

Australian Capital Territory

Territory Records Office

Whole of Government Records Disposal Schedules

Guide to Disposal Classes Retain as Territory Archives

Table of Contents

ACCOMMODATION SUPPORT SERVICES	5
ACT COURT OF APPEAL RECORDS	8
ACT DIRECTOR OF PUBLIC PROSECUTIONS	9
ACT GOVERNMENT SOLICITOR LEGAL SERVICES	
ACT TRIBUNALS RECORDS	
ADOPTION RECORDS	
APPEALS IN THE SUPREME COURT FROM MAGISTRATES COURT RECOR	RDS
APPEALS IN THE SUPREME COURT FROM THE TRIBUNALS RECORDS	18
ARTS & CULTURAL DEVELOPMENT	
ASSEMBLY COMMITTEES	
ASSEMBLY MEMBERS	
ATHLETE DEVELOPMENT	
AUDIT SERVICES.	
BUILDING SERVICES CONTROL	
BUSINESS AND INDUSTRY DEVELOPMENT	
BUSINESS DEVELOPMENT	
CEMETERIES AND CREMATORIA MANAGEMENT	
CHAMBER PROCEEDINGS	
CHILDREN CARE & PROTECTION PROGRAMS	46
CHILDREN'S COURT RECORDS	
CHILDREN'S PROGRAMS	
CIVIL RECORDS	
COMMUNITY ACCESS SERVICES	
COMMUNITY CONCESSION SERVICES	
COMMUNITY DEVELOPMENT	
COMMUNITY RELATIONS	
COMPENSATION	
CORONIAL RECORDS	
CORPORATE GOVERNANCE	
CORRECTIONS SECURITY	
CRIMINAL RECORDS	
DANGEROUS SUBSTANCES REGULATION	
DEVELOPMENT APPROVAL AND ASSET ACCEPTANCE	
DISASTER RECOVERY (HUMAN SERVICES)	
DISCRIMINATION COMMISSIONER REVIEW	
DISCRIMINATION COMPLAINT MANAGEMENT	
EDUCATION STRATEGY	
EDUCATION STRATEGY EDUCATIONAL AGREEMENTS	93 90
ELECTION & REFERENDUM SERVICES TO OTHER AGENCIES	
ELECTIONS & REFERENDUMS FOR THE ACT LEGISLATIVE ASSEMBLY	
EMERGENCY AWARENESSEMERGENCY AWARENESS	
EMERGENCY AWARENESSEMERGENCY MANAGEMENT	
ENVIRONMENTAL MANAGEMENT	
ENVIRONMENTAL MANAGEMENTEQUIPMENT & STORES	
ESTABLISHMENT	
EXTERNAL EDUCATION RELATIONS (NON-GOVERNMENT)	
1978 1978 N. 1877 1977 1977 1977 1877	1.717

FAIR TRADING	135
FINANCIAL MANAGEMENT	
FLEET MANAGEMENT	
GAMBLING REGULATION	148
GAS REGULATION	
GOVERNANCE	
GOVERNMENT COORDINATION	
GOVERNMENT INSURANCE SERVICES	
GOVERNMENT RELATIONS	
HEALTH PROFESSIONAL SERVICES	
HEALTH TREATMENT AND CARE	
INDUSTRIAL RELATIONS	
INDUSTRY DEVELOPMENT	
INFORMATION & COMMUNICATIONS TECHNOLOGIES	
INFORMATION MANAGEMENT.	
INQUIRIES & COMMISSIONS	
INTER PARLIAMENTARY RELATIONS	
JUSTICE ADMINISTRATION	
JUSTICE OF THE PEACE	
LABOUR REGULATION	
LAND ASSET MANAGEMENT	
LAND DEVELOPMENT	
LAND MANAGEMENT & DEVELOPMENT CONTROLS	
LAND SALES	
LEGAL SERVICES.	
LEGISLATIVE DRAFTING SERVICES	
LEGISLATIVE DRAFTING SERVICES	
LIQUID FUELS REGULATION	
LONG SERVICE LEAVE MANAGEMENT	
MARKET REGULATION	
MATRIMONIAL CAUSES RECORDS	254 257
MILK VENDING.	
NOMINAL INSURER REGULATION	
OFFENDER MANAGEMENT	
OFFICIAL VISITOR	
OMBUDSMAN COMPLAINT MANAGEMENT	
OPERATIONAL TRAINING	
PARKS RESERVES & PUBLIC PLACES	
PARLIAMENTARY EDUCATION	
PARLIAMENTARY PROCEDURE	
PARTY REGISTRATIONPATIENT SERVICES ADMINISTRATION	
PERSONNEL	
POPULATION HEALTH CARE MANAGEMENT AND CONTROL	
PROBATE RECORDS	
PROCUREMENT	
PROPERTY MANAGEMENT	
PUBLIC ACCESS TO LEGISLATION	
PUBLIC ADMINISTRATION	
PUBLIC SERVICE MANAGEMENT	329

PUBLIC TRUSTEE SERVICES	330
PUBLICATION	
REGISTRATION OF BIRTHS, DEATHS AND MARRIAGES	333
REGISTRATION OF DEEDS	
REGISTRATION OF LAND TITLES	337
REGISTRATION OF REGISTRABLE INSTRUMENTS	340
RESEARCH MANAGEMENT	341
ROAD & RAIL MANAGEMENT	344
SCHOOL MANAGEMENT	350
SECURITY CO-ORDINATION	355
SENTENCE ADMINISTRATION	365
SEWERAGE MANAGEMENT	366
SHERIFFS PROCESS RECORDS	376
SPORT & RECREATION SERVICES	377
SPORTING & ENTERTAINMENT EVENTS	378
STADIUM & VENUE MANAGEMENT	383
STORMWATER DRAINAGE	389
STRATEGIC MANAGEMENT	392
STUDENT MANAGEMENT	396
TAB OPERATIONS	402
TEACHER QUALITY	404
TEACHING & LEARNING	409
TECHNOLOGY & TELECOMMUNICATIONS	
TENANCY MANAGEMENT	417
TERRITORY PLAN & STRATEGIC PLANNING POLICY	418
TOURISM EVENTS	425
TOURISM MANAGEMENT	430
TOURISM MARKETING	
TRAFFIC & TRANSPORT	
TRAINING & TERTIARY EDUCATION	
UTILITIES & INFRASTRUCTURE REGULATION	456
UTILITIES ACCESS REGULATION	459
UTILITIES LICENSING	460
VETERINARY SERVICES	
VICTIMS SUPPORT & REDRESS	468
WASTE MANAGEMENT	474
WATER MANAGEMENT	
WORKERS COMPENSATION REGULATION	
WORKPLACE AND SAFETY POLICY	
WORKPLACE SAFETY REGULATION	497
YOUTH SERVICES	501
INDEX	510

ACCOMMODATION SUPPORT SERVICES

The function of providing services to the community and community groups to facilitate access to government and non-government residential accommodation and related support services. Accommodation includes the allocation of public and private rental houses, flats, boarding houses, group homes, hostels, in-home accommodation, and supported transitional accommodation such as emergency or crisis accommodation.

Includes administering funding to community housing organisations, accommodation providers, accommodation support and advisory services, developing legislative and policy frameworks, programs and procedures, and providing strategic advice. Also includes researching accommodation needs, preparing submissions, providing respite services, liaison with community groups and private sector organisations, and managing the performance of external service providers.

Appeals (decisions)

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

Entry No.	Description of Records	Disposal Action
DDHCS 1.4.1	Records documenting appeals lodged by an	Retain as Territory
	individual against a public housing decision	Archives
	made by the agency where the outcome	
	resulted in new whole of government policies	
	or procedures.	

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
DDHCS 1.18.1	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

Policy

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

Entry No.	Description of Records	Disposal Action
DDHCS 1.19.1	Records documenting the development and	Retain as Territory
	establishment of the agency's key public	Archives
	housing and accommodation policies.	
	Includes: research papers final policy	
	documents.	

Procedures

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

Entry No.	Description of Records	Disposal Action
DDHCS 1.20.1	Master set of agency manuals, handbooks,	Retain as Territory
	directives, etc.	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.]

Entry No.	Description of Records	Disposal Action
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.

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

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.]

Entry No.	Description of Records	Disposal Action
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

Entry No. Courts 1.1.1	Description of Records All ACT Court of Appeal registers, indexes and card systems including electronic indexes and registers.	Disposal Action 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.

Entry No.	Description of Records	Disposal Action
027.380.001	Records relating to appeals in the ACT Court	Retain as Territory
	of Appeal. Includes:	Archives

- notice of appeal;
- notice of solicitor acting;
- appeal documentation from Magistrates Court;
- appeal book; and
- appeal notice to the Australian Federal Police.

ACT Supreme Court - Appeals

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

Entry No.	Description of Records	Disposal Action
027.381.001	Records relating to appeals conducted in the	Retain as Territory
	ACT Supreme Court. Includes:	Archives

- appeal papers;
- notice of appeal; and
- appeal book.

ACT Supreme Court - Sentencing

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

Entry No.	Description of Records	Disposal Action
027.382.001	Records relating to sentencing in the ACT	Retain as Territory
	Supreme Court. Includes:	Archives

- 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.

ACT Supreme Court - Trials

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

Entry No.	Description of Records	Disposal Action
027.383.001	Records relating to trials in the ACT Supreme	Retain as Territory
	Court. Includes:	Archives

- pre-sentence report;
- committal papers;
- indictment;
- prosecution report;
- Section 90A certificate; and
- notice to discontinue a prosecution.

Bail applications

Applications for bail in the ACT Supreme Court.

Entry No.	Description of Records	Disposal Action
027.384.001	Records relating to applications for bail in the ACT Supreme Court. Include:	Retain as Territory Archives

- bail application; and
- affidavit.

Confiscation of criminal assets (COCA)

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

Entry No.
027.387.001

Description of Records

Records relating to the confiscation of criminal assets. Includes:

- order of Magistrates Court and Supreme Court;
- affidavit in support of application,
- affidavit of service;
- application for exclusion order filed by defendant; and
- affidavit in support of defendant's application.

Disposal Action

Retain as Territory Archives

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.

Entry No.
027.388.001

Description of Records

Records relating to cases where the Director of Public Prosecutions is requested by the Coroner to assist at an inquest. Includes:

Disposal Action

Retain as Territory Archives

- post mortem results;
- life extinct statement;
- identification statement;
- forensic notes;
- crime scene images; and
- expert reports.

High Court of Australia - Appeals

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

Entry No. 027.391.001

Description of Records

Records relating to appeals conducted in the High Court of Australia. Includes:

Disposal Action

Retain as Territory Archives

- notice of appeal;
- notice of appearance;
- application for special leave to appeal;
- application book; and
- appeal book.

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.

Entry No.	Description of Records	Disposal Action
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.

Entry No. G S 1.03.1	Description of Records 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.	Disposal Action 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.

Entry No.	Description of Records	Disposal Action
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.

Entry No.	Description of Records	Disposal Action
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

Entry No. Courts 2.1.1	Description of Records All Tribunal registers, indexes, card systems including electronic indexes and registers.	Disposal Action 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

Entry No. Courts 3.1.1	Description of Records All Supreme Court Adoption registers, indexes and card systems including electronic indexes and registers.	Disposal Action 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).	•

APPEALS IN THE SUPREME COURT FROM MAGISTRATES COURT RECORDS

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

Cases

Entry No.	Description of Records	Disposal Action
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

Entry No.	Description of Records	Disposal Action
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

ARTS & CULTURAL DEVELOPMENT

The function of arranging, promoting or encouraging arts or cultural events and services. For example, visual arts, craft, music, performing arts, literature, cultural activities and services.

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
A & C D 1.3.1	Records documenting the acquisition of goods	Retain as Territory
	and services required to support the arts and	Archives
	cultural development function where there is	
	no tender or contract.	

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
A & C D 1.4.1	Final version of addresses made by the Chief	Retain as Territory
	Minister or portfolio Minister or senior	Archives
	agency officers at major public occasions.	

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
A & C D 1.6.1	Agreements relating to the provenance of items in the collection.	Retain as Territory Archives

Celebrations

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

Entry No. A & C D 1.17.1

Description of Records

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).

Disposal Action

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.]

Entry No. A & C D 1.20.1

Description of Records

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.

Disposal Action

Retain as Territory Archives

Construction

The process of making or building something.

Entry No. A & C D 1.24.1

Description of Records

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.]

Disposal Action

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.

Entry No.	Description of Records	Disposal Action
A & C D 1.25.1	Records documenting contract management relating to conservation activities. Includes: - minutes of meetings with main stakeholders,	Retain as Territory Archives
	performance and evaluation reports.	

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.

Entry No.	Description of Records	Disposal Action
A & C D 1.39.1	•	Retain as Territory
	items, artifacts or property that are of territory	Archives
	significance.	

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.

Entry No.	Description of Records	Disposal Action
A & C D 1.45.1	Records relating to the organisation and staging of events and celebrations of local,	Retain as Territory Archives
	state or national significance or those organised to mark major anniversaries of significant people, structures or events, such as Canberra Day, Australia Day, Significant community festivals.	

Grant Funding

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

Entry No.	Description of Records	Disposal Action
A & C D 1.53.1	Records documenting successful applications	Retain as Territory
	for departmental and territorial grant funding	Archives
	to carry out arts and cultural development	
	activities.	

Maintenance

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

Entry No.	Description of Records	Disposal Action
A & C D 1.74.1	Records documenting repairs made to	Retain as Territory
	properties, facilities and public art of territory	Archives
	significance (see functional scope note) after a	l
	disaster (e.g. fire, floods etc.)	

Museums and Galleries Management

The activities of operating museums and galleries, including development and management of collections, exhibitions, and public programs.

Entry No.	Description of Records	Disposal Action
A & C D 1.81.1	Records documenting the management of	Retain as Territory
	items, artifacts or property that are of long-	Archives
	term value or ongoing benefit to the nation.	

Procedures

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

Entry No.	Description of Records	Disposal Action
A & C D 1.88.1	Master set of manuals, handbooks, directives	Retain as Territory
III	etc detailing conservation procedures.	Archives

Stocktake

The activities associated with the examination, counting and valuing of goods with the view to reassessing the need for replacing those goods and to identify missing items and determine the condition of the existing items.

Entry No.	Description of Records	Disposal Action
A & C D 1.113.1	Records documenting stocktakes of agency's art and cultural collection.	Retain as Territory Archives

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.

Entry No.	Description of Records	Disposal Action
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.

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

Celebrations

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

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

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.

Entry No.	Description of Records	Disposal Action
LAS 1.10.1	Records documenting the proceedings of	Retain as Territory
	inquiries conducted by standing and select	Archives
	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.	

Committee Management

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

Entry No. LAS 1.11.1	Description of Records Records documenting the overall administration and activity of the Assembly committee system (e.g. The Business of Committees for each Assembly).	Disposal Action 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).]

Entry No.	Description of Records	Disposal Action
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.]

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

Members Entitlements

The activities associated with managing Members' entitlements.

Entry No.	Description of Records	Disposal Action
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.

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

Policy

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

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

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.

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

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.

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

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.

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

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
A S 1.2.1	Records documenting the receipt and	Retain as Territory
	provision of final versions of advice to	Archives
	Legislative Assembly committees regarding	
	audits, benchmarking or the audit work	
	program.	

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.

Entry No.	Description of Records	Disposal Action
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.]

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

Policy

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

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

Standards

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

Entry No.	Description of Records	Disposal Action
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.]

Entry No.
L P & B 1.9.2

Description of Records

Meeting papers of the licensing and registration boards such as the Architects Board; Electrical Licensing Board; Plumbers, Drainers and Gasfitters Board; and Surveyors Board.

Disposal Action

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.

Entry No.
L P & B 1.21.1

Description of Records

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.

Disposal Action

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.]

Entry No.	
I C & R 1.1.1	

Description of Records

Records relating to providing the government Retain as Territory and its agencies with independent advice on industry regulation, economic management, pricing and policy issues.

Disposal Action

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.]

Entry No. 177.404.001

Description of Records

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.

[For financial records relating to investment opportunities use FINANCIAL MANAGEMENT - Accounting - Investments.

For submissions use Submissions.

For final agreements use Agreements.

For disposing of property use Disposal – Investments.

For investments where the agency forms a partnership or joint venture use Joint Ventures – Investments.]

Disposal Action

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.

Entry No.	Description of Records	Disposal Action
177.004.001	Final version of addresses made by the Chief	Retain as Territory
	Minister or portfolio Minister or senior	Archives
	agency officers at major public occasions.	

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
177.005.001	Receipt and provision of advice that resulted	Retain as Territory
	in major changes. Includes advice provided	Archives
	by consultants.	

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
177.006.001	Final versions of agreements, including joint	Retain as Territory
	venture agreements, relating to business	Archives
	development ventures.	

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.]

Entry No. 177.020.001

Description of Records

Records of high-level external and internal committees formed to manage or advise on major decisions. Includes final versions of documents:

Disposal Action

Retain as Territory Archives

- establishing the committee;
- terms of reference;
- appointment of members;
- minutes;
- reports;
- recommendations; and
- supporting documents such as briefing and discussion papers.

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. 177.034.001

Description of Records

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.

[For financial records relating to investment opportunities use FINANCIAL MANAGEMENT - Accounting - Investments.

For submissions use Submissions.

For final agreements use Agreements.

For disposing of property use Disposal – Investments.

For investments where the agency forms a partnership or joint venture use Joint Ventures – Investments.]

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.

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

Disposal Action

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
177.079.001	Final version of plans for major policy and/or	Retain as Territory
	projects.	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.]

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

Entry No.	Description of Records	Disposal Action
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.]

Entry No.	Description of Records	Disposal Action
177.102.001	Development of submissions (other than Cabinet submissions) relating to significant issues.	Retain as Territory Archives
177.102.002	Working papers documenting the development of Cabinet submissions.	Retain as Territory Archives

CEMETERIES AND CREMATORIA MANAGEMENT

The function of effectively and efficiently managing public cemeteries and crematoria for which the Board has been appointed by the Minister.

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 - 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
C & C M 1.1.1	Documents pertaining the use of land for	Retain as Territory
	cemetery purposes.	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
C & C M 1.2.1	Final version of agreements and memoranda	Retain as Territory
	of understanding made to support the	Archives
	function.	

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.

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

Authorisation

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

Entry No.	Description of Records	Disposal Action
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.]

Entry No. C & C M 1.5.1

Description of Records

Disposal Action

Working papers documenting the conduct and Retain as Territory administration of committees which consider Archives matters relating to the function e.g. Records of meetings of the ACT Public Cemeteries

Board. Includes:

- agenda;
- notices of meetings; and
- draft minutes.

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.

Entry No. C & C M 1.7.1

Description of Records

Disposal Action

Master control records for agency register systems (both paper and electronic). Includes Archives registers, indexes and mapping systems giving details of burial location, date, and other details as required.

Retain as Territory

Fees and Charges Determination

The activities associated with determining fees and charges.

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

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.

Entry No.	Description of Records	Disposal Action
C & C M 1.11.1	Records of contracts and agreements of joint	Retain as Territory
	ventures.	Archives

Memorials

Activities associated with the design of monuments to preserve the memory of a person or event through the design of memorials and monuments. Can include clocks.

Entry No.	Description of Records	Disposal Action
C & C M 1.14.1	Permits and certificates and plaque applications including computer records and indexes.	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.

Entry No.	Description of Records	Disposal Action
C & C M 1.16.1	Final versions of ACT Government policy	Retain as Territory
	regarding cemeteries and crematoria.	Archives

Regulation and Monitoring

Activities that check, observe, or record the operation of equipment, infrastructure, services or systems.

Entry No.	Description of Records	Disposal Action
C & C M 1.18.1	Records documenting the results of visitation surveys.	Retain as Territory Archives
C & C M 1.18.2	Applications for burial outside a cemetery.	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.]

Entry No.	Description of Records	Disposal Action
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.

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

CHAMBER PROCEEDINGS

The function of providing services to support and record the proceedings of the sittings of the Legislative Assembly. Includes programming, producing the Notice Paper and Minutes of Proceedings, processing and recording petitions, tabling of documents, provision of relevant research, statistics, processing questions on notice and arrangements for the first sitting of each Assembly.

Assembly & Committee Transcripts

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

Entry No.	Description of Records	Disposal Action
LAS 3.4.1	Records documenting policies concerning the circulation of transcripts.	Retain as Territory Archives
LAS 3.4.2	Final edited version of transcripts of Assembly	Retain as Territory Archives

Assembly Meetings

The activities associated with arranging and supporting the meetings of the Assembly.

Entry No.	Description of Records	Disposal Action
LAS 3.5.1	Records documenting the proceedings of the	Retain as Territory
	Assembly and covers: Condolences, Minutes	Archives
	of Proceedings, Notice Paper, Petitions,	
	Questions on Notice, Resolutions, Standing	
	Orders, and Tabled documents.	

Broadcasting of Proceedings

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

Entry No.	Description of Records	Disposal Action
LAS 3.6.1	Records documenting approved guidelines for	•
	broadcasting of the proceedings of the	Archives
	Assembly and its committees	

Ceremonies

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

Description of Records	Disposal Action
1	Retain as Territory Archives
	Programs, invitations, guest lists and

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.]

Entry No. 022.005.001

Description of Records

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.

Disposal Action

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

022.006.001

Final versions of significant agreements with Retain as Territory government bodies or private organisations with implications for major liabilities or obligations., including records documenting negotiations, establishment, maintenance and review of significant agreements.

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.

Entry No. 022.013.001

Description of Records

Disposal Action

Records documenting the planning and conduct of internal and external audits relating to the provision of care and protection programs and 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:

- liaison with the auditing body;
- minutes of meetings;
- notes taken at opening and exit interviews;
- draft reports;
- final reports;
- comments.

Authorisation

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

Entry No. 022.014.001

Description of Records

Delegations of power to agency staff to authorise administrative actions relating to care and protection programs and services, including adoption and permanent care programs.

[For registers of officers delegated to authorise administrative actions, use CHILD PROTECTION AND CARE PROGRAMS -Control.]

Disposal Action

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.

Entry No.
022.016.001

Description of Records

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.

022.016.002 Records relating to arrangements for children Retain as Territory who are in need of support due to physical, emotional or sexual abuse or due to neglect. Includes records documenting:

Archives

Disposal Action

Archives

Retain as Territory

- 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

arrangements.

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.]

Entry No.	Description of Records	Disposal Action
022.020.001	External committees formed to manage or	Retain as Territory
	advise. Includes finals of documents:	Archives

- establishing the committee;
- terms of reference;
- appointment of members;
- minutes;
- reports;
- recommendations;
- supporting documents such as briefing papers and discussion papers.

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.

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

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.

Entry No. 022.026.001

Description of Records

Registers relating to care and protection programs and services, including adoptions and permanent care. Also includes registers which record the name, date of birth, address and/or other related client details and any other information required by legislation.

Registers include:

- Adoption Registers;
- Adoptive Parents Register;
- Alcohol and Drugs;
- Alternative Care Provider;
- Birth defects register;
- Care Services Provider;
- Child Sex Offenders Register;
- Children at Risk;
- Foster Care:
- Indigenous Peoples;
- Intakes Register;
- Sudden Infant Deaths Syndrome (SIDS) register.

Planning

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

Entry No. 022.079.001

Description of Records

Final versions of agency or territory wide Retain as management plans relating to the provision of Archives children care and protection programs and services, including adoptions and permanent care.

Disposal Action

Disposal Action

Retain as Territory

Policy

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

Entry No. 022.080.001

Description of Records

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:

- policy proposals;
- comments;
- research papers;
- results of consultations;
- supporting reports;
- major drafts;
- working papers.

Disposal Action

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.

Entry No. 022.084.001

Description of Records

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).

[For suggestions received from the public, use COMMUNITY RELATIONS - Suggestions.]

Disposal Action

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. 022.088.001

Description of Records

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.

Disposal Action

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.]

Entry No. 022.089.001

Description of Records

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:

- copies of letters received;
- draft responses;
- minutes providing background details for the Minister;
- requests from the Minister's office for changes;
- final responses.

Disposal Action

Disposal Action

Archives

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.

Entry No. 022.093.001

Description of Records

Records documenting reviews of children care Retain as Territory 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.

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.]

Entry No. 022.102.001

Description of Records

Records documenting the development of submissions (other than Cabinet submissions) Archives made to the Chief Minister, Minister, government bodies or community organisations relating to the provision of care and protection programs and services, including adoptions and permanent care, 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.

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.

Entry No. 022.104.001

Description of Records

Final versions of signed contracts with government bodies or private organisations that:

Disposal Action

Disposal Action

Retain as Territory

- 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.

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.

Entry No. Courts 6.1.1	Description of Records All Children's Court registers, indexes and card systems including electronic indexes and registers.	Disposal Action 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

CHILDREN'S PROGRAMS

The function of providing support, development and activities, from early intervention to tertiary service provisions, for children aged 0-12. This also encompasses the provision of childcare services in the ACT (includes licensing proprietors to provide childcare services and family day care schemes and professional advice on the planning and establishment of new services, including on services available in the community. This also includes providing funding for occasional care services, children with disabilities and training programs).

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
125.005.001	Receipt of advice that resulted in major	Retain as Territory
	changes to the organisation or management.	Archives
	Includes advice provided by consultants	

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
125.006.001	Final version of significant agreements with government bodies or private organisations with implications for major liabilities or obligations.	Retain as Territory Archives
125.006.002	Negotiations, establishment, maintenance and review of significant agreements.	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.

Entry No.	Description of Records	Disposal Action
125.016.001	Case files and records on children's programs.	Retain as Territory
		Archives
	[Use this activity descriptor when there is a	
	need to keep records relating to a number of	

activities together on one file].

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.]

Entry No.	Description of Records	Disposal Action
125.020.001	External committees formed to mange or	Retain as Territory
	advise. Includes finals of documents:	Archives

- establishing the committee
- terms of reference
- appointment of members
- minutes
- reports
- recommendations
- supporting documents such as briefing papers and discussion papers.

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
125.079.001	Final version of agency wide children's	Retain as Territory
	programs management plans	Archives

Policy

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

Entry No.	Description of Records	Disposal Action
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.

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

Registration

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

Entry No.	Description of Records	Disposal Action
125.155.001	Registers recording information relevant to	Retain as Territory
	the function.	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.]

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

Disposal Action

Archives

Retain as Territory

Entry No. 125.089.001

Description of Records

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:

- copies of letters received
- draft responses
- minutes providing background details for the Minister
- requests from the Minister's office for changes
- final response.

Reviewing

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

Entry No.	Description of Records	Disposal Action
125.093.001	Final report of review of agency programs	Retain as Territory
	and operations.	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.]

Entry No.	Description of Records	Disposal Action
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.

