exercise of the Ombudsman's powers. <i>[For interpretations of the agency's legislation, use LEGAL SERVICES - Advice.</i> <i>For proposals of new or amended agency legislation, use LEGAL SERVICES - Advice.]</i>	Retain as Territory Archives

Case Management

The activity of managing an incident, person, organisation or client on a case basis. Case management incorporates the process of assessment, planning, facilitation and advocacy for options and services to meet an individual's, organisation's or client's needs or outcomes. Includes processing applications; authorisations and approvals; the establishment of a client; developing, implementing and monitoring case plans; the ongoing delivery and provision of services; finalisation of services and reviews of service delivery.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
034.016.001 	Records documenting category 5 approaches including: <ul style="list-style-type: none">• scoping notes• investigation plans• issues/discussion papers• research notes and analysis• notes of file/site inspections• informal and formal interviews• records of conversation.	Retain as Territory Archives

Note: Category 5 approaches have complex legal or systematic issues that require significant internal and external consultation at the highest levels. Uses formal and informal agreements with agencies and formal reporting powers.



Inquiries

The activities associated with liaising with bodies carrying out inquiries and participating in them. Inquiries are investigations carried out by people or bodies that have been empowered to inquire and report on a subject, such as Royal Commissions, Judicial Commissions, Boards of Inquiry, Legislative Assembly and Ombudsman's inquiries. Includes the agency's participation in the inquiry by providing evidence in the form of records submissions or staff.

[For complaint investigations, including public interest disclosures, that manage incidents, clients or agencies on a case basis, use OMBUDSMAN COMPLAINT MANAGEMENT - Case Management.

For final investigation reports, use OMBUDSMAN COMPLAINT MANAGEMENT - Reporting.

*For legal support or opinions provided during an investigation, use LEGAL SERVICES -
Inquiries.]*

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
034.056.001 	Records documenting an agency's contribution and involvement into an inquiry directly relating to its own activities. Includes: <ul style="list-style-type: none"> • agency statements; • submissions; • responses to final reports; • transcripts or oral evidence given by agency officers. 	Retain as Territory Archives
034.056.002 	Records documenting investigations into matters of major public interest or systemic issues into agencies where there has not been a specific complaint (e.g. own motion investigations). Includes: <ul style="list-style-type: none"> • agency statements; • submissions; • research; • reports. 	Retain as Territory Archives

[For media releases regarding own motion investigations, use OMBUDSMAN COMPLAINT MANAGEMENT - Media Relations.]

Litigation

The activities involved in managing lawsuits or legal proceedings between the agency and other parties in a court or other tribunal. Includes briefs for counsel; copies of documents required by or lodged with a court; consultation with the Attorney-General and other agencies; and records documenting compliance with court instructions, e.g. subpoenas and discovery orders.

[For appeals to decisions of a court or tribunal, use INFORMATION MANAGEMENT - Case Management or COMPENSATION - Appeals (decisions).

For subpoenas and discovery orders, use INFORMATION MANAGEMENT - Enquiries.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
034.068.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting matters relating to the ombudsman complaint management function which set legal precedents.	Retain as Territory Archives

Media Relations

The activities associated with establishing a relationship with the media. Includes cultivating media contacts, coordinating access to the media, authorising and issuing press releases and briefings, and organising media interviews.

[For administrative arrangements with the media, use COMMUNITY RELATIONS - Media Relations.


For administrative arrangements of issuing media releases in the portfolio Minister or Chief Minister's name, use GOVERNMENT RELATIONS - Media Releases.

For public presentations or addresses, use COMMUNITY RELATIONS - Addresses (presentation).]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
034.071.001 ■■■■■■■■■■■■■■■■■■■■	Master set of media releases on complaint investigations conducted by the Ombudsman or relating to the ombudsman complaint management function.	Retain as Territory Archives

The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making.

Procedures


<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
034.082.001 	Master set of agency manuals, handbooks, directives etc detailing procedures supporting the ombudsman complaint management function.	Retain as Territory Archives

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, regulation, or legislation, (e.g. Annual Report)). Includes statistics and returns.

Note: Reports resulting from a routine activity, e.g. inspection reports, form part of that activity, i.e. reports resulting from an inspection are part of the inspection and not the activity of Reporting. Reports of these types should be classified as part of the greater activity generating the report.

[For the Annual Report drafting process, use PUBLICATIONS - Drafting.]

For submissions of annual reports to the Portfolio Minister, use GOVERNMENT RELATIONS - Compliance.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
034.088.001 	Final version of formal reports. Includes: <ul style="list-style-type: none">• complaint investigation reports;• reports on major or systemic issues affecting the ACT;• compliance audit reports.	Retain as Territory Archives


[For published reports including annual reports, use PUBLICATION - Planning and PUBLICATION - Production.]

Submissions

The preparation and submission of a formal statement (e.g. a business case, statistics, etc.) supporting a case or opinion held by the agency which is submitted to another agency or organisation, or within the agency, for the purpose of either gain or support.

[For Cabinet submissions, use GOVERNMENT RELATIONS - Submissions.]

For the development of submissions on the proposals of new legislation or the amendment of existing legislation, use STRATEGIC MANAGEMENT - Legislation.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
034.102.001 	Final submissions regarding government administrative practices that result in changes to policy.	Retain as Territory Archives

OPERATIONAL TRAINING

The function of planning, providing, managing and evaluating training in emergency situations. Includes training in the use of specialised emergency equipment, communications and appliances and the provision of training to external organisations or individuals on a commercial basis. Also includes ongoing training, exercises and drills conducted.

[For records regarding the development of skills and abilities for personnel, that are not emergency based, see PERSONNEL].


Acquisition

The process of gaining ownership or use of property and other items or the provision of services required in the conduct of business through purchase or requisitions.

[For the acquisition of equipment and stores through a tender process, use EQUIPMENT & STORES - Tendering.


For managing financial transactions supporting acquisition activities, use FINANCIAL MANAGEMENT- Accounting and/or FINANCIAL MANAGEMENT - Payments.

For entry of equipment and stores into the agency's Asset Register, use FINANCIAL MANAGEMENT - Asset Register.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
12-188/091.003.001 	Records relating to the acquisition and/or licensed use of learning and assessment materials. These may include: <ul style="list-style-type: none"> • training packages; • learning support materials; • assessment guides; • student logs; • teaching plans; • implementation plans; • student and teacher resources. 	Retain as Territory Archives

Audit

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 an agency, company or other organisation in a specified period. Includes compliance audits, financial audits, operational audits, recordkeeping audits, skills audits, system audits and quality assurance audits.


<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
12-188/091.013.001 	Final audit reports relating to audits of the operational training function that result in substantial change to procedures or policy.	Retain as Territory Archives

Committees

The activities associated with the establishment, appointment of members, terms of reference, proceedings, minutes of meetings, reports, agendas, etc. of committees and task forces.

[For audit committees, use STRATEGIC MANAGEMENT - Committees.

For the establishment of advisory councils or governing boards with decision making responsibility for agency policy and/or planning, use STRATEGIC MANAGEMENT - Committees.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
12-188/091.020.001 	Records of internal committees and external committees where the agency has the administrative or secretariat role including VET management group, industry advisory committees, assessment committees etc. These may include: <ul style="list-style-type: none">• final versions of minutes;• agenda;• briefing and discussion papers.	Retain as Territory Archives

The process of developing curricula for courses. This includes the initiation or discussion of proposals.

Evaluation

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 systems analysis and ongoing monitoring.


Liaison

The activities associated with maintaining regular general contact between the agency and professional associations, professionals in related fields, other private sector organisations and community groups. Includes sharing informal advice and discussions, membership of professional associations and collaborating on projects that are not joint ventures.

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Procedures

Standard methods of operating laid down by the agency according to formulated policy.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
12-188/091.082.001 	Master copies of procedures or instructions in regards to operational training. Including the development and review of Quality Management System Procedures to ensure quality training and assessments.	Retain as Territory Archives

Reviewing

The activities involved in re-evaluating or re-examining products, processes, procedures, standards and systems. Includes recommendations and advice resulting from these activities.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
12-188/091.093.001 	Records relating to reviews of training delivery and assessment including the collection and analysis of stakeholder and client feedback.	Retain as Territory Archives

PARKS RESERVES & PUBLIC PLACES

The function of acquiring, managing, designing and constructing parks, reserves and public places, either owned or controlled and managed by the Department. Includes providing security and the provision of active and passive recreation opportunities. Also includes forests and forest-based recreational and educational opportunities.

Agreements

The processes associated with the establishment, maintenance, review and negotiation of agreements. Includes records associated with preparing agreements/contracts and settling those agreements/contracts. Includes contracts, memoranda of understanding (MOU), deeds, leases, licences and mortgages.

[For agreements with other governments, including international governments, use GOVERNMENT RELATIONS - Agreements.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
106.006.001 ■■■■■■■■■■■■■■■■■■■■	Final versions of agreements such as agreements between the Territory and Commonwealth agencies related to the Parks, Reserves and Public Places function. For example, the Memorandum of Understanding (MOU) between ACT and the Commonwealth for Land Management conservation purposes.	Retain as Territory Archives

Committees

The activities associated with the establishment, appointment of members, terms of reference, proceedings, minutes of meetings, reports, agendas, etc. of committees and task forces.

[For audit committees, use STRATEGIC MANAGEMENT - Committees.]

For the establishment of advisory councils or governing boards with decision making responsibility for agency policy and/or planning, use STRATEGIC MANAGEMENT - Committees.]


<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
106.020.001 ■■■■■■■■■■■■■■■■■■■■	Records associated with the establishment and operation of committees relevant to forests, parks, reserves and public places.	Retain as Territory Archives

Disposal

The process of disposing of property no longer required by the agency, by sale, transfer, termination of lease, auction, donation or destruction. Includes destruction or transfer, and the program of activities to facilitate the orderly transfer of semi-active and inactive records from current office space into storage.



[For the disposal of real property through a tendering process, use PROPERTY MANAGEMENT - Tendering.]

For the disposal of real property through an agreement, use PROPERTY MANAGEMENT - Agreements.]


<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
106.034.001 	Disposal of land previously used for public recreation and open space, parklands and reserves.	Retain as Territory Archives

Horticultural Services

The services provided in relation to tree, turf and flower growing, supply and landscaping, including nursery production of plants. [Environmental Management RDS]


<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
106.172.001 	Records documenting the establishment of permanent horticultural assets in forests, parks, places and sportsgrounds.	Retain as Territory Archives
106.172.002 	Records relating to the significant design and landscaping of forests, parks, reserves and public places including reconstruction. For example: <ul style="list-style-type: none"> • Restoration of areas within forests, parks, reserves and public places (e.g. Boboyan Pines); • Bushland regeneration; and • Bushfire reconstruction. 	Retain as Territory Archives

[Note: for records pertaining to 'significant trees' use Conservation]

106.172.003 	The summary records pertaining to disease or pest outbreaks.	Retain as Territory Archives
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Implementation

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 installation of equipment. Also includes monitoring to ensure the implementation goes according to schedule and that standards are met.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
106.053.001 	Summary records documenting execution of implementation plans, policies and procedures related to the Parks, Reserves and Public Places function.	Retain as Territory Archives



Land Data & Mapping

The activities associated with providing advice on the collection of land data and production of maps. [Land, Planning & Building RDS]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
106.220.001 	Advice on land data and mapping.	Retain as Territory Archives

Liaison

The activities associated with maintaining regular general contact between the agency and professional associations, professionals in related fields, other private sector organisations and community groups. Includes sharing informal advice and discussions, membership of professional associations and collaborating on projects that are not joint ventures.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
106.067.001 	Liaison with external agencies, professional associations and community groups on issues of significance to the Territory related to the Parks, Reserves and Public Places function. Examples: <ul style="list-style-type: none"> • Canberra Nara Park • John Knight Memorial Park 	Retain as Territory Archives
106.067.002 	Liaison with indigenous groups who are signatories to agreements regarding issues related to the Parks, Reserves and Public Places function.	Retain as Territory Archives

The activities associated with the upkeep, repair, servicing, modification and preservation of internal/external conditions of premises, equipment, vehicles etc.


Mapping Programs

The activities associated with the collection, management and presentation of land information.

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Planning

The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
106.079.001 	Final versions of management plans related to the Parks, Reserves and Public Places function.	Retain as Territory Archives


Policy

The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
106.080.001 	Final versions of policies related to the Parks, Reserves and Public Places function.	Retain as Territory Archives


Procedures

Standard methods of operating laid down by the agency according to formulated policy.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
106.082.001 	Master version of agency manuals, handbooks, regulations and standard methods detailing procedures supporting the Parks, Reserves and Public Places function.	Retain as Territory Archives

Regulation and Monitoring

Activities that check, observe, or record the operation of equipment, infrastructure, services or systems.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
106.166.001 	Activities related to the regulation and monitoring of issues of significance to the Territory relating to the Parks, Reserves and Public Places function.	Retain as Territory Archives


Reporting

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, regulation, or legislation, (e.g. Annual Report)). Includes statistics and returns.

Note: Reports resulting from a routine activity, e.g. inspection reports, form part of that activity, i.e. reports resulting from an inspection are part of the inspection and not the activity of Reporting. Reports of these types should be classified as part of the greater activity generating the report.




[For the Annual Report drafting process, use PUBLICATIONS - Drafting.]

For submissions of annual reports to the Portfolio Minister, use GOVERNMENT RELATIONS - Compliance.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
106.088.001 	Final version of reports documenting formal statements or findings of the result of the examinations related to the Parks, Reserves and Public Places function.	Retain as Territory Archives

Research

The activities involved in investigating or enquiring into a subject or area of interest in order to discover facts, principles, etc. Used to support development of projects, standards, guidelines, etc. and business activities in general. Includes following up enquiries relating to programs, projects, working papers, literature searches, etc.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
106.091.001 	Major research carried out for contribution to nationally coordinated programs related to forests, parks, reserves and public places.	Retain as Territory Archives
106.091.002 	Research carried out for the establishment and management of parks, reserves and public places.	Retain as Territory Archives
106.091.003 	Research carried out that establishes a heritage value.	Retain as Territory Archives


The activities associated with measures taken to protect people, premises, equipment or information from accidental or intentional damage or from unauthorised access. Includes the security classification of personnel and criminal record checks.

Vegetation Management

The activity of managing the control and/or preservation of vegetation. [Environmental Management RDS]

Visits

The activities involved in arranging visits by other agencies, the public and students to the agency, with a view to inform, educate or promote the services, operation and role of the organisation. Includes arranging visits by staff to other agencies, organisations, etc.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
106.109.001 	Records documenting visits by royalty, heads of state and politicians. Includes signed visitor's books.	Retain as Territory Archives

PARLIAMENTARY EDUCATION

The function of educating and informing individuals and groups about the operations of the ACT system of government. Includes Education Office programs, curriculum development, fellowships, Assembly internships, student work experience, community education, public lectures, seminars, exhibitions, publications and programs for visiting parliamentarians and parliamentary officers.

Addresses (presentations)

The activity of giving addresses for training, professional, community relations or sales purposes. Includes speeches and multi-media presentations.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
LAS 6.1.1 ■■■■■■■■■■■■■■■■■■■■	Final versions of addresses made by the Speaker or the Clerk at major occasions relating to the Parliamentary education function.	Retain as Territory Archives

Celebrations

The activities associated with arranging and managing festivities to honour a particular activity.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
LAS 6.8.1 ■■■■■■■■■■■■■■■■■■■■	Programs, guest lists and photographs relating to celebratory festivities held to honour an event of major importance relating to the Parliamentary education function.	Retain as Territory Archives



Evaluation

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 systems analysis and ongoing monitoring.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
LAS 6.17.1 ■■■■■■■■■■■■■■■■■■■■	Records documenting major reports and submissions to the Speaker about programs relating to the parliamentary	Retain as Territory Archives


Production

The activities involved in producing material into an end result or output (e.g. a product or publication). Includes design, layout, typesetting, desktop publishing, printing, binding etc.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
LAS 6.28.1 	Master sets of publications relating to the Parliamentary Education function including biographical information on Members, and publications describing the role and functions of the Assembly.	Retain as Territory Archives
LAS 6.28.2 	Master copy of films / videos produced relating to the Parliamentary Education function.	Retain as Territory Archives

Visits

The activities involved in arranging visits by other agencies, the public and students to the agency, with a view to inform, educate or promote the services, operation and role of the organisation. Includes arranging visits by staff to other agencies, organisations, etc.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
LAS 6.32.1 	Records documenting the development and review of the Assembly Internship Program.	Retain as Territory Archives

PARLIAMENTARY PROCEDURE

The function of developing, reviewing and implementing procedures, practices and policies relevant to carrying out the business of the Assembly and its committees. Includes advice from the Clerk.

Advice

The activities associated with offering opinions as to an action or judgement. Includes the process of advising.

[For the provision of advice to the Minister or Chief Minister, use GOVERNMENT RELATIONS - Advice.

For legal advice, use LEGAL SERVICES - Advice.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
LAS 7.2.1 ■■■■■■■■■■■■■■■■■■■■	Final versions of advice provided on parliamentary procedure relating to the Assembly and its committees.	Retain as Territory Archives

Cases

This activity descriptor should be used where there is a need to keep a number of activities together on one file, for legislative or operational reasons. Case files relate to incidents, persons, organisations or clients.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
LAS 7.7.1 ■■■■■■■■■■■■■■■■■■■■	Records documenting the case history of a matter relating to the parliamentary procedure function, such as a matter relating to a specific standing order or a particular procedure, where for operational reasons it is necessary to keep a number of activities on the one file.	Retain as Territory Archives


Procedures

Standard methods of operating laid down by the agency according to formulated policy.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
LAS 7.27.1 ■■■■■■■■■■■■■■■■■■■■	Final versions of procedures relating to the operation of the Assembly and its committees, for example Standing Orders.	Retain as Territory Archives


Research

The activities involved in investigating or enquiring into a subject or area of interest in order to discover facts, principles, etc. Used to support development of projects, standards, guidelines, etc. and business activities in general. Includes following up enquiries relating to programs, projects, working papers, literature searches, etc.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
LAS 7.30.1 	Final versions of research relating to the parliamentary procedure function, for example research on Standing Orders.	Retain as Territory Archives

Reviewing

The activities involved in re-evaluating or re-examining products, processes, procedures, standards and systems. Includes recommendations and advice resulting from these activities.



<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
LAS 7.31.1 	Final versions of reviews conducted on matters relating to the parliamentary procedure function.	Retain as Territory Archives

PARTY REGISTRATION

This function covers all processes required to register a new political party or ballot group, and to change, or add to, the particulars registered in relation to the party or ballot group and cancellation of a party or ballot group.

Registration

The activities to record, catalogue, inventory or list. The establishment and maintenance of registers containing information required by legislation.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
Electoral 8.33.1 	Final versions of all approved forms notified on the Legislation Register.	Retain as Territory Archives
Electoral 8.33.2 	All records related to the registration of a party or ballot group, including completed forms applying for registration, or changing registration details, or cancelling registration, all notifiable instruments, party constitutions, objections, review statements and details of any appeals.	Retain as Territory Archives

PATIENT SERVICES ADMINISTRATION

The function of administering the provision of public health and support services to patients in hospitals, health centres, clinics or other similar health care facilities. Includes pathological services, ward services, chronic disease management, ambulatory care, geriatric medicine, prosthetic-orthotic services, nursing, aged and community care, outpatient services.


Note: This function does not include the disposal of patient medical records as defined in the Health Records (Privacy and Access) Act 1997 when used in a records disposal schedule. However, patient medical records can be classified using this function but should be retained in accordance with the Health Records (Privacy and Access) Act 1997.

Advice

The activities associated with offering opinions as to an action or judgement. Includes the process of advising.

[For the provision of advice to the Minister or Chief Minister, use GOVERNMENT RELATIONS - Advice.


For legal advice, use LEGAL SERVICES - Advice.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
179.005.001 	Receipt and provision of advice about the programs and services provided to patients in hospitals, health centres, clinics or other similar health care facilities that resulted in major changes to policy, procedures or to the operations of the agency, including advice relating to Aged Care, Alcohol and Drugs, Ambulatory Care, Antenatal Care, Asbestos, CALMS, Caring for Kids at Home, Children at Risk, Communicable Disease Control, Community Health, Continuing Care, Diabetes, Domestic Violence, Geriatric Care, Home Care, Hospital in the Home, Indigenous Peoples, Memoranda of Understanding (MOU's), Mental Health, Outpatient services, Pathology, Pharmaceutical Services, etc.	Retain as Territory Archives

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 an agency, company or other organisation in a specified period. Includes compliance audits, financial audits, operational audits, recordkeeping audits, skills audits, system audits and quality assurance audits.

Committees

[For audit committees, use STRATEGIC MANAGEMENT - Committees.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
179.020.001 	Records of external or internal committees formed to manage or advise on the provision of programs and services to patients in hospitals, health centres, clinics or other similar health care facilities. Includes final version of documents: <ul style="list-style-type: none"> • establishing the committee; • terms of reference; • appointment of members; • minutes; • reports; • recommendations; and • supporting documents such as briefing papers and discussion papers. 	Retain as Territory Archives

Reporting

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, regulation, or legislation, (e.g. Annual Report)). Includes statistics and returns.

Note: Reports resulting from a routine activity, e.g. inspection reports, form part of that activity, i.e. reports resulting from an inspection are part of the inspection and not the activity of Reporting. Reports of these types should be classified as part of the greater activity generating the report.

[For the Annual Report drafting process, use PUBLICATIONS - Drafting.

For submissions of annual reports to the Portfolio Minister, use GOVERNMENT RELATIONS - Compliance.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
179.088.001 ■■■■■■■■■■■■■■■■■■■■	Final version of internal formal reports and reports made to external agencies on the provision of programs and services to patients in hospitals, health centres, clinics or other similar health care facilities.	Retain as Territory Archives

Reviewing

The activities involved in re-evaluating or re-examining products, processes, procedures, standards and systems. Includes recommendations and advice resulting from these activities.



<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
179.093.001 ■■■■■■■■■■■■■■■■■■■■	Final reports and action plans resulting from reviews of the programs and services provided to patients in hospitals, health centres, clinics or other similar health care facilities.	Retain as Territory Archives

Risk Management

The process involving identification of risks, likelihood and consequences of those risks and implementation of appropriate practice and procedures to treat the risks.

[For risk management training material, use GOVERNMENT INSURANCE SERVICES - Training.

For the identification, assessment and treatment of risk for the staging of major events managed by the Territory, use Events under an appropriate functional Records Disposal Schedule (e.g. COMMUNITY RELATIONS).