Entry No.	Description of Records	Disposal Action
Courts 7.1.1	All Supreme Court Civil registers, indexes and card systems including electronic indexes and registers.	Retain as Territory Archives
Courts 7.1.10	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	Bench Sheets for Domestic Violence and Restraining Order matters in the Magistrates Court.	Retain as Territory Archives
Courts 7.1.12	Bench sheets for Small Claim Summons matters.	Retain as Territory Archives
Courts 7.1.2	Bench Sheets for Civil matters in the Supreme Court.	Retain as Territory Archives
Courts 7.1.3	Civil Case Files in the Supreme Court (file prefix SC).	Retain as Territory Archives
Courts 7.1.4	Bankrupt Persons Case Files in the Supreme Court (Bailiff)(file prefix BA).	Retain as Territory Archives
Courts 7.1.5	Victims Compensation Case Files in the Supreme Court(file prefix CIC).	Retain as Territory Archives
Courts 7.1.6	Records of Civil Proceedings (Transcripts) in the Supreme Court.	Retain as Territory Archives
Courts 7.1.7	All Magistrates Court Civil registers, indexes and card systems including electronic indexes and registers.	-

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.

Entry No.	Description of Records	Disposal Action
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

COMMUNITY ACCESS SERVICES

The function of providing services that are designed to develop learning and life skills, and provide recreational and leisure pursuits for people in the community who have a range of developmental delays including physical, intellectual, communication and other functional difficulties.

Includes establishing agreements, developing programs, policy and procedures, administering funding to external service providers and managing joint ventures with public and private sector organisations. Also includes centre-based respite services, providing formal reports and preparing submissions

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.

Entry No.			
DDHCS 2.11.1			

Description of Records

Records documenting important joint venture Retain as Territory agreements between the agency and government or non-government organisations. Includes final signed version of agreement and working papers in support of the establishment, negotiation and management of joint ventures.

Disposal Action

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.
DDHCS 2.14.1

Description of Records

Final version of plans that support key
government initiatives and impact on cross-
portfolio administration and/or have far
reaching social and economic implications.

Disposal Action

Retain as Territory Archives

Procedures

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

Entry No.	Description of Records	Disposal Action
DDHCS 2.16.1	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.]

Entry No.	Description of Records	Disposal Action
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.

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

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

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.]

Entry No.	Description of Records	Disposal Action
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	Retain as Territory
	Minister or portfolio Minister or senior	Archives
	agency officers at major public occasions,	
	(e.g. launch of Social Plan).	

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.

Entry No.	Description of Records	Disposal Action
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.]

Entry No.	Description of Records	Disposal Action
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	Retain as Territory Archives
	Reports Recommendations Supporting documents such as briefing papers and discussion papers	

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
C D 1.11.1	Final version of plans that support key government initiatives and impact on crossportfolio administration and/or have far reaching social and economic implications.	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.

Entry No.	Description of Records	Disposal Action
C D 1.12.1	Records documenting the development and	Retain as Territory
	establishment of community development	Archives
	policies. Includes: policy proposals	

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 D 1.13.1	Final version of internal formal reports made	Retain as Territory
	to external agencies relating to the	Archives
	Community Development function.	

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.

Entry No.	Description of Records	Disposal Action
C D 1.15.1	Records documenting detailed research	Retain as Territory
	carried out to support community	Archives
	development. Includes research and	
	consultations done to assist in the creation of	
	the Social Plan.	

Reviewing

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

Entry No.	Description of Records	Disposal Action
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.

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

Celebrations

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

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

Ceremonies

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

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

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.]

Entry No. 001.020.001

Description of Records

Records of external high level intergovernment (both State/Territory and overseas) or inter-agency committees where the agency provides the Secretariat, is the Territory's main representative, or plays a significant role. Includes:

Disposal Action

Retain as Territory Archives

- documents establishing the committee;
- agendas;
- minutes;
- reports;
- recommendations;
- supporting documents such as briefing and discussion papers.

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.

Entry No.
001.037.001

Description of Records

Records documenting donations of money and items, artefacts or property that are of long-term value or ongoing benefit to the Territory or the nation.

Disposal Action

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.

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

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).

Entry No.	Description of Records	Disposal Action
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:	Retain as Territory Archives

- Australia Day;
- significant community festivals;
- significant receptions.

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).]

Entry No.	Description of Records	Disposal Action
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.

Entry No. 001.080.001

Description of Records

Disposal Action

Records documenting the development and Retain as Territory establishment of government wide community Archives relations policies. Includes:

- policy proposals;
- research papers;
- results of consultations;
- supporting reports;
- major drafts;
- final policy documents.

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.

12-183/002.016.001

Description of Records

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:

- copies of claims
- expert reports
- correspondence.

Disposal Action

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.

Entry No.

12-183/002.019.001

Description of Records

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:

- copies of claims
- expert reports
- correspondence.

Disposal Action

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.

Entry No.	Description of Records	Disposal Action
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.

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

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
181.005.001	Receipt and provision of advice that resulted	Retain as Territory
	in major changes. Includes advice provided	Archives
	by consultants.	

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.

Entry No.

Description of Records

Disposal Action

181.013.001

Final report of an external audit (e.g. conducted by Retain as Territory an external authority such as the ACT Auditor Archives General's Office) where:

- the audit report is qualified by the auditor; or
- there are major or significant changes to practices.

Boards

The activities associated with managing Boards. Includes the Board's establishment, constitution, management of membership, terms of reference, composition, appointments, including casual vacancy appointments, re-appointments, retirement and resignation processes, proceedings, minutes of meetings, reports, agendas etc.. Does not include remuneration of Board members, or Professional Insurance. Use Members' Remuneration and Professional Insurance.

Entry No. 181.235.001

Description of Records

Disposal Action

Records of Boards formed to manage or advise on major decisions. Includes final versions of documents:

- Constitution;
- Establishing the Board;
- Terms of Reference;
- Appointment of members;
- Composition of the Board;
- Casual vacancy appointment;
- Re-appointments;
- Retirement; and
- Resignation;
- Minutes;
- Reports;
- Recommendations; and
- Supporting documents such as briefing and discussion papers.

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.]

Entry No. 181.020.001

Description of Records

Records of high-level external and internal committees formed to manage or advise on major decisions. Includes final versions of documents:

Disposal Action

Retain as Territory Archives

- establishing the committee;
- terms of reference;
- appointment of members;
- minutes;
- reports;
- recommendations; and
- supporting documents such as briefing and discussion papers.

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.

Entry No.
181.021.001

Description of Records

Records relating to the maintenance of registers required to meet compliance of specific legislative obligations.

Disposal Action

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.

Entry No.	Description of Records	Disposal Action
181.062.001	Records relating to the establishment,	Retain as Territory
	negotiation, review and management of joint	Archives
	venture agreements setting precedent or of	
	major significance.	

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
181.079.001	Final version of plans for major planning,	Retain as Territory
	policy and/or project initiatives.	Archives

Policy

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

Entry No.	Description of Records	Disposal Action
181.080.001	Final versions of policies.	Retain as Territory
		Archives

Procedures

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

Entry No.	Description of Records	Disposal Action
181.082.001	Master set of agency 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.]

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

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

Entry No.	Description of Records	Disposal Action
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.

Entry No.	Description of Records	Disposal Action
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.	•
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.

Entry No. Courts 9.1.1	Description of Records All Supreme Court criminal registers, indexes and card systems including electronic indexes and registers.	
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.]

Entry No.	Description of Records	Disposal Action
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	Retain as Territory Archives
	and other agreements with external organisations allowing access to data records.	

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.

Entry No.	Description of Records	Disposal Action
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.

Entry No.	Description of Records	Disposal Action
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.

Entry No.	Description of Records	Disposal Action
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.]

Entry No.	Description of Records	Disposal Action
WC 1.8.1	Litigation matters where legal precedents are	Retain as Territory
	set.	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.]

Entry No.	Description of Records	Disposal Action
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.

Entry No.	Description of Records	Disposal Action
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.]

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

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
DAAA 1.2.1	Final versions of agreements relating to	Retain as Territory
	developments and assets of significance to the	Archives
	Territory, e.g. major town centres.	

Appeals (decisions)

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

Entry No.Description of Records

Disposal Action

Appeals relating to developments and assets of significance to the Territory, e.g. major

Archives

town centres.

Approvals

The activities involved in giving or obtaining approval.

Entry No.Description of Records

Disposal Action

Activities involved in approving infrastructure Retain as Territory works and other development works relating Archives to significant Territory assets and

developments of significance to the Territory, e.g. major town centres, roads. Includes issuing of certificates of operational and final acceptances approving 'gifted' assets for acceptance on behalf of the Territory.

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.

Entry No.	Description of Records	Disposal Action
DAAA 1.11.1	Appeals against development decisions.	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.

Entry No.Description of RecordsDisposal ActionDAAA 1.17.1Final versions of policies.Retain as TerritoryArchives

Procedures

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

Entry No.	Description of Records	Disposal Action
DAAA 1.18.1	Master set of agency manuals, handbooks	Retain as Territory
	etc., detailing procedures.	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.]

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

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.

Entry No.

Description of Records

Disposal Action

Major incidents - All records concerning Retain as Territory debriefings following major incidents initiated Archives by, or requiring major involvement of the organisation.

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.]

Entry No.
HR 3.1.1

Description of Records

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.

Disposal Action

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.

Entry No. H R 1.1.1

Description of Records

Complaints where formal notification has Retain as Territory been made under the ACT Discrimination Act Archives 1991 and the complaint is deemed significant or controversial and has far-reaching implications for either the functions of the

Disposal Action

ACT Human Rights Office, the Government as a whole or the development of discrimination legislation.

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.]

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

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.

Entry No.	Description of Records	Disposal Action
168.013.001	1	Retain as Territory
	(e.g. conducted by an external authority such	Archives
	as the ACT Auditor General's Office) where:	

- the audit report is qualified by the auditor; or
- there are major or significant changes to practices.

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.]

Entry No.	Description of Records	Disposal Action
168.020.001	Records of high-level external and internal	Retain as Territory
	committees formed to manage or advise on	Archives
	major decisions. Includes:	

- final versions of documents
- establishing the committee
- terms of reference
- appointment of members
- minutes
- reports
- recommendations
- - supporting documents such as briefing and discussion papers.

Curriculum Development

The process of developing and approving curricula.

Entry No.	Description of Records	Disposal Action
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
	response.	

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.

Entry No.	Description of Records	Disposal Action
168.042.001	External and internal reports evaluating	Retain as Territory
	potential or existing services and systems.	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
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.

Entry No.	Description of Records	Disposal Action
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.]

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

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

Reviewing

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

Entry No.	Description of Records	Disposal Action
168.093.001	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.]

Entry No. 168.102.001

Description of Records

Submissions (other than Cabinet submissions) Retain as Territory 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.

[For Cabinet submissions regarding controversial issues, use GOVERNMENT RELATIONS - Submissions. 1

168.102.002 Working papers documenting the development of submissions (other than Cabinet submissions) relating to significant issues.

Retain as Territory Archives

Disposal Action

Archives

[For working papers developing Cabinet submissions relating to significant issues, use GOVERNMENT RELATIONS - Submissions.]

168.102.003 Development of submissions (other than Cabinet submissions) made to other nongovernment organisations, bodies, groups, etc. relating to issues of significance to the

Territory.

Retain as Territory

Archives

97

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.

Entry No. 062.062.001

Description of Records

Records relating to the management/maintenance of major academic joint ventures. Includes final signed versions of agreements, contracts or formal

undertakings.

Disposal ActionRetain 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.

Entry No. 067.245.001

Description of Records

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.

Disposal Action

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.]

Entry No. 048.006.001

Description of Records

Disposal Action Final versions of all agreements, including the Retain as Territory Archives

Joint Roll Agreement and agreements with other agencies to provide data used for the maintenance of the electoral roll.

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.

Entry No. 048.020.001

Description of Records

Records documenting high level external or internal committees, working groups or reference groups formed to manage or advise where the agency provides Secretariat, is the Territory's main representative or plays a significant role relating to planning and conducting ACT Legislative Assembly elections or referendums (e.g. records relating to the Electoral Council of Australia and New Zealand). Includes:

- Establishing the committee;
- Terms of reference:
- Appointment of members;
- Agenda papers;
- Minutes;
- Recommendations;
- Supporting documents such as briefing and discussion papers.

Disclosure

The activity of processing, publishing and auditing financial disclosure returns submitted by political entities to account for election funding, expenditure and the electoral expenditure cap.

Entry No. 048.417.001

Description of Records

Records documenting the receipt and processing of annual election and gift returns required to be submitted by political entities under the Electoral Act. Also includes the outcomes of formal audits conducted of disclosure returns on behalf of Elections ACT and determining the electoral expenditure cap.

Disposal Action

Disposal Action

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.

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

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.

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

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.

Entry No.	Description of Records	Disposal Action
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.

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

Nominations

The activity of accepting, assessing and declaring or rejecting candidate nominations for ACT Legislative Assembly elections.

Entry No.	Description of Records	Disposal Action
048.141.001	Records documenting the nominations of candidates for ACT Legislative Assembly	Retain as Territory Archives
	elections.	

Policy

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

Entry No.	Description of Records	Disposal Action
048.080.001	Final versions of policies supporting this	Retain as Territory
	function including legal advice.	Archives

Public Funding

The activity of providing election funding to registered political parties and candidates in an election and the payment of administrative expenditure funding to parties and non-party MLAs.

048.414.001 Records relating to the calculation and payment of election and administrative expenditure funding to eligible entities. Includes copies of notifiable instruments.	rritory

Redistributions

The activity of redistributing electoral boundaries to ensure equal representation of each electorate in the ACT Legislative Assembly. Includes consideration of factors relevant to the proposed redistribution, notification of the proposal to conduct a redistribution, assessment of suggestions and comments, investigation of objections and reporting of results.

Entry No.	Description of Records	Disposal Action
048.413.001	Records documenting the redistribution of	Retain as Territory
	electoral boundaries. Includes final versions of maps and copies of notifiable instruments.	Archives

Registration

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

Entry No. 048.155.001

Description of Records

Disposal Action

Records documenting the registration of, and Retain as Territory any particulars registered or altered in relation Archives to, a political party. Includes:

- Applications;
- Decisions;
- Amendments:
- Cancellations:
- Notifications;
- Party constitutions;
- Objections.

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.

Entry No. 048.143.001

Description of Records

Disposal Action

Records documenting the final distribution of Retain as Territory preferences and declaration of results, in print Archives or electronic format.

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.

Entry No.
12-184/088.013.001

Description of Records

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.

Disposal Action

Retain as Territory Archives

Committees

TT 4 3.7

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.]

Entry No. 12-184/088.020.001

Description of Records

Records documenting high-level corporate committees with overall responsibility for making major decisions in the area of emergency awareness. Includes:

Disposal Action

- documents establishing the committee;
- final versions of minutes;
- reports
- recommendations;
- supporting documents such as briefing papers and discussion papers.

Community Education

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

Entry No. 12-184/088.127.001

Description of Records

Representative sample of material supporting Retain as Territory the community education programs, campaigns and events, and considered to be exceptional in terms of display or exhibition value.

Disposal Action

Archives

Policy

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

Entry No.
12-184/088.080.001

Description of Records

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.

Disposal Action

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.

Entry No.
12-184/088.091.001

Description of Records

Disposal Action Records documenting research that results in Retain as Territory major changes to community safety programs, Archives training or the design of the built environment. Records could include surveys, interviews, observations, 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.

Entry No.

12-184/088.093.001

Description of Records

Records relating to reviewing Emergency Awareness processes, policy, procedures, standards and systems that result in major changes to those processes, etc.

Disposal Action

EMERGENCY MANAGEMENT

The function of managing emergency services including Fire Brigade, Ambulance Service, State Emergency Service (SES) and Rural Fire Service (RFS). Includes provision of refreshments and resources at incident, provision of counselling to victims of emergencies, reviewing performance at incidents and incident reporting. Includes the notification of an incident, and mobilising and demobilising resources, particularly as it relates to replenishment, refurbishment, and repair of equipment.

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.

Entry No.
12-185/089.013.001

Description of Records

Final audit report relating to operational audits of the Emergency Management function that result in substantial changes to policy or have a significant impact on operations.

Disposal Action

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.

Entry No.
12-185/089.194.001

Description of Records

Investigation records into major emergencies where there has been a fatality, major loss to property or serious injury. Records could include statements, reports, photographs, transcripts, video and voice recordings, diagrams, survey data.

Disposal Action

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.]

Entry No. 12-185/089.020.001

Description of Records

Disposal Action

Records of the Bush Fire Council. Includes:

Retain as Territory Archives

- appointment of members
- final versions of minutes
- reports
- recommendations
- supporting documents such as briefing papers and discussion papers.

12-185/089.020.002

Records of external high level intergovernment (both State/Territory and overseas) or inter-agency committees where the agency provides the Secretariat, is the Territory's main representative, or plays a significant role. Includes:

Retain as Territory Archives

- documents establishing the committee
- agendas
- minutes
- reports
- recommendations
- supporting documents such as briefing and discussion papers.

Debriefing

The activity of conducting post-incident discussions.

Entry No. 12-185/089.242.001

Description of Records

Disposal Action

Major incidents - All records concerning Retain as Territory debriefings following major incidents initiated Archives

by, or requiring major involvement of the

organisation.

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.

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

Emergency Declarations

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

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

Entry No.	Description of Records	Disposal Action
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

Information Resources

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.

Entry No.	Description of Records	Disposal Action
12-185/089.315.001	Aerial photographs used to make assessments	Retain as Territory
	on hazard and risk assessment zoning.	Archives

Policy

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

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

Procedures

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

Entry No.	Description of Records	Disposal Action
12-185/089.082.001	Master copies of procedures, manuals, codes	Retain as Territory
	of practice or instructions in regards to the	Archives
	Emergency Management function.	

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
12-185/089.088.001	Master copies of post incident analyses - published and made available to external	Retain as Territory Archives
	organisations.	

Reviewing

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

Entry No.	Description of Records	Disposal Action
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

ENVIRONMENTAL MANAGEMENT

The function of developing policy and planning for managing procedures or practices designed to minimise damage to the environment, both natural and built, from any human activity. Includes managing, conserving and planning of air, soil and water qualities and environmentally sensitive areas. Includes the development of environment management plans and activities to preserve and protect the natural and built environments. Also includes activities to protect existing landforms, bushland, plant and animal communities, urban amenity, and natural and cultural heritage.

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
113.005.001	Advice relating to the Environmental	Retain as Territory
	Management function provided by the	Archives
	Territory with long term environmental, so	ocial
	and economic consequences. For example	,
	advising the Australian Greenhouse Office	2,

advice on land data and mapping.

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
113.006.001	Final version of property management agreements between property lessees and the agency responsible for wildlife monitoring. Includes:	Retain as Territory Archives
	 Environment Protection Agreements; 	

Property Management Agreements.

Animal Welfare

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

Entry No.	Description of Records	Disposal Action
113.270.001	Records documenting the management of exotic pest species.	Retain as Territory Archives
113.270.002	Records documenting the management of threatened species.	Retain as Territory Archives

Appeals (decisions)

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

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

Authorisation

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

Entry No.	Description of Records	Disposal Action
113.014.001	Delegations of power to agency staff to authorise administrative action relating to the Environmental Management function.	Retain as Territory Archives
113.014.002	Final versions of approved environmental authorisations to undertake Class 'A' or Class 'B' activities described in environment protection legislation, with long term environmental, social or economic consequences. Activities include:	Retain as Territory Archives

- Fire wood merchants;
- Logging operations;
- Motor sport activities, (e.g. Summernats, etc);
- New dams;
- Pesticide users;
- Power plants;
- Sand mining;
- Sewage treatment;
- Water abstraction; and
- Water treatment plants.

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.]

Entry No. 113.020.001

Description of Records

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:

- Establishing the committee;
- Terms of reference;
- Appointment of members;
- Minutes:
- Reports;
- Recommendations;
- Briefing papers; and
- Discussion papers.

Disposal Action

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.

Entry No.	Description of Records	Disposal Action
113.023.001	Records documenting the reclamation and rehabilitation of altered land.	Retain as Territory Archives
	[Use WASTE MANAGEMENT RDS for the administration of the landfill.]	
113.023.002	Records documenting conservation and/or protection activities related to the Environmental Management function for issues of significance to the Territory. Includes:	Retain as Territory Archives
	 Significant trees. [For the Significant tree register Use 'Registration']; Sites of biological or cultural significance example Murrumbidgee River Corridor; 	

Grant Funding

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

McIntyre's Hut; andAlpine Walking Track.

Entry No.	Description of Records	Disposal Action
113.049.001	Records documenting successful applications	Retain as Territory
	for grant funding to undertake projects of	Archives
	significance to the Territory. Examples:	

- Assessment of applications;
- Offer of grants funds and entering into funding arrangements;
- Project progress reports;
- Completion reports
- Grant acquittals.

[For finals of advertising material use COMMUNITY RELATIONS- Marketing or PUBLICATION- Production]

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.

Entry No.	Description of Records	Disposal Action
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.

Entry No.	Description of Records	Disposal Action
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.

Entry No. 113.222.001	Description of Records Final controlled versions of program outputs Includes:	Disposal Action Retain as Territory Archives
	 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. 	
113.222.002	Street addresses and number allocation.	Retain as Territory Archives
113.222.003	 Plan preparation including: 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.

Entry No.	Description of Records	Disposal Action
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.

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

Policy

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

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

Procedures

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

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

Registration

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

Entry No.	Description of Records	Disposal Action
113.155.001	Establishment and maintenance of registers	Retain as Territory
	containing information of significance to the	Archives
	Territory. Examples include:	

- ACT Historic Places Register;
- Seed register; and
- Significant tree register.

Regulation and Monitoring

Activities that check, observe, or record the operation of equipment, infrastructure, services or systems.

Entry No.	Description of Records	Disposal Action
113.166.001	Activities related to the regulation and monitoring of issues of significance to the Territory. Examples include:	Retain as Territory Archives

- Bushfire recovery; and
- Water quality.

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
113.088.001	Final version of internal formal reports and	Retain as Territory
	reports made to external agencies.	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.

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

Standards

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

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

Vegetation Management

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

Entry No.	Description of Records	Disposal Action
113.248.001	Records documenting the management of	Retain as Territory
	plant communities and/or species under threat of extinction or of significance to the Territory. Examples include:	Archives

- Westbourne Woods;
- Cork Oak Plantation; and
- Terango Leek Orchid.

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.]

Entry No.

12-186/003.003.001

Description of Records

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:

- formal requests for quotes;
- orders:
- handover reports;
- designs and specifications;
- correspondence relating to the acquisition.

[For the assessment of suitability of equipment and stores and the preparation of specifications, use EQUIPMENT & STORES - Evaluation

For records relating to tendering for equipment and stores, use EQUIPMENT & STORES - Tendering]

Disposal Action

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.

Entry No.

12-186/003.013.001

Description of Records

Final audit reports relating to audits of equipment and stores, including hospital, medical or emergency services equipment and stores, which resulted in substantial changes to policy or procedures or have a significant impact on the Territory or its operations.

Disposal Action

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.]

Entry No.

12-186/003.020.001

Description of Records

Records documenting high-level committees with overall responsibility for making major decisions 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:

- documents establishing the committee;
- final versions of minutes;
- reports;
- recommendations;
- supporting documents such as briefing papers and discussion papers.;

Disposal Action

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.

Entry No.

12-186/003.021.001

Description of Records

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.

[For the licensing processes for the operation of plant items, use OCCUPATIONAL HEALTH AND SAFETY (OH&S) - Compliance.]

Construction

The process of making or building something.

Entry No.

12-186/003.024.001

Description of Records

Records documenting the design and construction of equipment, including hospital, Archives medical or emergency services equipment, considered to be unique, rare or have technological, scientific or historical significance.

[For establishing and managing the intellectual property of agency-designed equipment and plant, use LEGAL SERVICES - Intellectual Property.]

Disposal Action

Retain as Territory Archives

Disposal Action

Retain as Territory

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.

Entry No.

Description of Records

Disposal Action

12-186/003.027.001

Master copies of designs uniforms and accessories, including hospital and emergency Archives personnel uniforms and accessories (e.g. helmets, insignia).

Retain as Territory

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.

Entry No.

12-186/003.042.001

Description of Records

Records documenting the evaluation of equipment, including hospital, medical or emergency services equipment, found to be unique, rare or have technological, scientific or historical significance. Includes testing reports, trial evaluations, and job sheets. Also includes specially commissioned or initiated reports that contain detailed findings and recommendations on emergency services equipment.

[For establishing and managing the intellectual property of agency-designed equipment and plant, use LEGAL SERVICES - Intellectual Property.]

Disposal Action

Inspections

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

Entry No.

12-186/003.057.001

Description of Records

Records documenting the inspection of equipment, including hospital, medical or emergency services equipment, considered to be unique, rare or have technological, scientific or historical significance. Also includes identifying and reporting of defects or faults.

[For repairs and maintenance, use EQUIPMENT & STORES - Maintenance.]

Disposal Action

Retain as Territory Archives

Installation

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

Entry No.

12-186/003.058.001

Description of Records

Records documenting the installation and initial configuration of equipment and plant, including hospital, medical or emergency services equipment, considered to be unique, rare or have technological, scientific or historical significance.

[For the installation of equipment and plant within a building, use PROPERTY MANAGEMENT - Installation.]

Disposal Action

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.]

Entry No.

Description of Records

Disposal Action

12-186/003.102.001

Submissions (other than Cabinet submissions) Retain as Territory made to the Chief Minister, Minister and other Archives 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.

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.

Entry No.
004.092.001

Description of Records

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).

Disposal Action

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.

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

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
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.]

Entry No. 169.020.001

Description of Records

Records of high-level external and internal committees formed to manage or advise on major decisions. Includes final versions of documents:

Disposal Action

Retain as Territory Archives

- establishing the committee
- terms of reference
- appointment of members
- minutes
- reports
- recommendations
- supporting documents such as briefing and discussion papers.

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.

Entry No. 169.054.001

Description of Records

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.

Disposal Action

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.

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

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).]

Entry No.	Description of Records	Disposal Action
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.

Entry No.	Description of Records	Disposal Action
169.079.001	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.

Entry No. Description of Records Disposal Action
169.080.001 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.]

Entry No.	Description of Records	Disposal Action
169.088.001	Final version of formal reports and reports	Retain as Territory
	made to external agencies.	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.

Entry No.	Description of Records	Disposal Action
169.091.001	Records documenting detailed research	Retain as Territory
	carried out to support the external education	Archives
	relations (non-government) function.	

Reviewing

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

Entry No.	Description of Records	Disposal Action
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.]

Entry No.	Description of Records	Disposal Action
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.	Retain as Territory Archives
	[For Cabinet submissions regarding controversial issues, use GOVERNMENT RELATIONS - Submissions.]	
169.102.002	Working papers documenting the development of submissions (other than Cabinet submissions) relating to significant issues.	Retain as Territory Archives
	[For working papers developing Cabinet submissions relating to significant issues, use GOVERNMENT RELATIONS - Submissions.]	
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.