<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
179.095.001 	Records documenting the results of risk assessments relating to the provision of services to patients in hospitals, health centres, clinics or other similar health care facilities.	Retain as Territory Archives
179.095.002 	Risk register for risks associated with the services provided to patients in hospitals, health centres, clinics or other similar health care facilities.	Retain as Territory Archives

PERSONNEL

The function of managing all employees and volunteer workers in the agency. Including encouraging staff to develop their skills and abilities (through activities, programs and events) to maximise their potential and increase their productivity by identifying and implementing all aspects of training and development needs and programs (internal and external) available. Also includes reviews of actions, overtime, salaries, superannuation, working hours.

Policy

The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
012.080.001 	Records documenting the development and establishment of the agency's personnel policies. Includes: <ul style="list-style-type: none">• policy proposals• research papers• results of consultations• supporting reports• major drafts• final policy documents.	Retain as Territory Archives

POPULATION HEALTH CARE MANAGEMENT AND CONTROL

The function of managing the programs and health services for the population through the provision of injury, illness and disease mitigation and reduction programs, lifestyle awareness and promotion of healthy lifestyles and low risk behaviours, population health monitoring and strategic health care planning. Includes programs and strategies for controlling disease outbreaks such as epidemics and pandemics and managing immunisation and other population drug distribution programs.

Addresses (presentations)

The activity of giving addresses for training, professional, community relations or sales purposes. Includes speeches and multi-media presentations.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
180.004.001 ■■■■■■■■■■■■■■■■■■■■	Final versions of speeches and presentations conducted by agency representatives at conferences.	Retain as Territory Archives

Advice

The activities associated with offering opinions as to an action or judgement. Includes the process of advising.


[For the provision of advice to the Minister or Chief Minister, use GOVERNMENT RELATIONS - Advice.

For legal advice, use LEGAL SERVICES - Advice.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
180.005.001 ■■■■■■■■■■■■■■■■■■■■	Receipt and provision of advice that resulted in major changes to policy, procedures or to the operations of the agency. Includes advice relating to injury, illness and disease mitigation, lifestyles and low risk behaviours, population health and strategic health care, radiation safety, environmental health, communicable disease and immunisation issues and other population drug distribution programs.	Retain as Territory Archives

Audit

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 an agency, company or other organisation in a specified period. Includes compliance audits, financial audits, operational audits, recordkeeping audits, skills audits, system audits and quality assurance audits.


<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
180.013.001 	Final audit reports relating to operational audits of population health care management and control programs and strategies that result in substantial changes to policy or have a significant impact on operations.	Retain as Territory Archives

Committees

The activities associated with the establishment, appointment of members, terms of reference, proceedings, minutes of meetings, reports, agendas, etc. of committees and task forces.

[For audit committees, use STRATEGIC MANAGEMENT - Committees.]

For the establishment of advisory councils or governing boards with decision making responsibility for agency policy and/or planning, use STRATEGIC MANAGEMENT - Committees.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
180.020.001 	Records of external or internal committees formed to manage or advise on population health care management and control programs and strategies.. Includes final version of documents: <ul style="list-style-type: none"> • establishing the committee; • terms of reference; • appointment of members; • minutes; • reports; • recommendations; and • supporting documents such as briefing papers and discussion papers. 	Retain as Territory Archives

The activities associated with disseminating items, correspondence or publications through sales, deliveries, or other customer services.

Evaluation

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 systems analysis and ongoing monitoring.

Exhibitions

The activities associated with using agency material in displays for the purpose of informing or educating the target audience, or promoting the activities, services, projects or programs of the agency.

[See also COMMUNITY RELATIONS - Exhibitions.]

Health Promotion

The process of promotion of programs which encourage the establishment and maintenance of a healthy environment and which encourage healthy lifestyles. Includes workplace environments.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
180.052.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting the development of community programs, strategies and information handouts promoting healthy work and living environments resulting from the population health care management and control programs and strategies.	Retain as Territory Archives

Media Relations

The activities associated with establishing a relationship with the media. Includes cultivating media contacts, coordinating access to the media, authorising and issuing press releases and briefings, and organising media interviews.

[For administrative arrangements with the media, use COMMUNITY RELATIONS - Media Relations.]

For administrative arrangements of issuing media releases in the portfolio Minister or Chief Minister's name, use GOVERNMENT RELATIONS - Media Releases.

For public presentations or addresses, use COMMUNITY RELATIONS - Addresses (presentation).]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
180.071.001 ■■■■■■■■■■■■■■■■■■■■	Master set of agency media releases relating to population health care management and control programs and strategies.	Retain as Territory Archives

Planning

The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
180.079.001 ■■■■■■■■■■■■■■■■■■■■	Final version of major plans relating to population health care management and control programs and strategies.	Retain as Territory Archives


Policy

The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
180.080.001 	Final version of policies relating to population health care management and control programs and strategies.	Retain as Territory Archives


Procedures

Standard methods of operating laid down by the agency according to formulated policy.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
180.082.001 	Master set of agency manuals, handbooks and directives, etc. detailing procedures relating to population health care management and control programs and strategies.	Retain as Territory Archives

Quality Assurance

The activities involved with the development, monitoring and reviewing of quality assurance programs.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
180.085.001 	Records documenting the development, monitoring and reviewing of quality assurance programs relating to population health care management and control programs and strategies.	Retain as Territory Archives

The activities to record, catalogue, inventory or list. The establishment and maintenance of registers containing information required by legislation.


Reporting

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, regulation, or legislation, (e.g. Annual Report)). Includes statistics and returns.

Note: Reports resulting from a routine activity, e.g. inspection reports, form part of that activity, i.e. reports resulting from an inspection are part of the inspection and not the activity of Reporting. Reports of these types should be classified as part of the greater activity generating the report.


[For the Annual Report drafting process, use PUBLICATIONS - Drafting.]

For submissions of annual reports to the Portfolio Minister, use GOVERNMENT RELATIONS - Compliance.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
180.088.001 	Final version of internal formal reports and reports made to external agencies relating to population health care management and control programs and strategies.	Retain as Territory Archives


Research

The activities involved in investigating or enquiring into a subject or area of interest in order to discover facts, principles, etc. Used to support development of projects, standards, guidelines, etc. and business activities in general. Includes following up enquiries relating to programs, projects, working papers, literature searches, etc.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
180.091.001 	Records documenting major research carried out relating to population health care management and control programs and strategies. Includes records of the collection, classification, analysis, interpretation and reporting of population health data. Also includes research carried out for contribution to inter-government and nationally coordinated programs.	Retain as Territory Archives

Reviewing

The activities involved in re-evaluating or re-examining products, processes, procedures, standards and systems. Includes recommendations and advice resulting from these activities.


<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
180.093.001 	Records relating to reviewing population health care and control processes, policies, procedures, standards and systems that result in major changes or are subject to high political or public interest. Includes final reports.	Retain as Territory Archives

The process involving identification of risks, likelihood and consequences of those risks and implementation of appropriate practice and procedures to treat the risks.

For the identification, assessment and treatment of risk for the staging of major events managed by the Territory, use Events under an appropriate functional Records Disposal Schedule (e.g. COMMUNITY RELATIONS).]

Submissions

[For Cabinet submissions, use GOVERNMENT RELATIONS - Submissions.]





<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
180.102.001 	Submissions (other than Cabinet submissions) made to the Chief Minister, Minister and other government bodies, directly relating to population health care management and control programs and strategies concerning controversial issues with far reaching social, economic or national implications.	Retain as Territory Archives

PROBATE RECORDS

The function of dealing with probate matters.

Cases

This activity descriptor should be used where there is a need to keep a number of activities together on one file, for legislative or operational reasons. Case files relate to incidents, persons, organisations or clients.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
Courts 11.1.1 	All Supreme Court Probate registers, indexes and card systems including electronic indexes and registers.	Retain as Territory Archives
Courts 11.1.2 	Bench Sheets for Probate in the Supreme Court.	Retain as Territory Archives
Courts 11.1.3 	Probate Case Files in the Supreme Court (file prefix P).	Retain as Territory Archives
Courts 11.1.4 	Records of Probate Proceedings (Transcripts) in the Supreme Court.	Retain as Territory Archives

Audit

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 an agency, company or other organisation in a specified period. Includes compliance audits, financial audits, operational audits, recordkeeping audits, skills audits, system audits and quality assurance audits.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
153.013.001 ■■■■■■■■■■■■■■■■■■■■	Final report of an external audit (e.g. conducted by an external authority such as the ACT Auditor General's Office) where: <ul style="list-style-type: none">• the audit report is qualified by the auditor; or• there are major or significant changes to practices.	Retain as Territory Archives

Committees

The activities associated with the establishment, appointment of members, terms of reference, proceedings, minutes of meetings, reports, agendas, etc. of committees and task forces.

[For audit committees, use STRATEGIC MANAGEMENT - Committees.]

For the establishment of advisory councils or governing boards with decision making responsibility for agency policy and/or planning, use STRATEGIC MANAGEMENT - Committees.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
153.020.001 ■■■■■■■■■■■■■■■■■■■■	External committees formed to manage or advise. Includes final documents: <ul style="list-style-type: none">• Establishing the committee;• Terms of reference;• Appointment of members;• Minutes;• Reports;• Recommendations;• Supporting documents such as briefing and discussion papers.	Retain as Territory Archives

The process of making or building something.

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Contract Services

Contract management services including:

- the creation of a contract record;
- the electronic registration of the contract including the receipt and release of securities;
- publication of the contract;
- monitoring the currency of insurances and licences;
- approval and processing of contract variations;
- monitoring and managing contract performance;
- dispute resolution.

Tip. For all matters relating to the establishment of the contract see Tendering Services.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
153.322.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting contract services processes and activities.	Retain as Territory Archives

Joint ventures

The activities involved in managing joint operations between the agency and other agencies, or with the government, where there is a contract, joint contribution of funds and/or time. Includes private sector ventures with public sector organisations, and co-research or collaboration between inter-departmental units, departments or agencies.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
153.062.001 ■■■■■■■■■■■■■■■■■■■■	Final signed version of joint venture agreements and working papers relating to the establishment and management of agreements or contracts of major significance to the agency. Includes those with implications for major liabilities or obligations for the agency.	Retain as Territory Archives

Planning

The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
153.079.001 ■■■■■■■■■■■■■■■■■■■■	Final version of plans for major projects, programs or operational activities.	Retain as Territory Archives


Policy

The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
153.080.001 	Final version of policies.	Retain as Territory Archives

Procedures

Standard methods of operating laid down by the agency according to formulated policy.


<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
153.082.001 	Master set of agency manuals, handbooks, directives, etc. detailing procedures.	Retain as Territory Archives

Risk Management

The process involving identification of risks, likelihood and consequences of those risks and implementation of appropriate practice and procedures to treat the risks.


[For risk management training material, use GOVERNMENT INSURANCE SERVICES - Training.

For the identification, assessment and treatment of risk for the staging of major events managed by the Territory, use Events under an appropriate functional Records Disposal Schedule (e.g. COMMUNITY RELATIONS).]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
153.095.001 	Procurement risk register. Use PROPERTY MANAGEMENT - Risk register for risk register for property.	Retain as Territory Archives

Standards


The process of implementing industry or agency specific benchmarks for services and processes to enhance quality and efficiency of an organisation.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
153.100.001 	Records documenting the development of standards for procurement.	Retain as Territory Archives

The preparation and submission of a formal statement (e.g. a business case, statistics, etc.) supporting a case or opinion held by the agency which is submitted to another agency or organisation, or within the agency, for the purpose of either gain or support.

For the development of submissions on the proposals of new legislation or the amendment of existing legislation, use STRATEGIC MANAGEMENT - Legislation.]

Works As Executed (WAE)

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
153.325.001 	Records relating to the final as built structure, including: <ul style="list-style-type: none">• Construction briefs; and• Approved plans, schematics and drawings associated with the construction	Retain as Territory Archives

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PROPERTY MANAGEMENT

The function of managing the government's property assets such as buildings and land allotments owned, rented, or leased by the Territory for working, storage, or living space within premises, and of acquiring, constructing, fitting-out, managing, maintaining, protecting and disposing of property. Includes public property assets such as community centres, community halls and housing stock owned, rented, or leased by the Territory. Also includes the removal of pollutants and waste on contaminated land.

Note: PROPERTIES OF TERRITORY SIGNIFICANCE.

This function also covers properties owned by the Territory or Territory institutions which are listed on the ACT Heritage Places Register or which have national or Territory significance including cultural, natural, historic or indigenous significance, those listed in the Register of the National Estate or by the World Heritage Commission, or classified by the National Trust listings. Properties of Territory significance may also include places of importance to the Territory or be specialised premises, i.e. purpose-built specialised premises with unique design features considered important to the Territory for example, but are not heritage registered or listed.

[For records relating to public parks, nature reserves and public spaces, use PARKS RESERVES & PUBLIC PLACES.

For records relating to regulating the building, electrical and plumbing industry in the ACT, use BUILDING SERVICES CONTROL.

For records relating to land and built assets between development and sale, use LAND ASSET MANAGEMENT.

For records relating to the development of land for sale, use LAND DEVELOPMENT.

For records relating to the management of land use change and the land development process in the Territory, use LAND MANAGEMENT & DEVELOPMENT CONTROLS.

For records relating to the sale of Territory land, use LAND SALES.

For records relating to the development of long-term planning frameworks and responsible land management strategies to provide a framework for the provision of services and facilities, land use and development decisions, and the overall management of natural and built environments, use TERRITORY PLAN & STRATEGIC PLANNING POLICY.]

Acquisition

The process of gaining ownership or use of property and other items or the provision of services required in the conduct of business through purchase or requisitions.

[For the acquisition of equipment and stores through a tender process, use EQUIPMENT & STORES - Tendering.

For managing financial transactions supporting acquisition activities, use FINANCIAL MANAGEMENT- Accounting and/or FINANCIAL MANAGEMENT - Payments.

For entry of equipment and stores into the agency's Asset Register, use FINANCIAL MANAGEMENT - Asset Register.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
013.003.001	Records documenting the acquisition of properties of Territory significance (see functional scope note) including compulsory acquisitions. Includes: <ul style="list-style-type: none">• investigations into and reports on the property• environmental impact assessments• budgetary estimates• * cost benefit analyses.	Retain as Territory Archives

The activities associated with the establishment, appointment of members, terms of reference, proceedings, minutes of meetings, reports, agendas, etc. of committees and task forces.

For the establishment of advisory councils or governing boards with decision making responsibility for agency policy and/or planning, use STRATEGIC MANAGEMENT - Committees.]

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Conservation

The activities involved in the preservation, protection, maintenance, restoration and enhancement of archival resources, heritage items and artifacts, properties, including buildings and land. Also includes environmental conservation activities.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
013.023.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting the activities involved in the preservation, protection, maintenance, restoration and enhancement of properties of Territory significance (see functional scope note).	Retain as Territory Archives
013.023.002 ■■■■■■■■■■■■■■■■■■■■	Records documenting the restoration of pollutants and waste contaminated land. <i>[For inspections to identify the type of contamination, use PROPERTY MANAGEMENT - Inspections.</i> <i>For other environmental related restoration or rehabilitation work to properties, including buildings and land, use ENVIRONMENTAL MANAGEMENT - Conservation.]</i>	Retain as Territory Archives


Construction

The process of making or building something.


<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
013.024.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting construction activities carried out on properties of territory significance (see PROPERTY MANAGEMENT scope note). Includes: <ul style="list-style-type: none">• records of consultations (e.g. with owners and local authorities)• specifications• building plans• project management records.	Retain as Territory Archives

The process of disposing of property no longer required by the agency, by sale, transfer, termination of lease, auction, donation or destruction. Includes destruction or transfer, and the program of activities to facilitate the orderly transfer of semi-active and inactive records from current office space into storage.

For the disposal of real property through an agreement, use PROPERTY MANAGEMENT - Agreements.]


<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
013.034.001 	Records documenting the disposal of properties of territory significance (see functional scope note). Includes: <ul style="list-style-type: none">• assessments and investigations• valuation certificates• details of preparation undertaken before disposal ('making good').	Retain as Territory Archives

The process of establishing or refurbishing workplaces and other Territory owned properties and venues. Includes painting, floor coverings, furnishings, furniture, partitions/walls fittings and equipment.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
013.046.001 	Records documenting the fit outs of properties of territory significance (see functional scope note). Includes justification, notification of intent and assessment of obligations regarding heritage properties.	Retain as Territory Archives


Implementation

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 installation of equipment. Also includes monitoring to ensure the implementation goes according to schedule and that standards are met.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
013.053.001 	Records documenting the implementation of counter-disaster plans after disasters such as fire and floods to property of territory significance (see functional scope note). Includes a copy of the plan implemented in the disaster recovery process.	Retain as Territory Archives


Maintenance

The activities associated with the upkeep, repair, servicing, modification and preservation of internal/external conditions of premises, equipment, vehicles etc.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
013.069.001 	Records documenting repairs made to properties of territory significance (see functional scope note) after a disaster e.g. fire, floods etc.	Retain as Territory Archives
	<i>[For the implementation of a counter-disaster plan, use PROPERTY MANAGEMENT - Implementation.</i>	
	<i>For construction work carried out after a disaster, use PROPERTY MANAGEMENT - Construction.</i>	
	<i>For fit-outs carried out after a disaster, use PROPERTY MANAGEMENT - Fit-outs.]</i>	


Planning

The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
013.079.001 	Final version of plans to support the management of properties of territory significance (see functional scope note).	Retain as Territory Archives


Policy

The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
013.080.001 	Records documenting the development and establishment of the agency's property services policies. Includes: <ul style="list-style-type: none">• policy proposals• research papers• results of consultations• supporting reports• major drafts• final policy documents.	Retain as Territory Archives

Procedures

Standard methods of operating laid down by the agency according to formulated policy.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
013.082.001 	Master set of agency manuals, handbooks, directives, etc. detailing procedures supporting the property management function. Includes emergency procedures.	Retain as Territory Archives


Reporting

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, regulation, or legislation, (e.g. Annual Report)). Includes statistics and returns.

Note: Reports resulting from a routine activity, e.g. inspection reports, form part of that activity, i.e. reports resulting from an inspection are part of the inspection and not the activity of Reporting. Reports of these types should be classified as part of the greater activity generating the report.


[For the Annual Report drafting process, use PUBLICATIONS - Drafting.]

For submissions of annual reports to the Portfolio Minister, use GOVERNMENT RELATIONS - Compliance.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
013.088.001 	Final versions of formal internal reports and reports made to external agencies on properties of territory significance (see PROPERTY MANAGEMENT scope note).	Retain as Territory Archives


Reviewing

The activities involved in re-evaluating or re-examining products, processes, procedures, standards and systems. Includes recommendations and advice resulting from these activities.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
013.093.001 	Records documenting the review of programs and operations impacting on the management of properties of territory significance (see functional scope note). Includes documents establishing the review, final report and action plan.	Retain as Territory Archives

Security

The activities associated with measures taken to protect people, premises, equipment or information from accidental or intentional damage or from unauthorised access. Includes the security classification of personnel and criminal record checks.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
013.097.001 	Records documenting major security breaches or incidents (e.g. which result in the laying of charges, or where sabotage is strongly suspected). Includes: <ul style="list-style-type: none">• break-ins• unauthorised access or entry/trespass• intrusions into restricted areas• terrorism• intentional damage• bomb threats• fires• records of investigations• liaison with law-enforcement agencies.	Retain as Territory Archives

[For disciplinary action resulting from a breach involving ACTPS employees, use PERSONNEL - Discipline.


For breaches involving information, use INFORMATION MANAGEMENT - Security.

*For breaches involving equipment, use
EQUIPMENT & STORES - Security.*

*For breaches involving technology, use
TECHNOLOGY &
TELECOMMUNICATIONS - Security.]*

Tendering

The activities involved in receiving and assessing tenders, of making offers and finalising contract arrangements for the supply, sale or purchase of goods and services.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
013.104.001 	Final versions of signed contracts under seal with government bodies or private organisations that: <ul style="list-style-type: none">• have major significance to the agency;• have implications for major liabilities or obligations for the agency;• establish a precedent;• involved heritage properties;• involved significant political or public interest.	Retain as Territory Archives

PUBLIC ACCESS TO LEGISLATION


The function of ensuring that ACT legislation, legislative material and legislative information are readily accessible to the public, particularly through the ACT legislation register.

Committees

The activities associated with the establishment, appointment of members, terms of reference, proceedings, minutes of meetings, reports, agendas, etc. of committees and task forces.


[For audit committees, use STRATEGIC MANAGEMENT - Committees.]

For the establishment of advisory councils or governing boards with decision making responsibility for agency policy and/or planning, use STRATEGIC MANAGEMENT - Committees.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
P C 2.1.1 	Establishing the committee; <ul style="list-style-type: none"> • Terms of reference; • Appointment of members; • Minutes; • Reports; • Recommendations; and • Supporting documents such as briefing papers and discussion papers. 	Retain as Territory Archives


Legislative Advice

The activities associated with providing advice to government departments, the courts, the Legislative Assembly and the public.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
P C 2.2.1 	Records documenting advice provided in relation to the access to legislation function.	Destroy 7 years after last action






Legislative Backcapture

The activities associated with publishing legislation made for the ACT before the establishment of the ACT legislation register.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
P C 2.3.1 	Acts; and*Legislative instruments.	Retain as Territory Archives



Legislative Notifications

The activities associated with notifying legislation on the ACT legislation register, including the activities associated with the passage of proposed laws through the Legislative Assembly.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
P C 2.4.1 	Records documenting the request for notification of a law.	Retain as Territory Archives
P C 2.4.2 	Records containing the text of a notified law. Includes: <ul style="list-style-type: none"> • Acts; and • Legislative instruments. 	Retain as Territory Archives
P C 2.4.3 	Records containing the text of proposed laws. Includes: <ul style="list-style-type: none"> • Bills; and • Exposure drafts. 	Retain as Territory Archives
P C 2.4.4 	Records showing corrections under the Legislation Act 2001, section 60.	Retain as Territory Archives
P C 2.4.5 	Any supplementary documents or information relating to a notified or proposed law. Includes: <ul style="list-style-type: none"> • Explanatory statements; • Compliance statements; • Regulatory impact statements; • Hansard; • Minutes of proceedings; • Approval statements; and • Any other relevant material 	Retain as Territory Archives


Legislative Republications

The activities associated with republishing point-in-time versions of ACT legislation.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
P C 2.5.1 	Records containing the text of a republished law. Includes: <ul style="list-style-type: none"> • Acts; • Ordinances; and • Legislative instruments. 	Retain as Territory Archives
P C 2.5.2 	Records showing editorial changes authorised under the Legislation Act 2001, part 11.3.	Retain as Territory Archives

Legislative Tables

The activities associated with producing and publishing legislative information.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
P C 2.6.1 	Final versions of documents containing legislative tables or legislative information. Includes: <ul style="list-style-type: none"> • Annual tables; • Chronological tables of legislation; and • Repealed tables. 	Retain as Territory Archives

PUBLIC ADMINISTRATION

The function of administering the statutory obligations of the Commissioner for Public Administration and the Public Service Commissioner. Includes providing advice, approving administrative arrangements, reporting on reviews, investigating disclosures and alleged complaints. Also includes developing whole-of-government standards and activities associated with the appointment of the Commissioner.

Advice

The activities associated with offering opinions as to an action or judgement. Includes the process of advising.

[For the provision of advice to the Minister or Chief Minister, use GOVERNMENT RELATIONS - Advice.

For legal advice, use LEGAL SERVICES - Advice.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
P S M 1.2.1 ■■■■■■■■■■■■■■■■■■■■	Records documenting the receipt and provision of advice to the Chief Minister on the management of the public service as a whole.	Retain as Territory Archives

Agreements

The processes associated with the establishment, maintenance, review and negotiation of agreements. Includes records associated with preparing agreements/contracts and settling those agreements/contracts. Includes contracts, memoranda of understanding (MOU), deeds, leases, licences and mortgages.


[For agreements with other governments, including international governments, use GOVERNMENT RELATIONS - Agreements.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
P S M 1.3.1 ■■■■■■■■■■■■■■■■■■■■	Final version of significant agreements with government bodies.	Retain as Territory Archives

The activities associated with arranging and managing a formal act performed for a special occasion.

Committees

[For audit committees, use STRATEGIC MANAGEMENT - Committees.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
P S M 1.6.1 	Records of external high level inter-government (both State/Territory and overseas) or high level inter-agency committees where the agency provides the Secretariat, is the Territory's main representative, or plays a significant role. Includes: <ul style="list-style-type: none"> • documents establishing the committee • agendas • minutes • reports • recommendations • supporting documents such as briefing and discussion papers. 	Retain as Territory Archives



Inquiries

The activities associated with liaising with bodies carrying out inquiries and participating in them. Inquiries are investigations carried out by people or bodies that have been empowered to inquire and report on a subject, such as Royal Commissions, Judicial Commissions, Boards of Inquiry, Legislative Assembly and Ombudsman's inquiries. Includes the agency's participation in the inquiry by providing evidence in the form of records submissions or staff.

[For complaint investigations, including public interest disclosures, that manage incidents, clients or agencies on a case basis, use OMBUDSMAN COMPLAINT MANAGEMENT - Case Management.


For final investigation reports, use OMBUDSMAN COMPLAINT MANAGEMENT - Reporting.

*For legal support or opinions provided during an investigation, use LEGAL SERVICES -
Inquiries.]*

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
P S M 1.8.1 	Records documenting Commissioners Inquiries. Includes: <ul style="list-style-type: none"> • statements and submissions • responses to final reports • transcripts of oral evidence given by government officers 	Retain as Territory Archives
P S M 1.8.2 	Working papers documenting the Commissioner's contribution and involvement	Retain as Territory Archives

Policy

The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
P S M 1.11.1 	Records documenting the development and establishment of policies related to public service administration. Includes: policy proposals, research papers, results of consultations, supporting reports, major drafts, final policy documents.	Retain as Territory Archives


Reporting

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, regulation, or legislation, (e.g. Annual Report)). Includes statistics and returns.

Note: Reports resulting from a routine activity, e.g. inspection reports, form part of that activity, i.e. reports resulting from an inspection are part of the inspection and not the activity of Reporting. Reports of these types should be classified as part of the greater activity generating the report.

[For the Annual Report drafting process, use PUBLICATIONS - Drafting.]

For submissions of annual reports to the Portfolio Minister, use GOVERNMENT RELATIONS - Compliance.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
P S M 1.13.1 	Final version of internal formal reports and reports made to external agencies relating to the function. Includes State of the Service Report.	Retain as Territory Archives

PUBLIC SERVICE MANAGEMENT

The central agency function of providing public sector employment policy services to the Government and government agencies. Includes the development of policy and the provision of advice in relation to the administration of public sector employment legislation; the development of service-wide strategic policies and frameworks on industrial relations; workforce planning; leadership development; learning and development; ethics, fraud and anti-corruption; performance management and reporting; and service-wide human resource projects. Also includes service-wide industrial negotiations; service-wide injury prevention and injury management strategies, including maintenance of accident report and compensation databases.

Agreements


The processes associated with the establishment, maintenance, review and negotiation of agreements. Includes records associated with preparing agreements/contracts and settling those agreements/contracts. Includes contracts, memoranda of understanding (MOU), deeds, leases, licences and mortgages.

[For agreements with other governments, including international governments, use GOVERNMENT RELATIONS - Agreements.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
P S M 2.2.1 	Master copies of the Territory's certified agreements.	Retain as Territory Archives


Policy

The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
P S M 2.9.1 	Records documenting the development and establishment of Territory wide public service management policies that may be significant or controversial, such Industrial Relations policy. Includes: policy proposals, research papers, results of consultations, supporting reports, major drafts, final policy documents.	Retain as Territory Archives

Production (Continued)

The activities involved in producing material into an end result or output (e.g. a product or publication). Includes design, layout, typesetting, desktop publishing, printing, binding etc.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
014.083.006 	<p>Master set of agency publications produced after 1968 (i.e. after commencement of legal deposit with the National Library of Australia under the Copyright Act, 1968). Includes all publications on CD-ROMs, disks, videos, audio tapes produced for the public using Territory funding and covers;</p> <ul style="list-style-type: none">• books• booklets• brochures• conference proceedings• pamphlets, programs• newsletters• published reports (e.g. annual reports)• published training material• maps• plans• charts• posters• greeting cards• calendars• reprints of journal articles.	Retain as Territory Archives

[For the disposal of duplicate agency publications produced after 1968, use PUBLICATIONS - Disposal.]

REGISTRATION OF BIRTHS, DEATHS AND MARRIAGES

The Registrar-General's Office (RGO) administers the Births, Deaths and Marriages Registration Act 1997, and has responsibilities under the Birth (Equality of Status) Act 1988, Adoption Act 1993, Artificial Conception Act 1985, Registration of Deaths Abroad Act 1984 and the Marriages Act 1961(Cwlth).

The function requires the Registrar-General's Office to:

- Record in perpetuity; births, deaths, marriages, parentage, adoptions, deaths abroad and overseas marriages;
- Provide documentation on these events to individuals to help establish a range of legal entitlements; and
- Collect statistical data for Government and other organisations.

(For the purposes of this document the Australian Capital Territory (ACT) includes Jervis Bay Territory.)

The Registrar-General is required to keep a register of registrable events under the Births, Deaths and Marriages Registration Act 1997. The register -

- must contain the particulars of each registrable event required by or under this or any other Act to be included in the register; and
- may contain such further information as is authorised by this Act or the regulations.

The register may be wholly or partly in the form of a computer database, in documentary form or in such other form as the Registrar-General considers appropriate.

The Registrar-General must maintain the indexes to the register that are necessary to make the information in the register reasonably accessible.

Adoptions

All adoptions must be registered by the Registrar-General's Office upon production of evidence of the event. The adoption is given a registration number and associated documents and data are attached to that registration number.

Entry No.

RGO 2.1.1



Description of Records

A record (instrument) in relation to an adoption includes: Court Order Birth Registration Statement

Disposal Action

Retain as Territory Archives

Births

All births must be registered by the Registrar-General's Office upon production of evidence of the event. The birth is given a registration number and associated documents and data are attached to that registration number.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
RGO 2.2.1 ■■■■■■■■■■■■■■■■■■■■	A record (instrument) in relation to a birth includes: Hospital Notification Birth Registration Statements	Retain as Territory Archives

Change of Name

A change of name must be registered by the Registrar-General's Office upon production of evidence of the event. The change of name is given a registration number and associated documents and data are attached to that registration number. In many cases the original birth registration is also changed to reflect the assumed name.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
RGO 2.3.1 ■■■■■■■■■■■■■■■■■■■■	A record (instrument) in relation to a change of name includes: Court Order Change of Name Form	Retain as Territory Archives

Deaths

All deaths must be registered by the Registrar-General's Office upon production of evidence of the event. The death is given a registration number and associated documents and data are attached to that registration number.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
RGO 2.4.1 ■■■■■■■■■■■■■■■■■■■■	A record (instrument) in relation to a death includes: Medical Certificate of Cause of Death, Death Registration Statement, Coroners Report	Retain as Territory Archives

REGISTRATION OF DEEDS

The Registrar-General's Office (RGO) administers the Registration of Deeds Act 1957. The function requires the Registrar-General to keep a register called the General Register of Deeds, in such form as the Minister directs.

The register of powers of attorney established by the Powers of Attorney Act 1956 is deemed to be incorporated with the register.

A deed includes any instrument or document other than · a will; or · an instrument (not being a lease, or a sublease, for a term of years not exceeding 3 years) that is in accordance with the provisions of the Land Titles Act 1925 and purports to transfer or otherwise deal with or affect an estate or interest in land under the provisions of that Act.

Deeds Registration

Upon registering a deed in the register, the Registrar-General must endorse on the registration copy of the deed a memorandum of the registration (number) of the deed and of the date and time of registration.

Entry No.

RGO 6.1.1



Description of Records

A record in relation to a Deed includes:

- Lodgement Schedule
- Deed

Disposal Action

Retain as Territory
Archives

REGISTRATION OF LAND TITLES

The Registrar-General's Office (RGO) administers the Land Titles Act 1925, the Land Titles (Unit Titles) Act 1970, and the Districts Act 2002. The RGO receives, registers and provides access to titles and documents relating to transactions with registered land in the ACT.

(For the purposes of this document the Australian Capital Territory (ACT) includes Jervis Bay Territory).

S. 43(2) of the Land Titles Act 1925 permits the Registrar-General to keep the register -

- 1) ·in such form or combination of forms; and
- 2) ·on such medium or combination of media; and
- 3) ·in such manner;

as the Registrar-General thinks fit; and at any time, vary the form or medium in which the register or part of the register is kept.

A reference to a medium includes a computer, microfilm and paper. S. 6 of the Act defines "computer" as a device for storing or processing information. In this sense, the RGO has implemented an image-based document management system under which images of documents are digitally captured and stored in a computer and the paper originals destroyed. This practice is consistent with the provisions of the Evidence Act 1971.

Crown Leases

A Crown Lease is the document that, when registered by the Registrar-General, proves a person's title to land in the ACT. Upon registration, Crown Leases are allocated volume and folio reference numbers. The Crown Lease is then converted to a computer certificate of title (CT), retaining the same volume and folio number and allocated an edition number. The edition number in the register denotes the current version and increments each time an updated CT is issued.

The Registrar-General may issue a CT for:

- ·a leasehold estate;
- ·a freehold estate (freehold only exists in parts of Jervis Bay Territory);
- ·a joint tenant;
- ·a tenant in common;
- ·a unit in a units plan;
- ·the common property in a units plan;
- ·a life estate; and
- ·an estate in remainder.

Entry No.

RGO 4.1.1



Description of Records


A Crown Lease may be granted in respect to any lease of land in the ACT granted by or in the name of the Commonwealth and includes leases of both Territory and National land.

Disposal Action

Retain as Territory Archives


Instruments

When an instrument is registered, the Registrar-General shall enter a record of that instrument in the register against the specified land. Each instrument is sequentially numbered and then referenced to land parcel.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
RGO 4.4.1 	An instrument is a document prepared under the Land Titles Act or the Land Titles (Unit Titles) Act evidencing a registrable dealing with land. Types of instruments include a transfer, a lease, a sublease, a memorandum of surrender of a lease, a memorandum of mortgage, a memorandum of encumbrance, a memorandum of provisions, a memorandum of easement, and any other document that is required or permitted by a Territory or Commonwealth law to be lodged with the Registrar-General for registration under this Act, but does not include a caveat, a grant or a Crown lease.	Retain as Territory Archives

Plans

The Registrar-General may require a map or plan of the land to be deposited with the office.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
RGO 4.5.1 	<p>A deposited plan is a plan prepared by a registered surveyor and registered by the registrar-general to:</p> <ul style="list-style-type: none">• divide a district, or part of a district, into divisions or blocks;• divide a division, or part of a division, into sections;• divide a section into blocks. <p>A sublease plan is a plan prepared by a registered surveyor or other person and lodged in order to sub-divide land/buildings into lettable areas for sublease/underlease purposes and registered by the registrar-general.</p> <p>A units plan is a plan parts of which are prepared by a registered surveyor and registered by the registrar-general and consists of the following documents:</p> <ul style="list-style-type: none">• diagrams showing the subdivision;• the schedule of unit entitlement;• schedules of rent and lease provisions.	Retain as Territory Archives


REGISTRATION OF REGISTRABLE INSTRUMENTS

The Registrar-General's Office (RGO) administers the Instruments Act 1933.

The function requires the Registrar-General to maintain a register of registrable instruments including a bill of sale, lien, mortgage or other agreement.

Instruments

When an instrument is registered, the Registrar-General shall enter a record of that instrument in the register against the specified land. Each instrument is sequentially numbered and then referenced to land parcel.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
RGO 5.2.1 	A record (instrument) in relation to an instrument includes: Lodgement Schedule Instrument	Retain as Territory Archives

RESEARCH MANAGEMENT


The function of seeking new knowledge and the adaptation of that knowledge for practical and commercial use by both staff and students. Includes pure, applied and clinical research as well as the development and commercialisation of the products of that research.

Committees

The activities associated with the establishment, appointment of members, terms of reference, proceedings, minutes of meetings, reports, agendas, etc. of committees and task forces.


[For audit committees, use STRATEGIC MANAGEMENT - Committees.]

For the establishment of advisory councils or governing boards with decision making responsibility for agency policy and/or planning, use STRATEGIC MANAGEMENT - Committees.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
063.020.001 	<p>Records relating to high-level external and internal committees with overall responsibility for making major decisions in the area of academic policy , planning and management for the Research Management function. Includes documents:</p> <ul style="list-style-type: none">• establishing the committee,• terms of reference;• appointment of members;• minutes;• reports;• recommendations; and• supporting documents such as briefing and discussion papers.• final versions of minutes,• reports,• recommendations,• supporting documents such as briefing papers, and discussion papers.	Retain as Territory Archives
	<p><i>See also STRATEGIC MANAGEMENT - Committees</i></p>	

The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies, regulation, or legislation, (e.g. Annual Report)). Includes statistics and returns.

[For the Annual Report drafting process, use PUBLICATIONS - Drafting.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
063.088.001 	Final reports on individual projects - projects of major national or international significance, interest or controversy or where the principal investigator has a widely acknowledged influence on the area of scholarships.	Retain as Territory Archives

The activities involved in investigating or enquiring into a subject or area of interest in order to discover facts, principles, etc. Used to support development of projects, standards, guidelines, etc. and business activities in general. Includes following up enquiries relating to programs, projects, working papers, literature searches, etc.


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Submissions

The preparation and submission of a formal statement (e.g. a business case, statistics, etc.) supporting a case or opinion held by the agency which is submitted to another agency or organisation, or within the agency, for the purpose of either gain or support.

[For Cabinet submissions, use GOVERNMENT RELATIONS - Submissions.

For the development of submissions on the proposals of new legislation or the amendment of existing legislation, use STRATEGIC MANAGEMENT - Legislation.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
063.102.001 	Records relating to approved proposals - projects of major national or international significance, interest or controversy or where the principal investigator has a widely acknowledged influence on the area of scholarship. Examples of records: Forms, protocols, applications, minutes and reports.	Retain as Territory Archives

ROAD & RAIL MANAGEMENT

The provision of design, construction and maintenance of roads, streets and railways. Includes the design, construction and maintenance of associated infrastructure such as bus stations, rail platforms and stations, kerbing, guttering and footpaths and associated services to property owners. Also includes the acquisition and installation of street furniture, decorations, signs and traffic control devices, (e.g. traffic lights).

Acquisition

The process of gaining ownership or use of property and other items or the provision of services required in the conduct of business through purchase or requisitions.

[For the acquisition of equipment and stores through a tender process, use EQUIPMENT & STORES - Tendering.]

For managing financial transactions supporting acquisition activities, use FINANCIAL MANAGEMENT- Accounting and/or FINANCIAL MANAGEMENT - Payments.

For entry of equipment and stores into the agency's Asset Register, use FINANCIAL MANAGEMENT - Asset Register.]

Entry No.	Description of Records	Disposal Action
188.003.001 ■■■■■■■■■■■■■■■■■■■■	All records associated with the purchase or other acquisition of land to permit the construction or maintenance of a road, railway, bridge or pathway.	Retain as Territory Archives

Agreements

The processes associated with the establishment, maintenance, review and negotiation of agreements. Includes records associated with preparing agreements/contracts and settling those agreements/contracts. Includes contracts, memoranda of understanding (MOU), deeds, leases, licences and mortgages.

[For agreements with other governments, including international governments, use GOVERNMENT RELATIONS - Agreements.]

Entry No.	Description of Records	Disposal Action
188.006.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting the negotiation, establishment, maintenance and review of agreements and memorandums of understanding, including final versions, relating to the provision of road and rail infrastructure that are significant to the Territory or have national impact or high public or political interest.	Retain as Territory archives

The activities involved in managing the performance of work or the provision of goods and services by an external contractor, vendor or consultant, or by using external bureau services. Includes outsourcing.

Installation


Activities involved in placing equipment in position and connecting and adjusting it for use.

Maintenance

The activities associated with the upkeep, repair, servicing, modification and preservation of internal/external conditions of premises, equipment, vehicles, etc.


Meetings

The activities associated with regular or ad hoc gatherings held to formulate, discuss, update or resolve issues and matters pertaining to the function. Includes staff meetings, arrangements, agenda, taking of minutes, etc. Excludes committee meetings.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
188.072.001 	Minutes, agendas and discussion papers for meetings with national bodies on road and rail infrastructure matters.	Retain as Territory Archives


Planning

The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.

Entry No.	Description of Records	Disposal Action
188.079.001 	Records documenting the planning of long term strategies for high quality and sustainable road and rail infrastructure for the ACT.	Retain as Territory Archives


Policy

The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
188.080.001 	Records documenting the development and establishment of road and rail infrastructure policies with Territory or National significance or were the subject of high public or political interest. Includes: <ul style="list-style-type: none">• policy proposals;• results of consultations;• supporting reports;• major drafts;• naming of streets and roads;• permanent road closures;• final policy documents.	Retain as Territory Archives

Public Reaction

The process of handling public reaction to an agency's policies or services. Includes anonymous letters, letters of complaint and letters of congratulations or appreciation received from the public.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
188.084.001 	Records documenting complaints from members of the community about road and rail infrastructure development with Territory or National significance, were the subject of high public or political interest or resulted in significant changes to policies. <i>[For letters of appreciation received by the agency, use COMMUNITY RELATIONS – Public Reaction.]</i>	Retain as Territory Archives

Reporting

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, regulation, or legislation, e.g. Annual Report). Includes statistics and returns.

Note: Reports resulting from a routine activity, e.g. inspection reports, form part of that activity, i.e. reports resulting from an inspection are part of the inspection and not the activity of Reporting. Reports of these types should be classified as part of the greater activity generating the report.

[For the Annual Report drafting process, use PUBLICATIONS - Drafting.

For submissions of annual reports to the Portfolio Minister, use GOVERNMENT RELATIONS - Compliance.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
188.088.001 ■■■■■■■■■■■■■■■■■■■■	Final versions of formal internal and external reports relating to road and rail infrastructure issues significant to the Territory or have national impact or significant public or political interest.	Retain as Territory Archives


Research

The activities involved in investigating or enquiring into a subject or area of interest in order to discover facts, principles, etc., used to support development of projects, standards, guidelines, etc. and business activities in general. Includes following up enquiries relating to programs, projects, working papers, literature searches, etc.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
188.091.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting major research carried out to support the provision of road and rail infrastructure in the Territory that resulted in major policy changes, innovative infrastructure or road and rail designs and strategies.	Retain as Territory Archives

Tendering

The activities involved in receiving and assessing tenders, of making offers and finalising contract arrangements for the supply, sale or purchase of goods and services.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
188.104.001 	Final versions of signed contracts under seal with government bodies or private organisations that: <ul style="list-style-type: none">• have major significance to the agency;• have implications for major liabilities or obligations for the agency;• establish a precedent;• involved significant political or public interest.	Retain as Territory Archives

SCHOOL MANAGEMENT

The function of managing the administration and structure of schools such as opening, naming, closure, amalgamation, registrations and operations of schools. Includes matters relating to school activities and school-based responsibilities.

Advice

The activities associated with offering opinions as to an action or judgement. Includes the process of advising.

[For the provision of advice to the Minister or Chief Minister, use GOVERNMENT RELATIONS - Advice.

For legal advice, use LEGAL SERVICES - Advice.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
170.005.001 ■■■■■■■■■■■■■■■■■■■■	Receipt and provision of advice that resulted in major changes. Includes advice provided by consultants.	Retain as Territory Archives

Audit

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 an agency, company or other organisation in a specified period. Includes compliance audits, financial audits, operational audits, recordkeeping audits, skills audits, system audits and quality assurance audits.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
170.013.001 ■■■■■■■■■■■■■■■■■■■■	Final report of an internal or external audit (e.g. conducted by an external authority such as the ACT Auditor General's Office) where: <ul style="list-style-type: none">• the audit report is qualified by the auditor; or• there are major or significant changes to practices.	Retain as Territory Archives


The activities associated with arranging and managing a formal act performed for a special occasion.

Committees

The activities associated with the establishment, appointment of members, terms of reference, proceedings, minutes of meetings, reports, agendas, etc. of committees and task forces.

[For audit committees, use STRATEGIC MANAGEMENT - Committees.]

For the establishment of advisory councils or governing boards with decision making responsibility for agency policy and/or planning, use STRATEGIC MANAGEMENT - Committees.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
170.020.001 	Records of high-level external and internal committees formed to manage or advise on major decisions including school boards. Includes: <ul style="list-style-type: none">• final versions of documents establishing the committee• constitutions• terms of reference• appointment of members• minutes• reports• recommendations• supporting documents such as briefing and discussion papers.	Retain as Territory Archives

The process of developing and approving curricula.

Evaluation

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 systems analysis and ongoing monitoring.