Entry No.	Description of Records	Disposal Action
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.

Entry No. FT 1.2.1	Description of Records 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.	
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.

Entry No. FT 1.3.1	Description of Records Index or register of products that are totally or conditionally banned.	Disposal Action 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.	

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.

Ent	try	N	0.
FT	1.4	4.1	

Description of Records

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.

Disposal Action

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.]

Entry No. 005.005.001

Description of Records

Receipt and provision of advice relating to the Retain as Territory financial management function that resulted Archives 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.

Disposal Action

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.
005.006.001

Description of Records

Records relating to significant agreements with implications for major liabilities or obligations relating to the financial management function. Includes:

Disposal Action

Retain as Territory Archives

- negotiations
- establishments
- reviews
- final versions.

[For significant agreements with government bodies, use GOVERNMENT RELATIONS - Agreements.]

Appeals (decisions)

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

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

Asset register

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.

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

Budgeting

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

Entry No.	Description of Records	Disposal Action
005.015.001	Final budget analyses for the Territory's	Retain as Territory
	budget.	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.

Entry No.	Description of Records	Disposal Action
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.

Entry No.	Description of Records	Disposal Action
005.042.001	Records documenting the evaluation of	Retain as Territory
	potential or existing programs, services and	Archives
	projects (e.g. major infrastructure projects)	
	that are of significance to the Territory which	
	support government priorities, policies and	
	economic reforms. Includes:	

- budget bids
- modelling and/or forecasting
- working papers.

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

Financial Statements

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.

Entry No.	Description of Records	Disposal Action
005.045.001	Final versions of the whole of government financial statements and correspondence to	Retain as Territory Archives
	and from government agencies on those statements. Includes:	

- budget statements
- audited financial statements
- collated financial statements received from agencies
- working papers.

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
005.079.001	Final version of plans for major or significant	Retain as Territory
	programs, services or projects relating to the	Archives
	financial management function.	

Policy

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

Entry No.	Description of Records	Disposal Action
005.080.001	Records documenting the development of	Retain as Territory
	whole of government budget management,	Archives
	economic management, superannuation funds,	
	revenue and government asset & liability	
	policies. Includes working papers.	

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.]

Entry No. 005.102.001

Description of Records

Final versions of agency submissions made to Retain as Territory government, including submissions to credit Archives rating agencies on the state of the Territory's finances. Includes working papers.

Disposal Action

FLEET MANAGEMENT

The function of acquiring (either by purchase, leasing or chartering), managing, maintaining, repairing and disposing of vehicles. Vehicles are any means of conveyance owned, leased or used by the organisation to transport people, equipment or other items and includes special purpose vehicles acquired or modified by the agency for activities unique to the agency (e.g. emergency services vehicles).

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.

12-187/006.003.001

Description of Records

Records relating to the acquisition of emergency vehicles considered to be unique, rare or have technological, scientific or historical significance. Includes the acquisition of vehicles featured in exhibitions and museum collections, and specially developed vehicles.

Disposal Action

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.

Entry No.

12-187/006.013.001

Description of Records

Final audit reports relating to operational audits of emergency vehicles that result in substantial changes to policy or have a significant impact on operations. Includes the final reports from audits conducted by the ACT Auditor General's Office.

Disposal Action

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.]

Entry No.

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Description of Records

Disposal Action

12-187/006.020.001

Records documenting high-level corporate committees with overall responsibility for making major decisions relating to emergency vehicles. Includes: Retain as Territory Archives

- documents establishing the committee
- final versions of minutes
- reports
- recommendations
- supporting documents such as briefing papers and discussion papers.

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.

Entry No.

Description of Records

Disposal Action

12-187/006.023.001

Records relating to the examination, assessment and restoration or preservation of emergency vehicles considered to be unique, rare or of other historical significance. Includes the conservation of vehicles featured in exhibitions and museum collections.

Retain as Territory Archives

Construction

The process of making or building something.

Entry No.

Description of Records

Disposal Action

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.

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.

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

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.

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

Maintenance

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

Entry No.	Description of Records	Disposal Action
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.	Archives

Policy

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

Entry No.	Description of Records	Disposal Action
12-187/006.080.001	Final versions of government-wide fleet	Retain as Territory
	management policies.	Archives

Registration

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

Entry No.	Description of Records	Disposal Action
12-187/006.155.001	Heritage and Conservation Register.	Retain as Territory Archives
12-187/006.155.002	Notifications to Heritage Council regarding register items, including annual returns.	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.]

Entry No.	Description of Records	Disposal Action
12-187/006.088.001	Specially commissioned or initiated reports	Retain as Territory
	that contain detailed findings and	Archives
	recommendations on the status or feasibility	
	of emergency vehicles.	

Standards

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

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

GAMBLING REGULATION

The function of regulating gambling activities in the ACT in accordance with the ACT Gaming Laws to ensure they are carried out with high standards of probity and integrity. Includes minor gaming, interactive gaming and sports bookmaking betting.

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
R & G 1.1.1	Memoranda of understanding/information	Retain as Territory
	sharing with other regulatory bodies.	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.

Entry No. R & G 1.5.1	Description of Records A single licence granted by the Minister under section 45 of the Casino Control Act 1988.	Disposal Action Retain as Territory Archives
R & G 1.5.3	Research and recommendations determining the suitability of a person to hold a sports bookmaking licence.	Retain as Territory Archives
R & G 1.5.4	Research and recommendations determining the suitability of a person to hold a sports bookmaker's agent licence.	Retain as Territory Archives
R & G 1.5.5	Research and recommendations determining the suitability of a person to hold a race bookmaker's licence.	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.

Entry No.	Description of Records	Disposal Action
R & G 1.11.1	Records documenting the development and	Retain as Territory
	establishment of the agency's gambling	Archives
	regulation policies. Includes:	

- policy proposals
- research papers
- results of consultations
- supporting reports
- major drafts

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.

Entry No.	Description of Records	Disposal Action
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.	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.

Entry No.
WC 2.2.1

Description of Records

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.

Disposal Action

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.

Entry No.
WC 2.7.1

Description of Records

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.

Disposal Action

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.]

Entry No.	Description of Records	Disposal Action
WC 2.8.1	Records documenting litigation matters where	Retain as Territory
	legal precedents are set.	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.]

Entry No.	Description of Records	Disposal Action
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.

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

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.]

Entry No.	Description of Records	Disposal Action
I C & R 2.1.1	Records of the appointment and separation (by resignation or other means) of Commissioners.	Retain as Territory Archives
I C & 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	Retain as Territory
	changes to the organisation or management.	Archives
	Includes advice provided by consultants.	

Ceremonies

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

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

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.

Territory Government.

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

Entry No.	Description of Records	Disposal Action
150.020.001	External committees formed to mange or	Retain as Territory
	advise. Includes finals of documents:	Archives

- establishing the committee
- terms of reference
- appointment of members
- minutes
- reports
- recommendations
- supporting documents such as briefing papers and discussion papers.

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.

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

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.

Entry No.	Description of Records	Disposal Action
150.062.001	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
150.062.002	Working papers relating to the establishment and negotiations and management of major joint venture 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.

Entry No.	Description of Records	Disposal Action
150.080.001	Records relating to the development of policies. Includes policy proposals, research papers, results of consultations, supporting reports, major drafts and final policy documents.	Retain as Territory Archives

Registrable Instrument Management

The activity of managing the original signed copies and supporting documentation of subordinate laws, disallowable instruments, notifiable instruments and commencement notices. These include the Administrative Arrangements.

Entry No.	Description of Records	Disposal Action
150.356.001	Signed originals of instruments.	Retain as Territory Archives
150.356.002	Supporting documentation for instruments.	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.

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

GOVERNMENT INSURANCE SERVICES

The function of providing insurance services and promoting good risk management practices to the ACT Government, community and insurance industry for both physical assets and personal liability. Identifies and provides funding for the types and levels of risk encountered by agencies and enables the costs of insurable claims and losses to be met in a timely and cost effective manner. Services include insurance protection; managing insurance claims; assessing and quantifying future financial risk; insurance specific education and training; and providing assistance in the development of agency risk management programs. Includes policy development, improving risk management practices, compliance, enquiries and research.

[For the provision of compensation for property damage, personal injuries or death, use COMPENSATION.

For accident or incident reports following an occurrence within the workplace to an employee or member of the public, use OCCUPATIONAL HEALTH & SAFETY (OH&S) - Accidents.

For payment of insurance premiums, use FINANCIAL MANAGEMENT - Payments.

For management of the insurance fund, use FINANCIAL MANAGEMENT - Treasury Management.

For the recording of asset values, use FINANCIAL MANAGEMENT - Asset Register.

For the publication of government insurance services guides, use PUBLICATION.]

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
120.004.001	Final versions of addresses made by senior	Retain as Territory
	agency officers at major or significant events.	Archives

[For addresses presented by the Chief Minister or portfolio Minister, use GOVERNMENT RELATIONS - Addresses (presentations) or COMMUNITY RELATIONS - Addresses (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.]

Entry No. 120.005.001

Description of Records

Receipt and provision of advice that result in major changes relating to the government insurance services function, including specialist or technical advice provided by consultants and independent regulators. Includes policy issues and recommendations for reform.

[For advice provided to Cabinet, the portfolio Minister and other government agencies on proposed legislation for the agency or for comments made on other agencies' proposed legislation, use GOVERNMENT RELATIONS - 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.]

Entry No. 120.006.001

Description of Records

Records documenting significant agreements made between the agency and external third parties which have implications for major liabilities or obligations. Includes:

Disposal Action

Disposal Action

Archives

Retain as Territory

Retain as Territory Archives

- negotiations
- establishment
- reviews
- maintenance
- final agreements.

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.]

Entry No. 120.019.001

Description of Records

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:

- copies of claims
- expert reports
- correspondence.

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

Disposal Action

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.]

Entry No. 120.020.001

Description of Records

Internal and external committees formed to consider potentially controversial issues and/or matters with long term social effects relating to government insurance services. Includes:

Disposal Action

Retain as Territory Archives

- establishing the committee
- terms of reference
- minutes
- reports
- recommendations
- briefing papers and discussion papers.

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.

Entry No.	Description of Records	Disposal Action
120.072.001	Final versions of minutes and supporting	Retain as Territory
	documents tabled at insurance claims review	Archives
	meetings.	

[For reports tabled during claims review meetings, use GOVERNMENT INSURANCE SERVICES - Reporting.]

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
120.079.001	Final versions of plans for major or significant projects, programs or operational activities relating to the government insurance services function.	Retain as Territory Archives
	IF.	

[For agency-wide strategic or corporate plans, use STRATEGIC MANAGEMENT - Planning.]

Policy

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

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

Procedures

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

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

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
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.]

Entry No.	Description of Records	Disposal Action
120.091.001	Detailed research carried out to support the	Retain as Territory
	government insurance services function.	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).]

Entry No.	Description of Records	Disposal Action
120.095.001	Territory insurance risk registers.	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.

Entry No.	Description of Records	Disposal Action
120.100.001	Records documenting the development of industry standards. Includes:	Retain as Territory Archives
	• research	
	 supporting documents 	
	 consultation 	

final standards.

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.]

Entry No. 120.102.001

Description of Records

Final versions of submissions regarding government administrative practices that result in changes to policy relating to the government insurance services function.

Disposal Action

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.

Entry No.	Description of Records	Disposal Action
007.004.001	Final versions of addresses presented by Chie	f Retain as Territory
	Minister or portfolio Ministers and agency	Archives
	heads at government occasions.	

[For addresses delivered by Chief Minister or portfolio Ministers at public occasions, use COMMUNITY RELATIONS - Addresses (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.]

Entry No. 007.005.001	Description of Records Master sets of Cabinet documents relating to security coordination held by the Cabinet Secretariat in the Cabinet Office.	Disposal Action 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 farreaching social, economic and international implications relating to dealings with other governments.	•
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.]

Entry No.	Description of Records	Disposal Action
007.006.001	Final version of significant agreements with government bodies. Includes:	Retain as Territory Archives
	 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. 	
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.]

Entry No.	Description of Records	Disposal Action
007.020.001	Records of inter-government (both	Retain as Territory
	State/Territory and overseas) or inter-agency	Archives
	committees. Includes:	

- documents establishing the committee
- agendas
- minutes
- reports
- recommendations
- supporting documents such as briefing and discussion papers.

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.]

Entry No. 007.056.001

Description of Records

Records documenting the agency's contribution and involvement in inquiries affecting relations with other governments. Includes:

Disposal Action

Retain as Territory Archives

- agency statements and submissions
- responses to final reports
- transcripts of oral evidence given by agency officers.

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.

Entry No.	Description of Records	Disposal Action
007.062.001	Final signed versions of joint venture agreements or contracts with other governments or agencies. Includes:	Retain as Territory Archives
	 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.	
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).]

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

Policy

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

Entry No.	Description of Records	Disposal Action
007.080.001	Records documenting development and	Retain as Territory
	establishment of government-wide	Archives
	government relations policies.	

Procedures

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

Entry No.	Description of Records	Disposal Action
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.]

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

Entry No. 007.089.001

Description of Records

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:

- copies of letters received
- draft responses
- minutes providing background details for the Minister
- requests from the Minister*s office for changes
- final response.

Disposal Action

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.]

Entry No. 007.102.001	Description of Records Cabinet documents as defined in the Cabinet Handbook held by the Cabinet Office.	Disposal Action Retain as Territory Archives
007.102.002	Cabinet documents as defined in the Cabinet Handbook held by an agency or minister.	Retain as Territory Archives
007.102.003	Working papers documenting the development of Cabinet submissions. Includes background and briefing material, drafts and comments received.	Retain as Territory Archives
007.102.004	Working papers documenting the development of Cabinet submissions held by the Cabinet Office.	Retain as Territory Archives
007.102.005	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.	Retain as Territory Archives
007.102.006	Working papers documenting the development of submissions (other than Cabinet submissions) relating to controversial issues.	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.

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

HEALTH PROFESSIONAL SERVICES

The function of providing health services such as occupational therapy, speech pathology, physiotherapy, social work and clinical psychology, to people who have a range of developmental delays including physical, intellectual, communication and other functional difficulties.

Includes intake and referral services, assessing needs, conducting community consultations and education, providing Consulting Services and in-service training to external organisations. Also includes developing policy, programs and procedures, preparing submissions, managing the performance of external service providers and liaison with other professionals in related fields.

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
DDHCS 4.23.1	Final version of plans that support key government initiatives and impact on cross-	Retain as Territory Archives
	portfolio administration and/or have far reaching social and economic implications.	Hemves

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.]

Entry No.	Description of Records	Disposal Action
DDHCS 4.26.1	Records documenting the development of programs that have significant far reaching social and economic implications for the community.	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.

Entry No.	Description of Records	Disposal Action
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

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 complaints or incidents not resulting in legal action, use Public Reaction.]

Entry No.	Description of Records	Disposal Action
019.068.001	Records relating to issues, claims or case matters	Retain as Territory
	involving legal action and the health facility and	Archives
	its patients/clients, that are of major public	
	interest or controversy, which is precedent-setting	

in nature; or resulting in significant changes to the service or facility's policy and/or procedures.

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.

[For complaints or incidents resulting in legal action, use Litigation.]

Entry No.	Description of Records	Disposal Action
019.084.001	Records documenting complaints and incidents	Retain as Territory
	investigated by the Health Services Commissioner,	Archives
	not involving legal action, which resulted in	
	significant changes to services, policies,	

significant changes to services, policies, procedures or involved significant public or

political interest.

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.

Entry No.	Description of Records	Disposal Action
019.091.001	Records relating to the conduct of clinical and	Retain as Territory
	non-clinical research considered significant to the	Archives
	Territory or is unique, precedent setting or results	
	in major breakthroughs in treatments or medicines.	

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.

Entry No.	Description of Records	Disposal Action
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.]

Entry No. 008.005.001	Description of Records Master sets of Cabinet documents relating to security coordination held by the Cabinet Secretariat in the Cabinet Office.	Disposal Action 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

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.
008.006.001

Description of Records

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.

Disposal Action

Retain as Territory Archives

Appeals (decisions)

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

Entry No.
008.009.001

Description of Records

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.

Disposal Action

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.]

Entry No. 008.020.001

Description of Records

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:

Disposal Action

- documents establishing the committee
- agendas
- minutes
- reports
- recommendations
- supporting documents such as briefing and discussion papers.

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.

Entry No. 008.041.001

Description of Records

Disposal Action

Records documenting negotiation, Retain as Territory establishment and implementation of Certified Archives Agreements made under the terms of the Workplace Relations Act 1996. Includes:

- 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.

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

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.

Entry No. 008.054.001

Description of Records

Records documenting the management of industrial action (i.e. strikes, bans, lockouts, go-slows, work-to-rule) of a significant nature, e.g. involving large numbers of agency staff, where the action has a major affect on the provision of services to the community or if it has service-wide implications. Includes:

- notification to Minister
- liaison with the relevant lead agency
- discussions/ meetings and conferences between parties
- hearings with the Australian Industrial Relations Commission.
- hearings before the Federal Court and predecessor bodies
- communications with staff.

Infringements

The activities associated with handling breaches of rules. Includes driving or traffic infringements and infringements of the agency's intellectual property.

Entry No. 008.055.001

Description of Records

Records documenting industrial relations Retain as Territory infringements incurred by the agency that had Archives significant public or political impact or resulted in significant changes to policies, procedures, establish a precedent or involves substantial investigation.

Disposal Action

Disposal Action

Policy

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

Entry No. 008.080.001

Description of Records

Records documenting the development and establishment of the agency's industrial relations policies. Includes:

- policy proposals
- research papers
- results of consultations
- supporting reports
- major drafts
- final policy documents.

Disposal Action

INDUSTRY DEVELOPMENT

The function of encouraging the development and growth of industry in the Territory and region aiming to stimulate economic growth, create new jobs and attract business investment. Includes developing policy, administering program funding initiatives and managing joint ventures, marketing activities and managing events to promote business in the region. Also includes official representation at industry events, establishing relationships with business sectors to promote industry engagement and reviewing business assistance programs.

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
I D 1.01.1	Final version of addresses made by the Chief Minister or portfolio Minister or senior agency officers at major public occasions.	Retain as Territory Archives
I D 1.01.2	Final versions of addresses presented by Chief Minister or portfolio Ministers and agency heads at government 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.]

Entry No.	Description of Records	Disposal Action
I D 1.02.1	Receipt and provision of advice that resulted	Retain as Territory
	in major changes to the organisation or	Archives
	management. Includes advice provided by	
	consultants.	

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.

Entry No.	Description of Records	Disposal Action
I D 1.05.1	Final report of an external audit (e.g.	Retain as Territory
	conducted by an external authority such as the	Archives
	ACT Auditor General's Office) where:	

- The audit report is qualified by the Auditor-General; or
- There are major or significant changes to practices.

Ceremonies

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

Entry No.	Description of Records	Disposal Action
I D 1.06.1	Programs, invitations, guest lists and	Retain as Territory
	photographs relating to major ceremonies	Archives
	held to mark 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.]

Entry No.	Description of Records	Disposal Action
I D 1.07.1	External committees formed to manage or	Retain as Territory
	advise. Includes finals of documents:	Archives

- Establishing the committee
- Terms of reference
- Appointment of members
- Minutes
- Reports
- Recommendations
- Supporting documents such as briefing and discussion papers.

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.

Entry No.	Description of Records Disposal Action	
I D 1.10.1	Records documenting the external and Retain as Territory	7
	internal evaluation and ongoing monitoring of Archives	
	industry development.	

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.

Entry No.	Description of Records	Disposal Action
ID 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.

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

Policy

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

Entry No.	Description of Records	Disposal Action
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.]

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

Entry No.	Description of Records	Disposal Action
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.

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

Entry No. 160.013.001

Description of Records

Disposal Action

Final report of an external audit (e.g. Retain as Territory conducted by an external authority such as the Archives ACT Auditor General's Office) where:

- 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:

- 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.

Authorisation

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

Entry No.	Description of Records	Disposal Action
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.]

Entry No.	Description of Records	Disposal Action
160.346.001	Business continuity strategies. Including	Retain as Territory
	priority lists and resource recovery strategies.	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.]

Entry No.	Description of Records	Disposal Action
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.

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

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.

Entry No.	Description of Records	Disposal Action
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.

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

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.

Description of Records Disposal Action Entry No.

160.053.001 Records documenting the implementation of plans, policies, strategies, procedures and

instructions. Includes monitoring implementation activities (e.g. regular backups) and the introduction of new

equipment and software to a wide audience.

Retain as Territory

Archives

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.

Description of Records **Disposal Action** Entry No. 160.351.001 Records documenting the reference Retain as Territory

architecture of a high-level system design free Archives

of implementation details.

Modelling

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

Description of Records Disposal Action Entry No. 160.074.001 Accepted version of implemented model. Retain as Territory Archives

193

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
160.079.001	Final version of major plans. Includes:	Retain as Territory
	System security plan, Information system	Archives

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

Policy

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

Entry No.	Description of Records	Disposal Action
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.]

Entry No.	Description of Records	Disposal Action
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.

Entry No.	Description of Records	Disposal Action
	Final report of review of agency programs	Retain as Territory
	and operations.	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.]

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

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
009.006.001	Final copies of agreements with other	Retain as Territory
	governments or inter-agency agreements of	Archives
	significance to the Territory.	

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.

Entry No.	
009.013.001	

Description of Records

Disposal Action

Records documenting audits of agencies for Retain as compliance to recordkeeping requirements by Archives

Retain as Territory

the regulating agency, including working

papers and final reports.

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. 009.016.001

Description of Records

Disposal Action

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:

- 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.

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.]

Entry No.	Description of Records	Disposal Action
009.020.001	Records of inter-government (both	Retain as Territory
	State/Territory and overseas) or inter-agency	Archives
	committees formed to consider matters	
	relating to whole-of-government records and	
	information management. Includes:	

- documents establishing the committee;
- agendas;
- minutes;
- reports;
- recommendations;
- supporting documents such as briefing and discussion papers.

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.

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

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.

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

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.

Entry No. 009.026.001

Description of Records

Master control records for agency recordkeeping systems (both paper and electronic). Includes:

Disposal Action

Retain as Territory Archives

- relevant metadata elements:
- registers of inwards/outwards correspondence (including Ministerial correspondence);
- registers and indexes giving details of control numbers, titles, date, disposal details;
- file movement cards (if they also constitute the main control record or have been used to record disposal detail);
- list of records destroyed, if master control records are not annotated;
- registers of case files (e.g. personnel and compensation case files registers).

009.026.002

Master copy of file classification systems or an agency's authorised business classification Archives schemes (currently created using the methodology of the Australian Standard AS ISO 15489 Records Management) and abbreviations used in paper and electronic systems.

Retain as Territory

009.026.003

Records documenting the creation, maintenance and evaluation of an agency record titling thesauruses. Includes master copy of the thesaurus. Retain as Territory Archives

[For agency documentation of its functional analysis, the development of its business classification scheme and the recordkeeping requirements necessary for the creation of an agency Records Disposal Schedule and functional thesaurus, use INFORMATION MANAGEMENT - Policy.]

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.

Entry No.
009.026.004

Description of Records

Business rules and configuration settings for agency metadata. Includes developmental records and requests for changes.

[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.]

Disposal Action

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. 009.034.001	Description of Records Records documenting arrangement for the transfer of ownership of records following the corporatisation and privatisation of an agency, or part of an agency.	
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

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.

Entry No. 009.037.001

Description of Records

Disposal Action

Records documenting donations of records or Retain as Territory manuscript materials of archival or historical value to an agency for inclusion in the archives holdings of the Territory. Includes liaison with the owner on conditions of

donation.

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.

Entry No. 009.053.001

Description of Records

Disposal Action

Records documenting the implementation of vital records plans and counter-disaster plans after disasters such as fire or floods, and implementation of emergency destruction plans covering the organisation's information resources. Includes a copy of current plan implemented for the disaster recovery process.

[For the development of the counter-disaster plan, vital records plan, and other plans relating to the information management function, use INFORMATION MANAGEMENT - Planning.]

Policy

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

Entry No. 009.080.001

Description of Records

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.

Disposal Action

Retain as Territory Archives

Procedures

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

Entry No.
009.082.001

Description of Records

Disposal Action Master copy of recordkeeping rules/guidelines Retain as Territory of the agency and supporting documentation. Archives

[For recordkeeping requirements data, use INFORMATION MANAGEMENT - Policy.]

Reviewing

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

Entry No.
009.093.001

Description of Records

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.

Disposal Action

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.

Entry No. 009.097.001

Description of Records

Disposal Action

Records documenting major security breaches Retain as Territory where classified records and information have Archives

been removed from official custody and passed to a third party. Includes referral to

law enforcement authorities.

[For disciplinary action against staff for security related breaches involving records and information, use PERSONNEL - Discipline.]

Standards

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

Entry No. 009.100.001

Description of Records

Disposal Action

Records documenting the development of Retain as Territory government wide standards relating to records Archives

and information management in the Territory.

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.

Entry No.	Description of Records	Disposal Action
I & C 1.1.1	Records documenting the development of the	Retain as Territory
	terms of reference.	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.]

Entry No.	Description of Records	Disposal Action
I & C 1.2.1	Submissions made to the inquiry, commission	Retain as Territory
	or task force on issues directly relating to the	Archives
	terms of reference.	

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. I & C 1.3.1	Description of Records Final version of unpublished formal reports made by the commission, board or task force. [For the report drafting process, use]	Disposal Action Retain as Territory Archives
	PUBLICATION - Drafting.	
	For published reports, use PUBLICATION - Planning and PUBLICATION - Production.	
	For submission of the agency's report to the Chief Minister, use GOVERNMENT RELATIONS - Compliance.]	
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.

Entry No.	Description of Records	Disposal Action
LAS 4.1.1	Final version of address made by the Speaker,	Retain as Territory
	or Member at an inter parliamentary forum.	Archives

Celebrations

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

Entry No.	Description of Records	Disposal Action
LAS 4.8.1	Programs, invitations, guest lists and	Retain as Territory
	photographs relating to celebratory festivities	Archives
	held to honour an event of major importance	
	relating to the inter parliamentary relations	
	function.	

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.

Entry No.	Description of Records	Disposal Action
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	Retain as Territory Archives
	meetings).	

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.

Entry No.	Description of Records	Disposal Action
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.

Entry No.	Description of Records	Disposal Action
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

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
LAS 4.29.1	1	Retain as Territory
	agencies in relation to the Inter parliamentary relations function.	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.

Entry No.	Description of Records	Disposal Action
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.

Entry No.
C S 2.01.1

Description of Records

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:

Disposal Action

Retain as Territory Archives

- Documents establishing the committee;
- Final versions of minutes:
- Reports;
- Recommendations; and
- Supporting documents such as briefing papers and discussion papers.

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.

Entry No.		
C S 2.02.1		

Description of Records

Records relating to complaints that result in substantial investigation and/or changes to ACT Corrective Services policy or procedures or generate substantial public interest.