Joint ventures

The activities involved in managing joint operations between the agency and other agencies, or with the government, where there is a contract, joint contribution of funds and/or time. Includes private sector ventures with public sector organisations, and co-research or collaboration between inter-departmental units, departments or agencies.

Planning

The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.

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Policy

The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
170.080.001 	Final version of policies.	Retain as Territory Archives


Reporting

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, regulation, or legislation, (e.g. Annual Report)). Includes statistics and returns.

Note: Reports resulting from a routine activity, e.g. inspection reports, form part of that activity, i.e. reports resulting from an inspection are part of the inspection and not the activity of Reporting. Reports of these types should be classified as part of the greater activity generating the report.


[For the Annual Report drafting process, use PUBLICATIONS - Drafting.]

For submissions of annual reports to the Portfolio Minister, use GOVERNMENT RELATIONS - Compliance.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
170.088.001 	Final version of formal reports and reports made to external agencies.	Retain as Territory Archives

Research

The activities involved in investigating or enquiring into a subject or area of interest in order to discover facts, principles, etc. Used to support development of projects, standards, guidelines, etc. and business activities in general. Includes following up enquiries relating to programs, projects, working papers, literature searches, etc.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
170.091.001 	Records documenting detailed research carried out to support the school management function.	Retain as Territory Archives

Reviewing

The activities involved in re-evaluating or re-examining products, processes, procedures, standards and systems. Includes recommendations and advice resulting from these activities.




<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
170.093.001 	Final reports and action plans.	Retain as Territory Archives

Submissions

The preparation and submission of a formal statement (e.g. a business case, statistics, etc.) supporting a case or opinion held by the agency which is submitted to another agency or organisation, or within the agency, for the purpose of either gain or support.

[For Cabinet submissions, use GOVERNMENT RELATIONS - Submissions.]

For the development of submissions on the proposals of new legislation or the amendment of existing legislation, use STRATEGIC MANAGEMENT - Legislation.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
170.102.001 	Submissions (other than Cabinet submissions) made to the Chief Minister, Minister, and government bodies on issues directly relating to the agency's functions, concerning controversial issues with far reaching social, economic and international implications relating to the functional responsibilities of the agency. <i>[For Cabinet submissions regarding controversial issues, use GOVERNMENT RELATIONS - Submissions.]</i>	Retain as Territory Archives
170.102.002 	Working papers documenting the development of submissions (other than Cabinet submissions) relating to significant issues. <i>[For working papers developing Cabinet submissions relating to significant issues, use GOVERNMENT RELATIONS - Submissions.]</i>	Retain as Territory Archives
170.102.003 	Development of submissions (other than Cabinet submissions) made to other non-government organisations, bodies, groups, etc. relating to issues of significance to the Territory.	Retain as Territory Archives

SECURITY CO-ORDINATION

The function of managing and co-ordinating whole-of-government security to protect the government, citizens and property of the Territory. Includes providing advice, counter terrorism strategies and arrangements for protective security, closed circuit television surveillance and critical infrastructure protection. Also includes the management of crisis response centres where emergency and security operations are co-ordinated.

[For security clearances for staff, use PERSONNEL - Security.

For general security of premises, use PROPERTY MANAGEMENT - Security.


For managing data within technology security systems, use TECHNOLOGY & TELECOMMUNICATIONS - Data Administration.

For software applications developed for security systems, use TECHNOLOGY & TELECOMMUNICATIONS - Application Development.

For the purchase of software applications for security systems, use TECHNOLOGY & TELECOMMUNICATIONS - Acquisition.]

Addresses (presentations)

The activity of giving addresses for training, professional, community relations or sales purposes. Includes speeches and multi-media presentations.





<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
182.004.001 	Final version of addresses made by the Chief Minister or portfolio Minister or senior agency officers at major occasions relating to the function.	Retain as Territory Archives

Advice



The activities associated with offering opinions as to an action or judgement. Includes the process of advising.

[For the provision of advice to the Minister or Chief Minister, use GOVERNMENT RELATIONS - Advice.


For legal advice, use LEGAL SERVICES - Advice.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
182.005.001 	Master sets of Cabinet documents relating to security coordination held by the Cabinet Secretariat in the Cabinet Office.	Retain as Territory Archives
182.005.002 	Advice provided by the agency to the Chief Minister or portfolio Minister and government agencies on controversial public issues with far-reaching social, economic and international implications relating to the security coordination activities of the agency.	Retain as Territory Archives
182.005.003 	Working papers documenting the development of Assembly Business Papers and Cabinet Information Papers, etc. held by the Cabinet Office.	Retain as Territory Archives
182.005.004 	Working papers documenting the development of advice provided by the agency to the Chief Minister or portfolio Minister and government agencies on controversial public issues with far-reaching social, economic and international implications relating to the functional responsibilities of the agency.	Retain as Territory Archives

The processes associated with the establishment, maintenance, review and negotiation of agreements. Includes records associated with preparing agreements/contracts and settling those agreements/contracts. Includes contracts, memoranda of understanding (MOU), deeds, leases, licences and mortgages.


<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
182.006.001 	Final version of significant agreements made relating to the coordination of security and emergency response in the Territory. Includes Memoranda of Understanding with Commonwealth and State Governments.	Retain as Territory Archives
182.006.002 	Other agreements and supporting documents relating to security coordination in the Territory.	Destroy 7 years after action completed

The activities involved in arranging for a journey or trip or for the delivery of equipment or goods and the usage made of facilities, vehicles, equipment and space. Includes preparing travel itineraries, authorisations, entitlements, etc.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
182.011.001 	Records documenting the arrangements for the delivery of facilities, vehicles, equipment and/or goods in response to emergency or security incidents. Includes arrangements for their use.	Retain as Territory Archives

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 an agency, company or other organisation in a specified period. Includes compliance audits, financial audits, operational audits, recordkeeping audits, skills audits, system audits and quality assurance audits.

Authorisation


<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
182.014.001 	Delegations of power to agency staff to authorise actions relating to security and emergency coordination in the Territory.	Retain as Territory Archives

The activities associated with the establishment, appointment of members, terms of reference, proceedings, minutes of meetings, reports, agendas, etc. of committees and task forces.

For the establishment of advisory councils or governing boards with decision making responsibility for agency policy and/or planning, use STRATEGIC MANAGEMENT - Committees.]

Evaluation

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 systems analysis and ongoing monitoring.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
182.042.001 	External and internal reports evaluating potential or existing services and systems for managing and supporting security and emergency coordination and response in the Territory.	Retain as Territory Archives


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 installation of equipment. Also includes monitoring to ensure the implementation goes according to schedule and that standards are met.

Planning

The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.

Policy

The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
182.080.001 	Final version of policies relating to government-wide security and emergency coordination.	Retain as Territory Archives


Reporting

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, regulation, or legislation, (e.g. Annual Report)). Includes statistics and returns.

Note: Reports resulting from a routine activity, e.g. inspection reports, form part of that activity, i.e. reports resulting from an inspection are part of the inspection and not the activity of Reporting. Reports of these types should be classified as part of the greater activity generating the report.


[For the Annual Report drafting process, use PUBLICATIONS - Drafting.]

For submissions of annual reports to the Portfolio Minister, use GOVERNMENT RELATIONS - Compliance.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
182.088.001 	Final version of formal reports and reports made to external agencies.	Retain as Territory Archives


Research

The activities involved in investigating or enquiring into a subject or area of interest in order to discover facts, principles, etc. Used to support development of projects, standards, guidelines, etc. and business activities in general. Includes following up enquiries relating to programs, projects, working papers, literature searches, etc.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
182.091.001 	Records documenting detailed research carried out to support the function.	Retain as Territory Archives


Reviewing

The activities involved in re-evaluating or re-examining products, processes, procedures, standards and systems. Includes recommendations and advice resulting from these activities.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
182.093.001 	Records documenting the reviewing of plans, policies, strategies, procedures and instructions formulated to support the security coordination function. Includes monitoring implementation activities and the introduction of new equipment.	Retain as Territory Archives
<p><i>[For post implementation reviews, use TECHNOLOGY & TELECOMMUNICATIONS - Reviewing.</i></p> <p><i>For the non-technological aspects of an implementation, use the appropriate function e.g. FINANCIAL MANAGEMENT.]</i></p>		

Security

The activities associated with measures taken to protect people, premises, equipment or information from accidental or intentional damage or from unauthorised access. Includes the security classification of personnel and criminal record checks.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
182.097.001 	Closed Circuit Television (CCTV) security surveillance recordings and/or audio recordings that have been requested by investigative and law enforcement bodies in relating to incidents that caused significant political or public reaction or recordings relating to high profile incidents, e.g. murder, serious accidents, extremely violent assaults.	Retain as Territory Archives


The process of implementing industry or agency specific benchmarks for services and processes to enhance quality and efficiency of an organisation.

Training

The activities associated with all aspects of the provision of training and development (external/internal).

[For internal and external training courses attended by staff, use PERSONNEL - Training.

For conferences attended by staff, use PERSONNEL - Conferences.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
182.407.001 	Records documenting activities such as security and counter terrorism exercises and drills Includes inter-agency exercises.	Retain as Territory Archives

SENTENCE ADMINISTRATION

The function relating to all activities such as the administration of sentences in respect to parole, breaches of periodic detention (when Sentencing (Administration) Act comes into effect), victim liaison matters, and the transfer of orders between jurisdictions.

Offender Sentences

The activities associated with the administration of offender sentences.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
C S 5.01.1 ■■■■■■■■■■■■■■■■■■■■	Records relating to offender management in respect to offence history, sentence calculations, information for the consideration of parole or breaches of parole (may include psych reports, program reports, pre-release assessments, breach reports), parole orders, warrants, administrative correspondence and correspondence with offender.	Retain as Territory Archives
C S 5.01.2 ■■■■■■■■■■■■■■■■■■■■	Records of information considered by the Sentence Administration Board in its consideration of cases for parole and breaches of parole or periodic detention.	Retain as Territory Archives

Sentence Meetings

The activities associated with meetings or gatherings held to formulate, discuss, update or resolve issues and matters pertaining to management of prisoner sentences by the Sentence Administration Board. Includes decisions, arrangements, agenda, taking of minutes etc.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
C S 5.02.1 ■■■■■■■■■■■■■■■■■■■■	Sentence Administration Board meeting records including decisions, agendas and minutes of proceedings.	Retain as Territory Archives

Transfer of Orders

The activities associated with the transfer of orders between jurisdictions.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
C S 5.03.1 ■■■■■■■■■■■■■■■■■■■■	Records relating to the transfer of orders between jurisdictions.	Retain as Territory Archives

SEWERAGE MANAGEMENT

The function of managing the Territory's liquid waste systems to treat and/or reuse waste. Includes designing, constructing, maintaining and managing the operations of the region's systems and ancillary assets, (e.g. treatment plants, reticulation networks, pump stations, trunk and outfall sewers, etc.), physical, chemical and biological treatment activities, testing and maintaining plant infrastructure and connecting and disconnecting sewerage mains. Also includes implementing industry quality standards, conducting research.

Audit

The activities associated with officially checking financial, quality assurance and operational records to ensure they have been kept and maintained in accordance with agreed or legislated standards and correctly record the events, processes and business of the agency in a specified period. Includes compliance audits, financial audits, operational audits, recordkeeping audits, skills audits, system audits and quality assurance audits.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
185.013.001 ■■■■■■■■■■■■■■■■■■■■	Final audit reports relating to operational audits of the Sewerage Management function that result in substantial changes to policy or have a significant impact on operations.	Retain as Territory Archives

Committees


The activities associated with the managing of committees and task forces. Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes of meetings, reports, agenda etc.

*[For audit committees, use STRATEGIC MANAGEMENT - Committees.
For the establishment of advisory councils or governing boards with decision making responsibility for agency policy and/or planning, use STRATEGIC MANAGEMENT - Committees.]*

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
185.020.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting high-level corporate committees with overall responsibility for making major decisions in the area of liquid waste management. Includes: <ul style="list-style-type: none">• documents establishing the committee;• final versions of minutes;• reports;• recommendations;• supporting documents such as briefing and discussion papers.	Retain as Territory Archives

Construction

The process of making or building something.

Entry No.	Description of Records	Disposal Action
185.024.001 	<p>Records relating to the construction of historical and significant sewerage works and structures including the determination of specifications and conditions that are considered to be:</p> <ul style="list-style-type: none"> • of local, state or national significance, including registration by the National Trust of Australia; or • which are considered unique, examples of design styles or have won design awards. <p>Works include:</p> <ul style="list-style-type: none"> • pipelines; • pumping stations; • sewerage systems; • drainage systems. <p>Records include:</p> <ul style="list-style-type: none"> • feasibility studies; • environmental impact statements; • certified plans and maps, surveys; • specifications; • photographs; • engineer's drawings; • pipe layouts; • system design; • processing plant locations and design diagrams; • connection plans; • successful tenders; • engineers' drawings of fittings, valves, boosters, hydrants etc; • work as executed plans; 	Retain as Territory Archives

Construction (Continued)

The process of making or building something.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
	<ul style="list-style-type: none">• building plans;• master plans;• concept plans;• certificates;• records of conversation;• project management records;• development applications.	
	<i>[See Contracting-out for copies of contractors permits, licences, certificates and accreditations]</i>	
	<i>See Submissions for successful funding submissions]</i>	

Fees and charges determination

The activities associated with determining fees and charges.

[For the payment or collection of fees and charges, use FINANCIAL MANAGEMENT]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
185.201.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting the determination of fees and charges.	Retain as Territory Archives

Inspections

The process of official examinations of facilities, equipment and items, to ensure compliance with agreed standards and objectives.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
185.057.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting routine and reactive inspections of liquid waste networks. Includes: <ul style="list-style-type: none">• notification of inspection;• inspection reports;• proposals.	Retain as Territory Archives
	<i>[See OCCUPATIONAL HEALTH & SAFETY (OH&S) - Inspections for records relating to workplace health and safety inspections.]</i>	

Inquiries

The activities associated with liaising with bodies carrying out inquiries and participating in them. Inquiries are investigations carried out by people or bodies that have been empowered to inquire and report on a subject, such as Royal Commissions, Judicial Commissions, Boards of Inquiry, Legislative Assembly and Ombudsman's inquiries. Includes the agency's participation in the inquiry by providing evidence in the form of records submissions or staff.

[For legal support or opinions provided during an investigation, use LEGAL SERVICES - Inquiries.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
185.056.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting the agency's contribution and involvement into an inquiry directly relating to its own activities under the Sewerage Management function. Includes: <ul style="list-style-type: none">• agency statements;• submissions;• responses to final reports;• transcripts or oral evidence given by agency officers.	Retain as Territory Archives

Inspections


The process of official examinations of facilities, equipment and items, to ensure compliance with agreed standards and objectives.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
185.057.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting routine and reactive inspections of liquid waste networks. Includes: <ul style="list-style-type: none">• notification of inspection;• inspection reports;• proposals.	Retain as Territory Archives

[See OCCUPATIONAL HEALTH & SAFETY (OH&S) - Inspections for records relating to workplace health and safety inspections.]


Installation

Activities involved in placing equipment in position and connecting and adjusting it for use.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
185.058.001 	Records documenting installation and configuration equipment and devices such as pumps, backflow prevention devices, valves, anemometers, centrifuges etc.	Retain as Territory Archives

Joint ventures


The activities involved in managing joint operations between the agency and other agencies, or with the government, where there is a contract, joint contribution of funds and/or time. Includes private sector ventures with public sector organisations, and co-research or collaboration between inter-departmental units, departments or agencies.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
185.062.001 	Records documenting formal arrangements with other organisations to undertake joint activities relating to the Sewerage Management function.	Retain as Territory Archives

The process of handling public reaction to an agency's policies or services. Includes anonymous letters, letters of complaint and letters of congratulations or appreciation received from the public.

Representatives

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.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
185.090.001 	Records documenting the nomination, appointment, resignation from and/or termination of agency representatives on bodies considering matters relating to the management of the Territory's liquid waste resources.	Retain as Territory Archives
	<i>[For appointments on community organisations, use COMMUNITY RELATIONS - Representatives.</i>	
	<i>For appointments on government bodies, use GOVERNMENT RELATIONS - Representatives.]</i>	

Research

The activities involved in investigating or enquiring into a subject or area of interest in order to discover facts, principles, etc. Used to support development of projects, standards, guidelines, etc. and business activities in general. Includes following up enquiries relating to programs, projects, working papers, literature searches, etc.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
185.091.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting research that results in major changes to training or the design of the built environment. Records could include surveys, interviews, observations, etc.	Retain as Territory Archives

Reviewing

The activities involved in re-evaluating or re-examining products, processes, procedures, standards and systems. Includes recommendations and advice resulting from these activities.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
185.093.001 ■■■■■■■■■■■■■■■■■■■■	Records relating to reviewing Sewerage Management processes, policy, procedures, standards and systems that result in major changes to those processes, etc.	Retain as Territory Archives

Security


The activities associated with measures taken to protect people, premises, equipment or information from accidental or intentional damage or from unauthorised access. Includes the security classification of personnel and criminal record checks.

[For disciplinary action resulting from a breach involving ACTPS employees, use PERSONNEL - Discipline.

For breaches involving information, use INFORMATION MANAGEMENT - Security.

For breaches involving equipment, use EQUIPMENT & STORES - Security.

For breaches involving technology, use TECHNOLOGY & TELECOMMUNICATIONS - Security.]


<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
185.097.001 	Records documenting major security breaches or incidents involving liquid waste infrastructure (e.g. which result in the laying of charges, or where sabotage is strongly suspected). Includes: <ul style="list-style-type: none"> • break-ins; • unauthorised access or entry/trespass; • intrusions into restricted areas; • terrorism; • intentional damage; • bomb threats; • fires; • records of investigations; • liaison with law-enforcement agencies. 	Retain as Territory Archives

Submissions

The preparation and submission of a formal statement (e.g. report, statistics, etc) supporting a case or opinion held by the agency which is submitted to another agency, or within the agency, for the purpose of either gain or support.


[For Cabinet submissions, use GOVERNMENT RELATIONS - Submissions.]

For the development of submissions on the proposals of new legislation or the amendment of existing legislation, use STRATEGIC MANAGEMENT - Legislation.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
185.102.001 	Records documenting the development of successful agency submissions relating to liquid waste management made to the Chief Minister, Minister and government bodies, including working papers and final versions.	Retain as Territory Archives

Tendering

The activities involved in receiving and assessing tenders, of making offers and finalising contract arrangements for the supply, sale or purchase of goods and services.



<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
185.104.001 	Final versions of signed contracts under seal with government bodies or private organisations that <ul style="list-style-type: none">• have major significance to the agency;• have implications for major liabilities or obligations for the agency;• establish a precedent;• involved significant political or public interest.	Retain as Territory Archives

SHERIFFS PROCESS RECORDS

The function of dealing with sheriffs process matters.

Cases

This activity descriptor should be used where there is a need to keep a number of activities together on one file, for legislative or operational reasons. Case files relate to incidents, persons, organisations or clients.



<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
Courts 12.1.1 	All LC&T Sheriffs Process registers, indexes and card systems including electronic indexes and registers.	Retain as Territory Archives
Courts 12.1.2 	Sheriffs Process (Writs of Execution and Possession) Files in the LC&T (file prefix Fi - Fa or Ha Fa).	Retain as Territory Archives

SPORT & RECREATION SERVICES

The function of providing sport and recreation services to the community and industry with the aim of encouraging participation in sport and recreation activities. Includes the activities of marketing, administration of grants, reviewing legislation, providing advice and advocacy services. Also includes benchmarking of internal programs and managing the performance of external service providers.


Addresses (presentations)

The activity of giving addresses for training, professional, community relations or sales purposes. Includes speeches and multi-media presentations.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
S & A D 2.1.1 	Final version of addresses made by the Chief Minister or portfolio Minister or senior agency officers at major public occasions.	Retain as Territory Archives
S & A D 2.1.2 	Final versions of addresses presented by Chief Minister or portfolio Ministers and agency heads at government occasions.	Retain as Territory Archives

Ceremonies

The activities associated with arranging and managing a formal act performed for a special occasion.


<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
S & A D 2.7.1 	Programs, invitations, guest lists and photographs relating to ceremonies held to mark a special occasion e.g. the opening of a building or major facility, or the conferring of special community awards promoted by the agency.	Retain as Territory Archives

SPORTING & ENTERTAINMENT EVENTS

The function of arranging, approving and supporting sporting or entertainment events. Includes identifying, approving, managing, enhancing and providing venues and support to such events.

Addresses (presentations)

The activity of giving addresses for training, professional, community relations or sales purposes. Includes speeches and multi-media presentations.


<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
V & E M 1.3.1 	Final version of addresses made by the Chief Minister or portfolio Minister or senior agency officers at major public events.	Retain as Territory Archives

Advice



The activities associated with offering opinions as to an action or judgement. Includes the process of advising.

[For the provision of advice to the Minister or Chief Minister, use GOVERNMENT RELATIONS - Advice.


For legal advice, use LEGAL SERVICES - Advice.1

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
V & E M 1.4.1 	Records documenting the receipt of advice which resulted in major changes to the organisation or management of sporting or entertainment events. Includes advice provided by consultants.	Retain as Territory Archives


The processes associated with the establishment, maintenance, review and negotiation of agreements. Includes records associated with preparing agreements/contracts and settling those agreements/contracts. Includes contracts, memoranda of understanding (MOU), deeds, leases, licences and mortgages.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
V & E M 1.5.1 	Final version of significant agreements relating to sporting or entertainment events with government bodies or private organisations with implications for major liabilities or obligations for agency.	Retain as Territory Archives
V & E M 1.5.2 	Records relating to the negotiations, establishment, maintenance and review of significant agreements relating to sporting or entertainment events.	Retain as Territory Archives

The activities associated with arranging and managing festivities to honour a particular activity.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
V & E M 1.10.1 	Programs, invitations, guest lists and photographs relating to major celebrations at Territory sporting or entertainment events.	Retain as Territory Archives

The activities associated with arranging and managing a formal act performed for a special occasion.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
V & E M 1.11.1 	Programs, invitations, guest lists and photographs relating to major ceremonies held to mark a special occasion (e.g. the opening of new buildings or initiation of a new event.)	Retain as Territory Archives

The activities associated with the establishment, appointment of members, terms of reference, proceedings, minutes of meetings, reports, agendas, etc. of committees and task forces.

For the establishment of advisory councils or governing boards with decision making responsibility for agency policy and/or planning, use STRATEGIC MANAGEMENT - Committees.]


Evaluation

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 systems analysis and ongoing monitoring.