Disposal Action

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.
C S 2.03.1

Description of Records

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.

Disposal Action

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.

Entry No.
C S 2.04.1

Description of Records

Records documenting unpublished research conducted by or for the Agency.

Disposal Action

Reviewing

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

Entry No.
C S 2.05.1

Description of Records

Records relating to the review of incidents resulting in deaths in custody. Includes subsequent investigation of process and recommendations.

Disposal ActionRetain 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.

Entry No.	Description of Records	Disposal Action
178.004.001	Final version of addresses made by the Chief	Retain as Territory
	Minister or portfolio Minister or senior	Archives
	agency officers at major public occasions.	

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.

Entry No.	Description of Records	Disposal Action
178.403.002	Legislative instruments made by the minister	•
	to appoint or revoke a person as a Justice of	Archives
	the Peace. Includes instruments made to	
	suspend or revoke an appointment.	

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.

Entry No.	Description of Records	Disposal Action
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.

Entry No.	Description of Records	Disposal Action
178.080.001	Final versions of policies. Includes guidelines	Retain as Territory
	made for the administration of the office of	Archives
	Justice of the Peace	

Registration

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

Entry No.	Description of Records	Disposal Action
178.155.001	Register of Justices of the Peace of the	Retain as Territory
	Australian Capital 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.

Entry No. WC 3.1.1	Description of Records Records relating to operational audits where serious failures to meet compliance requirements were identified.	Disposal Action 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.

Entry No.	Description of Records	Disposal Action
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.]

Entry No.	Description of Records	Disposal Action
WC 3.7.1	Records documenting litigation matters where	Retain as Territory
	legal precedents are set.	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.]

Entry No.	Description of Records	Disposal Action
WC 3.10.1	Detailed comprehensive reports that contain major, detailed recommendations or have a	Retain as Territory Archives
	significant impact on policies for the agency	

Standards

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

Entry No.	Description of Records	Disposal Action
WC 3.11.1	Master copies of standards, codes of practice	Retain as Territory
	and guidelines relating to labour regulation	Archives
	developed by the agency.	

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.]

Entry No.	Description of Records	Disposal Action
LD 1.2.1	Receipt of advice that resulted in major	Retain as Territory
	changes to the organisation or management. Includes advice provided by consultants.	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
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.

Entry No. L D 1.5.1

Description of Records

Disposal Action

Final report of an external audit (e.g. Retain as Territory conducted by an external authority such as the Archives ACT Auditor General's Office) where:

- the audit report is qualified by the Auditor-General;
- there are major or significant changes to practices.

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.]

Entry No. L D 1.9.1

Description of Records

External committees formed to manage or advise. Includes finals of documents:

Disposal Action

Retain as Territory Archives

- establishing the committee;
- terms of reference;
- appointment of members;
- minutes;
- reports;
- recommendations;
- supporting documents such as briefing papers and discussion papers.

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.

Entry No.	Description of Records	Disposal Action
L D 1.12.1	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 1.12.2	Restoration of contaminated land.[For inspection to identify the type of contamination, use Land Development - Inspection.]	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.

Entry No.	Description of Records	Disposal Action
L D 1.16.1	External and internal reports evaluating the	Retain as Territory
	land asset management function.	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.

Entry No.	Description of Records	Disposal Action
L D 1.22.1	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
L D 1.22.2	Working papers relating to the establishment 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.

Entry No.	Description of Records	Disposal Action
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.

Entry No.	Description of Records	Disposal Action
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.]

Entry No.	Description of Records	Disposal Action
L D 1.32.1	Final version of internal formal reports and	Retain as Territory
	reports made to external agencies.	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.

Entry No.	Description of Records	Disposal Action
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.]

Entry No.	Description of Records	Disposal Action
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.

Entry No.	Description of Records	Disposal Action
L D 2.2.1	Final version of addresses made by the Chief	Retain as Territory
	Minister or portfolio Minister or senior	Archives
	agency officers at major public events.	

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
L D 2.3.1	Receipt of advice that resulted in major changes to the organisation or management of land development. 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.]

Entry No.	Description of Records	Disposal Action
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.

Entry No.	Description of Records	Disposal Action
L D 2.6.1	Final report of an external audit (e.g.	Retain as Territory
	conducted by an external authority such as the	Archives
	ACT Auditor General's Office) where:	

- the audit report is qualified by the Auditor-General;
- there are major or significant changes to practices.

Ceremonies

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

Entry No.	Description of Records	Disposal Action
L D 2.9.1	Programs, invitations, guest lists and	Retain as Territory
	photographs relating to major ceremonies	Archives
	held to mark a special occasion (e.g. the	
	opening of new land developments.)	

Certification (Construction)

Activities associated with the certification of building and construction sites for safety, energy efficiency, drainage and electricals.

Entry No.	Description of Records	Disposal Action
L D 2.10.1	Certificates of Electrical Safety; Completion	Retain as Territory
	of Building Work; Survey Certificate;	Archives
	Certificate of Occupancy; and Certifications	
	of satisfactory inspection of buildings, drains	
	and electrical installations.	

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.]

Entry No.
L D 2.12.1

Description of Records

External committees:

- Disposal Action
 Retain as Territory
 Archives
- Documents establishing the committee;
- Final versions of minutes;
- Reports;
- Recommendations;
- Supporting documents such as briefing papers and discussion papers.

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.

Entry No.	Description of Records	Disposal Action
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. [For inspection to identify the type of contamination, use Land Development - Inspection.]	Retain as Territory Archives

Construction

The process of making or building something.

Entry No.
L D 2.16.1

Description of Records

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:

- Records of consultations (e.g. with owners and local authorities);
- Specifications;
- Building plans;
- Project management records.

Disposal Action

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.

Emy 110.	
L D 2.18.1	

Entry No

Description of Records

Appeals against development decisions.

Disposal ActionRetain as Territory Archives

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.

Entry No.	Description of Records	Disposal Action
LD 2.19.1	Successful development applications. Includes: Application for development; Lodgement Sheets; Plans (including plumbing, drainage, electrical and building); Variations: Stakeholder (government, industry and community) reports and feedback; Assessment Reports; Notices to other agencies, interested parties, adjacent landholders and Planning Advisory Committees; Determinations; Development Application plans; Development Application report; Development Application notice of decision; and Community feedback and objections.	Retain as Territory Archives
L D 2.19.2	Development applications for structures that are registered as historical or heritage structures	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
L D 2.20.1	Disposal of land acquired for land	Retain as Territory
	development but not actually developed.[For	Archives
	disposal of land following land development,	
	use Land Sales - disposal.]	

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.

Entry No.	Description of Records	Disposal Action
L D 2.24.1	Conduct of the Environmental Impact	Retain as Territory
	Assessment Environmental Impact	Archives
	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.	

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.

Entry No.	Description of Records	Disposal Action
L D 2.25.1	External and internal reports evaluating the	Retain as Territory
	land development function.	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.

Entry No.	Description of Records	Disposal Action
L D 2.28.1	Records relating to the final as built structure,	Retain as Territory
	including: Construction briefs; and approved	Archives
	plans, schematics and drawings associated	
	with the creation and disposal of the land.	

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.

Entry No.	Description of Records	Disposal Action
L D 2.33.1	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
L D 2.33.2	Working papers relating to the establishment 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.

Entry No.	Description of Records	Disposal Action
L D 2.39.1	Final version of plans for major land development 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.

Entry No.	Description of Records	Disposal Action
L D 2.41.1	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.]

Entry No.	Description of Records	Disposal Action
L D 2.44.1	Final version of internal formal reports and	Retain as Territory
	reports made to external agencies.	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.

Entry No.	Description of Records	Disposal Action
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.

Entry No.	Description of Records	Disposal Action
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.

Entry No.	Description of Records	Disposal Action
LP&B3.8.1	Records including: Certificates of Electrical	Retain as Territory
	Safety; Completion of Building Work; Survey	y Archives
	Certificate; Certificate of Occupancy; and	
	Certifications of satisfactory inspection of	
	buildings, drains and electrical installations.	

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.]

Entry No.	Description of Records	Disposal Action
LP&B 3.9.1	Internal committee records relating to land development, including: Agenda papers;	Retain as Territory Archives
	Establishment and terms of references;	
	Minutes of meetings; and Elections.	

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.

Entry No.

L P & B 3.13.1

Records relating to appeals against development decisions: Notices of Objection; Archives

Records of discussion: Notices and draft

Records of discussion; Notices and draft notices of decisions; and Briefs and solicitors advice.

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.

Entry No. L P & B 3.14.1	Description of Records Development applications for structures that: Are registered as historical and heritage structures; Were built prior to 1927.	Disposal Action Retain as Territory Archives
L P & B 3.14.2	Successful development applications. Includes: Application for development; Lodgement Sheets; Plans (including plumbing, drainage, electrical and building); Variations; Stakeholder (government, industry and community) reports and feedback; Assessment Reports; Notices to other agencies, interested parties, adjacent landholders and Planning Advisory Committees; Determinations; Development Application plans; Development Application report; Development Application notice of decision; and Community feedback and objections.	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.

Entry No. L P & B 3.15.1

Description of Records

Records relating to the conduct of the Retain as Environmental Impact Assessment. Includes: Archives Environmental Impact Statements;

Consultations with the community and reports; and Pre-Application proceedings that proceed to an application.

Policy

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

Entry No.			
LP8	βB	3.29.1	

Description of Records

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

Disposal Action

Disposal Action

Retain as Territory

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.

Entry No.			
L P & B 3.31.1			

Description of Records

utilities.

Records relating to the review of business processes. Includes consultant reports, benchmarks etc.

Disposal Action

Retain as Territory Archives

Registration

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

Entry No.	Description of Records	Disposal Action
LP&B3.34.1	Registers including, but not limited to:	Retain as Territory
	Development Application Lodgement	Archives
	Register; Register of Lease and Development	
	Conditions; Fences; Place Names/Aboriginal	
	Names; and Heritage Places Register.	

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.

Entry No.	Description of Records	Disposal Action
LP&B3.39.1	Audits and compliance checks. Records relating to the audit of surveyors and their	Retain as Territory Archives
	outcomes, such as Unit Title Plans. Includes:	
	Audit reports; and Field Inspections Reports.	

Territory Lease Administration

The activities associated with drafting, negotiating and approving lease and development conditions for new estates (Greenfield Developments), commercial, industrial and residential premises.

Entry No. L P & B 3.41.1

Description of Records

Land Parcel Management (Greenfield developments) Records relating to creation, division and disposal of a parcel of land. Includes: Requests to issue leases; Initial Leases; Holding Leases; Deeds of Agreement; Design Certificates; Final Certificates; Engineering Advice, annexures to the Deed of Agreement or prescribed conditions that determine development outcomes for public infrastructure. Advice to bidders; Bonds and unconditional undertakings; Executed Leases; Advice regarding stamp duty; Requests to issue consequent lease; Application of Unit Title; Unit Title Plans; Practical completion and Final certificates; and Approved plans, schematics and drawings associated with the creation and disposal of the land.

LP&B3.41.10

Lease Variations. Records relating to lease variations, including consolidation of leases, further leases, granting of lease for public lands, grant of relief, lease surrender, lease termination, licensing to occupy public lands, mineral extraction leases, rural leases, subdivisions, unit title leases. Includes: Draft lease and development conditions; Land Management Agreements; Lease documents; Status check; Lease termination notices; Licence to occupy public land; Licence to occupy non-public land; and Minerals lease or agreement.

LP&B 3.41.3

Certifications (Compliance) - Lease and Retain as Development Conditions. Records relating to Archives applications and security receipt for compliance with lease conditions, including plans, approvals to commence construction.

Retain as Territory

Retain as Territory

Archives

Disposal Action

Archives

Retain as Territory

LP&B3.41.9

Compliance Monitoring - Orders Register of orders issued.

Retain as Territory Archives

234

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.

Entry No.	Description of Records	Disposal Action
L D 3.2.1	Final version of addresses made by the Chief	Retain as Territory
	Minister or portfolio Minister or senior	Archives
	agency officers at major public events.	

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
L D 3.3.1	changes to the organisation or management of land sales. Includes advice provided by	Retain as Territory Archives
	consultants.	

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
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

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.

Entry No.	Description of Records	Disposal Action
L D 3.6.1	Final report of an external audit (e.g. conducted by an external authority such as th ACT Auditor General's Office) where:	Retain as Territory e Archives
	The audit report is qualified by the Auditor-General	
	There are major or significant changes to	

practices.

Ceremonies

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

Entry No.	Description of Records	Disposal Action
L D 3.9.1	Programs, invitations, guest lists and	Retain as Territory
	photographs relating to major ceremonies	Archives
	held to mark a special occasion (e.g. new land	
	releases.)	

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.]

Entry No.	Description of Records	Disposal Action
L D 3.11.1	External committees formed to manage or	Retain as Territory
	advise. Includes:	Archives

- Documents establishing the committee
- Final versions of minutes
- Reports
- Recommendations
- Supporting documents such as briefing papers and discussion papers.

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.

Entry No.	Description of Records	Disposal Action
L D 3.19.1	External and internal reports evaluating the	Retain as Territory
	function.	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.

Entry No.	Description of Records	Disposal Action
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
L D 3.27.2	Working papers relating to the establishment and negotiations and management of major joint venture agreements.	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).]

Entry No.	Description of Records	Disposal Action
L D 3.32.1	Master set of media releases Includes	Retain as Territory
	newscuttings, transcripts and electronic items.	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
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.

Entry No.	Description of Records	Disposal Action
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.]

Entry No.	Description of Records	Disposal Action
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.

Entry No.	Description of Records	Disposal Action
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.

Entry No.	Description of Records	Disposal Action
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.

Entry No. L D 3.45.1	Description of Records Registers of land sales	Disposal Action 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: 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.]

Entry No. 010.005.001

Description of Records

Records documenting advice received from an internal or external legal service provider relating to:

Disposal Action

Retain as Territory Archives

- international or national law;
- security;
- agency-wide industrial issues;
- interpretation of an agency's own legislation;
- proposal for new or amended agency legislation.

or

- 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.

Includes instructions to the provider, records of ongoing discussions, revisions of instructions and drafts.

[For advice given on claims, infringements, inquiries, intellectual property and litigation, use these activities attached to LEGAL SERVICES.]

Advice (Continued)

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
010.005.002	Records documenting advice from an internal or external legal service provider relating to Cabinet matters held by the Cabinet Office.	Retain as Territory Archives
010.005.003	Records relating to advice on matters involving people with a legal disability.	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
010.006.001	Records relating to the development of 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

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.]

Entry No.	Description of Records	Disposal Action
010.068.001	Records documenting litigation matters where	Retain as Territory
	legal precedents are set.	Archives

Policy

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

Entry No.	Description of Records	Disposal Action
010.080.001	Records documenting the development of	Retain as Territory
	government-wide legal services policies.	Archives

Procedures

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

Entry No.	Description of Records	Disposal Action
010.082.001	Master set of agency manuals, handbooks,	Retain as Territory
	directives etc detailing procedures supporting	Archives
	the legal services function.	

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.

Entry No.
010.090.001

Description of Records

Disposal Action Records relating to representatives for matters Retain as Territory which are precedent setting in nature, of Archives major public interest or of significance to the functions, jurisdiction and administrative powers of the Executive, Legislature, Judiciary, the Territory or its agencies.

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.]

Entry No.	Description of Records	Disposal Action
P C 1.1.1	External committees formed to manage or advise.	Retain as Territory
	Includes finals of documents:	Archives

- Establishing the committee;
- Terms of reference;
- Appointment of members;
- Minutes;
- Reports;
- Recommendations; and
- Supporting documents such as briefing papers and discussion papers.

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.

Entry No.	Description of Records	Disposal Action
P C 1.3.1	Records documenting the process of drafting bills, subordinate laws and other instruments.	•
	Includes:	

- Drafting instructions;
- Correspondence;
- Previous versions of draft; and
- Quality assurance checks.

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.]

Entry No.	Description of Records	Disposal Action
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.

Entry No.	Description of Records	Disposal Action
LAS 5.15.1	Records documenting drafting instructions for	Retain as Territory
	legislation issued by the Secretariat.	Archives

Legislation

The process of making laws. Includes Local, State, Commonwealth and overseas Acts, Bills and subsections of Acts, and amendments to each.

Entry No.	Description of Records	Disposal Action
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

LIQUID FUELS REGULATION

The function of regulating and monitoring activities associated with the preparation and conduct of regulatory activities in the event of a liquid fuels emergency.

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.

Entry No. WC 4.2.1	Description of Records Records relating to operational audits where serious failures to meet compliance requirements were identified.	Disposal Action Retain as Territory Archives
WC 4.2.2	Final audit reports or findings on audits of specific issues relating to liquid fuels 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.

Entry No.	Description of Records	Disposal Action
WC 4.7.1	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.]

Entry No.	Description of Records	Disposal Action
WC 4.8.1	Records documenting litigation matters where	Retain as Territory
	legal precedents are set.	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.]

Entry No.	Description of Records	Disposal Action
WC 4.10.1	Detailed comprehensive reports that contain	Retain as Territory
	major, detailed recommendations or have a	Archives
	significant impact on policies for the agency	
	as a whole.	

Standards

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

Entry No.	Description of Records	Disposal Action
WC 4.11.1	Master copies of standards, codes of practice	Retain as Territory
	and guidelines relating to liquid fuels	Archives
	regulation developed by the agency.	

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.]

Entry No. ILSL1.1.1	Description of Records 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.	Disposal Action Retain as Territory Archives
ILSL1.1.2	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.]

Entry No. ILSL1.3.1

Description of Records

External committees (including the Cleaning Industry Long Service Leave Board and the Construction Industry Long Service Leave Board) formed to manage or advise. Includes finals of documents:

Disposal Action

Retain as Territory Archives

- Establishing the committee;
- Terms of reference;
- Appointment of members;
- Minutes;
- Reports:
- Recommendations; and
- Supporting documents such as briefing and discussion papers.

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.

Entry No.		
I L S L 1.4.1		

Description of Records

External and internal reports evaluating design, development and implementation of boards established to determine worker's entitlement to long service leave.

Disposal Action

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.

Entry No.
ILSL1.5.1

Description of RecordsFinal version of policies.

Disposal ActionRetain as Territory
Archives

Registration

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

Entry No.	Description of Records	Disposal Action
I L S L 1.7.1	Registers recording information of eligible	Retain as Territory
	periods of employment.	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.]

Entry No.	Description of Records	Disposal Action
I L S L 1.8.1	Collection of data and information about	Retain as Territory
	special groups within the employee	Archives
	community gathered to educate and engage	
	them in participation of long service leave	
	entitlements.	

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.

Entry No.	Description of Records	Disposal Action
ILSL1.9.1	Records documenting detailed unpublished	Retain as Territory
	research conducted by or for the Agency.	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.

Entry No.Description of RecordsI L S L 1.10.1Records relating to the relation to long service leave. In

Records relating to the review of entitlements Retain as Territory to long service leave. Includes subsequent Archives investigation of process and recommendations.

Disposal Action

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.]

Entry No.

I C & R 3.1.1

Description of Records

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.

Disposal Action

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.]

*Entry No.*I C & R 3.2.1

Description of Records

Records of committees and meetings of commissioners relating to market regulation advisory activities, where the agency provides the secretariat and holds the master record. Includes:

Disposal Action

Retain as Territory Archives

- appointment of members;
- final versions of minutes;
- reports and recommendations;
- supporting documents such as briefing papers, legal opinions, discussion papers.

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.

Entry No.
I C & R 3.3.1

Description of Records

Summary records of complaints made about competitive neutrality and heard by the Independent Competition and Regulatory Commission.

Disposal Action

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.

Entry No.
I C & R 3.4.1

Description of Records

Records documenting the development and establishment of market regulation policies. Includes:

Disposal Action
Retain as Territory
Archives

- policy proposals;
- research papers;
- results of consultations;
- supporting reports;
- major drafts;
- final policy documents.

Procedures

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

Entr	y No.
I C &	z R 3.5.1

Description of Records Master set of agency manuals, handbooks,

and directives etc detailing procedures for market regulation.

Disposal ActionRetain 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.

Entry No.	Description of Records	Disposal Action
I C & R 3.7.1	Records relating to periodic reviews of marke	t Retain as Territory
	regulation.	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.

Entry No. Courts 10.1.1	Description of Records All Supreme Court Matrimonial Causes registers, indexes and card systems including electronic indexes and registers.	Disposal Action 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.

Entry No.	Description of Records	Disposal Action
093.013.001	Final audit report relating to operational	Retain as Territory
	audits of the Milk Vending function that	Archives
	result in substantial changes to policy or have	
	a significant impact on operations.	

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.]

Entry No.	Description of Records	Disposal Action
093.020.001	Records of the ACT Milk Authority.	Includes: Retain as Territory
		Δ rehives

- Appointment of members;
- Final versions of minutes;
- Reports;
- Recommendations;
- Supporting documents such as briefing papers and discussion papers.

NOMINAL INSURER REGULATION

The function of recovering funds in order to make payments in accordance with court judgements where liable parties have failed to maintain a current workers compensation policy with an approved insurer.

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.

Entry No. WC 5.2.1	Description of Records Records relating to operational audits where serious failures to meet compliance requirements were identified.	Disposal Action Retain as Territory Archives
WC 5.2.2	Final audit reports or findings on audits of specific nominal insurer 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.

Entry No. Description of Records	Disposal Action
WC 5.6.1 Master set of minutes, a papers of formal bodies purpose of liaison between professional association related fields, other privorganisations and comments.	s established for the Archives veen the agency and ns, professionals in vate sector

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.]

Entry No.	Description of Records	Disposal Action
WC 5.7.1	Records documenting litigation matters where	Retain as Territory
	legal precedents are set.	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.]

Entry No.	Description of Records	Disposal Action
WC 5.10.1	Detailed comprehensive reports that contain major, detailed recommendations or have a	Retain as Territory Archives
	significant impact on policies for the agency	

Standards

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

Entry No.	Description of Records	Disposal Action
WC 5.11.1	Master copies of standards, codes of practice	Retain as Territory
	and guidelines relating to the nominal insurer	Archives
	function developed by the agency.	

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.]

Entry No.
C S 3.01.1

Description of Records

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.

Disposal Action

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.]

Entry No. C S 3.03.1

Description of Records

External committees formed to manage or advise about the function of offender management. Includes finals of documents:

Disposal Action

Retain as Territory Archives

- Establishing the committee;
- Terms of reference;
- Appointment of members;
- Minutes;
- Reports;
- Recommendations; and
- Supporting documents such as briefing and discussion papers.

Discipline

The activities and actions associated with the disciplinary process. Includes investigation, charges, formal inquiries, and punishment.

Entry No.
C S 3.07.1

Description of Records

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.

Disposal Action

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.

Entry No.			
C S 3.09.1			

Description of Records

External and internal reports evaluating design, development and implementation of the offender management function, including delivery of training models or other programs.

Disposal Action

Disposal Action

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.

Entry No.
C S 3.10.1

Description of Records

Records of incidents where further Retain as Territory investigation, reporting and legal proceedings Archives occurred.

Psychological Assessments

The activities undertaken in relation to psychological assessments and counselling to determine management options.

Entry No.	Description of Records	Disposal Action
C S 3.11.1	Records that do not relate to a specific client/detainee, covering activities in relation to psychological assessments and counselling to determine management options. Includes the comprehensive assessment of program needs, skill levels, educational profile, raw data, psychologists' reports, handwritten notes and clinical observations, reports from other professionals, letters from clients and	Retain as Territory Archives
	informal case notes.	

Registration

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

Entry No.	Description of Records	Disposal Action
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.	•
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.

Entry No.	Description of Records	Disposal Action
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, prerelease 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.

Entry No.	Description of Records	Disposal Action
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.
C S 4.02.1

Description of Records

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.

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

Disposal Action

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 formal reports, use OMBUDSMAN COMPLAINT MANAGEMENT - Reporting.

For internal reviews of actions or decisions taken by the Ombudsman, use OMBUDSMAN COMPLAINT MANAGEMENT - Reviews (decisions).]

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. 034.005.001	Description of Records Records documenting instructions to the Ombudsman's legal team. Includes:	Disposal Action Retain as Territory Archives
	ongoing discussions;revisions of instructions;drafts.	
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.	Retain as Territory Archives
	[For interpretations of the agency's legislation, use LEGAL SERVICES - Advice.	
	For proposals of new or amended agency legislation, use LEGAL SERVICES - Advice.]	

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. 034.016.001

Description of Records

Records documenting category 5 approaches including:

Disposal Action

Retain as Territory Archives

- scoping notes
- investigation plans
- issues/discussion papers
- research notes and analysis
- notes of file/site inspections
- informal and formal interviews
- records of conversation.

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.]

Entry No. 034.056.001

Description of Records

Disposal Action

Records documenting an agency's Retain as Territory contribution and involvement into an inquiry Archives directly relating to its own activities. Includes:

- agency statements;
- submissions;
- responses to final reports;
- transcripts or oral evidence given by agency officers.

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:

Retain as Territory Archives

- agency statements;
- submissions;
- research;
- reports.

[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.]

Entry No.	Description of Records	Disposal Action
034.068.001	Records documenting matters relating to the	Retain as Territory
	ombudsman complaint management function	Archives
	which set legal precedents.	

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).]

Entry No.	Description of Records	Disposal Action
034.071.001	Master set of media releases on complaint	Retain as Territory
	investigations conducted by the Ombudsman	Archives
	or relating to the ombudsman complaint	
	management function.	

Policy

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

Entry No.	Description of Records	Disposal Action
034.080.001	Final versions of policies supporting the	Retain as Territory
	complaints management function.	Archives

Procedures

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

Entry No.	Description of Records	Disposal Action
034.082.001	Master set of agency manuals, handbooks,	Retain as Territory
	directives etc detailing procedures supporting	Archives
	the ombudsman complaint management	
	function.	

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.]

affecting the ACT;

Entry No.	Description of Records	Disposal Action
034.088.001	Final version of formal reports. Includes:	Retain as Territory Archives
	 complaint investigation reports; 	
	 reports on major or systemic issues 	

compliance audit reports.

[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.]

Entry No.	Description of Records	Disposal Action
034.102.001	Final submissions regarding government	Retain as Territory
	administrative practices that result in changes	Archives
	to policy.	

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 - Payments.

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

Entry No.

12-188/091.003.001

Description of Records

Records relating to the acquisition and/or licensed use of learning and assessment materials. These may include:

- training packages;
- learning support materials;
- assessment guides;
- student logs;
- teaching plans;
- implementation plans;
- student and teacher resources.

Disposal Action

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.

Entry No.

Description of Records

Disposal Action

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.]

Entry No.

12-188/091.020.001

Description of Records

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:

Disposal Action

Retain as Territory Archives

- final versions of minutes;
- agenda:
- briefing and discussion papers.

Course Development

The process of developing curricula for courses. This includes the initiation or discussion of proposals.