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Joint ventures

The activities involved in managing joint operations between the agency and other agencies, or with the government, where there is a contract, joint contribution of funds and/or time. Includes private sector ventures with public sector organisations, and co-research or collaboration between inter-departmental units, departments or agencies.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
V & E M 1.28.1 	Final signed version of joint venture agreements or contracts relating to sporting or entertainment events of major significance to agency and the Territory. Includes those with implications for major liabilities or obligations for agency.	Retain as Territory Archives

Media Relations

The activities associated with establishing a relationship with the media. Includes cultivating media contacts, coordinating access to the media, authorising and issuing press releases and briefings, and organising media interviews.

[For administrative arrangements with the media, use COMMUNITY RELATIONS - Media Relations.

For administrative arrangements of issuing media releases in the portfolio Minister or Chief Minister's name, use GOVERNMENT RELATIONS - Media Releases.

For public presentations or addresses, use COMMUNITY RELATIONS - Addresses (presentation).]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
V & E M 1.33.1 	Master set of agency media releases relating to sporting or entertainment events.	Retain as Territory Archives

Planning

The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
V & E M 1.36.1 	Final version of plans for major sporting or entertainment events.	Retain as Territory Archives

The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making.

Reporting

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, regulation, or legislation, (e.g. Annual Report)). Includes statistics and returns.

Note: Reports resulting from a routine activity, e.g. inspection reports, form part of that activity, i.e. reports resulting from an inspection are part of the inspection and not the activity of Reporting. Reports of these types should be classified as part of the greater activity generating the report.

[For the Annual Report drafting process, use PUBLICATIONS - Drafting.]

For submissions of annual reports to the Portfolio Minister, use GOVERNMENT RELATIONS - Compliance.]

Reviewing


The activities involved in re-evaluating or re-examining products, processes, procedures, standards and systems. Includes recommendations and advice resulting from these activities.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
V & E M 1.43.1 	Final report of reviews of agency programs and operations supporting sporting or entertainment events.	Retain as Territory Archives

The activities associated with the establishment, appointment of members, terms of reference, proceedings, minutes of meetings, reports, agendas, etc. of committees and task forces.

For the establishment of advisory councils or governing boards with decision making responsibility for agency policy and/or planning, use STRATEGIC MANAGEMENT - Committees.]

Construction


<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
V & E M 2.12.1 	Records documenting the activities involved in the preservation, protection, maintenance, restoration and enhancement of sporting stadiums and entertainment venues of Territory significance.	Retain as Territory Archives

Disposal

The process of disposing of property no longer required by the agency, by sale, transfer, termination of lease, auction, donation or destruction. Includes destruction or transfer, and the program of activities to facilitate the orderly transfer of semi-active and inactive records from current office space into storage.


[For the disposal of real property through a tendering process, use PROPERTY MANAGEMENT - Tendering.]

For the disposal of real property through an agreement, use PROPERTY MANAGEMENT - Agreements.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
V & E M 2.14.1 	Records documenting the disposal of sporting stadiums or entertainment venues of territory significance. Includes: Assessments and investigations; Valuation certificates; Details of preparation undertaken before disposal ('making good').	Retain as Territory Archives


Evaluation

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 systems analysis and ongoing monitoring.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
V & E M 2.16.1 	External and internal reports evaluating the Stadium & Venue management function and/or the management of specific stadiums or venues.	Retain as Territory Archives

Fit outs (stadium)

The process of establishing or refurbishing the interior and/or spectator areas of a sporting stadium or entertainment venue. Includes painting, floor coverings, furnishings, furniture, partitions/walls fittings and equipment.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
V & E M 2.17.1 	Records documenting the fit-outs of sporting stadiums or entertainment venues of territory significance. Includes justification, notification of intent and assessment of obligations regarding heritage properties.	Retain as Territory Archives


Reporting

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, regulation, or legislation, (e.g. Annual Report)). Includes statistics and returns.

Note: Reports resulting from a routine activity, e.g. inspection reports, form part of that activity, i.e. reports resulting from an inspection are part of the inspection and not the activity of Reporting. Reports of these types should be classified as part of the greater activity generating the report.



[For the Annual Report drafting process, use PUBLICATIONS - Drafting.]

For submissions of annual reports to the Portfolio Minister, use GOVERNMENT RELATIONS - Compliance.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
V & E M 2.31.1 	Final versions of formal internal reports and reports made to external agencies on the management of sporting stadiums and entertainment venues.	Retain as Territory Archives


Reviewing

The activities involved in re-evaluating or re-examining products, processes, procedures, standards and systems. Includes recommendations and advice resulting from these activities.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
V & E M 2.32.1 	Records documenting the review of programs and operations impacting on the management of major sporting stadiums and entertainment venues. Includes documents establishing the review, final report and action plan.	Retain as Territory Archives
V & E M 2.32.2 	Final report of other reviews of agency programs and operations supporting stadium or venue management.	Retain as Territory Archives

Security

The activities associated with measures taken to protect people, premises, equipment or information from accidental or intentional damage or from unauthorised access. Includes the security classification of personnel and criminal record checks.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
V & E M 2.34.1 	Record documenting major security breaches or incidents (e.g. which result in the laying of charges, or where sabotage is strongly suspected). Includes: Records documenting major security breaches or incidents (e.g. which result in the laying of charges, or where sabotage is strongly suspected). Includes: Break-ins; Unauthorised access or entry/trespass; Intrusions into restricted areas; Terrorism; Intentional damage; Bomb threats; Fires; Records of investigations and Liaison with law-enforcement agencies.	Retain as Territory Archives

STORMWATER DRAINAGE

The function of designing and constructing, maintaining and managing the liquid waste system, including drainage, stormwater and flood mitigation works.

Acquisition

The process of gaining ownership or use of property and other items or the provision of services required in the conduct of business through purchase or requisitions.

[For the acquisition of equipment and stores through a tender process, use EQUIPMENT & STORES - Tendering.

For managing financial transactions supporting acquisition activities, use FINANCIAL MANAGEMENT- Accounting and/or FINANCIAL MANAGEMENT - Payments.

For entry of equipment and stores into the agency's Asset Register, use FINANCIAL MANAGEMENT - Asset Register.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
S D 1.1.1 ■■■■■■■■■■■■■■■■■■■■	Records on the purchase or other acquisition of land to permit the construction or maintenance of stormwater systems.	Retain as Territory Archives

Construction

The process of making or building something.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
S D 1.5.1 ■■■■■■■■■■■■■■■■■■■■	Records of construction activities carried out for the stormwater drainage function. Includes: <ul style="list-style-type: none">• records of consultations• specifications• plans, designs and drawings• project management records	Retain as Territory Archives


Designing

The activity of designing Departmental premises, offices, depots, other places of Department business, parks and reserves, roads and streets, drainage infrastructure, traffic and transport infrastructure, waste management infrastructure, water supply infrastructure and equipment.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
S D 1.7.1 ■■■■■■■■■■■■■■■■■■■■	Records relevant to the design of stormwater drainage systems.	Retain as Territory Archives


Planning

The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
S D 1.11.1 	Final version of plans to support the management of stormwater systems, eg <ul style="list-style-type: none"> • counter disaster plan • annual maintenance plans • acquisition and disposal plans. 	Retain as Territory Archives


Policy

The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
S D 1.12.1 	Records on the development and establishment of stormwater management policies. Includes: <ul style="list-style-type: none"> • policy proposals • research papers • results of consultations • supporting reports • major drafts • final policy documents 	Retain as Territory Archives


Procedures

Standard methods of operating laid down by the agency according to formulated policy.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
S D 1.13.1 	Master set of agency manuals, handbooks, directives etc. detailing procedures supporting the stormwater drainage function. Includes emergency procedures.	Retain as Territory Archives

Supply and Distribution

The activities relating to the supply and use of single pipe-laying systems, including applications for connections.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
S D 1.17.1 	Records documenting the supply and use of single pipe laying systems for stormwater drainage systems. Includes applications for connections.	Retain as Territory Archives

STRATEGIC MANAGEMENT

The function of applying broad systematic management planning for the agency. Includes the activities involved with the development, monitoring and reviewing of business plans, strategic plans, corporate plans, and other long-term organisational strategies. Also includes the development of the corporate mission, objectives, continuous improvement processes, quality assurance and certification, and the formulation and amendment of legislation which provides the legislative basis for the agency.

[For establishing the strategic direction and governance framework for the organisation, use CORPORATE GOVERNANCE.]

Committees

The activities associated with the establishment, appointment of members, terms of reference, proceedings, minutes of meetings, reports, agendas, etc. of committees and task forces.

[For audit committees, use STRATEGIC MANAGEMENT - Committees.]

For the establishment of advisory councils or governing boards with decision making responsibility for agency policy and/or planning, use STRATEGIC MANAGEMENT - Committees.]


<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
016.020.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting high-level corporate committees with overall responsibility for making major decisions in the area of agency policy and agency corporate planning (e.g. executive management boards). Includes: <ul style="list-style-type: none">• documents establishing the committee• final versions of minutes• reports• recommendations• supporting documents such as briefing papers and discussion papers.	Retain as Territory Archives

The process of making laws. Includes Local, State, Commonwealth and overseas Acts, Bills and subsections of Acts, and amendments to each.

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Planning

The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
016.079.001 	Final version of agency-wide strategic or corporate plans.	Retain as Territory Archives

Policy

The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
016.080.001 	Records documenting the development and establishment of the agency's strategic management policies. Includes: <ul style="list-style-type: none"> • policy proposals • research papers • results of consultations • supporting reports • major drafts • final policy documents 	Retain as Territory Archives
<p><i>[For the development of the Chief Executive instructions, use FINANCIAL MANAGEMENT - Policy.]</i></p>		

Reporting

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, regulation, or legislation, (e.g. Annual Report)). Includes statistics and returns.

Note: Reports resulting from a routine activity, e.g. inspection reports, form part of that activity, i.e. reports resulting from an inspection are part of the inspection and not the activity of Reporting. Reports of these types should be classified as part of the greater activity generating the report.

[For the Annual Report drafting process, use PUBLICATIONS - Drafting.

For submissions of annual reports to the Portfolio Minister, use GOVERNMENT RELATIONS - Compliance.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
016.088.001 ■■■■■■■■■■■■■■■■■■■■	Final versions of formal internal reports and reports made to external agencies relating to the strategic management function.	Retain as Territory Archives

[For the Annual Report drafting process, use PUBLICATION - Drafting.

For the design, printing and retention of the final copy of an agency's Annual Report, use PUBLICATION - Production.

For the submission of the agency's Annual Report to the portfolio Minister, use GOVERNMENT RELATIONS - Compliance.]

STUDENT MANAGEMENT

The function of managing students by supporting them throughout their attendance at schools and tertiary educational institutions and assisting them to undertake and successfully complete their studies. Includes matters affecting the safety, health and general welfare of students such as domestic violence (child abuse), drug abuse, and support services and programs such as immunisations, counselling, medical assessment and distance education arrangements provided by the agency to meet the needs of students. Also includes admissions, enrolment, exchange programs, misconduct processes, graduation, prizes and scholarships, and the provision of residential facilities or placements.

Addresses (presentations)

The activity of giving addresses for training, professional, community relations or sales purposes. Includes speeches and multi-media presentations.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
024.004.001 ■■■■■■■■■■■■■■■■■■■■	Records relating to addresses made by the chief Minister or portfolio Minister or senior agency officers at major public occasions.	Retain as Territory Archives

Advice


The activities associated with offering opinions as to an action or judgement. Includes the process of advising.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
024.005.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting the development and provision of advice or the receipt of advice relating to the management of students that resulted in major changes to the agency's policies, procedures or caused considerable controversy. Includes advice provided by consultants and working papers.	Retain as Territory Archives

The activities associated with arranging and managing a formal act performed for a special occasion.

For managing financial transactions supporting ceremonies, use FINANCIAL MANAGEMENT - Accounting and/or FINANCIAL MANAGEMENT – Payments.]

Committees

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
024.020.001 	Records relating to high-level external and internal committees formed to manage or advise on major decisions affecting the management of students. Includes final versions of documents: <ul style="list-style-type: none">• establishing the committee;• terms of reference;• appointment of members;• minutes;• reports;• recommendations; and• supporting documents such as briefing and discussion papers.	Retain as Territory Archives

The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making.

Reporting


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, regulation, or legislation, e.g. Annual Report). Includes statistics and returns.

Research


The activities involved in investigating or enquiring into a subject or area of interest in order to discover facts, principles, etc. Used to support development of projects, standards, guidelines, etc. and business activities in general. Includes following up enquiries relating to programs, projects, working papers, literature searches, etc.

Reviewing

The activities involved in re-evaluating or re-examining products, processes, procedures, standards and systems. Includes recommendations and advice resulting from these activities.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
024.093.001 	Final reports and action plans of reviews of agency programs and operations relating to the management of students.	Retain as Territory Archives

The preparation and submission of a formal statement (e.g. business case, statistics, etc) supporting a case or opinion held by the agency which is submitted to another agency or organisation, or within the agency, for the purpose of either gain or support.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
024.102.001 	Submissions (other than Cabinet submissions) made to the Chief Minister, Minister, government bodies on issues directly relating to management of students, concerning controversial issues with far reaching social, economic, national or international implications relating to the functional responsibilities of the agency, includes submissions to non-government organisations, bodies, groups, etc. Also includes working papers.	Retain as Territory Archives
	<i>[For Cabinet submissions regarding controversial issues, use GOVERNMENT RELATIONS - Submissions.</i>	
	<i>For working papers developing Cabinet submissions relating to significant issues, use GOVERNMENT RELATIONS - Submissions]</i>	

TAB OPERATIONS


The function of managing the provision, conduct and operation of Totalizator bet types and betting facilities for races, sports betting events and Keno. Includes telephone and Internet account betting and account management, development of new products and the issue of race results.

Advice



The activities associated with offering opinions as to an action or judgement. Includes the process of advising.

[For the provision of advice to the Minister or Chief Minister, use GOVERNMENT RELATIONS - Advice.


For legal advice, use LEGAL SERVICES - Advice.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
TAB 1.2.1 	Advice provided by the agency to the Chief Minister or portfolio Minister and government agencies on controversial public issues with far-reaching social, economic and international implications relating to the functional responsibilities of the agency. Includes advice provided in the form of: briefing notes (includes background briefs and Question Time Briefs); minutes providing advice to the Minister; Ministerial statements; Government responses to Inquiry recommendations; policy papers; minutes providing co-ordination comments; advice to other agencies.	Retain as Territory Archives

The processes associated with the establishment, maintenance, review and negotiation of agreements. Includes records associated with preparing agreements/contracts and settling those agreements/contracts. Includes contracts, memoranda of understanding (MOU), deeds, leases, licences and mortgages.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
TAB 1.3.1 	Final version of significant agreements with government and other bodies. Includes: changes to the performance of statutory functions; those with implications for major liabilities or obligations for the agency.	Retain as Territory Archives
TAB 1.3.2 	Negotiations, establishment, maintenance and review of significant agreements.	Retain as Territory Archives

The activities associated with measures taken to protect people, premises, equipment or information from accidental or intentional damage or from unauthorised access. Includes the security classification of personnel and criminal record checks.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
TAB 1.26.1 	Major security breaches or incidents (e.g. which result in the laying of charges, or where sabotage is strongly suspected). Includes: break-ins; unauthorised access or entry/trespass; intrusions into restricted areas; hold-ups; intentional damage; bomb threats; records of investigations; liaison with law-enforcement agencies.	Retain as Territory Archives

TEACHER QUALITY

The function of regulating the quality of teachers in the Territory, through the regulation of qualifications, promoting and encouraging continuous professional learning and the development of teachers and increasing levels of skill, knowledge, expertise and the professionalism of teacher; protecting students and the community by ensuring teachers are approved; enhancing the status of the teaching profession by recognising the professional learning and development of teachers and maintaining community confidence in the teaching profession.

Includes registration of teachers and authorising permits to teach. Also includes developing and implementing a regulatory framework for assessing teacher qualifications and suitability to teach in ACT schools, accrediting teacher education programs, setting standards of professional learning, managing certification of highly accomplished and lead teachers, developing and applying codes of professional practice and standards within a national framework, and liaison with teacher education institutions and other regulatory bodies.

[For training and professional development of ACT Government teachers, use PERSONNEL.]

Accreditation

The activities associated with the granting of authoritative permission, approval, consent or accreditation to undertake specific tasks, after the required standards have been met. Includes the accreditation of individuals, groups or corporations.


[For guidelines used to accredit programs, use TEACHER QUALITY - Procedures.]

For the criteria used to accredit programs, use TEACHER QUALITY – Policy.

For training accreditation panels, use TEACHER QUALITY – Training.

For appeals or reviews of an accreditation decision, use TEACHER QUALITY - Reviews (decisions).

For teacher participation in accreditation programs for registration renewal purposes, use TEACHER QUALITY - Registration].

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
186.158.001 	Records documenting the accreditation of teacher education programs. Includes renewal of programs.	Retain as Territory Archives

The activities associated with offering opinions as to an action or judgement. Includes the process of advising.

For legal advice, use LEGAL SERVICES - Advice.]

Committees

[For audit committees, use STRATEGIC MANAGEMENT - Committees.]

For the establishment of advisory councils or governing boards with decision making responsibility for agency policy and/or planning, use STRATEGIC MANAGEMENT - Committees.]

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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 analysis, forecasting, modelling and ongoing monitoring.

Planning


[For broad systematic planning for the agency, use STRATEGIC MANAGEMENT - Planning.]

Policy

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
186.080.001 	Final version of policies.	Retain as Territory Archives

The activities to record, catalogue, inventory or list. The establishment and maintenance of registers containing information required by legislation.

For certification of teachers as Lead or Highly Accomplished, use TEACHER QUALITY - Accreditation.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
186.155.001 	Registers of teachers.	Retain as Territory Archives


Reporting

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, regulation, or legislation, e.g. Annual Report). Includes statistics and returns.

Note: Reports resulting from a routine activity, e.g. inspection reports, form part of that activity, i.e. reports resulting from an inspection are part of the inspection and not the activity of Reporting. Reports of these types should be classified as part of the greater activity generating the report.


[For the Annual Report drafting process, use PUBLICATIONS - Drafting.]

For submissions of annual reports to the Portfolio Minister, use GOVERNMENT RELATIONS - Compliance.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
186.088.001 	Final versions of internal formal reports and reports made to external agencies.	Retain as Territory Archives


Research

The activities involved in investigating or enquiring into a subject or area of interest in order to discover facts, principles, etc. Used to support development of projects, standards, guidelines, etc. and business activities in general. Includes following up enquiries relating to programs, projects, working papers, literature searches, etc.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
186.091.001 	Records documenting detailed research carried out to support the teacher quality function.	Retain as Territory Archives


Reviewing

The activities involved in re-evaluating or re-examining products, processes, procedures, standards and systems. Includes recommendations and advice resulting from these activities.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
186.093.001 	Final reports and action plans.	Retain as Territory Archives


Reviews (decisions)

The activities involved in the process of reviewing actions both by an agency, or an external body. Includes reviews of promotion decisions.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
186.094.001 	Records documenting reviews of decisions relating to the registration and certification of teachers which resulted in a change in policies, procedures or had significant political or public interest.	Retain as Territory Archives

Standards

The process of implementing industry or agency specific benchmarks for services and processes to enhance quality and efficiency of an organisation.


<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
186.100.001 	Records documenting the determination of standards and codes of practice for the teaching profession within the national framework. Including assessment and certification standards.	Retain as Territory Archives

TEACHING & LEARNING

The function of creating and communicating knowledge and research and undertaking the learning process.


Addresses (presentations)

The activity of giving addresses for training, professional, community relations or sales purposes. Includes speeches and multi-media presentations.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
064.004.001 	Final versions of addresses and presentations made by the Chief Minister or portfolio Minister or senior agency officers at major public occasions.	Retain as Territory Archives
	<i>[For addresses delivered by the Chief Minister or portfolio Minister or senior agency officers at government occasions, use GOVERNMENT RELATIONS - Addresses(presentations)]</i>	


The activities associated with the establishment, appointment of members, terms of reference, proceedings, minutes of meetings, reports, agendas, etc. of committees and task forces.

For the establishment of advisory councils or governing boards with decision making responsibility for agency policy and/or planning, use STRATEGIC MANAGEMENT - Committees.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
064.020.001 	Records relating to high-level committees with overall responsibility for making major decisions in the area of academic policy , planning and management for the Teaching & Learning function i.e. Committees of Academic Board. Includes documents: <ul style="list-style-type: none"> • establishing the committee; • terms of reference; • appointment of members; • minutes; • reports; • recommendations; and • final versions of minutes; • reports; • recommendations; • supporting documents such as briefing papers, and discussion papers. 	Retain as Territory Archives

Course Accreditation / Course Approval

The activities involved in seeking formal approval from relevant accrediting organisations, generally external professional bodies or government authorities, for offering particular programs of study. Also includes registration of programs by professional bodies, review and re-accreditation as required.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
064.174.001 	The Register of Courses containing particulars as required by the Courses and Awards Statute.	Retain as Territory Archives

The activities involved in managing joint operations between the agency and other agencies, or with the government, where there is a contract, joint contribution of funds and/or time. Includes private sector ventures with public sector organisations, and co-research or collaboration between inter-departmental units, departments or agencies.

Planning

The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.

Policy

The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making.

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Reporting

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, regulation, or legislation, (e.g. Annual Report)). Includes statistics and returns.

Note: Reports resulting from a routine activity, e.g. inspection reports, form part of that activity, i.e. reports resulting from an inspection are part of the inspection and not the activity of Reporting. Reports of these types should be classified as part of the greater activity generating the report.

[For the Annual Report drafting process, use PUBLICATIONS - Drafting.

For submissions of annual reports to the Portfolio Minister, use GOVERNMENT RELATIONS - Compliance.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
064.088.001 ■■■■■■■■■■■■■■■■■■■■	Records relating to reporting for the Teaching and Learning function. Includes final versions of formal internal reports and reports made to external agencies.	Retain as Territory Archives

[See also STRATEGIC MANAGEMENT - Reporting.]

TECHNOLOGY & TELECOMMUNICATIONS

The function of managing the planning, provision, development or acquisition of information and communication technologies. Includes specifying, developing, testing and implementing applications, systems and databases to support the business needs of the agency, to capture, store, retrieve, transfer, communicate and disseminate information through automated systems, the evaluation of software and hardware and the tendering, leasing, enterprise licensing of whole-of-government software and the disposal of systems and end user equipment. Also includes the maintenance of software libraries, the provision of data centres and telecommunications networks such as video conferencing, voice mail and electronic mail and the technical aspects of the Internet, Intranet and Web Sites.

Application Development

The activities associated with developing software and programming codes to run business applications. Includes specifications, testing, pilots, prototyping and metadata requirements.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
017.010.001 ■■■■■■■■■■■■■■■■■■■■	<p>Records documenting the development, modification and maintenance of specific applications to meet business needs considered to be unique, rare or have technological, scientific or historical significance. Includes:</p> <ul style="list-style-type: none">• feasibility studies;• pilot studies;• final versions of all system documentation, user and technical manuals;• application specific data dictionaries;• final versions of business rules;• final versions of user requirements;• final versions of system specifications;• rectification of problems (includes Year 2000 remediation);• requests for system changes; and• final sign-offs by all parties.	Retain as Territory Archives

Application Development (Continued)

The activities associated with developing software and programming codes to run business applications. Includes specifications, testing, pilots, prototyping and metadata requirements.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
017.010.001 (Continued)III	<i>[For system analysis and development of specifications, user requirements and business rules, use TECHNOLOGY & TELECOMMUNICATIONS - Evaluation.</i>	
	<i>For business process reengineering and revision of specifications, use TECHNOLOGY & TELECOMMUNICATIONS - Reviewing.</i>	
	<i>For the maintenance of agency-wide data dictionaries, use TECHNOLOGY & TELECOMMUNICATIONS - Data Administration.</i>	
	<i>For the ongoing management of database applications, use TECHNOLOGY & TELECOMMUNICATIONS - Database Management.</i>	
	<i>For requests for changes to existing systems, use TECHNOLOGY & TELECOMMUNICATIONS - Reviewing.]</i>	

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 installation of equipment. Also includes monitoring to ensure the implementation goes according to schedule and that standards are met.

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Policy

The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
017.080.001	<p>Records documenting the development and establishment of government-wide information and communications technology policies. Includes:</p> <ul style="list-style-type: none">• policy proposals;• research papers;• results of consultations;• supporting reports;• major drafts; and• final policy documents. <p>Includes:</p> <ul style="list-style-type: none">• information system security policy;• IT security policy;• small system security scheme policy; and• mobile phone policy.	Retain as Territory Archives

The activities associated with undertaking environmental impact assessments. This includes determination of the need for, and conduct of, Environmental Impact Assessments of all types.

Infrastructure Implementation & Co-ordination

The activities associated with engineering, investigation, design, construction and management of physical infrastructure for ACT estate development. Implementation of work is undertaken through a capital works program for major infrastructure and through developers via conditions contained in development leases.


Land Data & Mapping

The activities associated with providing advice on the collection of land data and production of maps. [Land, Planning & Building RDS]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
L P & B 4.18.1 	Advice of land data and mapping.	Retain as Territory Archives


Land Tenure

The activities associated with providing advice on the land tenure.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
L P & B 4.19.1 	Advice, including advice on: Native Title; and Land Ownership.	Retain as Territory Archives


Legislation

The process of making laws. Includes Local, State, Commonwealth and overseas Acts, Bills and subsections of Acts, and amendments to each.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
L P & B 4.20.1 	Substantial input or response on legislation concerning or affecting planning and land management issues.	Retain as Territory Archives


Mapping Programs

The activities associated with the collection, management and presentation of land information.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
L P & B 4.22.1 	Final controlled versions of program outputs. Includes: Aerial photographs; Maps and Plans; Survey Data; Cadastral maps; Topographic maps; Orthophotographic maps; Thematic maps; Indexes; Film and digital images; and Reports or explanatory notes to program outputs.	Retain as Territory Archives


Place Names Assessment

The activities associated with researching and providing advice on the proposals for naming on Territory suburbs, streets and other geographical features.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
L P & B 4.25.1 	Records relating to historical research and proposal and assessments for place names.	Retain as Territory Archives




Planning & Development Conditions

The activities associated with providing advice on the land release and development program.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
L P & B 4.27.1 	Advice and conditions of land release relating to the land release and development program.	Retain as Territory Archives

Planning Strategy

The activities associated with the developing long-term strategic directions for land, infrastructure and development of the ACT. Includes the development of area plans and variations to plans such as master plans, town centre plans, group centre plans, local area plans and regional area plans.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
L P & B 4.28.1 	Advice to government and stakeholders on: Community Planning; Environmental Planning; Metropolitan Planning; Social Planning; and Spatial Planning.	Retain as Territory Archives
L P & B 4.28.2 	Final, master copies, including records of variations, objections and amendments to: Group Centre Plans; Landscape; Local Area Plans; Management Plans; Master Plans - sectional and general; Rural Towns Plans; Town Centre Plans; Urban Land Use - community; Urban Land Use - Urban design; and Urban Land Use - Urban development program.	Retain as Territory Archives
L P & B 4.28.4 	Records relating to strategic planning appeals. Includes: Inquiries; and Appeals.	Retain as Territory Archives

The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making.

Registration

The activities to record, catalogue, inventory or list. The establishment and maintenance of registers containing information required by legislation.

Standards



The process of implementing industry or agency specific benchmarks for services and processes to enhance quality and efficiency of an organisation.

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The activities associated with the division of land and recording that division, and for surveying the ACT. Includes provision and maintenance of survey control infrastructure, examination of survey plans, audit of unit plans, cadastral advice including land tenure and Native Title issues.




Territory Plan Management

The activities associated with maintaining the Territory Plan including review and development of policies contained in the Territory Plan and administration of the statutory processes involved in varying the plans.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
L P & B 4.42.1 	Register of final plans, reviews, variations and advice.	Retain as Territory Archives
L P & B 4.42.2 	Variations that proceed to public consultation. Records relating to the variation of Territory Plans. Includes: Draft variation to Territory Plan (DVTP); Background papers; Conservators report and advice; Ministerial and approvals to release plan for public comment; Consultation and submissions by other agencies, other stakeholders and the public; Gazette and newspapers notices; and Advice and feedback from the Legislative Assembly and ACT Executive.	Retain as Territory Archives

Transport Strategy

Activities associated with the development of long term strategies for high quality and sustainable transport for the Territory.


<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
L P & B 4.43.1 	Advice to government and stakeholders on transport planning issues.	Retain as Territory Archives
L P & B 4.43.2 	Original records relating to guidelines and management plans for car parking and other transport modes and hubs.	Retain as Territory Archives
L P & B 4.43.4 	Working papers relating to the development of plans, including alternative options, considered drafts, arrangements and public consultation.	Retain as Territory Archives

TOURISM EVENTS

The function of arranging, approving and supporting tourist events and festivals. Includes identifying, approving, managing, enhancing and providing support to events and festivals which are conducted in order to attract tourists.

Addresses (presentations)

The activity of giving addresses for training, professional, community relations or sales purposes. Includes speeches and multi-media presentations.


<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
Tourism 1.5.1 	Final version of addresses made by the Chief Minister or portfolio Minister or senior agency officers at major public events.	Retain as Territory Archives
<i>[For addresses not at or about events or festivals use Tourism Management - Addresses (presentations).]</i>		

Advice



The activities associated with offering opinions as to an action or judgement. Includes the process of advising.

[For the provision of advice to the Minister or Chief Minister, use GOVERNMENT RELATIONS - Advice.


For legal advice, use LEGAL SERVICES - Advice.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
Tourism 1.6.1 	Records documenting the receipt of advice which resulted in major changes to the organisation or management of events and festivals. Includes advice provided by consultants.	Retain as Territory Archives


The processes associated with the establishment, maintenance, review and negotiation of agreements. Includes records associated with preparing agreements/contracts and settling those agreements/contracts. Includes contracts, memoranda of understanding (MOU), deeds, leases, licences and mortgages.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
Tourism 1.7.1 	Final version of significant agreements relating to events or festivals with government bodies or private organisations with implications for major liabilities or obligations for agency.	Retain as Territory Archives
Tourism 1.7.2 	Records relating to the negotiations, establishment, maintenance and review of significant agreements relating to events or festivals.	Retain as Territory Archives

The activities associated with arranging and managing festivities to honour a particular activity.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
Tourism 1.19.1 	Programs, invitations, guest lists and photographs relating to major celebrations at Territory events and festivals.	Retain as Territory Archives

The activities associated with arranging and managing a formal act performed for a special occasion.


<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
Tourism 1.20.1 	Programs, invitations, guest lists and photographs relating to major ceremonies held to mark a special occasion (e.g. the initiation of a new event or festival).	Retain as Territory Archives

Committees

The activities associated with the establishment, appointment of members, terms of reference, proceedings, minutes of meetings, reports, agendas, etc. of committees and task forces.


[For audit committees, use STRATEGIC MANAGEMENT - Committees.]

For the establishment of advisory councils or governing boards with decision making responsibility for agency policy and/or planning, use STRATEGIC MANAGEMENT - Committees.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
Tourism 1.22.1 	Records of external committees formed to manage or advise on events and festivals. Includes: documents establishing the committee; final versions of minutes; reports; recommendations; supporting documents such as briefing papers and discussion papers.	Retain as Territory Archives



Evaluation

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 systems analysis and ongoing monitoring.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
Tourism 1.44.1 	External and internal reports evaluating the Tourism Events function and/or major events and festivals.	Retain as Territory Archives

Joint ventures

The activities involved in managing joint operations between the agency and other agencies, or with the government, where there is a contract, joint contribution of funds and/or time. Includes private sector ventures with public sector organisations, and co-research or collaboration between inter-departmental units, departments or agencies.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
Tourism 1.64.1 	Final signed version of joint venture agreements or contracts relating to events or festivals of major significance to agency and the Territory. Includes those with implications for major liabilities or obligations for agency.	Retain as Territory Archives
Tourism 1.64.2 	Working papers relating to the establishment and negotiations and management of joint venture agreements relating to events or festivals of major significance.	Retain as Territory Archives


Reporting

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, regulation, or legislation, (e.g. Annual Report)). Includes statistics and returns.

Note: Reports resulting from a routine activity, e.g. inspection reports, form part of that activity, i.e. reports resulting from an inspection are part of the inspection and not the activity of Reporting. Reports of these types should be classified as part of the greater activity generating the report.

[For the Annual Report drafting process, use PUBLICATIONS - Drafting.]

For submissions of annual reports to the Portfolio Minister, use GOVERNMENT RELATIONS - Compliance.]



<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
Tourism 1.90.1 	Final version of internal formal reports and reports made to external agencies relating to events and festivals.	Retain as Territory Archives

Reviewing


The activities involved in re-evaluating or re-examining products, processes, procedures, standards and systems. Includes recommendations and advice resulting from these activities.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
Tourism 1.95.1 	Final report of reviews of agency programs and operations supporting events and festivals.	Retain as Territory Archives


The processes associated with the establishment, maintenance, review and negotiation of agreements. Includes records associated with preparing agreements/contracts and settling those agreements/contracts. Includes contracts, memoranda of understanding (MOU), deeds, leases, licences and mortgages.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
Tourism 2.7.1 	Final version of significant agreements relating to tourist facilities or tourism management with government bodies or private organisations with implications for liabilities or obligations for agency.	Retain as Territory Archives
Tourism 2.7.2 	Records relating to the negotiations, establishment, maintenance and review of significant agreements relating to tourist facilities or tourism management.	Retain as Territory Archives

The activities associated with arranging and managing festivities to honour a particular activity.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
Tourism 2.19.1 	Programs, invitations, guest lists and photographs relating to major celebrations relating to tourist facilities or tourism management.	Retain as Territory Archives

The activities associated with arranging and managing a formal act performed for a special occasion.


<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
Tourism 2.20.1 	Programs, invitations, guest lists and photographs relating to major ceremonies held to mark a special occasion (e.g. opening of major tourist facilities).[For major ceremonies related to events or festivals use Tourism Events - Ceremonies]	Retain as Territory Archives

Committees

The activities associated with the establishment, appointment of members, terms of reference, proceedings, minutes of meetings, reports, agendas, etc. of committees and task forces.


[For audit committees, use STRATEGIC MANAGEMENT - Committees.]

For the establishment of advisory councils or governing boards with decision making responsibility for agency policy and/or planning, use STRATEGIC MANAGEMENT - Committees.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
Tourism 2.22.1 	Records of external committees formed to manage or advise on tourism management. Includes: documents establishing the committee; final versions of minutes; reports; recommendations; supporting documents such as briefing papers and discussion papers.	Retain as Territory Archives

Evaluation

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 systems analysis and ongoing monitoring.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
Tourism 2.44.1 	External and internal reports evaluating the Tourism Management function, tourist facilities and/or the management of tourism.	Retain as Territory Archives

The activities involved in managing joint operations between the agency and other agencies, or with the government, where there is a contract, joint contribution of funds and/or time. Includes private sector ventures with public sector organisations, and co-research or collaboration between inter-departmental units, departments or agencies.

Media Relations


[For administrative arrangements with the media, use COMMUNITY RELATIONS - Media Relations.

For public presentations or addresses, use COMMUNITY RELATIONS - Addresses (presentation).]

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Planning

The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
Tourism 2.81.1 	Final version of plans for major tourist facilities or major activities related to tourist management.	Retain as Territory Archives

Policy

The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
Tourism 2.82.1 	Final version of policies for tourist facilities and tourism management.	Retain as Territory Archives


Reporting

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, regulation, or legislation, (e.g. Annual Report)). Includes statistics and returns.

Note: Reports resulting from a routine activity, e.g. inspection reports, form part of that activity, i.e. reports resulting from an inspection are part of the inspection and not the activity of Reporting. Reports of these types should be classified as part of the greater activity generating the report.


[For the Annual Report drafting process, use PUBLICATIONS - Drafting.]

For submissions of annual reports to the Portfolio Minister, use GOVERNMENT RELATIONS - Compliance.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
Tourism 2.90.1 	Final version of internal formal reports and reports made to external agencies relating to tourist facilities and tourism management.	Retain as Territory Archives

Reviewing

The activities involved in re-evaluating or re-examining products, processes, procedures, standards and systems. Includes recommendations and advice resulting from these activities.


<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
Tourism 2.95.1 	Final report of reviews of agency programs and operations supporting tourist facilities and tourism management.	Retain as Territory Archives

TOURISM MARKETING

The function of analysing, creating and selling tourism and tourist and travel related products and services. Includes market research, sales forecasting, advertising, media releases, promotion, pricing and product evaluation.

Addresses (presentations)

The activity of giving addresses for training, professional, community relations or sales purposes. Includes speeches and multi-media presentations.


<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
Tourism 3.5.1 	Final version of addresses made by the Chief Minister or portfolio Minister or senior agency officers for the purpose of marketing tourism.	Retain as Territory Archives
	<p><i>[For addresses in relation to events and festivals use TOURISM EVENTS - Addresses (presentations).</i></p> <p><i>For addresses not for the purpose of marketing tourism or events or festivals use TOURISM MANAGEMENT - Addresses (presentations).]</i></p>	

Advice



The activities associated with offering opinions as to an action or judgement. Includes the process of advising.

[For the provision of advice to the Minister or Chief Minister, use GOVERNMENT RELATIONS - Advice.


For legal advice, use LEGAL SERVICES - Advice.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
Tourism 3.6.1 	Records documenting the receipt of advice which resulted in major changes to the marketing of tourism. Includes advice provided by consultants.	Retain as Territory Archives

The processes associated with the establishment, maintenance, review and negotiation of agreements. Includes records associated with preparing agreements/contracts and settling those agreements/contracts. Includes contracts, memoranda of understanding (MOU), deeds, leases, licences and mortgages.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
Tourism 3.7.1 	Final version of significant agreements relating to the marketing of tourism with government bodies or private organisations with implications for major liabilities or obligations for agency.	Retain as Territory Archives
Tourism 3.7.2 	Records relating to the negotiations, establishment, maintenance and review of significant agreements relating to the marketing of tourism.	Retain as Territory Archives

The activities associated with arranging and managing festivities to honour a particular activity.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
Tourism 3.19.1 	Programs, invitations, guest lists and photographs relating to major celebrations relating to the marketing of tourism.	Retain as Territory Archives

Media Relations

The activities associated with establishing a relationship with the media. Includes cultivating media contacts, coordinating access to the media, authorising and issuing press releases and briefings, and organising media interviews.

[For administrative arrangements with the media, use COMMUNITY RELATIONS - Media Relations.

For administrative arrangements of issuing media releases in the portfolio Minister or Chief Minister's name, use GOVERNMENT RELATIONS - Media Releases.

For public presentations or addresses, use COMMUNITY RELATIONS - Addresses (presentation).]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
Tourism 3.73.1 	Master set of agency media releases relating to the marketing of tourism.[For media releases relating to events or festivals use Tourism Events - Media relations.	Retain as Territory Archives

Planning

The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
Tourism 3.81.1 	Final version of major plans for the marketing of tourism.	Retain as Territory Archives

Policy

The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
Tourism 3.82.1 	Final version of policies for the marketing of tourism.	Retain as Territory Archives

Production

The activities involved in producing material into an end result or output (e.g. a product or publication). Includes design, layout, typesetting, desktop publishing, printing, binding etc.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
Tourism 3.85.1 	Master copy of agency produced films.	Retain as Territory Archives


Reporting

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, regulation, or legislation, (e.g. Annual Report)). Includes statistics and returns.

Note: Reports resulting from a routine activity, e.g. inspection reports, form part of that activity, i.e. reports resulting from an inspection are part of the inspection and not the activity of Reporting. Reports of these types should be classified as part of the greater activity generating the report.

[For the Annual Report drafting process, use PUBLICATIONS - Drafting.]

For submissions of annual reports to the Portfolio Minister, use GOVERNMENT RELATIONS - Compliance.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
Tourism 3.90.1 	Final version of internal formal reports and reports made to external agencies relating to the marketing of tourism.	Retain as Territory Archives

Reviewing

The activities involved in re-evaluating or re-examining products, processes, procedures, standards and systems. Includes recommendations and advice resulting from these activities.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
Tourism 3.95.1 	Final report of reviews of agency programs and operations supporting the marketing of tourism.	Retain as Territory Archives

TRAFFIC & TRANSPORT

The function of developing policy and planning for transport infrastructure to ensure the safe and efficient movement of traffic, including management of traffic (i.e. Local Area Traffic Management), parking enforcement and the regulation and monitoring of transport service providers, (e.g. Taxis, Hire Car Operators, Inspection Stations and Authorised Examiners), vehicle registration and the setting of fees for insurance purposes. Also includes all services and facilities for the supply of road, rail or water transport and includes all forms of public transport, (e.g. buses, ferries, rail, taxis).

[For the construction and maintenance of road and rail infrastructure, use ROAD AND RAIL MANAGEMENT.]

Advice


The activities associated with offering opinions as to an action or judgement. Includes the process of advising.

[For the provision of advice to the Minister or Chief Minister, use GOVERNMENT RELATIONS - Advice.

For legal advice, use LEGAL SERVICES - Advice.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
189.005.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting advice (other than legal advice) relating to traffic and transport matters with Territory or National significance affecting policy or the subject of high public or political interest. Including advice provided by the agency to members of the public or other organisations and advice received from internal or external organisations or from members of the public.	Retain as Territory Archives

The processes associated with the establishment, maintenance, review and negotiation of agreements. Includes records associated with preparing agreements/contracts and settling those agreements/contracts. Includes contracts, memoranda of understanding (MOU), deeds, leases, licences and mortgages.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
189.006.001 	Records documenting the negotiation, establishment, maintenance and review of agreements and memoranda of understanding, including final versions, relating to the provision of traffic and transport that are significant to the Territory or have national impact or high public or political interest.	Retain as Territory Archives

The activities associated with the establishment, appointment of members, terms of reference, proceedings, minutes of meetings, reports, agendas, etc. of committees and task forces.

For the establishment of advisory councils or governing boards with decision making responsibility for agency policy and/or planning, use STRATEGIC MANAGEMENT - Committees.]

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Contracting out

The activities involved in managing the performance of work or the provision of goods and services by an external contractor, vendor or consultant, or by using external bureau services. Includes outsourcing.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
189.025.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting contract management relating to the provision of traffic and transport services in the Territory. Includes: minutes of meetings with contractors and performance and evaluation reports that are significant to the Territory or have national impact or high public or political interest.	Retain as Territory Archives

Evaluation

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 systems analysis and ongoing monitoring.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
189.042.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting the evaluation of schemes and programs relating to the provision of traffic and transport services in the Territory that are significant to the Territory or have national impact or high public or political interest.	Retain as Territory Archives
189.042.002 ■■■■■■■■■■■■■■■■■■■■	Records documenting the evaluation of schemes and programs designed specifically to help young people in the ACT to become safer and more competent drivers, (e.g. the Road Ready Program, including Road Ready Plus).	Retain as Territory Archives

Joint ventures

The activities involved in managing joint operations between the agency and other agencies, or with the government, where there is a contract, joint contribution of funds and/or time. Includes private sector ventures with public sector organisations, and co-research or collaboration between inter-departmental units, departments or agencies.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
189.062.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting the management of joint ventures relating to the provision of traffic and transport services in the Territory with Territory or National significance or were the subject of high public or political interest. Includes records relating to the establishment, maintenance and review of joint venture agreements and contracts.	Retain as Territory Archives

Liaison

The activities associated with maintaining regular general contact between the agency and professional associations, professionals in related fields, other private sector organisations and community groups. Includes sharing informal advice and discussions, membership of professional associations and collaborating on projects that are not joint ventures.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
189.067.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting liaison between the agency and national or commonwealth bodies, (e.g. Australian Federal Police, National Transport Commission) with Territory or National significance on traffic and transport matters affecting policy or were the subject of high public or political interest. Includes liaison with the NRMA-ACT Road Safety Trust on policy issues and related submissions.	Retain as Territory Archives

The activities associated with regular or ad hoc gatherings held to formulate, discuss, update or resolve issues and matters pertaining to the function. Includes staff meetings, arrangements, agenda, taking of minutes, etc. Excludes committee meetings.

Planning

The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.

Policy


The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making.

445

The process of handling public reaction to an agency's policies or services. Includes anonymous letters, letters of complaint and letters of congratulations or appreciation received from the public.

Registration

The activities to record, catalogue, inventory or list. The establishment and maintenance of registers containing information required by legislation.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
189.155.001 	Vehicle registration registers.	Retain as Territory Archives

Reporting

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, regulation, or legislation, e.g. Annual Report). Includes statistics and returns.

Note: Reports resulting from a routine activity, e.g. inspection reports, form part of that activity, i.e. reports resulting from an inspection are part of the inspection and not the activity of Reporting. Reports of these types should be classified as part of the greater activity generating the report.

[For the Annual Report drafting process, use PUBLICATIONS - Drafting.