Entry No.	Description of Records	Disposal Action
12-188/091.230.001	Master records relating to development of courses and programs of study. Records could include master set of programs, lecture notes, training manuals, hand-outs, films and videos, photographs, slides, scripts, brochures.	
12-188/091.230.002	One representative sample, for each calendar year, of training programs and presentation materials.	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.

Entry No.	Description of Records	Disposal Action
12-188/091.042.001	Record documenting the evaluation of	Retain as Territory
	courses, including assessment of courses by	Archives
	participants in Registered Training	
	Organisation (RTO) modules.	

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.

Entry No.	Description of Records	Disposal Action
12-188/091.067.001	Records relating to contact with national bodies, professional associations, industry bodies, private sector organisations, government agencies and community groups regarding training deliver and/or assessment. Includes membership of industry and professional associations.	Retain as Territory Archives

Procedures

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

Entry No.	Description of Records	Disposal Action
12-188/091.082.001	Master copies of procedures or instructions in	Retain as Territory
	regards to operational training. Including the	Archives
	development and review of Quality	
	Management System Procedures to ensure	
	quality training and assessments.	

Reviewing

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

Entry No.	Description of Records	Disposal Action
12-188/091.093.001	Records relating to reviews of training	Retain as Territory
	delivery and assessment including the	Archives
	collection and analysis of stakeholder and	
	client feedback.	

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.]

Entry No. 106.006.001

Description of Records

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.

Disposal Action

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.1

Entry No. 106.020.001

Description of Records

Disposal Action Records associated with the establishment and Retain as Territory operation of committees relevant to forests, Archives parks, reserves and public places.

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.

Entry No.	Description of Records	Disposal Action
106.023.001	Records documenting conservation and or	Retain as Territory
	protection activities related to the function for	Archives
	issues of significance to the Territory.	
	Includes:	

- Significant trees.[For the Significant tree register See 'Registration']
- Sites of biological or cultural significance Example: Murrumbidgee River Corridor
- Heritage properties Example: Brayshaw's Hut

Construction

The process of making or building something.

Entry No.	Description of Records	Disposal Action
106.024.001	Records documenting the construction details of forests, parks, reserves and public places and the facilities therein.	Retain as Territory Archives
106.024.002	Documentation related to construction of major assets within forests, parks, reserves and public places including design and siting plans and project management records. Including buildings and toilet blocks.	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.

Entry No.	Description of Records	Disposal Action
106.161.001	Records relevant to the design of forests,	Retain as Territory
	parks, reserves and public places and the	Archives
	facilities therein.	

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
106.034.001	Disposal of land previously used for public	Retain as Territory
	recreation and open space, parklands and	Archives
	reserves.	

Horticultural Services

The services provided in relation to tree, turf and flower growing, supply and landscaping, including nursery production of plants. [Environmental Management RDS]

Entry No.	Description of Records	Disposal Action
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:	Retain as Territory Archives
	 Restoration of areas within forests, parks, reserves and public places (e.g. Boboyan Pines); Bushland regeneration; and Bushfire reconstruction. 	
	[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

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.

Entry No.	Description of Records	Disposal Action
106.053.001	Summary records documenting execution of	Retain as Territory
	implementation plans, policies and procedure	s Archives
	related to the Parks, Reserves and Public	
	Places function.	

Land Data & Mapping

The activities associated with providing advice on the collection of land data and production of maps. [Land, Planning & Building RDS]

Entry No.	Description of Records	Disposal Action
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.

Entry No. 106.067.001	Description of Records 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:	Disposal Action Retain as Territory Archives
	Canberra Nara ParkJohn Knight Memorial Park	
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

Maintenance

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

Entry No.	Description of Records	Disposal Action
106.069.001	Maintenance of assets and equipment of national significance including tracks, trails, fences and signs etc. within forests, parks, reserves and public places.	Retain as Territory Archives

Mapping Programs

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

information.	rated with the concerton, management and present	ation of fand
Entry No.	Description of Records	Disposal Action
106.222.001	Final controlled versions of program outputs. Includes:	Retain as Territory Archives
	 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. 	
106.222.002	Plan preparation including:Architecture;Land Management;	Retain as Territory Archives

- Surveying;
- Town planning; and
- Transport Engineering.

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
106.079.001	Final versions of management plans related to	Retain as Territory
	the Parks, Reserves and Public Places	Archives
	0	

function.

Policy

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

Entry No.	Description of Records	Disposal Action
106.080.001	Final versions of policies related to the Parks,	Retain as Territory
	Reserves and Public Places function.	Archives

Procedures

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

Entry No.	Description of Records	Disposal Action
106.082.001	Master version of agency manuals,	Retain as Territory
	handbooks, regulations and standard methods	Archives
	detailing procedures supporting the Parks,	
	Reserves and Public Places function.	

Regulation and Monitoring

Activities that check, observe, or record the operation of equipment, infrastructure, services or systems.

Entry No.	Description of Records	Disposal Action
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.]

Entry No.	Description of Records	Disposal Action
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.

Entry No.	Description of Records	Disposal Action
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

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.

Entry No. 106.097.001

Description of Records

Major security breaches or incidents, which results in the laying of charges, or where sabotage is strongly suspected within forests, parks, reserves and public places. Including break-ins, unauthorised access, intentional damage and fires.

Disposal Action

Retain as Territory Archives

Vegetation Management

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

Entry No.
106.248.001

Description of Records

Strategic management of plant communities and/or species of significance to the territory. Archives Examples:

Disposal Action

Retain as Territory

- Westbourne Woods
- Cork Oak Plantation
- Terango Leek Orchid

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.

Entry No.
106.109.001

Description of Records

Records documenting visits by royalty, heads Retain as Territory of state and politicians. Includes signed visitor's books.

Disposal Action

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.

Entry No.	Description of Records	Disposal Action
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.

Entry No.	Description of Records	Disposal Action
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
	I armamentary education function.	

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.

Entry No.	Description of Records	Disposal Action
LAS 6.17.1	Records documenting major reports and	Retain as Territory
	submissions to the Speaker about programs	Archives
	relating to the parliamentary	

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.

Entry No.	Description of Records	Disposal Action
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.

Entry No.	Description of Records	Disposal Action
LAS 6.32.1	Records documenting the development and	Retain as Territory
	review of the Assembly Internship Program.	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.]

Entry No.	Description of Records	Disposal Action
LAS 7.2.1	Final versions of advice provided on	Retain as Territory
	parliamentary procedure relating to the	Archives
	Assembly and its committees.	

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.

Entry No.	Description of Records Disposal Action	
LAS 7.7.1	Records documenting the case history of a Retain as Territo matter relating to the parliamentary procedure Archives	ry
	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.	

Procedures

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

Entry No.	Description of Records	Disposal Action
LAS 7.27.1	Final versions of procedures relating to the	Retain as Territory
	operation of the Assembly and its committees	, Archives
	for example Standing Orders.	

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.

Entry No.	Description of Records	Disposal Action
LAS 7.30.1	Final versions of research relating to the	Retain as Territory
	parliamentary procedure function, for example research on Standing Orders.	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.

Entry No.	Description of Records	Disposal Action
LAS 7.31.1	Final versions of reviews conducted on	Retain as Territory
	matters relating to the parliamentary procedure function.	Archives
	procedure function.	

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.

Entry No.	Description of Records	Disposal Action
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.]

Entry No. 179.005.001

Description of Records

Receipt and provision of advice about the programs and services provided to patients in Archives 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.

Disposal Action

Retain as Territory

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.

Entry No. 179.013.001

Description of Records

Final audit reports relating to operational audits of the programs and services provided to patients in hospitals, health centres, clinics or other similar health care facilities that result in substantial changes to policy or have a significant impact on operations.

Disposal Action

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.]

Entry No. 179.020.001

Description of Records

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:

Disposal Action

Retain as Territory Archives

- establishing the committee;
- terms of reference;
- appointment of members;
- minutes;
- reports;
- recommendations: and
- supporting documents such as briefing papers and discussion papers.

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.

Entry No.	Description of Records	Disposal Action
179.042.001	External and internal reports evaluating the	Retain as Territory
	programs and services provided to patients in	Archives

programs and services provided to patients in Archives hospitals, health centres, clinics or other similar health care facilities that cause a change to policies, procedures or is a

significant program, unusual item, system or a

first time service.

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
179.079.001	Final version of major plans related to the programs and services provided to patients in hospitals, health centres, clinics or other similar health care facilities.	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.

Entry No.	Description of Records	Disposal Action
179.080.001	Final version of policies relating to the	Retain as Territory
	programs and services provided to patients in	Archives
	hospitals, health centres, clinics or other	
	similar health care facilities.	

Procedures

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

Entry No.	Description of Records	Disposal Action
179.082.001	Master set of agency manuals, handbooks and	Retain as Territory

directives etc detailing procedures relating to Archives

the programs and services provided to patients in hospitals, health centres, clinics or other

similar health care facilities.

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.

Archives

Entry No. Description of Records Disposal Action 179.084.001 Records documenting public reaction to the Retain as Territory

provision of patient services that cause significant public or political interest or results in significant changes to policies, procedures, establishes a precedent or required a significant investigation.

[For suggestions received from the public, use COMMUNITY RELATIONS - Suggestions.]

Quality Assurance

The activities involved with the development, monitoring and reviewing of quality assurance programs.

Entry No. Description of Records Records documenting the development, monitoring and reviewing of quality assurance programs relating to the programs Disposal Action Retain as Territory Archives

and services provided to patients in hospitals, health centres, clinics or other similar health

care facilities.

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
179.088.001	Final version of internal formal reports and	Retain as Territory
	reports made to external agencies on the	Archives
	provision of programs and services to patients	
	in hospitals, health centres, clinics or other	
	similar health care facilities.	

Reviewing

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

Entry No.	Description of Records	Disposal Action
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	Retain as Territory Archives
	facilities.	

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).

Entry No.	Description of Records	Disposal Action
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.

Entry No. 012.080.001

Description of Records

Records documenting the development and establishment of the agency's personnel policies. Includes:

- policy proposals
- research papers
- results of consultations
- supporting reports
- major drafts
- final policy documents.

Disposal Action

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.

Entry No.	Description of Records	Disposal Action
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.]

Entry No.	Description of Records	Disposal Action
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.

Entry No.	Description of Records	Disposal Action
180.013.001	Final audit reports relating to operational	Retain as Territory
	audits of population health care management	Archives
	and control programs and strategies that result	
	in substantial changes to policy or have a	
	significant impact on operations.	

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.]

Entry No.	Description of Records	Disposal Action
180.020.001	Records of external or internal committees	Retain as Territory
	formed to manage or advise on population	Archives
	health care management and control program	S
	and strategies Includes final version of	

- establishing the committee;
- terms of reference;
- appointment of members;
- minutes;

documents:

- reports;
- recommendations; and
- supporting documents such as briefing papers and discussion papers.

Distribution

The activities associated with disseminating items, correspondence or publications through sales, deliveries, or other customer services.

Entry No.	Description of Records	Disposal Action
180.036.001	Records on the distribution of vaccines for	Retain as Territory
	immunisation and other population drug	Archives
	distribution programs.	

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.

Entry No.	Description of Records	Disposal Action
180.042.001	External and internal reports evaluating	Retain as Territory
	population health care management and	Archives
	control programs and strategies	

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.

Entry No.	Description of Records	Disposal Action
180.044.001	Records relating to agency exhibitions, displays, etc. promoting the activities, services, courses, projects or programs on population health care including joint activities with academic partners/collaborators and other health institutions.	Retain as Territory Archives
	[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.

Entry No.	Description of Records	Disposal Action
180.052.001	Records documenting the development of community programs, strategies and	Retain as Territory Archives
	information handouts promoting healthy wor	
	and living environments resulting from the	

population health care management and

control programs and strategies.

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).]

Entry No.	Description of Records	Disposal Action
180.071.001	Master set of agency media releases relating	Retain as Territory
	to population health care management and	Archives
	control programs and strategies.	

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
180.079.001	Final version of major plans relating to	Retain as Territory
	population health care management and control programs and strategies.	Archives

Policy

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

Description of Records Disposal Action Entry No.

180.080.001 Final version of policies relating to population Retain as Territory

health care management and control programs Archives

and strategies.

Procedures

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

Entry No. Description of Records Disposal Action

Master set of agency manuals, handbooks and Retain as Territory 180.082.001

directives, etc. detailing procedures relating to Archives

population health care management and

control programs and strategies.

Quality Assurance

The activities involved with the development, monitoring and reviewing of quality assurance programs.

Entry No. Description of Records Disposal Action

180.085.001 Retain as Territory Records documenting the development, monitoring and reviewing of quality **Archives**

assurance programs relating to population health care management and control programs

and strategies.

Registration

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

Entry No.
180.155.001

Description of Records

Registers relating to population health care management and control programs and strategies. Including:

- Alcohol and Drugs registers
- Drug destruction registers
- Hazardous substances registers
- Notifiable diseases registers
- Sudden Infant Deaths Syndrome (SIDS) register

Disposal Action

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.]

Entry No.
180.088.001

Description of Records

Final version of internal formal reports and reports made to external agencies relating to population health care management and control programs and strategies.

Disposal Action

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.

Entry No. 180.091.001

Description of Records

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.

Disposal Action

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.

Entry No.
180.093.001

Description of Records

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.

Disposal Action

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).]

Entry No.	Description of Records	Disposal Action
180.095.001	Records documenting the results of risk assessments relating to population health care management and control programs and strategies.	Retain as Territory Archives
180.095.002	Risk register for risks associated with population health care management and control programs and strategies	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.]

Entry No.	Description of Records Disposal Action
180.102.001	Submissions (other than Cabinet submissions) Retain as Territory
	made to the Chief Minister, Minister and Archives
	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.

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.

Entry No.	Description of Records	Disposal Action
Courts 11.1.1	All Supreme Court Probate registers, indexes and card systems including electronic indexes and registers.	<u> </u>
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

PROCUREMENT

The function of managing the entire procurement process by which all classes of resources (human, material, facilities and services) are obtained generally for a specific program or project. Includes the activities of planning, design, standards determination, developing specifications, drawing up, issuing and receiving tenders, establishing Service Level Agreements and Memoranda of Understanding. Also includes providing advice, conducting supplier's audits, reporting on the performance of external service providers and suppliers, providing contract and risk management services, conducting post implementation reviews.

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
153.005.001	Advice, that resulted in major changes to the	•
	organisation or management of Procurement programs. Includes advice provided by	Archives
	consultants.	

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
153.006.001	Final version of significant agreements with government bodies or private organisations with implications for major liabilities or obligations.	Retain as Territory Archives
153.006.002	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.

Entry No. 153.013.001

Description of Records

Disposal Action

Final report of an external audit (e.g. Retain as Territory conducted by an external authority such as the Archives ACT Auditor General's Office) where:

- the audit report is qualified by the auditor; or
- there are major or significant changes to practices.

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.1

Entry No. 153.020.001

Description of Records

External committees formed to manage or advise. Includes finals of documents:

Disposal Action

Retain as Territory Archives

- Establishing the committee;
- Terms of reference;
- Appointment of members;
- Minutes;
- Reports;
- Recommendations;
- Supporting documents such as briefing and discussion papers.

Construction

The process of making or building something.

Entry No. 153.024.001

Description of Records

Disposal Action

Records relating to the construction details of Retain as Territory infrastructure and capital works necessary for Archives procurement. Includes works with heritage or territory significance.

For tendering of work to support construction activities, use PROPERTY MANAGEMENT -Tendering.

For managing the performance of contractedout services to support the construction process, use PROPERTY MANAGEMENT -Contracting-out

For the planning of construction programs, use PROPERTY MANAGEMENT - Planning.

For submissions to Cabinet seeking support for construction projects, use GOVERNMENT **RELATIONS** - Submissions.

Use ROADS MANAGEMENT - Construction for the making of roads-

Use TRAFFIC & TRANSPORT for the function of developing policy and planning for transport infrastructure and the efficient movement and parking of traffic

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.

Entry No.	Description of Records	Disposal Action
153.322.001	Records documenting contract services	Retain as Territory
	processes and activities.	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.

Entry No.	Description of Records	Disposal Action
153.062.001	Final signed version of joint venture	Retain as Territory
	agreements and working papers relating to the	Archives
	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.	

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
153.079.001	Final version of plans for major projects,	Retain as Territory
	programs or operational activities.	Archives

Policy

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

Entry No.	Description of Records	Disposal Action
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.

Entry No.	Description of Records	Disposal Action
153.082.001	Master set of agency manuals, handbooks,	Retain as Territory
	directives, etc. detailing procedures.	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).]

Entry No.	Description of Records	Disposal Action
153.095.001	Procurement risk register. Use PROPERTY	Retain as Territory
	MANAGEMENT - Risk register for risk	Archives
	register for property.	

Standards

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

Entry No.	Description of Records	Disposal Action
153.100.001	Records documenting the development of	Retain as Territory
	standards for procurement.	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.]

Entry No.	Description of Records	Disposal Action
153.102.001	Final version of successful agency	Retain as Territory
	submissions.	Archives

Works As Executed (WAE)

Activities relating to the preparation of final records (e.g. paper, electronic, film, etc.) for a constructed asset, based upon the approved design drawings, as amended to reflect the actual constructed works.

Entry No. 153.325.001	Description of Records Records relating to the final as built structure, including:	Disposal Action Retain as Territory Archives
	 Construction briefs; and Approved plans, schematics and drawings associated with the construction 	
153.325.002	Heritage Structures - records relating to the final as built structures, including:	Retain as Territory Archives
	 Construction briefs; Approved plans, schematics and drawings associated with the construction; and Practical completion, design and final certificates. 	

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.]

Entry No.

Description of Records

Disposal Action

013.003.001

Records documenting the acquisition of properties of Territory significance (see functional scope note) including compulsory acquisitions. Includes:

Retain as Territory Archives

- investigations into and reports on the property
- environmental impact assessments
- budgetary estimates
- * cost benefit analyses.

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.]

Entry No. 013.020.001

Description of Records

Disposal Action

Records of committees formed to consider the Retain as Territory management of properties of territory Archives significance (see functional scope note).

Includes:

- documents establishing the committee
- final versions of minutes
- reports
- recommendations
- supporting documents such as briefing papers and discussion papers.

Includes both internal and external 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.

Entry No.	Description of Records	Disposal Action
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. [For inspections to identify the type of contamination, use PROPERTY MANAGEMENT - Inspections.	Retain as Territory Archives
	For other environmental related restoration or rehabilitation work to properties, including buildings and land, use ENVIRONMENTAL MANAGEMENT - Conservation.]	

Construction

The process of making or building something.

Entry No.	Description of Records	Disposal Action
013.024.001	Records documenting construction activities	Retain as Territory
	carried out on properties of territory significance (see PROPERTY	Archives
	MANAGEMENT scope note). Includes:	
	1 6 1, ('	

- records of consultations (e.g. with owners and local authorities)
- specifications
- building plans
- project management records.

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. 013.034.001

Description of Records

Records documenting the disposal of properties of territory significance (see functional scope note). Includes:

- assessments and investigations
- valuation certificates
- details of preparation undertaken before disposal ('making good').

Disposal Action

Disposal Action

Retain as Territory Archives

Fit outs

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.

Entry No. 013.046.001

Description of Records

Records documenting the fit outs of properties Retain as Territory of territory significance (see functional scope Archives note). Includes justification, notification of intent and assessment of obligations regarding heritage properties.

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.

Entry No.

Description of Records

Disposal Action

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.

Entry No. 013.069.001

Description of Records

Disposal Action

Retain as Territory

Records documenting repairs made to properties of territory significance (see functional scope note) after a disaster e.g. fire,

Archives

floods etc.

[For the implementation of a counter-disaster plan, use PROPERTY MANAGEMENT - Implementation.

For construction work carried out after a disaster, use PROPERTY MANAGEMENT - Construction.

For fit-outs carried out after a disaster, use PROPERTY MANAGEMENT - Fit-outs.]

Planning

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

Entry No. 013.079.001

Description of Records

Final version of plans to support the management of properties of territory significance (see functional scope note).

Disposal Action

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.

Entry No.	Description of Records	Disposal Action
013.080.001	Records documenting the development and	Retain as Territory
	establishment of the agency's property	Archives
	services policies. Includes:	

- policy proposals
- research papers
- results of consultations
- supporting reports
- major drafts
- final policy documents.

Procedures

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

Entry No.	Description of Records	Disposal Action
013.082.001	Master set of agency manuals, handbooks,	Retain as Territory
	directives, etc. detailing procedures	Archives
	supporting the property management function	1.
	Includes emergency procedures.	

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
013.088.001	Final versions of formal internal reports and	Retain as Territory
	reports made to external agencies on	Archives
	properties of territory significance (see	
	PROPERTY MANAGEMENT scope note).	

Reviewing

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

Entry No. 013.093.001

Description of Records

Disposal Action

Records documenting the review of programs Retain as Territory and operations impacting on the management Archives of properties of territory significance (see functional scope note). Includes documents establishing the review, final report and action plan.

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.

Entry No. 013.097.001

Description of Records

Disposal Action

Records documenting major security breaches Retain as Territory or incidents (e.g. which result in the laying of Archives 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
- liaison with law-enforcement agencies.

[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.

Entry No.
013.104.001

Description of Records

Disposal Action

Final versions of signed contracts under seal Retain as Territory with government bodies or private organisations Archives that:

- 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.

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.]

Entry No.	Description of Records	Disposal Action
PC 2.1.1	Establishing the committee;	Retain as Territory
		Archives

- Terms of reference;
- Appointment of members;
- Minutes:
- Reports;
- Recommendations; and
- Supporting documents such as briefing papers and discussion papers.

Legislative Advice

The activities associated with providing advice to government departments, the courts, the Legislative Assembly and the public.

Entry No.	Description of Records	Disposal Action
P C 2.2.1	Records documenting advice provided in	Destroy 7 years after
	relation to the access to legislation function.	last action

Legislative Backcapture

The activities associated with publishing legislation made for the ACT before the establishment of the ACT legislation register.

Entry No.	Description of Records	Disposal Action
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.

Entry No.	Description of Records	Disposal Action
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:	Retain as Territory Archives
	Acts; andLegislative instruments.	
P C 2.4.3	Records containing the text of proposed laws. Includes:	Retain as Territory Archives
	Bills; andExposure drafts.	
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:	Retain as Territory Archives
	 Explanatory statements; Compliance statements; Regulatory impact statements; Hansard; Minutes of proceedings; Approval statements; and Any other relevant material 	

Legislative Republications

The activities associated with republishing point-in-time versions of ACT legislation.

Entry No.	Description of Records	Disposal Action
P C 2.5.1	Records containing the text of a republished law. Includes:	Retain as Territory Archives
	Acts;Ordinances; andLegislative instruments.	
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.

Entry No.	Description of Records	Disposal Action
P C 2.6.1	Final versions of documents containing legislative tables or legislative information. Includes:	Retain as Territory Archives
	Annual tables:	

- Annual tables;
- Chronological tables of legislation; and
- Repealed tables.

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.]

Entry No.	Description of Records	Disposal Action
PSM 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.]

Entry No.	Description of Records	Disposal Action
P S M 1.3.1	Final version of significant agreements with	Retain as Territory
	government bodies.	Archives

Ceremonies

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

Entry No.		
PSM 1.5.1		

Description of Records

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 Commissioners awards.

Disposal Action

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.]

Entry No.P S M 1.6.1

Description of Records

Records of external high level intergovernment (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:

Disposal Action

- documents establishing the committee
- agendas
- minutes
- reports
- recommendations
- supporting documents such as briefing and discussion papers.

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.]

Entry No.	Description of Records	Disposal Action
PSM 1.8.1	Records documenting Commissioners	Retain as Territory
	Inquiries. Includes:	Archives

- statements and submissions
- responses to final reports
- transcripts of oral evidence given by government officers

P S M 1.8.2	Working papers documenting the	Retain as Territory
	Commissioner's contribution and involvement	Archives

Policy

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

Entry No.	Description of Records	Disposal Action
PSM 1.11.1	Records documenting the development and establishment of policies related to public	Retain as Territory Archives
	service administration. Includes: policy	Auchives
	proposals, research papers, results of	
	consultations, supporting reports, major	
	drafts, final policy documents.	

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.
P S M 1.13.1

Description of Records

Final version of internal formal reports and reports made to external agencies relating to the function. Includes State of the Service Report.

Disposal Action

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.]

Entry No.	Description of Records	Disposal Action
PSM 2.2.1	Master copies of the Territory's certified	Retain as Territory
	agreements.	Archives

Policy

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

Entry No.	Description of Records	Disposal Action
PSM 2.9.1	Records documenting the development and establishment of Territory wide public service	Retain as Territory Archives
	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.	

PUBLIC TRUSTEE SERVICES

The function of providing the ACT community with access to secure, efficient, competitive and caring trustee, estate administration and Will-making services. Includes the provision of financial management services under Enduring Powers of Attorney or under Order of the Guardianship and Management of Property Tribunal.

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
PTS 1.1.1	Receipt of advice that resulted in major	Retain as Territory
	changes	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.

Entry No.	Description of Records	Disposal Action
PTS 1.2.1	A person's Will (where an estate is administered by the Public Trustee). Lodged in the Supreme Court after death.	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.

Entry No.	Description of Records	Disposal Action
PTS 1.5.1	Final policy documents.	Retain as Territory Archives

PUBLICATION

The function of having works, irrespective of format, issued for sale or distribution internally or to the public. Includes drafting, manual or electronic production (design, layout, typesetting, printing etc.), marketing and supply of publications by the agency. Also includes external publications (such as technical papers, issues papers, articles for professional journals and reports) and leaflets which aim to promote the services and public image of the agency; and internal publications (such as newsletters, circulars, procedure manuals etc.), which are not produced for public relations reasons. Also includes multi media publications, CD-ROM and on-line information services.

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.

Entry No. 014.083.001	Description of Records Master set of agency publications produced before 1968 (i.e. before the commencement of legal deposit under the Copyright Act 1968). [For the disposal of duplicate agency publications produced before 1968, use PUBLICATIONS - Disposal.]	Disposal Action Retain as Territory Archives
014.083.002	Master copy of agency-produced films.	Retain as Territory Archives
014.083.003	Snapshot of agency's public website. [For carrying out a risk analysis to determine the timing of taking a snapshot of an agency's website, use PUBLICATIONS - Risk Management. For system logs recording changes to websites and intranet site, use TECHNOLOGY & TELECOMMUNICATIONS - Control.]	Retain as Territory Archives
014.083.004	Publications produced only in an electronic format on an agency's public website.	Retain as Territory Archives
014.083.005	Master copies of agency publications other than those paper publications lodged with the National Library of Australia (NLA) under legal deposit or electronic publications lodged with the NLA's Pandora project, e.g. procedures, manuals and circulars.	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.

Entry No. 014.083.006

Description of Records

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;

- 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.

[For the disposal of duplicate agency publications produced after 1968, use PUBLICATIONS - Disposal.]

Disposal Action

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.	Description of Records	Disposal Action
RGO 2.1.1	A record (instrument) in relation to an	Retain as Territory
	adoption includes: Court Order Birth	Archives
	Registration Statement	

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.

Entry No.	Description of Records	Disposal Action
RGO 2.2.1	A record (instrument) in relation to a birth	Retain as Territory
	includes: Hospital Notification Birth	Archives
	Registration Statements	

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.

Entry No.	Description of Records	Disposal Action
RGO 2.3.1	A record (instrument) in relation to a change	Retain as Territory
	of name includes: Court Order Change of	Archives
	Name Form	

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.

Entry No.	Description of Records	Disposal Action
RGO 2.4.1	A record (instrument) in relation to a death	Retain as Territory
	includes: Medical Certificate of Cause of	Archives
	Death, Death Registration Statement,	
	Coroners Report	

Deaths Abroad

Certain deaths occurring abroad must be registered by the Registrar-General's Office upon production of evidence of the event. The death registration is given a registration number and associated documents and data are attached to that registration number.

Entry No. Description of Records Disposal Action

RGO 2.5.1 A record (instrument) in relation to a death Retain as Territory abroad includes: Medical Certificate Cause of Archives

Death (International) Coroners Report (International) Death Abroad Registration

Statement

Lex Loci (local law), Overseas Marriages

Certain overseas marriages performed under local law or Australian Law may be registered by the Registrar-General's Office upon production of evidence of the event. The marriage is given a registration number and associated documents and data are attached to that registration number.

Entry No.	Description of Records	Disposal Action
RGO 2.7.1	A record (instrument) in relation to a overseas	Retain as Territory
	marriage includes: Marriage Certificate	Archives
	Translations	

Marriages

All marriages must be registered by the Registrar-General's Office upon production of evidence of the event. The marriage is given a registration number and associated documents and data are attached to that registration number.

Entry No.	Description of Records	Disposal Action
RGO 2.6.1	A record (instrument) in relation to a marriage	Retain as Territory
	includes: Notice of Intended Marriage,	Archives
	Marriage Certificate	

Parentage

All acknowledgements of parentage must be registered by the Registrar-General's Office upon production of evidence of the event. The parentage application is given a registration number and associated documents and data are attached to that registration number.

Entry No.	Description of Records	Disposal Action
RGO 2.8.1	A record (instrument) in relation to	Retain as Territory
	acknowledgement of parentage includes:	Archives
	Court Order Parentage Information Form	

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:

Disposal Action
Retain as Territory
Archives

- Lodgement Schedule
- Deed

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.	Description of Records	Disposal Action
RGO 4.1.1	A Crown Lease may be granted in respect to	Retain as Territory
	any lease of land in the ACT granted by or in	Archives
	the name of the Commonwealth and includes	
	leases of both Territory and National land.	

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.

Entry No.RGO 4.4.1

Description of Records

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.

Disposal Action

Plans

The Registrar-General may require a map or plan of the land to be deposited with the office.

Entry No. RGO 4.5.1

Description of Records

A deposited plan is a plan prepared by a registered surveyor and registered by the registrar-general to:

Disposal Action

Retain as Territory Archives

- 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.

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 registrargeneral.

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:

- diagrams showing the subdivision;
- the schedule of unit entitlement;
- schedules of rent and lease provisions.

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.

Entry No.	Description of Records	Disposal Action
RGO 5.2.1	A record (instrument) in relation to an	Retain as Territory
	instrument includes: Lodgement Schedule	Archives
	Instrument	

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.]

Entry No. 063.020.001

Description of Records

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:

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.

See also STRATEGIC MANAGEMENT - Committees

Disposal Action

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
063.088.001	Final reports on individual projects - projects	Retain as Territory
	of major national or international significance,	Archives
	interest or controversy or where the principal	
	investigator has a widely acknowledged	
	influence on the area of scholarships.	

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.

Entry No. 063.091.001	Description of Records Registers of bodies or specimens held by licensed schools of anatomy. [See also Anatomy Act 1977 S10.]	Disposal Action Retain as Territory Archives
063.091.002	Research data - 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.	Retain as Territory Archives
	[See National Statement on Ethical Conduct in Research Involving Humans (NHMRC) 1997.]	
	[For Research infrastructure (equipment, buildings etc use PROPERTY MANAGEMENT.]	

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.]

Entry No. 063.102.001

Description of Records

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.

Disposal Action

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	Retain as Territory
	acquisition of land to permit the construction or	Archives
	maintenance of a road, railway, bridge or pathway.	

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,	Retain as Territory
	establishment, maintenance and review of	archives
	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.	

Authorisation

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

Entry No.	Description of Records	Disposal Action
188.014.001	Records relating to the authorisation of permanent	Retain as Territory
	road closures.	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.]

Entry No.
188.020.001

Description of Records

Records documenting high-level corporate, interagency or inter-government committees with overall responsibility for making major decisions in the area of providing road and rail infrastructure in the Territory. Includes:

Disposal Action

Retain as Territory Archives

- documents establishing the committee;
- final versions of minutes;
- reports;
- recommendations;
- supporting documents such as briefing and discussion papers;
- working papers.

Construction

The process of making or building something.

Entry No.
188.024.001

Description of Records

Records detailing the design and construction of roads, railways, bridges, pathways and horticultural assets in road reserves, etc. with heritage or territory significance and work carried out for permanent road closures.

Disposal Action

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.

Entry No.	Description of Records	Disposal Action
188.025.001	Records documenting contract management relating to the provision of road and rail infrastructure 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

Installation

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

Entry No.	Description of Records	Disposal Action
188.058.001	Records relating to the installation of permanent equipment.	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.

Entry No.	Description of Records	Disposal Action
188.069.001	Records documenting the maintenance of road,	Retain as Territory
	railway, bridge, pathway and horticultural assets	Archives
	with heritage or territory significance.	

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.

Entry No.	Description of Records	Disposal Action
188.072.001	Minutes, agendas and discussion papers for meetings with national bodies on road and rail	Retain as Territory Archives
	infrastructure matters.	

Planning

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

Description of Records	Disposal Action
Records documenting the planning of long term	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.

Entry No.	Description of Records	Disposal Action
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:	Retain as Territory Archives

- policy proposals;
- results of consultations;
- supporting reports;
- major drafts;
- naming of streets and roads;
- permanent road closures;
- final policy documents.

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.

Entry No.	Description of Records	Disposal Action
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.	Retain as Territory Archives
	[For letters of appreciation received by the agency, use COMMUNITY RELATIONS – Public Reaction.]	

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
188.088.001	Final versions of formal internal and external reports relating to road and rail infrastructure	Retain as Territory Archives
	issues significant to the Territory or have national impact or significant public or political interest.	

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.

Entry No.	Description of Records	Disposal Action
188.091.001	Records documenting major research carried out	Retain as Territory
	to support the provision of road and rail	Archives
	infrastructure in the Territory that resulted in	
	major policy changes, innovative infrastructure	
	or road and rail designs and strategies.	

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.

Entry No. 188.104.001

Description of Records

Final versions of signed contracts under seal with government bodies or private organisations that:

- 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.

Disposal Action

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.]

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

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.

Entry No.	Description of Records	Disposal Action
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:	Retain as Territory Archives

- the audit report is qualified by the auditor; or
- there are major or significant changes to practices.

Ceremonies

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

Entry No.	Description of Records	Disposal Action
170.018.001	Programs, invitations, guest lists and	Retain as Territory
	photographs relating to ceremonies held to	Archives
	mark the opening or closing of a school or	
	educational facility.	

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.]

Entry No.	Description of Records	Disposal Action
170.020.001	Records of high-level external and internal committees formed to manage or advise on major decisions including school boards. Includes:	Retain as Territory Archives

- 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.

Curriculum Development

The process of developing and approving curricula.

Entry No.	Description of Records	Disposal Action
170.365.001	Final versions of approved school based	Retain as Territory
	curricula.	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.

Entry No.	Description of Records	Disposal Action
170.042.001	External and internal reports evaluating	Retain as Territory
	potential or existing services and systems.	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.

Entry No.	Description of Records	Disposal Action
170.062.001	Working papers relating to the establishment	Retain as Territory
	and negotiation and management of joint	Archives
	venture agreements of major significance.	

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
170.079.001	Final version of plans for major projects.	Retain as Territory
	Includes teacher programs.	Archives

Policy

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

Entry No. Description of Records

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.]

Entry No.	Description of Records	Disposal Action
170.088.001	Final version of formal reports and reports	Retain as Territory
	made to external agencies.	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.

Entry No.	Description of Records	Disposal Action
170.091.001	Records documenting detailed research	Retain as Territory
	carried out to support the school management	Archives
	function.	

Reviewing

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

Entry No.	Description of Records	Disposal Action
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.]

Entry No.	Description of Records	Disposal Action
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. [For Cabinet submissions regarding controversial issues, use GOVERNMENT RELATIONS - Submissions.]	Retain as Territory Archives
170.102.002	Working papers documenting the development of submissions (other than Cabinet submissions) relating to significant issues.	Retain as Territory Archives
	[For working papers developing Cabinet submissions relating to significant issues, use GOVERNMENT RELATIONS - Submissions.]	
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.

Entry No.	Description of Records	Disposal Action
182.004.001	Final version of addresses made by the Chief	Retain as Territory
	Minister or portfolio Minister or senior	Archives
	agency officers at major occasions relating to	
	the function.	

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. 182.005.001	Description of Records Master sets of Cabinet documents relating to security coordination held by the Cabinet Secretariat in the Cabinet Office.	Disposal Action 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

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
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

Arrangements

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.

[For arrangements for the removal and/or storage of personal effects, use PERSONNEL - Moving.]

Entry No.	Description of Records	Disposal Action
182.011.001	Records documenting the arrangements for	Retain as Territory
	the delivery of facilities, vehicles, equipment	Archives
	and/or goods in response to emergency or	
	security incidents. Includes arrangements for	
	their 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.

Entry No.
182.013.001

Description of Records

Final report of an internal or external audit (e.g. conducted by an external authority such as the ACT Auditor General's Office) where:

Disposal Action

Retain as Territory Archives

- the audit report is qualified by the auditor; or
- there are major or significant changes to practices.

Authorisation

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

Entry No.
182.014.001

Description of Records

Delegations of power to agency staff to authorise actions relating to security and emergency coordination in the Territory.

Disposal Action

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.]

Entry No.

182.020.001

Description of Records

Records of high-level external and internal committees formed to manage or advise on major decisions and the coordination of security and emergency activities. Includes final versions of documents:

Disposal Action

Retain as Territory Archives

- establishing the committee;
- terms of reference;
- appointment of members;
- minutes;
- reports;
- recommendations; and
- supporting documents such as briefing and discussion papers.

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.

Entry No. 182.042.001

Description of Records

External and internal reports evaluating potential or existing services and systems for managing and supporting security and emergency coordination and response in the Territory.

Disposal Action

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.

Entry No.	Description of Records	Disposal Action
182.053.001	Records documenting the implementation of plans, policies and procedures developed to coordinate and support the implementation of security and emergency systems and services in the Territory.	Retain as Territory Archives
182.053.002	Records relating to the resolution of significant disputes between respondents arising over responses to incidents that create intense media interest or controversy or result in major changes to policy, procedures etc. Includes reports, decisions, resolutions and recommendations.	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
182.079.001	1 &	Retain as Territory
	security and emergency plans.	Archives

Policy

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

Entry No.	Description of Records	Disposal Action
182.080.001	Final version of policies relating to government-wide security and emergency	Retain as Territory Archives
	coordination.	110111

Procedures

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

Entry No.	Description of Records	Disposal Action
182.082.001	Master set of agency manuals, handbooks,	Retain as Territory
	and directives, etc. detailing procedures for	Archives
	security coordination in the Territory	

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.

Entry No.	Description of Records	Disposal Action
182.084.001	Public reaction and agency responses	Retain as Territory
	resulting in significant change to policies,	Archives
	procedures or programs.	

Registration

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

Entry No.	Description of Records	Disposal Action
182.155.001	Registers relating to security and counter terrorism.	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.]

Entry No.	Description of Records	Disposal Action
182.088.001	Final version of formal reports and reports	Retain as Territory
	made to external agencies.	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.

Entry No.	Description of Records	Disposal Action
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.

Entry No. 182.093.001

Description of Records

Records documenting the reviewing of plans, Retain as Territory policies, strategies, procedures and instructions formulated to support the security coordination function. Includes monitoring implementation activities and the introduction of new equipment.

[For post implementation reviews, use TECHNOLOGY & TELECOMMUNICATIONS - Reviewing.

For the non-technological aspects of an implementation, use the appropriate function e.g. FINANCIAL MANAGEMENT.]

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.

Entry No. 182.097.001

Description of Records

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.

Disposal Action

Archives

Disposal Action

Standards

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

Entry No.	Description of Records	Disposal Action
182.100.001	Master copies of standards, codes of practice and guidelines relating to security and counter terrorism developed by the agency.	•
182.100.002	Records documenting the implementation of industry standards and agency standards relating to security and counter terrorism.	Retain as Territory Archives

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.]

Entry No.	Description of Records	Disposal Action
182.407.001	Records documenting activities such as	Retain as Territory
	security and counter terrorism exercises and	Archives
	drills Includes inter-agency exercises.	

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.

Entry No.	Description of Records	Disposal Action
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.

Entry No.	Description of Records	Disposal Action
C S 5.02.1	Sentence Administration Board meeting	Retain as Territory
	records including decisions, agendas and	Archives
	minutes of proceedings.	

Transfer of Orders

The activities associated with the transfer of orders between jurisdictions.

Entry No.	Description of Records	Disposal Action
C S 5.03.1	Records relating to the transfer of orders between jurisdictions.	Retain as Territory Archives
	octween jurisuictions.	Alchives

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.

Entry No.	Description of Records
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

of Retain as Territory n Archives

Disposal Action

impact on operations.

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.]

Entry No. 185.020.001

Description of Records

Records documenting high-level corporate committees with overall responsibility for making major decisions in the area of liquid waste management. Includes:

Disposal Action

- documents establishing the committee;
- final versions of minutes;
- reports;
- recommendations;
- supporting documents such as briefing and discussion papers.

Construction

The process of making or building something.

Entry No. 185.024.001

Description of Records

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:

Disposal Action

Retain as Territory Archives

- 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.

Works include:

- pipelines;
- pumping stations;
- sewerage systems;
- drainage systems.

Records include:

- 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;

Construction (Continued)

The process of making or building something.

Entry No. Description of Records

Disposal Action

- building plans;
- master plans;
- concept plans;
- certificates;
- records of conversation;
- project management records;
- development applications.

[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 MANAGETMENT]

Entry No.	Description of Records	Disposal Action
185.201.001	Records documenting the determination of	Retain as Territory
	fees and charges.	Archives

Inspections

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

Entry No.	Description of Records	Disposal Action
185.057.001	Records documenting routine and reactive	Retain as Territory
	inspections of liquid waste networks. Includes:	Archives

- notification of inspection;
- inspection reports;
- proposals.

[See OCCUPATIONAL HEALTH & SAFETY (OH&S) - Inspections for records relating to workplace health and safety inspections.]

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.]

Entry No. 185.056.001

Description of Records

Records documenting the agency's contribution and involvement into an inquiry directly relating to its own activities under the Sewerage Management function. Includes:

Disposal Action
Retain as Territory
Archives

- agency statements;
- submissions;
- responses to final reports;
- transcripts or oral evidence given by agency officers.

Inspections

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

Entry No. 185.057.001

Description of Records

Records documenting routine and reactive inspections of liquid waste networks. Includes:

Disposal Action

Retain as Territory Archives

- notification of inspection;
- inspection reports;
- proposals.

[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.

Entry No.	Description of Records	Disposal Action
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.

Entry No.	Description of Records	Disposal Action
185.062.001	Records documenting formal arrangements with other organisations to undertake joint activities relating to the Sewerage 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.

Entry No. 185.069.001

Description of Records

Records documenting planned maintenance activities including structural repairs and renovations made to liquid waste networks and infrastructure such as trunk sewers, sludge disposals, pump stations, disinfection systems in replaced facilities, spillways and fine screens. Includes:

- capital works approvals;
- drawings;
- job work packs;
- records of conversations;
- reports;
- scope of work.

[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, as the basis from which the agency's operating procedures are determined.

Entry No. 185.080.001

Description of Records

Records relating to the establishment and development of policy in relation to liquid waste management activities. Includes policy proposals, research papers, results of consultations, supporting reports and final documents.

Disposal Action

Retain as Territory Archives

Disposal Action

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.

Entry No. 185.084.001

Description of Records

Records documenting public reaction to the provision of liquid waste services that caused significant public or political interest or resulted in significant changes to policies, procedures, establishes a precedent or required a significant investigation.

[For suggestions received from the public, use COMMUNITY RELATIONS - Suggestions.]

Disposal Action

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.

Entry No. 185.090.001

Description of Records

Records documenting the nomination, appointment, resignation from and/or termination agency representatives on bodies considering matters relating to the management of the Territory's liquid waste resources.

[For appointments on community organisations, use COMMUNITY RELATIONS - Representatives.

For appointments on government bodies, use GOVERNMENT RELATIONS - Representatives.]

Disposal Action

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.

Entry No.	Description of Records	Disposal Action
185.091.001	Records documenting research that results in	Retain as Territory
	major changes to training or the design of the	Archives
	built environment. Records could include	
	surveys, interviews, observations, 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.

Entry No.	Description of Records	Disposal Action
185.093.001	Records relating to reviewing Sewerage	Retain as Territory
	Management processes, policy, procedures,	Archives
	standards and systems that result in major change	S
	to those processes, etc.	

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.]

Entry No. 185.097.001

Description of Records

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:

Disposal Action

Retain as Territory Archives

- 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.

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.]

Entry No.
185.102.001

Description of Records

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.

Disposal Action

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.

Entry No.
185.104.001

Description of Records

Final versions of signed contracts under seal with Retain as Territory government bodies or private organisations that

Disposal Action

Archives

- 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.

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.

Entry No.	Description of Records	Disposal Action
Courts 12.1.1	All LC&T Sheriffs Process registers, indexes and card systems including electronic indexes and registers.	•
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.

Entry No.	Description of Records	Disposal Action
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.

Entry No.	Description of Records	Disposal Action
S & A D 2.7.1	Programs, invitations, guest lists and	Retain as Territory
	photographs relating to ceremonies held to	Archives
	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.	

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.

Entry No.	Description of Records	Disposal Action
V & E M 1.3.1	Final version of addresses made by the Chief	Retain as Territory
	Minister or portfolio Minister or senior	Archives
	agency officers at major public events.	

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
V & E M 1.4.1	Records documenting the receipt of advice which resulted in major changes to the	Retain as Territory Archives
	organisation or management of sporting or entertainment events. Includes advice	THOM YOU
	provided by consultants.	

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
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

Celebrations

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

Entry No.	Description of Records	Disposal Action
V & E M 1.10.1	Programs, invitations, guest lists and	Retain as Territory
	photographs relating to major celebrations at	Archives
	Territory sporting or entertainment events.	

Ceremonies

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

Entry No.	Description of Records	Disposal Action
V & E M 1.11.1	Programs, invitations, guest lists and	Retain as Territory
	photographs relating to major ceremonies	Archives
	held to mark a special occasion (e.g. the	
	opening of new buildings or initiation of a	
	new event.)	

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.]

Entry No.V & E M 1.13.1

Description of Records

Disposal Action

Records of external committees formed to Retain as Territory manage or advise on sporting or entertainment Archives events. Includes:

- Documents establishing the committee:
- Final versions of minutes:
- Reports;
- Recommendations; and
- Supporting documents such as briefing papers and discussion papers.

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.

Entry No.
V & E M 1.21.1

Description of Records

Disposal Action

External and internal reports evaluating the Sporting & Entertainment Events function and/or major sporting or entertainment events.

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.

Entry No.	Description of Records	Disposal Action
V & E M 1.28.1	Final signed version of joint venture	Retain as Territory
	agreements or contracts relating to sporting or	Archives
	entertainment events of major significance to	
	agency and the Territory. Includes those with	
	implications for major liabilities or	
	obligations for agency.	

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).]

Entry No.	Description of Records	Disposal Action
V & E M 1.33.1	Master set of agency media releases relating	Retain as Territory
	to sporting or entertainment events.	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
V & E M 1.36.1	Final version of plans for major sporting or	Retain as Territory
	entertainment events.	Archives

Policy

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

Entry No.	Description of Records	Disposal Action
V & E M 1.37.1	Final version of policies for sporting or	Retain as Territory
	entertainment events.	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.]

Entry No.	Description of Records	Disposal Action
V & E M 1.40.1	Final version of internal formal reports and reports made to external agencies relating to	Retain as Territory Archives
	sporting or entertainment events.	Alchives

Reviewing

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

Entry No.	Description of Records	Disposal Action
V & E M 1.43.1	Final report of reviews of agency programs and operations supporting sporting or	Retain as Territory Archives
	entertainment events.	

STADIUM & VENUE MANAGEMENT

The function of managing, maintaining, protecting and maximizing use of sporting stadiums and entertainment venues.

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
V & E M 2.2.1	Records documenting the receipt of advice which resulted in major changes to stadium or	Retain as Territory Archives
	venue management. Includes advice provided by consultants.	

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
V & E M 2.3.1	Final version of significant agreements with government bodies or private organisations with implications for major liabilities or obligations for agency.	Retain as Territory Archives
V & E M 2.3.2	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.]

Entry No.V & E M 2.8.1

Description of Records

Records of external committees formed to manage or advise on Stadium & Venue management. Includes: Documents establishing the committee; Final versions of minutes; Reports; Recommendations; and Supporting documents such as briefing papers and discussion papers.

Disposal Action

Retain as Territory Archives

Construction

The process of making or building something.

Entry No.V & E M 2.12.1

Description of Records

Records documenting the activities involved in the preservation, protection, maintenance, restoration and enhancement of sporting stadiums and entertainment venues of Territory significance.

Disposal Action

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.1

Entry No.		
V & E M 2.14.1		

Description of Records

Disposal Action

Records documenting the disposal of sporting Retain as Territory stadiums or entertainment venues of territory Archives significance. Includes: Assessments and investigations; Valuation certificates; Details of preparation undertaken before disposal ('making good').

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.

Entry No.
V & E M 2.16.1

Description of Records

Disposal Action

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.

Entry No.	
V & E M 2.17	.1

Description of Records

Disposal Action

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.

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.

Entry No.	Description of Records	Disposal Action
V & E M 2.18.1	Records documenting the implementation of counter-disaster plans after disasters such as fire and floods to sporting stadiums or	•
	entertainment venues of territory significance.	

Includes a copy of the plan implemented in

the disaster recovery process.

Maintenance

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

Entry No.	Description of Records	Disposal Action
V & E M 2.25.1	Records documenting repairs made to	Retain as Territory
	stadiums and venues of territory significance	Archives
	after a disaster e.g. fire, floods etc.	

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
V & E M 2.28.1	Final version of plans to support the	Retain as Territory
	management of major stadiums or	Archives
	entertainment venues.	

Policy

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

Entry No.	Description of Records	Disposal Action
V & E M 2.29.1	Final version of policies for sporting stadiums or entertainment venues.	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.]

Entry No.	Description of Records	Disposal Action
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.

Entry No.	Description of Records	Disposal Action
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.	•
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.

Entry No.V & E M 2.34.1

Description of Records

Disposal Action

Record documenting major security breaches Retain as Territory or incidents (e.g. which result in the laying of Archives 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.

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 - 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
S D 1.1.1	Records on the purchase or other acquisition	Retain as Territory
	of land to permit the construction or	Archives
	maintenance of stormwater systems.	

Construction

The process of making or building something.

Entry No.	Description of Records	Disposal Action
S D 1.5.1	Records of construction activities carried out	Retain as Territory
	for the stormwater drainage function.	Archives
	Includes:	

- records of consultations
- specifications
- plans, designs and drawings
- project management records

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.

Entry No.	Description of Records	Disposal Action
S D 1.7.1	Records relevant to the design of stormwater	Retain as Territory
	drainage systems.	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
S D 1.11.1	Final version of plans to support the	Retain as Territory
	management of stormwater systems, eg	Archives

- counter disaster plan
- annual maintenance plans
- acquisition and disposal plans.

Policy

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

Entry No.	Description of Records	Disposal Action
S D 1.12.1	Records on the development and establishment of stormwater management policies. Includes:	Retain as Territory Archives

- policy proposals
- research papers
- results of consultations
- supporting reports
- major drafts
- final policy documents

Procedures

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

Entry No.	Description of Records Dispo	osal Action
S D 1.13.1	Master set of agency manuals, handbooks, Retain	n as Territory
	directives etc. detailing procedures supporting Archi	ves
	the stormwater drainage function. Includes	
	emergency procedures.	

Supply and Distribution

The activities relating to the supply and use of single pipe-laying systems, including applications for connections.

Entry No.	Description of Records	Disposal Action
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.]

Entry No. 016.020.001

Description of Records

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:

Disposal Action

- documents establishing the committee
- final versions of minutes
- reports
- recommendations
- supporting documents such as briefing papers and discussion papers.

Legislation

The process of making laws. Includes Local, State, Commonwealth and overseas Acts, Bills and subsections of Acts, and amendments to each.

Entry No. 016.066.001

Description of Records

Disposal Action

Records documenting the development of Retain as Territory proposals for new legislation and amendments Archives to existing legislation administered by the agency. Includes submissions prepared for the agency's executive or corporate management board.

[For submissions to the portfolio Minister and to Cabinet relating to legislative proposals, use GOVERNMENT RELATIONS - Submissions.

For records supporting the preparation and passage of agency legislation through the Legislative Assembly, use LEGISLATIVE PROCESS - Legislation.

For advice provided to Cabinet, the portfolio Minister and other government agencies on the proposed legislation for the agency and for comments made on other agencies' proposed legislation, use GOVERNMENT RELATIONS - Advice.

For legal advice received on the interpretation of legislation, use LEGAL SERVICES - Advice.]

016.066.002

Records documenting the preparation and Retain as Territory passage of an agency's legislation through the Archives Legislative Assembly. Includes:

- preliminary drafting instructions
- proposed bills
- records documenting consultation with relevant government agencies
- preparation of the Explanatory Memorandum
- Second Reading Speech.

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
016.079.001	Final version of agency-wide strategic or	Retain as Territory
	corporate plans.	Archives

Policy

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

Entry No.	Description of Records	Disposal Action
016.080.001	Records documenting the development and establishment of the agency's strategic management policies. Includes:	Retain as Territory Archives
	 policy proposals 	

- research papers
- results of consultations
- supporting reports
- major drafts
- final policy documents

[For the development of the Chief Executive instructions, use FINANCIAL MANAGEMENT - Policy.]

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. 016.088.001

Description of Records

Final versions of formal internal reports and reports made to external agencies relating to the strategic management function.

[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.]