For submissions of annual reports to the Portfolio Minister, use GOVERNMENT RELATIONS - Compliance.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
189.088.001 ■■■■■■■■■■■■■■■■■■■■	Final versions of formal internal and external reports relating to traffic and transport issues significant to the Territory or have national impact or significant public or political interest, (e.g. ACT Road Crash Statistics).	Retain as Territory Archives

Research

The activities involved in investigating or enquiring into a subject or area of interest in order to discover facts, principles, etc. Used to support development of projects, standards, guidelines, etc. and business activities in general. Includes following up enquiries relating to programs, projects, working papers, literature searches, etc.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
189.091.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting major research carried out to support the provision of traffic and transport services in the Territory that resulted in major policy changes, innovative infrastructure or traffic and transport designs and strategies.	Retain as Territory Archives


Reviewing

The activities involved in re-evaluating or re-examining products, processes, procedures, standards and systems. Includes recommendations and advice resulting from these activities.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
189.093.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting liaison and negotiation with transport providers, (e.g. bus, rail or ferry operators), for reviewing routes, frequency of services and timetables.	Retain as Territory Archives


Standards

The process of implementing industry or agency specific benchmarks for services and processes to enhance quality and efficiency of an organisation.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
189.100.001 	Records documenting the standards for vehicle modifications, personal vehicle imports, recalled vehicles and rally cars. Also includes standards for taxi operators, bus operators, hire car operators and accredited public passenger service operators.	Retain as Territory Archives

Tendering

The activities involved in receiving and assessing tenders, of making offers and finalising contract arrangements for the supply, sale or purchase of goods and services.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
189.104.001 	<p>Final versions of signed contracts under seal with government bodies or private organisations that</p> <ul style="list-style-type: none"> • have major significance to the agency; • have implications for major liabilities or obligations for the agency; • establish a precedent; • involved significant political or public interest. 	Retain as Territory Archives

TRAINING & TERTIARY EDUCATION

The function of developing, planning, funding, managing and reporting on education and training opportunities, programs and initiatives in the ACT. Includes the setting of strategies and policies for the Vocational Education & Training (VET) and higher education sectors, providing strategic advice, managing Commonwealth and ACT funding directed to VET programs in the ACT, assessment of applications for approvals and monitoring of training contracts as required under relevant legislation and identifying the future training requirements of the ACT.

[For strategic issues in relation to cross-sectoral education and training in the ACT, use EDUCATION STRATEGY.]

Advice

The activities associated with offering opinions as to an action or judgement. Includes the process of advising.

[For the provision of advice to the Minister or Chief Minister, use GOVERNMENT RELATIONS - Advice.

For legal advice, use LEGAL SERVICES - Advice.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
187.005.001 ■■■■■■■■■■■■■■■■■■■■	Receipt and provision of advice that resulted in major changes to the agency's policies, procedures or caused considerable controversy. Includes advice provided by consultants.	Retain as Territory Archives

The processes associated with the establishment, maintenance, review and negotiation of agreements. Includes records associated with preparing agreements/contracts and settling those agreements/contracts. Includes contracts, memoranda of understanding (MOU), deeds, leases, licences and mortgages.

For agreements relating to joint ventures, use TRAINING & TERTIARY EDUCATION – Joint Ventures.

For agreements and contracts with apprentices and trainees, use TRAINING & TERTIARY EDUCATION – Training.]

Audit

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 an agency, company or other organisation in a specified period. Includes compliance audits, financial audits, operational audits, recordkeeping audits, skills audits, system audits and quality assurance audits.


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Committees

The activities associated with the establishment, appointment of members, terms of reference, proceedings, minutes of meetings, reports, agendas, etc. of committees and task forces.


[For audit committees, use STRATEGIC MANAGEMENT - Committees.]

For the establishment of advisory councils or governing boards with decision making responsibility for agency policy and/or planning, use STRATEGIC MANAGEMENT - Committees.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
187.020.001 	Records documenting high-level corporate, inter-agency or inter-government committees with overall responsibility for making major decisions relating to tertiary education and training. Includes: <ul style="list-style-type: none"> • agendas; • documents establishing the committee; • final versions of minutes; • reports; • recommendations; • supporting documents such as briefing and discussion papers; • working papers. 	Retain as Territory Archives

Evaluation

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 systems analysis and ongoing monitoring.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
187.042.001 	Records documenting external and internal reports on the evaluation of potential or existing programs, services and systems relating to the provision of tertiary education or training and tertiary education.	Retain as Territory Archives

Joint ventures

The activities involved in managing joint operations between the agency and other agencies, or with the government, where there is a contract, joint contribution of funds and/or time. Includes private sector ventures with public sector organisations, and co-research or collaboration between inter-departmental units, departments or agencies.

[For records documenting the management of publishing joint ventures, use PUBLICATION – Joint ventures.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
187.062.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting the establishment, negotiation and management of joint venture agreements of major significance to the Territory or were the subject of significant public interest or political controversy.	Retain as Territory Archives


Planning

The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
187.079.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting the development of plans for projects of major significance to the Territory or were the subject of significant public interest or political controversy, including final versions of plans and working papers.	Retain as Territory Archives

Policy

The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
187.080.001 	Development and establishment of policies with Territory or national significance or were the subject of significant public interest or political controversy, including comments and input into the development of national frameworks, policies and final versions. Includes: <ul style="list-style-type: none"> • comments; • policy proposals; • research papers; • results of consultations; • supporting reports; • major drafts. 	Retain as Territory Archives


Reporting

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, regulation, or legislation, e.g. Annual Report). Includes statistics and returns.

Note: Reports resulting from a routine activity, e.g. inspection reports, form part of that activity, i.e. reports resulting from an inspection are part of the inspection and not the activity of Reporting. Reports of these types should be classified as part of the greater activity generating the report.

[For the Annual Report drafting process, use PUBLICATIONS - Drafting.]

For submissions of annual reports to the Portfolio Minister, use GOVERNMENT RELATIONS - Compliance.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
187.088.001 	Records documenting the development of formal internal reports and formal external reports made to other agencies or bodies involved in the training and tertiary education sector, including final versions of reports.	Retain as Territory Archives

Research

The activities involved in investigating or enquiring into a subject or area of interest in order to discover facts, principles, etc. Used to support development of projects, standards, guidelines, etc. and business activities in general. Includes following up enquiries relating to programs, projects, working papers, literature searches, etc.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
187.091.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting detailed research carried out to support the provision of tertiary education and training that resulted in significant changes to policies or programs that resulted in new or innovative projects or ways of providing training and tertiary education.	Retain as Territory Archives

Reviewing

The activities involved in re-evaluating or re-examining products, processes, procedures, standards and systems. Includes recommendations and advice resulting from these activities.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
187.093.001 ■■■■■■■■■■■■■■■■■■■■	Final reports and action plans resulting from reviews of agency programs and operations relating to the provision of tertiary education and training.	Retain as Territory Archives

Standards

The process of implementing industry or agency specific benchmarks for services and processes to enhance quality and efficiency of an organisation.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
187.100.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting the agency's input into the development of national frameworks and standards relating to the provision of tertiary education and training,	Retain as Territory Archives


The preparation and submission of a formal statement (e.g. a business case, statistics, etc.) supporting a case or opinion held by the agency which is submitted to another agency or organisation, or within the agency, for the purpose of either gain or support.

For the development of submissions on the proposals of new legislation or the amendment of existing legislation, use STRATEGIC MANAGEMENT - Legislation.]

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Emissions Trading

The activities associated with administering the emissions trading scheme. Emissions trading uses mandatory and market based incentives to abate greenhouse gas emissions by electricity retailers, and off-setting excess emissions through trading of abatement certificates. Accredited abatement certificates are registered.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
IC & R 4.4.1 	Records relating to the development of emissions trading schemes, terms and conditions, rules and reporting requirements.	Retain as Territory Archives

Legislation

The process of making laws. Includes Local, State, Commonwealth and overseas Acts, Bills and subsections of Acts, and amendments to each.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
IC & R 4.5.1 	Records relating to the development and amendment of regulations and operating instructions developed and authorised under legislation.	Retain as Territory Archives

The process of implementing industry or agency specific benchmarks for services and processes to enhance quality and efficiency of an organisation.

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UTILITIES ACCESS REGULATION

The function of regulating non-discriminatory access to and use of monopoly or near monopoly infrastructure by third parties, such as gas or water pipes, roads, railway, communication services, that are wholly or partly owned, controlled or operated by a single agency, for the delivery of utility services to retail customers. Includes investigations and research associated with access.

See also UTILITIES LICENSING.

Determinations (Regulated Industries)

Activities involving investigations and making determinations on pricing and operating practices of regulated industries, access to transmission and distribution networks, competition and other matters, such as consumer protection and environmental standards for utilities of energy, water, government regulated services and services provided by government monopoly (such as public transport). Determinations include consideration of consumer interests and facilitating a balance between efficiency and environmental and social conditions.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
I C & R 5.1.1 ■■■■■ ■■■■■■■■■■■■	Summary records of access determinations granted to service providers. Registration includes the date access is granted and withdrawn.	Retain as Territory Archives

Inquiries

The activities associated with liaising with bodies carrying out inquiries and participating in them. Inquiries are investigations carried out by people or bodies that have been empowered to inquire and report on a subject, such as Royal Commissions, Judicial Commissions, Boards of Inquiry, Legislative Assembly and Ombudsman's inquiries. Includes the agency's participation in the inquiry by providing evidence in the form of records submissions or staff.

[For complaint investigations, including public interest disclosures, that manage incidents, clients or agencies on a case basis, use OMBUDSMAN COMPLAINT MANAGEMENT - Case Management.

For final investigation reports, use OMBUDSMAN COMPLAINT MANAGEMENT - Reporting.

For legal support or opinions provided during an investigation, use LEGAL SERVICES - Inquiries.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
I C & R 5.2.1 ■■■■■ ■■■■■■■■■■■■	Final published master version of issue papers, investigations, background research and summary of submissions received.	Retain as Territory Archives

The activities associated with the establishment, appointment of members, terms of reference, proceedings, minutes of meetings, reports, agendas, etc. of committees and task forces.


For the establishment of advisory councils or governing boards with decision making responsibility for agency policy and/or planning, use STRATEGIC MANAGEMENT - Committees.]

Customer Service

The activities associated with the planning, monitoring and evaluation of services provided to customers by the agency.


Evaluation

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 systems analysis and ongoing monitoring.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
176.042.001 	External and internal reports evaluating potential or existing services and systems.	Retain as Territory Archives


Implementation

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 installation of equipment. Also includes monitoring to ensure the implementation goes according to schedule and that standards are met.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
176.053.001 	Records documenting the implementation of significant plans, policies and procedures.	Retain as Territory Archives


Liaison

The activities associated with maintaining regular general contact between the agency and professional associations, professionals in related fields, other private sector organisations and community groups. Includes sharing informal advice and discussions, membership of professional associations and collaborating on projects that are not joint ventures.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
176.067.001 	Liaison with external agencies, professional associations and community groups on veterinarian issues of significance to the Territory.	Retain as Territory Archives

Mapping Programs

The activities associated with the collection, management and presentation of land information.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
176.222.001 	Final controlled versions of program outputs. Includes: <ul style="list-style-type: none"> • Aerial photographs; • Maps; • Plans; • Survey data; • Indexes; • Film and digital images; and • Reports or explanatory notes to program of mapping outputs. 	Retain as Territory Archives

The activities associated with the collection, management and presentation of land information.

Notifications

The activities of notifying businesses and residents of a failure to comply with the Department's standards and regulations, inappropriate practices, or the Department's intention to take action. Includes the management of notices.

Planning

The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
176.079.001 	Final versions of management plans for major projects.	Retain as Territory Archives


Policy

The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
176.080.001 	Final versions of policies.	Retain as Territory Archives


Registration

The activities to record, catalogue, inventory or list. The establishment and maintenance of registers containing information required by legislation.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
176.155.001 	Establishment and maintenance of registers containing information of significance to the Territory.	Retain as Territory Archives

Regulation and Monitoring

Activities that check, observe, or record the operation of equipment, infrastructure, services or systems.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
176.166.001 	Activities related to the regulation and monitoring of issues of significance to the Territory.	Retain as Territory Archives

Reporting

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, regulation, or legislation, (e.g. Annual Report)). Includes statistics and returns.

Note: Reports resulting from a routine activity, e.g. inspection reports, form part of that activity, i.e. reports resulting from an inspection are part of the inspection and not the activity of Reporting. Reports of these types should be classified as part of the greater activity generating the report.

[For the Annual Report drafting process, use PUBLICATIONS - Drafting.

For submissions of annual reports to the Portfolio Minister, use GOVERNMENT RELATIONS - Compliance.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
176.088.001 ■■■■■■■■■■■■■■■■■■■■	Final versions of internal formal reports and reports made to external agencies.	Retain as Territory Archives

Research

The activities involved in investigating or enquiring into a subject or area of interest in order to discover facts, principles, etc. Used to support development of projects, standards, guidelines, etc. and business activities in general. Includes following up enquiries relating to programs, projects, working papers, literature searches, etc.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
176.091.001 ■■■■■■■■■■■■■■■■■■■■	Major research carried out relating to veterinary services for the conservation and management of native fauna, captive wildlife, pest species and domestic animals. Including research carried out for contribution to nationally coordinated programs.	Retain as Territory Archives



The activities relating to services provided by an agency on a long term basis or by other agencies. Includes requests and applications for services, assessment of eligibility and entitlements, liaison with other agencies regarding the provision of services. Also includes activities to lobby for services and to increase service provision. Also includes the installation, operation and removal of temporary facilities in parks and reserves, such as water, electricity, temporary toilets, etc. for special outdoor events.

Submissions

The preparation and submission of a formal statement (e.g. a business case, statistics, etc.) supporting a case or opinion held by the agency which is submitted to another agency or organisation, or within the agency, for the purpose of either gain or support.

[For Cabinet submissions, use GOVERNMENT RELATIONS - Submissions.]

For the development of submissions on the proposals of new legislation or the amendment of existing legislation, use STRATEGIC MANAGEMENT - Legislation.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
176.102.001 	Final versions of submissions (other than Cabinet submissions) relating to significant issues.	Retain as Territory Archives
176.102.002 	Working papers documenting the development of Cabinet submissions.	Retain as Territory Archives

The activities associated with offering opinions as to an action or judgement. Includes the process of advising.

For legal advice, use LEGAL SERVICES - Advice.

Appointments (statutory / official)

USE: Personnel for appointment of persons employed under the Public Sector Management Act 1994.

Committees


[For audit committees, use STRATEGIC MANAGEMENT - Committees.]

For the establishment of advisory councils or governing boards with decision making responsibility for agency policy and/or planning, use STRATEGIC MANAGEMENT - Committees.]

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Evaluation

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 systems analysis and ongoing monitoring.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
175.042.001 	Final versions of evaluation reports for new programs, items of equipment, systems or services related to the victims support and redress function.	Retain as Territory Archives

Fees and Charges Determination

The activities associated with determining fees and charges.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
175.201.001 	Final versions of fees determinations for the Victims Services Scheme.	Retain as Territory Archives

Media Relations

The activities associated with establishing a relationship with the media. Includes cultivating media contacts, coordinating access to the media, authorising and issuing press releases and briefings, and organising media interviews.

[For administrative arrangements with the media, use COMMUNITY RELATIONS - Media Relations.]


For administrative arrangements of issuing media releases in the portfolio Minister or Chief Minister's name, use GOVERNMENT RELATIONS - Media Releases.

For public presentations or addresses, use COMMUNITY RELATIONS - Addresses (presentation).]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
175.071.001 	Master set of agency media releases.	Retain as Territory Archives


Planning

The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
175.079.001 	Final version of agency-wide plans relating to the function.	Retain as Territory Archives
	USE: Strategic Management - Planning for strategic, corporate or business plans.	


Policy

The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
175.080.001 	Final versions of policies supporting the function. Includes guidelines made under legislation.	Retain as Territory Archives





Procedures

Standard methods of operating laid down by the agency according to formulated policy.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
175.082.001 	Final versions of procedures related to the collection and standardisation of statistics.	Retain as Territory Archives


Registration

The activities to record, catalogue, inventory or list. The establishment and maintenance of registers containing information required by legislation.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
175.155.001 	Register of approved service providers for the Victims Services Scheme.	Retain as Territory Archives
175.155.002 	Register of approved independent arbitrators for the Victims Services Scheme.	Retain as Territory Archives
175.155.003 	Register of services to victims made available by the Victims of Crime Coordinator.	Retain as Territory Archives
175.155.004 	Restorative justice database.	Retain as Territory Archives

Reviewing

The activities involved in re-evaluating or re-examining products, processes, procedures, standards and systems. Includes recommendations and advice resulting from these activities.


<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
175.093.001 	Records documenting a major review of programs and operations supporting the function, for example, major review required by legislation. Includes documents establishing the review, final report and action plan.	Retain as Territory Archives

Submissions

The preparation and submission of a formal statement (e.g. a business case, statistics, etc.) supporting a case or opinion held by the agency which is submitted to another agency or organisation, or within the agency, for the purpose of either gain or support.

[For Cabinet submissions, use GOVERNMENT RELATIONS - Submissions.]

For the development of submissions on the proposals of new legislation or the amendment of existing legislation, use STRATEGIC MANAGEMENT - Legislation.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
175.102.001 	Records documenting submissions (other than Cabinet submissions) made to the Chief Minister, Minister, and government bodies on issues directly relating to the function, concerning issues with far reaching social, economic or international implications.	Retain as Territory Archives

WASTE MANAGEMENT

The function of providing waste services, strategic planning and policy advice for the collection, acceptance, processing, storage and disposal of waste and for waste reduction in the Territory. Includes activities relating to the management and operation of landfills, greenwaste processing, recycling operations and hazardous waste disposal. Also includes activities relating to domestic refuse collection and disposal, recycling strategies and marketing and research into waste management solutions for resource recovery.

Acquisition

The process of gaining ownership or use of property and other items or the provision of services required in the conduct of business through purchase or requisitions.

[For the acquisition of equipment and stores through a tender process, use EQUIPMENT & STORES - Tendering.


For managing financial transactions supporting acquisition activities, use FINANCIAL MANAGEMENT- Accounting and/or FINANCIAL MANAGEMENT - Payments.

For entry of equipment and stores into the agency's Asset Register, use FINANCIAL MANAGEMENT - Asset Register.]


<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
W M 1.1.1 ■■■■■■■■■■■■■■■■■■■■	Records documenting the acquisition of properties for landfill operations and hazardous or toxic waste management, including compulsory acquisitions. Includes: o investigations into and reports on the property o environmental impact assessments o budgetary estimates o cost benefit analyses.	Retain as Territory Archives

The activities associated with offering opinions as to an action or judgement. Includes the process of advising.


[For the provision of advice to the Minister or Chief Minister, use GOVERNMENT RELATIONS - Advice.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
W M 1.2.1 	Records relating to advice given as to action to be taken or not taken to address landfill or hazardous or toxic waste issues of waste management. Includes records of conversations where advice is given over the telephone or orally.[For advice relating to contract management for the Waste Management function see Agreements.]	Retain as Territory Archives

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 an agency, company or other organisation in a specified period. Includes compliance audits, financial audits, operational audits, recordkeeping audits, skills audits, system audits and quality assurance audits.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
W M 1.5.1 	Records relating to auditing of the operations of landfill and hazardous or toxic waste facilities.	Retain as Territory Archives

The process of making or building something.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
W M 1.8.1 	Records of construction activities carried out for the waste management function. Includes: <ul style="list-style-type: none"> • records of consultations; • specifications; • plans, designs and drawings; • project management records. 	Retain as Territory Archives

Contracting out

The activities involved in managing the performance of work or the provision of goods and services by an external contractor, vendor or consultant, or by using external bureau services. Includes outsourcing.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
W M 1.9.1 ■■■■■■■■■■■■■■■■■■■■	Records on the management of contracts relating to the management and operation of landfills. Includes: <ul style="list-style-type: none">• minutes of meetings with main stakeholders;• performance and evaluation reports;• records of conversation;• photographs;• variations, amendments to contracts.	Retain as Territory Archives

[See Tendering for Contract Register]

Horticultural Services

The services provided in relation to tree, turf and flower growing, supply and landscaping, including nursery production of plants. [Environmental Management RDS]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
W M 1.11.1 ■■■■■■■■■■■■■■■■■■■■	Records documenting the provision of horticultural services dealing with site remediation and rehabilitation of landfill sites.	Retain as Territory Archives

Implementation

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 installation of equipment. Also includes monitoring to ensure the implementation goes according to schedule and that standards are met.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
W M 1.12.1 ■■■■■■■■■■■■■■■■■■■■	Records on the implementation of counter-disaster plans after disasters such as fire and floods involving landfill sites. Includes a copy of the plan implemented in the disaster recovery process.	Retain as Territory Archives

Procedures

Standard methods of operating laid down by the agency according to formulated policy.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
W M 1.20.1 ■■■■■■■■■■■■■■■■■■■■	Master set of agency manuals, handbooks, directives etc. detailing procedures supporting the waste management function. Includes emergency procedures.	Retain as Territory Archives
W M 1.20.2 ■■■■■■■■■■■■■■■■■■■■	Records documenting the development of agency procedures supporting the management of landfills and hazardous or toxic waste.	Retain as Territory Archives

Reporting

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, regulation, or legislation, (e.g. Annual Report)). Includes statistics and returns.

Note: Reports resulting from a routine activity, e.g. inspection reports, form part of that activity, i.e. reports resulting from an inspection are part of the inspection and not the activity of Reporting. Reports of these types should be classified as part of the greater activity generating the report.

[For the Annual Report drafting process, use PUBLICATIONS - Drafting.

For submissions of annual reports to the Portfolio Minister, use GOVERNMENT RELATIONS - Compliance.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
W M 1.22.1 ■■■■■■■■■■■■■■■■■■■■	Master copies of final versions of formal internal reports and reports made to external agencies relating to the management of landfills and hazardous or toxic waste, including statistical reports.	Retain as Territory Archives

The activities relating to services provided by an agency on a long term basis or by other agencies. Includes requests and applications for services, assessment of eligibility and entitlements, liaison with other agencies regarding the provision of services. Also includes activities to lobby for services and to increase service provision. Also includes the installation, operation and removal of temporary facilities in parks and reserves, such as water, electricity, temporary toilets, etc. for special outdoor events.


Standards

The process of implementing industry or agency specific benchmarks for services and processes to enhance quality and efficiency of an organisation.