Disposal Action

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.

Entry No.	Description of Records	Disposal Action
024.004.001	Records relating to addresses made by the chief	Retain as Territory
	Minister or portfolio Minister or senior agency	Archives
	officers at major public occasions.	

Advice

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

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 Retain as Territory Archives	Entry No.	Description of Records	Disposal Action
controversy. Includes advice provided by consultants and working papers.		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	•

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.

Entry No. 024.013.001

Description of Records

Disposal Action

Records relating to an external audit report (e.g. Retain as Territory conducted by an external authority such as the Archives ACT Auditor General's Office) where:

- the audit report is qualified by the auditor; or
- there are major or significant changes to practices.

Celebrations

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

[For addresses made at celebrations, use STUDENT MANAGEMENT – Addresses (presentations).

For managing financial transactions supporting celebrations activities, use FINANCIAL MANAGEMENT – Accounting and/or FINANCIAL MANAGEMENT – Payments.]

Entry No.
024.017.001

Description of Records

Programs, invitations, guest lists and photographs relating to celebratory festivities held to honour an event of major importance (e.g. a significant anniversary).

Disposal Action

Ceremonies

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

[For addresses made at ceremonies, use STUDENT MANAGEMENT - Addresses (presentations).

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

Entry No. 024.018.001

Description of Records

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).

Disposal Action

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.

Entry No. 024.020.001

Description of Records

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:

Disposal Action

- establishing the committee;
- terms of reference;
- appointment of members;
- minutes;
- reports;
- recommendations; and
- supporting documents such as briefing and discussion papers.

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.

Entry No.	Description of Records	Disposal Action
024.021.001	Records relating to student attendance.	Retain as Territory
	Includes class roll but excludes aggregate	Archives
	reports.	

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.

Entry No.	Description of Records	Disposal Action
024.042.001	Records relating to external and internal reports resulting from the evaluation of	Retain as Territory Archives
	potential or existing services provided to students and associated systems.	

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).

Entry No.	Description of Records	Disposal Action
024.043.001	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. Includes major local, state or national sporting or athletic 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.

Entry No.	Description of Records	Disposal Action
024.079.001	Records documenting the plans for major projects relating to the management of students.	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.

Entry No.	Description of Records	Disposal Action
024.080.001	Records documenting the policies relating to	Retain as Territory
	the management of students.	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.

Entry No.	Description of Records	Disposal Action
024.088.001	Records relating to internal reports and	Retain as Territory
	reports made to external agencies relating to	Archives
	the management of students that provided a	
	formal response to a situation or request.	

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.

Entry No.	Description of Records	Disposal Action
024.091.001	Records documenting detailed significant research carried out to support the management of students.	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.

Entry No.	Description of Records	Disposal Action
024.093.001	Final reports and action plans of reviews of	Retain as Territory
	agency programs and operations relating to	Archives
	the management of students.	

Submissions

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.

Entry No. 024.102.001

Description of Records

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.

[For Cabinet submissions regarding controversial issues, use GOVERNMENT RELATIONS - Submissions.

For working papers developing Cabinet submissions relating to significant issues, use GOVERNMENT RELATIONS - Submissions]

Disposal Action

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.]

Entry No. TAB 1.2.1

Description of Records

Disposal Action

Advice provided by the agency to the Chief Retain as Territory Minister or portfolio Minister and government Archives

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.

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
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

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.

Entry No.	Description of Records	Disposal Action
TAB 1.26.1	Major security breaches or incidents (e.g. which result in the laying of charges, or wher 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 lawenforcement agencies.	

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].

Entry No. Description of Records Disposal Action

186.158.001 Records documenting the accreditation of teacher education programs. Includes renewal Archives of programs.

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
186.005.001	Receipt and provision of advice that resulted	Retain as Territory
	in major changes. Includes advice provided	Archives
	by consultants.	

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.]

Entry No.	Description of Records	Disposal Action
186.020.001	Records of high-level external and internal	Retain as Territory
	committees formed to manage or advise on	Archives
	major decisions. Includes:	

- establishing the committee;
- terms of reference;
- appointment of members;
- minutes;
- reports;
- recommendations;
- supporting documents such as briefing and discussion papers.

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 analysis, forecasting, modelling and ongoing monitoring.

Entry No.	Description of Records	Disposal Action
186.042.001	External and internal reports evaluating	Retain as Territory
	potential or existing services and systems.	Archives

Planning

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

[For broad systematic planning for the agency, use STRATEGIC MANAGEMENT - Planning.]

Entry No.	Description of Records	Disposal Action
186.079.001	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.

Entry No.	Description of Records	Disposal Action
186.080.001	Final version 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.

[For appeals against a registration decisions, use TEACHER QUALITY - Reviews (decisions).

For certification of teachers as Lead or Highly Accomplished, use TEACHER QUALITY - Accreditation.]

Entry No.	Description of Records	Disposal Action
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.]

Entry No.	Description of Records	Disposal Action
186.088.001	Final versions of internal formal reports and	Retain as Territory
	reports made to external agencies.	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.

Entry No.	Description of Records	Disposal Action
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.

Entry No.	Description of Records	Disposal Action
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.

Entry No.	Description of Records	Disposal Action
186.094.001	Records documenting reviews of decisions	Retain as Territory
	relating to the registration and certification of	Archives

teachers which resulted in a change in policies, procedures or had significant

political or public interest.

Standards

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

Entry No.	Description of Records	Disposal Action
186.100.001	Records documenting the determination of	Retain as Territory
	standards and codes of practice for the	Archives
	teaching profession within the national	
	framework. Including assessment and	
	certification standards.	

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.

Entry No. 064.004.001

Description of Records

Final versions of addresses and presentations made by the Chief Minister or portfolio Minister or senior agency officers at major public occasions.

[For addresses delivered by the Chief Minister or portfolio Minister or senior agency officers at government occasions, use GOVERNMENT RELATIONS -Addresses(presentations)] Disposal Action

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.]

Entry No. 064.020.001

Description of Records

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:

Disposal Action

Retain as Territory Archives

- 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.

See also STRATEGIC MANAGEMENT - Committees

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.

Entry No.
064.174.001

Description of Records

The Register of Courses containing particulars as required by the Courses and Awards Statute.

Disposal Action

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.

Entry No.	Description of Records	Disposal Action
064.062.001	Records relating to the	Retain as Territory
	management/maintenance of major joint	Archives
	ventures for the Teaching and Learning	
	function. Includes final signed versions of	
	agreements, contracts or formal undertakings.	

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
064.079.001	Final version of agency wide-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.

Entry No.	Description of Records	Disposal Action
064.080.001	Records relating to policies for the Teaching	Retain as Territory
	and Learning function. Includes policy	Archives
	proposals, research papers, results of	
	consultations, supporting reports, major drafts	
	and final policy documents.	

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. 064.088.001

Description of Records

Disposal Action

Records relating to reporting for the Teaching Retain as Territory and Learning function. Includes final versions Archives of formal internal reports and reports made to external agencies.

[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.

Entry No. 017.010.001

Description of Records

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:

- 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.

Disposal Action

Application Development (Continued)

The activities associated with developing software and programming codes to run business applications. Includes specifications, testing, pilots, prototyping and metadata requirements.

Entry No.

017.010.001 (Continued)

Description of Records

[For system analysis and development of specifications, user requirements and business rules, use TECHNOLOGY & TELECOMMUNICATIONS - Evaluation.

For business process reengineering and revision of specifications, use TECHNOLOGY & TELECOMMUNICATIONS - Reviewing.

For the maintenance of agency-wide data dictionaries, use TECHNOLOGY & TELECOMMUNICATIONS - Data Administration.

For the ongoing management of database applications, use TECHNOLOGY & TELECOMMUNICATIONS - Database Management.

For requests for changes to existing systems, use TECHNOLOGY & TELECOMMUNICATIONS - Reviewing.]

Disposal Action

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.

Entry No. 017.053.001

Description of Records

Records documenting the application of an agency's counter-disaster plan or business continuity plan following an incident. Includes records covering the protection and re-establishment of data and the agency backup plan.

[For the development of a counter-disaster plan covering the technology and telecommunications function, use TECHNOLOGY & TELECOMMUNICATIONS - Planning.

For the recovery of information on an ad-hoc basis, use TECHNOLOGY & TELECOMMUNICATIONS - Operations.

For the implementation of the counterdisaster plan, vital records plan and emergency destruction plan within the organisation's information resources, use INFORMATION MANAGEMENT -Implementation.]

Disposal Action

Policy

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

Entry No.

017.080.001

Description of Records

Records documenting the development and establishment of government-wide information and communications technology policies. Includes:

- policy proposals;
- research papers;
- results of consultations;
- supporting reports;
- major drafts; and
- final policy documents.

Includes:

- information system security policy;
- IT security policy;
- small system security scheme policy; and
- mobile phone policy.

Disposal Action

TENANCY MANAGEMENT

The function of managing the government's public residential tenancies. Includes maintaining tenancy agreements and tenancy register, conducting tenancy inspections, managing unpaid monies, developing policies, procedures and guidelines, issuing and assessing tenders and managing the performance of work by external services providers.

Celebrations

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

Entry No.	Description of Records	Disposal Action
DDHCS 6.4.1	Programs, invitations, guest lists and	Retain as Territory
	photographs relating to festivities held to	Archives
	honour an event of major importance to an	
	agency (e.g. a significant anniversary).	

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
DDHCS 6.16.1	Final version of plans that support key	Retain as Territory
	government initiatives and impact on cross-	Archives
	portfolio administration and/or have far	
	reaching social and economic implications.	

Tenancy Register

The activities involved in recording in a subsidiary register all government owned residencies that are leased out to the community. Includes date of occupation and vacancy, and address of the property.

Entry No.	Description of Records	Disposal Action
DDHCS 6.25.1	Tenancy registers.	Retain as Territory Archives

TERRITORY PLAN & STRATEGIC PLANNING POLICY

The function of developing a long-term planning framework and responsible land management strategies. Includes maintenance of planning instruments (Territory Plan) which provide a framework for the provision of services and facilities, land use and development decisions, and the overall management of natural and built environments and heritage values.

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
LP&B4.1.1	Records relating to land use planning	Retain as Territory
	programs, such as the energy rating scheme.	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.]

Entry No.	Description of Records	Disposal Action
LP&B4.9.1	Committee records including: Minutes;	Retain as Territory
	Agenda papers; Establishment and terms of	Archives
	reference; and Membership.	

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.

Disposal Action

Retain as Territory

Entry No. **Description of Records** LP&B4.15.1 Records relating to the conduct of the Environmental Impact Assessment. Includes: Archives

Environmental Impact Statements; Consultations with the community and reports; and Pre-Application proceedings that

proceed to an application.

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.

Entry No. LP&B4.17.4	Description of Records 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.	•
LP&B4.17.5	Heritage Structures - records relating to the final as built structures, including: Construction briefs; Approved plans, schematics and drawings associated with the creation and disposal of the land; and Practical completion, design and final certificates.	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]

Entry No.	Description of Records	Disposal Action
LP&B4.18.1	Advice of land data and mapping.	Retain as Territory
		Archives

Land Tenure

The activities associated with providing advice on the land tenure.

Entry No.	Description of Records	Disposal Action
LP&B4.19.1	Advice, including advice on: Native Title; and	Retain as Territory
	Land Ownership.	Archives

Legislation

The process of making laws. Includes Local, State, Commonwealth and overseas Acts, Bills and subsections of Acts, and amendments to each.

Entry No.	Description of Records	Disposal Action
LP&B4.20.1	Substantial input or response on legislation concerning or affecting planning and land	Retain as Territory Archives
	management issues.	Archives

Mapping Programs

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

Entry No.	Description of Records	Disposal Action
LP&B4.22.1	Final controlled versions of program outputs.	Retain as Territory
	Includes: Aerial photographs; Maps and	Archives
	Plans; Survey Data; Cadastral maps;	
	Topographic maps; Orthophotographic maps;	
	Thematic maps; Indexes; Film and digital	
	images; and Reports or explanatory notes to	
	program outputs.	

Place Names Assessment

The activities associated with researching and providing advice on the proposals for naming on Territory suburbs, streets and other geographical features.

Entry No.	Description of Records	Disposal Action
LP&B4.25.1	Records relating to historical research and	Retain as Territory
	proposal and assessments for place names.	Archives

Planning & Development Conditions

The activities associated with providing advice on the land release and development program.

Entry No.	Description of Records	Disposal Action
LP&B4.27.1	Advice and conditions of land release relating	Retain as Territory
	to the land release and development program.	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.

Entry No.	Description of Records	Disposal Action
LP&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
LP&B4.28.2	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
LP&B4.28.4	Records relating to strategic planning appeals. Includes: Inquiries; and Appeals.	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.

*Entry No.*L P & B 4.29.1

Description of Records

Records relating to the development and implementation of policy on issues such as:
Commercial centres; Community Planning;
Cultural Planning; Energy and Sustainable development; Greenhouse gases; Land Use Community Land; Land Use - Industrial
Land; Land use - Recreational Land; Land use Redevelopment and dual occupancy; Land use - Residential; Landscape; Metropolitan
Land Use and Data Collection Analysis; Open
Space and City Parks; Place Names
Committee Decisions; Public Lands
Management; Residential; Social Planning;
Spatial Planning; Sustainability; Transport
Planning; and Urban Design.

Disposal Action

Archives

Retain as Territory

Registration

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

Entry No.	Description of Records	Disposal Action
LP&B4.34.1	Includes: Place Names Register; and Rural Cadastra.	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.

Entry No.	Description of Records	Disposal Action
L P & B 4.38.1	Records relating to the development and implementation of standards, including intergovernmental agreements, meeting notes etc. Includes: Building Codes; Car Parking Codes; Car Parking Regulations; Easements; Place	Retain as Territory Archives
	Names and Dual Naming standards; Service Provision; Urban Design; and Public Domain.	

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.

Entry No.	Description of Records	Disposal Action
LP & B 4.39.2	Original certified copies of survey plans.	Retain as Territory Archives
LP & B 4.39.3	Register of survey control marks.	Retain as Territory Archives
LP & B 4.39.5	Records relating to survey site analysis and observations made in the field. Includes: Field Survey Books; and Night Books.	Retain as Territory Archives

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.

Entry No.	Description of Records	Disposal Action
LP&B 4.42.1	Register of final plans, reviews, variations and advice.	Retain as Territory Archives
LP&B4.42.2	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.

Entry No. L P & B 4.43.1	Description of Records Advice to government and stakeholders on transport planning issues.	Disposal Action 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
LP&B4.43.4	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.

Entry No. Tourism 1.5.1	Description of Records Final version of addresses made by the Chief	Disposal Action Retain as Territory
	Minister or portfolio Minister or senior agency officers at major public events.	Archives
	[For addresses not at or about events or festivals use Tourism 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.

Addresses (presentations).]

For legal advice, use LEGAL SERVICES - Advice.]

Entry No.	Description of Records	Disposal Action
Tourism 1.6.1	Records documenting the receipt of advice which resulted in major changes to the	Retain as Territory Archives
	organisation or management of events and festivals. Includes advice provided by	
	consultants.	

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
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

Celebrations

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

Entry No.	Description of Records	Disposal Action
Tourism 1.19.1	Programs, invitations, guest lists and	Retain as Territory
	photographs relating to major celebrations at	Archives
	Territory events and festivals.	

Ceremonies

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

Entry No.	Description of Records	Disposal Action
Tourism 1.20.1	Programs, invitations, guest lists and	Retain as Territory
	photographs relating to major ceremonies	Archives
	held to mark a special occasion (e.g. the	
	initiation of a new event or festival).	

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.]

Entry No.	Description of Records	Disposal Action
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.

Entry No.	Description of Records	Disposal Action
Tourism 1.44.1	External and internal reports evaluating the	Retain as Territory
	Tourism Events function and/or major events	Archives
	and festivals.	

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.

Entry No. Tourism 1.64.1	Description of Records 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.	Disposal Action 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

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).]

Entry No.	Description of Records	Disposal Action
Tourism 1.73.1	Master set of agency media releases relating	Retain as Territory
	to events and festivals.	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
Tourism 1.81.1	Final version of plans for major events and	Retain as Territory
	festivals.	Archives

Policy

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

Entry No.	Description of Records	Disposal Action
Tourism 1.82.1	Final version of policies for events and festivals.	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.]

of Records	Disposal Action
e to external agencies relating to	Retain as Territory Archives
•	of Records n of internal formal reports and e to external agencies relating to restivals.

Reviewing

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

Entry No.	Description of Records	Disposal Action
Tourism 1.95.1	Final report of reviews of agency programs	Retain as Territory
	and operations supporting events and	Archives
	festivals.	

TOURISM MANAGEMENT

The function of managing tourism. Includes identifying tourist opportunities, encouraging the sustainable development of tourism, constructing and operating tourist facilities, providing tourism and travel information and booking services, advising the tourist and travel industries.

Addresses (presentations)

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

Entry No. Tourism 2.5.1

Description of Records

Final version of addresses made by the Chief Retain as Territory Minister or portfolio Minister or senior agency officers relating to tourist facilities or tourism management.

[For addresses at or about events or festivals use Tourism Events - Addresses

For addresses about marketing use Tourism Marketing - Addresses.]

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. Tourism 2.6.1

Description of Records

Records documenting the receipt of advice which resulted in major changes to the organisation or management of tourism or tourist facilities. Includes advice provided by consultants.

Disposal Action

Disposal Action

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
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

Celebrations

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

Entry No.	Description of Records	Disposal Action
Tourism 2.19.1	Programs, invitations, guest lists and photographs relating to major celebrations	Retain as Territory Archives
	relating to tourist facilities or tourism management.	

Ceremonies

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

Entry No.	Description of Records	Disposal Action
Tourism 2.20.1	Programs, invitations, guest lists and photographs relating to major ceremonies	Retain as Territory Archives
	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]	

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.]

Entry No. Tourism 2.22.1

Description of Records

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.

Disposal Action

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.

Entry No.	Description of Records	Disposal Action
Tourism 2.44.1	External and internal reports evaluating the	Retain as Territory
	Tourism Management function, tourist	Archives
	facilities and/or the management of tourism.	

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.

Entry No.	Description of Records	Disposal Action
Tourism 2.64.1	Final signed version of joint venture agreements or contracts relating to tourism management of major significance to agency and the Territory. Includes those with implications for major liabilities or obligations for agency.	Retain as Territory Archives
Tourism 2.64.2	Working papers relating to the establishment and negotiations and management of joint venture agreements relating to tourism management 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).]

Entry No.	Description of Records	Disposal Action
Tourism 2.73.1	Master set of agency media releases relating to the tourist facilities.[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.

Entry No.	Description of Records	Disposal Action
Tourism 2.81.1	Final version of plans for major tourist facilities or major activities related to tourist	Retain as Territory Archives
	management.	

Policy

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

Entry No.	Description of Records	Disposal Action
Tourism 2.82.1	Final version of policies for tourist facilities	Retain as Territory
	and tourism management.	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.]

Entry No.	Description of Records	Disposal Action
Tourism 2.90.1	Final version of internal formal reports and	Retain as Territory
	reports made to external agencies relating to	Archives
	tourist facilities and tourism management.	

Reviewing

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

Entry No.	Description of Records	Disposal Action
Tourism 2.95.1	Final report of reviews of agency programs	Retain as Territory
	and operations supporting tourist facilities and	Archives
	tourism management.	

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.

Entry No.	
Tourism 3.5.1	

Description of Records

Final version of addresses made by the Chief Retain as Territory Minister or portfolio Minister or senior agency officers for the purpose of marketing tourism.

[For addresses in relation to events and festivals use TOURISM EVENTS - Addresses (presentations).

For addresses not for the purpose of marketing tourism or events or festivals use TOURISM MANAGEMENT - Addresses (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.]

Entry No.
Tourism 3.6.1

Description of Records

Records documenting the receipt of advice which resulted in major changes to the marketing of tourism. Includes advice provided by consultants.

Disposal Action

Disposal Action

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
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

Celebrations

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

Entry No.	Description of Records	Disposal Action
Tourism 3.19.1	Programs, invitations, guest lists and	Retain as Territory
	photographs relating to major celebrations	Archives
	relating to the marketing of tourism.	

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.]

Entry No.	Description of Records	Disposal Action
Tourism 3.22.1	Records of external committees formed to	Retain as Territory
	manage or advise on the marketing of	Archives
	tourism. Includes: documents establishing the	
	committee; final versions of minutes; reports;	
	recommendations; supporting documents such	L
	as briefing papers and discussion papers.	

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.

Entry No.	Description of Records	Disposal Action
Tourism 3.44.1	External and internal reports evaluating the	Retain as Territory
	marketing of tourism.	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.

Entry No.	Description of Records	Disposal Action
Tourism 3.64.1	Final signed version of joint venture agreements or contracts of major significance relating to the marketing of tourism. Includes those with implications for major liabilities or obligations for agency.	Retain as Territory Archives
Tourism 3.64.2	Working papers relating to the establishment and negotiations and management of joint venture agreements of major significance 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).]

Entry No.	Description of Records	Disposal Action
Tourism 3.73.1	Master set of agency media releases relating	Retain as Territory
	to the marketing of tourism.[For media	Archives
	releases relating to events or festivals use	
	Tourism Events - Media relations.	

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
Tourism 3.81.1	Final version of major plans for the marketing	Retain as Territory
	of tourism.	Archives

Policy

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

Entry No.	Description of Records	Disposal Action
Tourism 3.82.1	Final version of policies for the marketing of	Retain as Territory
	tourism.	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.

Entry No.Description of RecordsDisposal ActionTourism 3.85.1Master 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.]

Entry No.	Description of Records	Disposal Action
Tourism 3.90.1	Final version of internal formal reports and	Retain as Territory
	reports made to external agencies relating to	Archives
	the marketing of tourism.	

Reviewing

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

Entry No.	Description of Records	Disposal Action
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.]

Entry No.

189.005.001

Description of Records

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.

Disposal Action

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. 189.006.001

Description of Records

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.

Disposal Action

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.]

Entry No. 189.020.001

Description of Records

Records documenting high-level corporate, interagency or inter-government committees with overall responsibility for making major decisions in the area of providing traffic and transport services in the Territory. Includes:

Disposal Action

- documents establishing the committee;
- final versions of minutes;
- reports;
- recommendations;
- supporting documents such as briefing and discussion papers;
- working papers.

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.

Entry No.	Description of Records	Disposal Action
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.

Entry No.	Description of Records	Disposal Action
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.

Entry No. 189.062.001

Description of Records

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.

Disposal Action

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.

Entry No. 189.067.001

Description of Records

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.

Disposal Action

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.

Entry No.	Description of Records	Disposal Action
189.072.001	Minutes, agendas and discussion papers for	Retain as Territory
	meetings with national bodies on transport and	Archives
	traffic matters.	

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
189.079.001	Records documenting the planning of long term strategies for high quality and sustainable transport for the ACT. Includes ACT road	Retain as Territory Archives
	safety strategies and action plans.	

Policy

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

Entry No.
189.080.001

Description of Records

Records documenting the development and establishment of public traffic and transport policies (e.g. taxis, buses, hire cars and accessible public transport, including rail and ferries, and registration plate numbering series.), including policies with Territory or National significance or were the subject of high public or political interest. Includes:

- policy proposals;
- research papers;
- results of consultations;
- supporting reports;
- major drafts;
- naming of streets and roads;
- Road Ready Program;
- final policy documents.

Disposal Action

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.

Entry No. 189.084.001

Description of Records

Records documenting complaints from members of the community about public transport services or development, including taxi, bus, rail, ferry and hire car services with Territory or National significance, were the subject of high public or political interest or resulted in significant changes to policies.

[For letters of appreciation received by the agency, use COMMUNITY RELATIONS – Public Reaction.]

Disposal Action

Retain as Territory Archives

Registration

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

Entry No.
189.155.001

Description of RecordsVehicle registration registers.

Disposal Action
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.]

Entry No.	Description of Records	Disposal Action
189.088.001	Final versions of formal internal and external reports relating to traffic and transport issues	Retain as Territory Archives
	significant to the Territory or have national impact or significant public or political interest,	
	(e.g. ACT Road Crash Statistics).	

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.

Entry No.	Description of Records	Disposal Action
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.

Entry No.	Description of Records	Disposal Action
189.093.001	Records documenting liaison and negotiation with transport providers, (e.g. bus, rail or ferry	Retain as Territory Archives
	operators), for reviewing routes, frequency of	
	services and timetables	

Standards

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

Entry No. 189.100.001

Description of Records

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.

Disposal Action

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.

Entry No. 189.104.001

Description of Records

Final versions of signed contracts under seal with government bodies or private organisations that

- 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.

Disposal Action

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.]

Entry No.
187.005.001

Description of Records

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.

Disposal Action

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.

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.]

Entry No.

Description of Records

Disposal Action

187.006.001

Records documenting agreements or Memoranda of Understanding and supporting documents relating to the provision of tertiary education and training that involved significant litigation, political or public interest. Includes contracts and project scope documents.

[For records documenting the litigation process, use LEGAL SERVICES – Litigation]

Retain as Territory

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.

Entry No. 187.013.001

Description of Records

Records documenting reports of internal or external audits relating to the provision of tertiary education and training, including providers and organisations, (e.g. conducted by an external authority such as the ACT Auditor General's Office) where:

- the audit report is qualified by the auditor; or
- there are major or significant changes to practices.

Disposal Action

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.]

Entry No. 187.020.001

Description of Records

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:

Disposal Action

Retain as Territory Archives

- agendas;
- documents establishing the committee;
- final versions of minutes;
- reports;
- recommendations;
- supporting documents such as briefing and discussion papers;
- working papers.

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.

Entry No.
187.042.001

Description of Records

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.

Disposal Action

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.]

Entry No.	Description of Records	Disposal Action
187.062.001	Records documenting the establishment,	Retain as Territory
	negotiation and management of joint venture	Archives
	agreements of major significance to the	
	Territory or were the subject of significant	
	public interest or political controversy.	

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
187.079.001	Records documenting the development of	Retain as Territory
	plans for projects of major significance to the	Archives
	Territory or were the subject of significant	
	public interest or political controversy,	
	including final versions of plans and working	
	papers.	

Policy

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

Entry No. 187.080.001

Description of Records

Disposal Action

Development and establishment of policies Retain as Territory with Territory or national significance or were Archives the subject of significant public interest or political controversy, including comments and input into the development of national frameworks, policies and final versions.

Includes:

- comments:
- policy proposals;
- research papers;
- results of consultations;
- supporting reports;
- major drafts.

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.
187.088.001

Description of Records

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.

Disposal Action

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.

Entry No.	Description of Records	Disposal Action
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	Retain as Territory Archives
	education.	

Reviewing

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

Description of Records	Disposal Action
reviews of agency programs and operations relating to the provision of tertiary education	Retain as Territory Archives
	Final reports and action plans resulting from reviews of agency programs and operations

Standards

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

Entry No.	Description of Records	Disposal Action
187.100.001	Records documenting the agency's input into	Retain as Territory
	the development of national frameworks and	Archives
	standards relating to the provision of tertiary	
	education and training,	

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.]