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Construction

The process of making or building something.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
184.024.001 	Records relating to the construction of historical and significant water management systems and structures including the determination of specifications and conditions, that are considered to be: <ul style="list-style-type: none">• of local, state or national significance, including registration by the National Trust of Australia;• unique, examples of design styles or have won design awards. Works include: <ul style="list-style-type: none">• augmentation;• bores;• dams;• filtration plants;• pipelines;• pumping stations;• reservoirs;• water supply pipelines;• water mains extensions;• water supply schemes and augmentation schemes;• water towers.	Retain as Territory Archives

Construction (Continued)

The process of making or building something.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
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Records include:

- building approvals;
- building plans;
- certified plans and maps,
- concept plans.
- connection plans;
- conservation management plan;
- development applications;
- engineers' drawings of fittings, valves, boosters, hydrants etc.;
- engineer's drawings;
- inspection reports;
- photographs;
- pipe layouts;
- plans and drawings, maps;
- processing plan design diagrams;
- project management records;
- project management records;
- records of conversation;
- records of conversation;
- specifications;
- specifications;
- specifications;
- surveys;
- system design;
- work authorities;
- works as executed plans;


[See Contracting-out for copies of contractors permits, licences, certificates and accreditations.

See Submissions for successful funding submissions.]

Fees and charges determination

The activities associated with determining fees and charges.


[For the payment or collection of fees and charges, use FINANCIAL MANAGEMENT]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
184.201.001 	Records documenting the determination of fees and charges.	Retain as Territory Archives

Inquiries

The activities associated with liaising with bodies carrying out inquiries and participating in them. Inquiries are investigations carried out by people or bodies that have been empowered to inquire and report on a subject, such as Royal Commissions, Judicial Commissions, Boards of Inquiry, Legislative Assembly and Ombudsman's inquiries. Includes the agency's participation in the inquiry by providing evidence in the form of records submissions or staff.

*[For legal support or opinions provided during an investigation, use LEGAL SERVICES -
Inquiries.]*

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
184.056.001 	Records documenting the agency's contribution and involvement into an inquiry directly relating to its own activities under the water management function. Includes: <ul style="list-style-type: none">• agency statements;• submissions;• responses to final reports;• transcripts or oral evidence given by agency officers.	Retain as Territory Archives


The process of official examinations of facilities, equipment and items, to ensure compliance with agreed standards and objectives.

Installation

Activities involved in placing equipment in position and connecting and adjusting it for use.


Joint ventures

The activities involved in managing joint operations between the agency and other agencies, or with the government, where there is a contract, joint contribution of funds and/or time. Includes private sector ventures with public sector organisations, and co-research or collaboration between inter-departmental units, departments or agencies.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
184.062.001 	Records documenting formal arrangements with other organisations to undertake joint activities relating to the water management function.	Retain as Territory Archives

Maintenance

The activities associated with the upkeep, repair, servicing, modification and preservation of internal/external conditions of premises, equipment, vehicles etc.


<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
184.069.001 	<p>Records documenting the maintenance and repair projects of water infrastructure. Also includes identifying and reporting of defects or faults and major structural repairs and renovations to:</p> <ul style="list-style-type: none">• capital works approvals;• cleaning;• dams;• drawings;• job work packs;• painting;• pest control;• proposals;• pumping stations;• records of conversation;• reports;• scope of work;• water augmentation schemes;• water mains extensions;• water supply pipelines;• water supply schemes;• water supply systems.	Retain as Territory Archives??

[See Contracting-out for copies of contractors permits, licences, certificates and accreditations.

See OCCUPATIONAL HEALTH & SAFETY - Health promotion for material safety data sheets.]


Policy

The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
184.080.001 	Records relating to the establishment and development of policy in relation to the water management activities. Includes policy proposals, research papers, results of consultations, supporting reports and final documents.	Retain as Territory Archives

Public Reaction

The process of handling public reaction to an agency's policies or services. Includes anonymous letters, letters of complaint and letters of congratulations or appreciation received from the public.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
184.084.001 	Records documenting public reaction to the provision of water that caused significant public or political interest or resulted in significant changes to policies, procedures, establishes a precedent or required a significant investigation.	Retain as Territory Archives

*[For suggestions received from the public,
use COMMUNITY RELATIONS -
Suggestions.]*

Representatives

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.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
184.090.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting the nomination, appointment, resignation from and/or termination of agency representatives on bodies considering matters relating to the management of the Territory's water resources. <i>[For appointments on community organisations, use COMMUNITY RELATIONS - Representatives.</i> <i>For appointments on government bodies, use GOVERNMENT RELATIONS - Representatives.]</i>	Retain as Territory Archives

Research

The activities involved in investigating or enquiring into a subject or area of interest in order to discover facts, principles, etc. Used to support development of projects, standards, guidelines, etc. and business activities in general. Includes following up enquiries relating to programs, projects, working papers, literature searches, etc.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
184.091.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting research that results in major changes to community safety programs, training or the design of the built environment. Records could include surveys, interviews, observations, etc.	Retain as Territory Archives

The activities involved in re-evaluating or re-examining products, processes, procedures, standards and systems. Includes recommendations and advice resulting from these activities.

Security

The activities associated with measures taken to protect people, premises, equipment or information from accidental or intentional damage or from unauthorised access. Includes the security classification of personnel and criminal record checks.

[For disciplinary action resulting from a breach involving ACTPS employees, use PERSONNEL - Discipline.

For breaches involving information, use INFORMATION MANAGEMENT - Security.

*For breaches involving equipment, use
EQUIPMENT & STORES - Security.*

*For breaches involving technology, use
TECHNOLOGY &
TELECOMMUNICATIONS - Security.*

Submissions

The preparation and submission of a formal statement (e.g. a business case, statistics, etc.) supporting a case or opinion held by the agency which is submitted to another agency or organisation, or within the agency, for the purpose of either gain or support.

[For Cabinet submissions, use GOVERNMENT RELATIONS - Submissions.]

For the development of submissions on the proposals of new legislation or the amendment of existing legislation, use STRATEGIC MANAGEMENT - Legislation.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
184.102.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting the development of successful agency submissions relating to water management made to the Chief Minister, Minister and government bodies, including working papers and final versions.	Retain as Territory Archives

Tendering

The activities involved in receiving and assessing tenders, of making offers and finalising contract arrangements for the supply, sale or purchase of goods and services.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
184.104.001 ■■■■■■■■■■■■■■■■■■■■	Final versions of signed contracts under seal with government bodies or private organisations that <ul style="list-style-type: none">• have major significance to the agency;• have implications for major liabilities or obligations for the agency;• establish a precedent;• involved significant political or public interest.	Retain as Territory Archives

WORKERS COMPENSATION REGULATION

The function of monitoring and regulating the ACT private sector workers compensation insurance scheme to ensure compliance by relevant stakeholders. Includes conducting investigations into non-compliance and directing stakeholders to meet their obligations. Also includes approving insurers, self-insurers and rehabilitation providers.

Agreements

The processes associated with the establishment, maintenance, review and negotiation of agreements. Includes records associated with preparing agreements/contracts and settling those agreements/contracts. Includes contracts, memoranda of understanding (MOU), deeds, leases, licences and mortgages.

[For agreements with other governments, including international governments, use GOVERNMENT RELATIONS - Agreements.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
WC 6.1.1 ■■■■■■■■■■■■■■■■■■■■	Memorandum of Understanding with the AFP and other relevant organisations for the provision of confidential information for fraud related to workers compensations on individual cases.	Retain as Territory Archives


Audit

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 an agency, company or other organisation in a specified period. Includes compliance audits, financial audits, operational audits, recordkeeping audits, skills audits, system audits and quality assurance audits.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
WC 6.2.1 ■■■■■■■■■■■■■■■■■■■■	Records relating to operational audits where serious failures to meet compliance requirements were identified.	Retain as Territory Archives
WC 6.2.2 ■■■■■■■■■■■■■■■■■■■■	Final audit reports or findings on audits of specific workers compensation regulation issues, conducted across a number of organisations and resulting in substantial changes to policy and procedures.	Retain as Territory Archives

Liaison

The activities associated with maintaining regular general contact between the agency and professional associations, professionals in related fields, other private sector organisations and community groups. Includes sharing informal advice and discussions, membership of professional associations and collaborating on projects that are not joint ventures.


<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
WC 6.7.1 	Master set of minutes, agenda and related papers of formal bodies established for the purpose of liaison between the agency and professional associations, professionals in related fields, other private sector organisations and community groups.	Retain as Territory Archives

Litigation

The activities involved in managing lawsuits or legal proceedings between the agency and other parties in a court or other tribunal. Includes briefs for counsel; copies of documents required by or lodged with a court; consultation with the Attorney-General and other agencies; and records documenting compliance with court instructions, e.g. subpoenas and discovery orders.

[For appeals to decisions of a court or tribunal, use INFORMATION MANAGEMENT - Case Management or COMPENSATION - Appeals (decisions).]

For subpoenas and discovery orders, use INFORMATION MANAGEMENT - Enquiries.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
WC 6.8.1 	Records documenting litigation matters where legal precedents are set.	Retain as Territory Archives



Reporting

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, regulation, or legislation, (e.g. Annual Report)). Includes statistics and returns.

Note: Reports resulting from a routine activity, e.g. inspection reports, form part of that activity, i.e. reports resulting from an inspection are part of the inspection and not the activity of Reporting. Reports of these types should be classified as part of the greater activity generating the report.

[For the Annual Report drafting process, use PUBLICATIONS - Drafting.]

For submissions of annual reports to the Portfolio Minister, use GOVERNMENT RELATIONS - Compliance.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
WC 6.11.1 	Detailed comprehensive reports that contain major, detailed recommendations or have a significant impact on policies for the agency as a whole.	Retain as Territory Archives
WC 6.11.2 	Audit reports by consulting actuaries relating to financial aspects of Workers Compensation. Details include recommendations on premiums and benefit changes.	Retain as Territory Archives

Standards

The process of implementing industry or agency specific benchmarks for services and processes to enhance quality and efficiency of an organisation.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
WC 6.12.1 	Master copies of standards, codes of practice and guidelines developed by the agency.	Retain as Territory Archives

WORKPLACE AND SAFETY POLICY

The function of providing workplace and safety policy to the Territory Government and agencies and to private sector organisations. Includes the development and provision of policy and advice on private sector workplace relations issues, work safety, workers' compensation and labour policy. Also includes administering the statutory obligations of the Occupational Health and Safety Act 1989, including secretariat services for occupational health and safety and workplace safety committees and councils, such as preparing minutes of meeting, undertaking research, developing submissions and papers and activities associated with the nomination, appointment and resignation of council members.

[Use OCCUPATIONAL HEALTH & SAFETY (OH&S) for programs that relate to the agency's workplace and employees.

Use PUBLIC SERVICE MANAGEMENT for the activities involved in workforce planning, service-wide industrial negotiations, government injury prevention and management strategies, and service-wide workplace agreement making.

Use WORKCOVER for records relating to occupational health and safety, workers compensation and the regulation of dangerous goods in the ACT.]

Advice



The activities associated with offering opinions as to an action or judgement. Includes the process of advising.

[For the provision of advice to the Minister or Chief Minister, use GOVERNMENT RELATIONS - Advice.

For legal advice, use LEGAL SERVICES - Advice.]


Entry No.	Description of Records	Disposal Action
155.005.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting the receipt and provision of advice that resulted in major changes to the organisation or management. Includes advice provided by consultants.	Retain as Territory Archives

The processes associated with the establishment, maintenance, review and negotiation of agreements. Includes records associated with preparing agreements/contracts and settling those agreements/contracts. Includes contracts, memoranda of understanding (MOU), deeds, leases, licences and mortgages.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
155.006.001 	Final version of significant agreements with government bodies or private organisations with implications for major liabilities or obligations	Retain as Territory Archives
155.006.002 	Negotiations, establishment, maintenance and review of significant agreements.	Retain as Territory Archives

The activities associated with the establishment, appointment of members, terms of reference, proceedings, minutes of meetings, reports, agendas, etc. of committees and task forces.

For the establishment of advisory councils or governing boards with decision making responsibility for agency policy and/or planning, use STRATEGIC MANAGEMENT - Committees.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
155.020.001 	External and internal committees formed to manage or advise. Includes: Finals of documents <ul style="list-style-type: none">• Documents establishing the committee• Final versions of minutes• Reports• Recommendations• Supporting documents such as briefing papers and discussion papers	Retain as Territory Archives

The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.

Policy

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
155.080.001	Final version of policies	Retain as Territory Archives

Standard methods of operating laid down by the agency according to formulated policy.

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Reporting

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, regulation, or legislation, (e.g. Annual Report)). Includes statistics and returns.

Note: Reports resulting from a routine activity, e.g. inspection reports, form part of that activity, i.e. reports resulting from an inspection are part of the inspection and not the activity of Reporting. Reports of these types should be classified as part of the greater activity generating the report.

[For the Annual Report drafting process, use PUBLICATIONS - Drafting.

For submissions of annual reports to the Portfolio Minister, use GOVERNMENT RELATIONS - Compliance.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
155.088.001 ■■■■■■■■■■■■■■■■■■■■	Final version of internal formal reports and reports made to external agencies relating to workplace and safety and industrial policy.	Retain as Territory Archives

Research

The activities involved in investigating or enquiring into a subject or area of interest in order to discover facts, principles, etc. Used to support development of projects, standards, guidelines, etc. and business activities in general. Includes following up enquiries relating to programs, projects, working papers, literature searches, etc.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
155.091.001 ■■■■■■■■■■■■■■■■■■■■	Detailed research.	Retain as Territory Archives




Reviewing

The activities involved in re-evaluating or re-examining products, processes, procedures, standards and systems. Includes recommendations and advice resulting from these activities.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
155.093.001 ■■■■■■■■■■■■■■■■■■■■	Final report of review of agency programs and operation.	Retain as Territory Archives


Investigation

Where a formal investigation commences in relation to a breach following an accident, incident, complaint, observation, or claim to entitlement. Contains all evidence collected, such as documents, photographs, statements, notes, etc.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
WC 7.7.1 	Accident notification registers or databases which record accident details as reported on accident notification forms.	Retain as Territory Archives
WC 7.7.2 	Investigations resulting in a fatality, a serious accident, or major health risk, but no breach in legislation. (Records could include accident notification form, details of accident, witness information, statements, inspector's report, photographs, testing results, coroner's report, etc.)	Retain as Territory Archives
WC 7.7.3 	Fatalities notification registers or database. Includes information on fatalities, including those not covered by workers compensation, e.g. self-employed people, person killed riding an amusement device, etc.	Retain as Territory Archives

Liaison

The activities associated with maintaining regular general contact between the agency and professional associations, professionals in related fields, other private sector organisations and community groups. Includes sharing informal advice and discussions, membership of professional associations and collaborating on projects that are not joint ventures.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
WC 7.8.1 	Master set of minutes, agenda and related papers of formal bodies established for the purpose of liaison between the agency and professional associations, professionals in related fields, other private sector organisations and community groups.	Retain as Territory Archives

Litigation

The activities involved in managing lawsuits or legal proceedings between the agency and other parties in a court or other tribunal. Includes briefs for counsel; copies of documents required by or lodged with a court; consultation with the Attorney-General and other agencies; and records documenting compliance with court instructions, e.g. subpoenas and discovery orders.

[For appeals to decisions of a court or tribunal, use INFORMATION MANAGEMENT - Case Management or COMPENSATION - Appeals (decisions).

For subpoenas and discovery orders, use INFORMATION MANAGEMENT - Enquiries.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
WC 7.9.1 ■■■■■■■■■■■■■■■■■■■■	Records documenting litigation matters where legal precedents are set.	Retain as Territory Archives

Reporting

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, regulation, or legislation, (e.g. Annual Report)). Includes statistics and returns.

Note: Reports resulting from a routine activity, e.g. inspection reports, form part of that activity, i.e. reports resulting from an inspection are part of the inspection and not the activity of Reporting. Reports of these types should be classified as part of the greater activity generating the report.


[For the Annual Report drafting process, use PUBLICATIONS - Drafting.

For submissions of annual reports to the Portfolio Minister, use GOVERNMENT RELATIONS - Compliance.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
WC 7.11.1 ■■■■■■■■■■■■■■■■■■■■	Detailed comprehensive reports that contain major, detailed recommendations or have a significant impact on policies for the agency as a whole.	Retain as Territory Archives

Standards

The process of implementing industry or agency specific benchmarks for services and processes to enhance quality and efficiency of an organisation.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
WC 7.12.1 	Master copies of standards, codes of practice and guidelines relating to workplace safety developed by the agency.	Retain as Territory Archives

YOUTH SERVICES

The function of providing support, development and programs from early intervention to tertiary service provisions, for young people aged between twelve and twenty five. Incorporates services that aim to enhance young people's abilities to make informed decisions, to accept responsibility for their behaviour, and to strengthen their sphere of support. Includes: programs to reduce youth crime and the likelihood of committing further offences through intake assessments, which identify needs; the formulation of case plans, which focus on intervention strategies, which enable young people to participate in the social and economic structure of society; the detention of young people in accordance with a committal court order; and providing opportunities for rehabilitation.

Advice

The activities associated with offering opinions by or to the agency as to an action or judgement. Includes the process of advising.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
023.005.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting advice relating to youth programs and services that supported significant changes to the organisation, policies, procedures or was the subject of significant public interest or political debate. Includes advice provided by consultants and working papers.	Retain as Territory Archives


Agreements

The processes associated with the establishment, maintenance, review and negotiation of agreements.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
023.006.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting negotiations and the establishment of agreements with government bodies or private organisations that are significant to the Territory or with implications for major liabilities or obligations on the Territory. Includes final versions of the agreements.	Retain as Territory Archives

The activities involved in the process of appeals against decisions by application to a higher authority.

Audit

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
023.013.001 	Records documenting the planning and conduct of internal and external audits relating to the provision of youth services that cause significant changes to policies, procedures or involved significant public interest or political debate. Includes audits conducted by the Privacy Commissioner or the ACT Auditor General's Office. Also includes: <ul style="list-style-type: none"> • liaison with the auditing body; • minutes of meetings; • notes taken at opening and exit interviews; • draft reports; • final reports; • comments. 	Retain as Territory Archives

Committees

The activities associated with the managing of committees and task forces. Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes of meetings, reports, agenda etc.

[For audit committees, use STRATEGIC MANAGEMENT - Committees.]

For the establishment of advisory councils or governing boards with decision making responsibility for agency policy and/or planning, use STRATEGIC MANAGEMENT - Committees.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
023.020.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting high-level corporate committees with overall responsibility for making major decisions in the area of youth services, including committees for reviewing deaths and other major incidents. Includes: <ul style="list-style-type: none">• documents establishing the committee;• final versions of minutes;• reports;• recommendations;• supporting documents such as briefing and discussion papers.	Retain as Territory Archives

Control

The activities associated with creating, maintaining and evaluating control mechanisms. Includes classification, indexing, registration, forms design, etc. to ensure maximum control over records and recordkeeping systems. Also includes control mechanisms for other information resources and systems.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
023.026.001 ■■■■■■■■■■■■■■■■■■■■	Registers relating to the provision of youth programs and services, including youth justice (e.g. Register of young detainees, Register of searches and uses of force, Register of segregation directions, Therapeutic protection register, Children and young people deaths register, Youth Justice Victims Register.)	Retain as Territory Archives
023.026.002 ■■■■■■■■■■■■■■■■■■■■	Senior Manager's Journals recording the Senior Manager's activities.	Retain as Territory Archives
023.026.003 ■■■■■■■■■■■■■■■■■■■■	Register recording the receipt, storage and dispatch of Officers Contemporaneous Notebooks.	Retain as Territory Archives
023.026.004 ■■■■■■■■■■■■■■■■■■■■	Officer duty logs.	Retain as Territory Archives
023.026.005 ■■■■■■■■■■■■■■■■■■■■	Registers recording information of arrival, departure and transfer of residents.	Retain as Territory Archives

Evaluation

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 systems analysis and ongoing monitoring.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
023.042.001 ■■■■■■■■■■■■■■■■■■■■	Final versions of reports on the evaluation of facilities, accommodation, providers, potential or existing services and systems.	Retain as Territory Archives

The activities associated with liaising with bodies carrying out inquiries and participating in them. Inquiries are investigations carried out by people or bodies who have been empowered to inquire and report on a subject, such as Royal Commissions, Judicial Commissions, Boards of Inquiry, Legislative Assembly and Ombudsman's inquiries. Includes the agency's participation in the inquiry by providing evidence in the form of records, submissions or staff.

Planning

The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.

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The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making, as the basis from which the agency's operating procedures are determined.

Public reaction

The process of handling public reaction to an agency's policies or services. Includes anonymous letters, letters of complaint and letters of congratulations or appreciation received from the public.

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Reporting

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, regulation, or legislation, e.g. Annual Report). Includes statistics and returns.

Note: Reports resulting from a routine activity, e.g. inspection reports, form part of that activity, i.e. reports resulting from an inspection are part of the inspection and not the activity of Reporting. Reports of these types should be classified as part of the greater activity generating the report.

[For the Annual Report drafting process, use PUBLICATIONS - Drafting.

For submissions of annual reports to the Portfolio Minister, use GOVERNMENT RELATIONS - Compliance.]


<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
023.088.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting the development of formal internal reports and reports made to external agencies or oversight organisations (e.g. the Ombudsman, Office of the Community Advocate (OCA) or Official Visitor), including final versions, supporting the provision of youth programs and services, including youth justice. Includes working papers.	Retain as Territory Archives

The activities involved in preparing responses to questions raised in the Legislative Assembly by Members of Legislative Assembly on behalf of their constituents. Also includes community-based representations and representations directed to the Minister seeking a formal response.


For the collection of statistics and weekly reports on representations, use YOUTH SERVICES - Reporting.]

Reviewing

The activities involved in re-evaluating or re-examining products, processes, procedures, standards and systems. Includes recommendations and advice resulting from these activities.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
023.093.001 	Records documenting reviews of youth programs and services processes, policy, procedures, standards and systems that result in major changes to those processes, etc., including final versions of reports and working papers.	Retain as Territory Archives

The preparation and submission of a formal statement (e.g. report, statistics, etc) supporting a case or opinion held by the agency which is submitted to another agency, or within the agency, for the purpose of either gain or support.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
023.102.001 	Records documenting the development of submissions (other than Cabinet submissions) made to the Chief Minister, Minister, government bodies or community organisations relating to the provision of youth programs and services, including youth justice, that were controversial with far reaching social, economic or national implications or were the subject of significant public or political interest or debate. Includes working papers.	Retain as Territory Archives

The activities involved in receiving and assessing tenders, of making offers and finalising contract arrangements for the supply, sale or purchase of goods and services.

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