Entry No. 187.102.001

Description of Records

Submissions (other than Cabinet submissions) Retain as Territory made to the Chief Minister, Minister, government bodies on issues directly relating to the function, 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.

[For Cabinet submissions regarding controversial issues, use GOVERNMENT RELATIONS - Submissions.

For working papers developing Cabinet submissions relating to significant issues, use GOVERNMENT RELATIONS - Submissions]

Disposal Action

Archives

UTILITIES & INFRASTRUCTURE REGULATION

The function of regulating utilities and infrastructure services, such as electricity, gas, telecommunications, public transport and water supply. Includes government negotiation with service providers, and negotiations over access to supply and distribution networks. Involves pricing instructions, as well as the development of standards for consumer protection and environmental standards.

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.]

Entry No.
I C & R 4.1.1

Description of Records

Records of committees and meetings of industry regulators to develop national consistency for regulated industries, where the agency provides the secretariat and holds the master record. Includes:

- appointment of members
- final versions of minutes
- reports and recommendations
- supporting documents such as briefing papers, legal opinions and discussion papers.

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.

Entry No.
I C & R 4.3.1

Description of Records

Final published master version of issue papers, determinations, background research and summary of submissions received

Disposal Action

Disposal Action

Archives

Retain as Territory

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.

Entry No.	Description of Records	Disposal Action
I C & R 4.4.1	Records relating to the development of	Retain as Territory
	emissions trading schemes, terms and	Archives
	conditions, rules and reporting requirements.	

Legislation

The process of making laws. Includes Local, State, Commonwealth and overseas Acts, Bills and subsections of Acts, and amendments to each.

Entry No.	Description of Records	Disposal Action
IC & R 4.5.1	Records relating to the development and amendment of regulations and operating	Retain as Territory Archives
	instructions developed and authorised under legislation.	

Standards

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

Entry No. IC & R 4.9.1

Description of Records

The development of industry standards relating to service quality and environmental protection, including technical standards where the agency has significant input.

Disposal Action Retain as Territory

Archives

IC & R 4.9.2 The development of rules, industry codes that Retain as Territory set out principles, standards and other matters Archives about the provision of utility services. Codes include matters such as customer protection and basic rights of customers; network boundaries; and, capital contributions payable by a customer for the costs incurred by the service provider in developing or augmenting its infrastructure. Utilities also develop technical codes that the agency may comment upon.

IC & R 4.9.3

The development of industry guidelines for Retain as Territory utilities to apply for licenses, outlining license Archives conditions, and setting out reporting requirements to comply with license conditions. Includes matters such as Retailer of last resort and ringbarking, i.e. to ensure that monopoly industries do not use their monopoly power or collusion with associated businesses to give unfair advantage over competitors.

IC&R4.9.4 The development of policies and regulatory standards in association with regulators in other jurisdictions to provide consistency where a service provider operates in more than one state, to achieve environmental protection objectives; and, records to analyse and evaluate other regulatory systems or other industries.

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.

Entry No.			
I C & R 5.1.1			

Description of Records

Summary records of access determinations granted to service providers. Registration includes the date access is granted and withdrawn.

Disposal Action

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.]

Entry	y No.
I C &	c R 5.2.1

Description of Records

Final published master version of issue papers, investigations, background research and summary of submissions received.

Disposal Action

UTILITIES LICENSING

The function of regulation of natural gas, electricity and water systems in the ACT, including authorisations of gas supply for transmission. Includes the development of policies, terms and conditions of licenses and monitoring compliance with license conditions.

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.

Entry No.	Description of Records	Disposal Action
I C & R 6.3.1	Summary records of utility licenses granted	Retain as Territory
	by the agency under the Utilities Act, 2000.	Archives

Policy

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

Entry No.	Description of Records	Disposal Action
I C & R 6.4.1	Records relating to the development of agency policies for evaluation and management of utilities licensing.	Retain as Territory Archives

See also UTILITIES AND INFRASTRUCTURE REGULATION - Legislation.

VETERINARY SERVICES

The function of providing government veterinary services within the ACT, including the provision of advice, monitoring and reporting of issues relating to animal health, husbandry and diseases. Also includes managing disease outbreaks amongst animal populations, e.g. Equine Influenza.

Animal Welfare

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

Entry No.	Description of Records	Disposal Action
176.270.001	Records documenting the management of exotic pest species.	Retain as Territory Archives
176.270.002	Records documenting the management of threatened species.	Retain as Territory Archives

Appeals (decisions)

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

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

Authorisation

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

Entry No.	Description of Records	Disposal Action
176.014.001	Delegations of power to agency staff to	Retain as Territory
	authorise administrative action.	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.]

Entry No. 176.020.001

Description of Records

Disposal Action

Retain as Territory

Records of high-level external and internal Retain as committees and task forces formed to manage Archives or advise on matters relating to the function that are of significance to the Territory, including records relating to intergovernmental and inter-agency committees.

Also includes final versions of documents:

- Establishing the committee;
- Terms of reference;
- Appointment of members;
- Minutes;
- Reports;
- Recommendations;
- Briefings papers; and
- Discussion papers.

Customer Service

The activities associated with the planning, monitoring and evaluation of services provided to customers by the agency.

Entry No.	Description of Records	Disposal Action
176.030.001	Final versions of customer service charters	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.

Entry No.	Description of Records	Disposal Action
176.042.001	External and internal reports evaluating	Retain as Territory
	potential or existing services and systems.	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.

Entry No.	Description of Records	Disposal Action
176.053.001	Records documenting the implementation of	Retain as Territory
	significant plans, policies and procedures.	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.

Entry No.	Description of Records	Disposal Action
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.

Entry No.	Description of Records	Disposal Action
176.222.001	Final controlled versions of program outputs. Includes:	Retain as Territory Archives

- Aerial photographs;
- Maps;
- Plans;
- Survey data;
- Indexes:
- Film and digital images; and
- Reports or explanatory notes to program of mapping outputs.

Mapping Programs(Continued)

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

Entry No.	Description of Records	Disposal Action
176.222.002	Plan preparation, including:	Retain as Territory
		Archives

- Architecture;
- Land management;
- Surveying;
- Town planning; and
- Transport engineering.

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.

Entry No.	Description of Records	Disposal Action
176.173.001	Records documenting the issuing of quarantine notifications.	Retain as Territory Archives
176.173.002	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.

Entry No.	Description of Records	Disposal Action
176.079.001	Final versions of management plans for major	Retain as Territory
	projects.	Archives

Policy

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

Entry No.	Description of Records	Disposal Action
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.

Entry No.	Description of Records	Disposal Action
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.

Entry No.	Description of Records	Disposal Action
176.166.001	Activities related to the regulation and	Retain as Territory
	monitoring of issues of significance to the	Archives
	Territory.	

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
176.088.001	Final versions of internal formal reports and	Retain as Territory
	reports made to external agencies.	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.

Entry No.	Description of Records	Disposal Action
176.091.001	Major research carried out relating to	Retain as Territory
	veterinary services for the conservation and	Archives
	management of native fauna, captive wildlife,	
	pest species and domestic animals. Including	
	research carried out for contribution to	
	nationally coordinated programs.	

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.

Entry No.	Description of Records	Disposal Action
176.169.001	Records of diagnosis and treatment of	Retain as Territory
	endemic or exotic diseases as defined in	Archives
	legislation.	

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.]

Entry No.	Description of Records	Disposal Action
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

VICTIMS SUPPORT & REDRESS

The function of improving victim rights and recovery within the administration of justice. Includes providing support and services to victims of crime to assist in their recovery and the exercise of their rights, the facilitation and promotion of access to service providers and restorative and natural justice. Also includes addressing systemic victim rights issues in the ACT justice system, strategies to reduce victimisation and activities aimed at addressing systemic offender or perpetrator issues to reduce incidents of crime and recidivism.

Note: This function does not authorise the disposal of health records as defined in the Health Records (Privacy and Access) Act 1997. Health records may be classified under this function but should be retained in accordance with the Health Records (Privacy and Access) Act 1997.

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.

Entry No.	Description of Records	Disposal Action
175.135.001	Instrument approving an organisation as a	Retain as Territory
	domestic violence crisis support organisation.	Archives

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
175.004.001	Final version of addresses made by the Chief	Retain as Territory
	Minister or portfolio Minister or senior	Archives
	agency officers at major public occasions.	

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
175.005.001	Advice relating to the function, created or received, that resulted in a major change to the organisation, its policies, procedures or environment. Includes advice provided by consultants.	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.

Entry No.	Description of Records	Disposal Action
175.403.001	Legislative instruments made by the minister	Retain as Territory
	to appoint a person to a statutory or official	Archives
	position. Includes instruments made to	
	suspend or revoke an appointment.	

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.]

Entry No.	Description of Records	Disposal Action
175.020.001	Final versions of minutes of meetings of the	Retain as Territory
	Victims Assistance Board and the Domestic	Archives
	Violence Prevention Council.	

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.

Entry No.	Description of Records	Disposal Action
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.

Entry No.	Description of Records	Disposal Action
175.201.001	Final versions of fees determinations for the	Retain as Territory
	Victims Services Scheme.	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).]

Entry No.	Description of Records	Disposal Action
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.

Entry No.	Description of Records	Disposal Action
175.079.001	Final version of agency-wide plans relating to	Retain as Territory
	the function.	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.

Entry No.	Description of Records	Disposal Action
175.080.001	Final versions of policies supporting the	Retain as Territory
	function. Includes guidelines made under	Archives
	legislation.	

Procedures

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

Entry No.	Description of Records	Disposal Action
175.082.001	Final versions of procedures related to the	Retain as Territory
	collection and standardisation of statistics.	Archives

Registration

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

Entry No.	Description of Records	Disposal Action
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

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. 175.088.001	Description of Records Final version of internal formal reports and reports made to external agencies relating to the function.	Disposal Action Retain as Territory Archives
175.088.002	Final reports provided to the Minister following a full investigation conducted by the Victims of Crime Coordinator into victim rights in the administration of justice.	Retain as Territory Archives
175.088.003	Statements provided to victims of crime in support of an application made in the Magistrates Court for special financial assistance.	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.

Entry No.	Description of Records	Disposal Action
175.091.001	Statistical data collected to enable research,	Retain as Territory
	analysis monitoring and evaluation of	Archives
	activities associated with the victims support	
	and redress function and of issues related to	
	victims support and redress in the Territory.	

Reviewing

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

Entry No. 175.093.001 **Description of Records**

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.

Disposal Action

Disposal Action

Archives

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.]

Entry No. 175.102.001 Description of Records

Records documenting submissions (other than Retain as Territory 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.

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.]

Entry No.W M 1.1.1

Description of Records

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.

Disposal Action

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.]

erritory

conversations where advice is given over the telephone or orally.[For advice relating to contract management for the Waste

Management function see Agreements.]

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.

Entry No.	Description of Records	Disposal Action
W M 1.5.1	Records relating to auditing of the operations	Retain as Territory
	of landfill and hazardous or toxic waste	Archives
	facilities.	

Construction

The process of making or building something.

Entry No.	Description of Records	Disposal Action
W M 1.8.1	Records of construction activities carried out	Retain as Territory
	for the waste management function. Includes:	Archives

- records of consultations;
- specifications;
- plans, designs and drawings;
- project management records.

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.

E_{I}	ıtry	No).
W	M	1.9	.1

Description of Records

Records on the management of contracts relating to the management and operation of landfills. Includes:

Disposal Action

Retain as Territory Archives

- minutes of meetings with main stakeholders;
- performance and evaluation reports;
- records of conversation;
- photographs;
- variations, amendments to contracts.

[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]

Entry No.	
W M 1.11.1	

Description of Records

Records documenting the provision of horticultural services dealing with site remediation and rehabilitation of landfill sites.

Disposal Action

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.

En	ıtry	No.	
W	\mathbf{M}	1.12.1	
			ı

Description of Records

Records on the implementation of counterdisaster plans after disasters such as fire and floods involving landfill sites. Includes a copy of the plan implemented in the disaster recovery process.

Disposal Action

Maintenance

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

Entry No. W M 1.14.1	Records documenting maintenance and		V M 1.14.1 Records documenting maintenance and Reta	
W M 1.14.2	Records on the maintenance of facilities for the processing, monitoring, storage and disposal of hazardous waste (e.g. chemicals and pesticides), includes leachate systems at landfill sites.	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
W M 1.18.1	Final version of plans to support the management of landfills, e.g. o counter disaster plan o annual maintenance plans o acquisition and disposal plans o space usage 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.

Entry No.	Description of Records	Disposal Action
W M 1.19.1	Records on the development and establishment of waste management policies relating the landfill sites and hazardous or toxic waste. Includes: o policy proposals o research papers o results of consultations o supporting reports o major drafts o final policy documents.	Retain as Territory Archives

Procedures

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

Entry No.	Description of Records	Disposal Action
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.]

Entry No.	Description of Records	Disposal Action
W M 1.22.1	Master copies of final versions of formal	Retain as Territory
	internal reports and reports made to external	Archives
	agencies relating to the management of	
	landfills and hazardous or toxic waste,	
	including statistical reports.	

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.

En	try	1	Vo.	
W	M	1	.23	.1

Description of Records

Records on waste management services Retain as Territory provided by an agency on a long term basis or Archives by other agencies. Includes requests and applications for services, assessment of eligibility and entitlements, liaison with other agencies regarding the provision of services at landfill sites and for the management of hazardous or toxic waste. Also includes activities to lobby for services and to increase service provision.

Standards

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

E_{I}	ıtry	Λ	<i>lo</i> .	
W	M	1.	24.	1

Description of Records

Records on the implementation of industry and agency standards to support the management of landfills and hazardous or toxic waste.

Disposal Action

Disposal Action

WATER MANAGEMENT

The function of managing the water infrastructure of the Territory and surrounding regions, either by the agency or by service providers, to ensure and secure a healthy, reliable and sufficient management of water to meet the needs of the community. Includes the design, construction, inspection, maintenance and management of catchment, treatment, storage and distribution infrastructure such as dams and reservoirs, storage tanks, bores, pumping stations, treatment works, reticulated networks, water mains and other ancillary components of the water infrastructure. Also includes controls over recreational use of catchment areas, reservoirs and dams that might impact upon water quality and managing pollution controls and hazard reductions through the development of water sampling, treatment, reuse and monitoring programs.

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.

Entry No.
184.013.001

Description of Records

Final audit reports relating to operational audits of the water management function that result in substantial changes to policy or have a significant impact on operations.

Disposal Action

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.]

Entry No. 184.020.001

Description of Records

Records documenting high-level corporate committees with overall responsibility for making major decisions in the area of water management. Includes:

Disposal Action

- documents establishing the committee;
- final versions of minutes;
- reports;
- recommendations;
- supporting documents such as briefing and discussion papers.

Construction

The process of making or building something.

Entry No. 184.024.001

Description of Records

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:

- 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:

- augmentation;
- bores;
- dams;
- filtration plants;
- pipelines;
- pumping stations;
- reservoirs;
- water supply pipelines;
- water mains extensions;
- water supply schemes and augmentation schemes;
- water towers.

Disposal Action

Construction (Continued)

The process of making or building something.

Entry No. Description of Records

Disposal Action

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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 MANAGETMENT]

Entry No.	Description of Records	Disposal Action
184.201.001	Records documenting the determination of	Retain as Territory
	fees and charges.	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.]

Entry No.	Description of Records	Disposal Action
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:	Retain as Territory Archives

- agency statements;
- submissions;
- responses to final reports;
- transcripts or oral evidence given by agency officers.

Inspections

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

Entry No.
184.057.001

Description of Records

Records documenting routine and reactive inspections of water distribution infrastructure. Includes:

Disposal ActionRetain as Territory

Archives

- notification of inspection;
- inspection reports;
- proposals.

[See OCCUPATIONAL HEALTH & SAFETY (OH&S) - Inspections relating to occupational health and safety inspections.]

Installation

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

Entry No.
184.058.001

Description of Records

Records documenting installation and configuration equipment and devices such as pumps, pipes, backflow prevention devices, valves, anemometers, centrifuges etc.

Disposal Action

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.

Entry No.
184.062.001

Description of Records

Records documenting formal arrangements with other organisations to undertake joint activities relating to the water management function.

Disposal Action

Maintenance

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

Entry No. 184.069.001

Description of Records

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:

Disposal Action

Retain as Territory Archives??

- 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.

[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.

Entry No. 184.080.001

Description of Records

Records relating to the establishment and development of policy in relation to the water Archives management activities. Includes policy proposals, research papers, results of consultations, supporting reports and final documents.

Disposal Action

Retain as Territory

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.

Entry No. 184.084.001

Description of Records

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.

[For suggestions received from the public, use COMMUNITY RELATIONS - Suggestions.]

Disposal Action

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.

Entry No. 184.090.001

Description of Records

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.

[For appointments on community organisations, use COMMUNITY RELATIONS - Representatives.

For appointments on government bodies, use GOVERNMENT RELATIONS - Representatives.]

Disposal Action

Disposal Action

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.

Entry No.
184.091.001

Description of Records

Records documenting research that results in Retain as Territory major changes to community safety programs, Archives training or the design of the built environment. Records could include surveys, interviews, observations, 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.

Entry No.	Description of Records	Disposal Action
184.093.001	Records relating to reviewing Water	Retain as Territory
	Management processes, policy, procedures,	Archives
	standards and systems that result in major	
	changes to those processes, etc.	

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.

Entry No.
184.097.001

Description of Records

Records documenting major security breaches or incidents involving water infrastructure (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
- liaison with law-enforcement agencies.

[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.]

Disposal Action

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.]

Entry No.	Description of Records	Disposal Action
184.102.001	Records documenting the development of successful agency submissions relating to	Retain as Territory Archives
	water management made to the Chief	Archives
	Minister, Minister and government bodies,	
	including working papers and final versions.	

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.

Entry No.	Description of Records	Disposal Action
184.104.001	Final versions of signed contracts under seal	Retain as Territory
	with government bodies or private organisations	s Archives
	that	

- 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.

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.]

Entry No.	Description of Records Disposal Action
WC 6.1.1	Memorandum of Understanding with the AFP Retain as Territory
	and other relevant organisations for the Archives
	provision of confidential information for
	fraud related to workers compensations on
	individual cases

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.

Entry No.	Description of Records	Disposal Action
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.

Entry No.	Description of Records	Disposal Action
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.	Description of Records	Disposal Action
7	WC 6.8.1	Records documenting litigation matters where	Retain as Territory
I		legal precedents are set.	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.]

Entry No.	Description of Records	Disposal Action
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.

Entry No.	Description of Records	Disposal Action
WC 6.12.1	Master copies of standards, codes of practice	Retain as Territory
	and guidelines developed by the agency.	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.
155.005.001

Description of Records

Records documenting the receipt and provision of advice that resulted in major changes to the organisation or management. Includes advice provided by consultants.

Disposal Action

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
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

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.]

Entry No.	Description of Records	Disposal Action
155.020.001	External and internal committees formed to	Retain as Territory
	manage or advise. Includes:	Archives

Finals of documents

- Documents establishing the committee
- Final versions of minutes
- Reports
- Recommendations
- Supporting documents such as briefing papers and discussion papers

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
155.079.001	Final versions 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.

Entry No.	Description of Records	Disposal Action
155.080.001	Final version of policies	Retain as Territory
		Archives

Procedures

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

Entry No.	Description of Records	Disposal Action
155.082.001	Master set of agency manuals, handbooks, directives etc detailing procedures supporting workplace and safety and industrial relations policy.	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.]

Entry No.	Description of Records	Disposal Action
155.088.001	Final version of internal formal reports and	Retain as Territory
	reports made to external agencies relating to	Archives
	workplace and safety and industrial policy.	

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.

Entry No.	Description of Records	Disposal Action
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.

Entry No.	Description of Records	Disposal Action
155.093.001	Final report of review of agency programs and operation.	Retain as Territory Archives

WORKPLACE SAFETY REGULATION

The function of regulating and monitoring activities and premises to promote and improve standards of occupational health, safety and welfare.

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.

Entry No. WC 7.2.1	Description of Records Records relating to operational audits where serious failures to meet compliance requirements were identified.	Disposal Action Retain as Territory Archives
WC 7.2.2	Final audit reports or findings on audits of specific workplace safety issues, 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.

Entry No.	Description of Records	Disposal Action
WC 7.3.1	Registers or database of dangerous goods	Retain as Territory
	packaging, containers, etc. approvals.	Archives

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.

Entry No.	Description of Records	Disposal Action
WC 7.6.1	Master copies of circulars, etc promulgated to	Retain as Territory
	industry warning of a potential safety risk.	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.

Entry No.	Description of Records	Disposal Action
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.)	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.

Entry No.	Description of Records	Disposal Action
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.]

Entry No.	Description of Records	Disposal Action
WC 7.9.1	Records documenting litigation matters where	Retain as Territory
	legal precedents are set.	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.]

Entry No.	Description of Records	Disposal Action
WC 7.11.1	Detailed comprehensive reports that contain major, detailed recommendations or have a	Retain as Territory Archives
	significant impact on policies for the agency	

Standards

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

Entry No.	Description of Records	Disposal Action
WC 7.12.1	Master copies of standards, codes of practice	Retain as Territory
	and guidelines relating to workplace safety	Archives
	developed by the agency.	

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.

Entry No.
023.005.001

Description of Records

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.

Disposal Action

Retain as Territory Archives

Agreements

The processes associated with the establishment, maintenance, review and negotiation of agreements.

Entry No. 023.006.001

Description of Records

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.

Disposal Action

Appeals (decisions)

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

Entry No. Description of Records

Disposal Action

Retain as Territory

023.009.001 Records documenting appeals against decisions made by the agency where the outcome resulted in Archives significant changes to or the development of new whole of government policies or procedures relating to the provision of youth services.

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.

Entry No. 023.013.001

Description of Records

Disposal Action

Archives

Records documenting the planning and conduct of Retain as Territory 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:

- liaison with the auditing body;
- minutes of meetings;
- notes taken at opening and exit interviews;
- draft reports;
- final reports;
- comments.

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.]

Entry No. 023.020.001

Description of Records

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:

- documents establishing the committee;
- final versions of minutes;
- reports;
- recommendations;
- supporting documents such as briefing and discussion papers.

Disposal Action

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.

Entry No.	Description of Records	Disposal Action
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.

Entry No.	Description of Records	Disposal Action
023.042.001	Final versions of reports on the evaluation of	Retain as Territory
	facilities, accommodation, providers, potential or	Archives
	existing services and systems.	

Inquiries

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.

Entry No.
023.056.001

Description of Records

Disposal Action

Records documenting agency responses and input Retain as Territory to inquiries relating directly to its functions and activities. Includes:

Archives

- submissions;
- briefing papers;
- reports;
- attendance records;
- transcripts of oral evidence given by agency staff;
- working papers.

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
023.079.001	Final versions of agency or territory wide youth	Retain as Territory
	justice and youth services management plans.	Archives

Policy

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.

Entry No. 023.080.001

Description of Records

Disposal Action

Records documenting the development and Retain as Territory establishment of agency's policies relating to youth Archives detention and youth services and programs.

Includes:

- policy proposals;
- comments;
- research papers;
- results of consultations;
- supporting reports;
- major drafts;
- working papers.

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.

Entry No. 023.084.001

Description of Records

Disposal Action

Records documenting public reaction to the provision of youth services, including youth justice, 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).

[For suggestions received from the public, use COMMUNITY RELATIONS - Suggestions.]

Retain as Territory

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. 023.088.001

Description of Records

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.

Disposal Action

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.

For the collection of statistics and weekly reports on representations, use YOUTH SERVICES - Reporting.]

Entry No. 023.089.001

Description of Records

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:

- copies of letters received;
- draft responses;
- minutes providing background details for the Minister;
- requests from the Minister's office for changes;
- final responses.

Disposal Action

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.

Entry No.			
023.093.001			

Description of Records

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.

Disposal Action

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 records documenting the development of Cabinet submissions, use GOVERNMENT RELATIONS – Submissions.]

Entry No. 023.102.001

Description of Records

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.

Disposal Action

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.

Entry No. 023.104.001

Description of Records

Final versions of signed contracts under seal with government bodies or private organisations that

- 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.

Disposal Action

Retain as Territory Archives

INDEX

	326, 330, 345, 358, 380, 384, 386, 404, 427, 432, 438
Α	443, 451, 476, 491, 495, 502
,,	anemometers, 371, 485
Aboriginal and Torres Strait Islander Elected Body, 100	Animal Welfare, 115, 462
accommodation, 6, 7, 29, 91, 505	anniversary, 21, 24, 71, 398, 418
Accounting, 20, 34, 37, 40, 124, 144, 222, 275, 315, 345,	Appeals (decisions), 6, 86, 89, 115, 140, 152, 181, 216,
390, 398, 399, 475	244, 249, 261, 272, 462, 492, 500, 503
Accreditation, 405, 407, 469	Application Development, 356, 414, 415
Acquisition, 20, 34, 40, 124, 144, 222, 275, 315, 345,	applications, 11, 22, 32, 43, 44, 49, 56, 66, 75, 109, 118,
356, 390, 475	119, 179, 191, 194, 198, 202, 227, 232, 235, 259, 270
ACT Auditor General's Office, 48, 79, 94, 144, 187, 191,	282, 319, 344, 356, 361, 387, 392, 464, 468, 477, 480
219, 224, 237, 309, 351, 359, 398, 451, 503	appointment, 21, 32, 36, 42, 50, 58, 68, 72, 78, 79, 80,
ACT Court of Appeal - Appeals, 10	95, 101, 102, 106, 110, 117, 125, 132, 145, 154, 156,
ACT legislation register, 323, 324	161, 168, 182, 188, 192, 199, 205, 208, 213, 219, 225
ACT Legislative Assembly, 207, 208, 209, 246	231, 238, 245, 246, 252, 256, 259, 263, 276, 279, 293
ACT Road Crash Statistics, 448	300, 309, 316, 323, 326, 327, 342, 346, 352, 360, 367
ACT Road Safety Trust, 445	373, 381, 385, 393, 399, 406, 411, 419, 428, 433, 439
ACT Supreme Court - Appeals, 10	443, 452, 457, 463, 470, 481, 488, 494, 495
ACT Supreme Court - Sentencing, 11	Appointment, 68, 79, 102, 117, 188, 192, 246, 252, 259,
ACT Supreme Court - Trials, 11	263, 309, 323, 463
Acts, 247 , 323 , 324 , 325 , 394 , 421 , 458	Appointments (statutory / official), 213, 470
Addresses (presentations), 20, 26, 30, 35, 67, 71, 78,	Approvals, 89, 191
131, 159, 166, 186, 207, 213, 222, 236, 287, 299, 356,	Arrangements, 358
378, 379, 397, 398, 399, 410, 426, 431, 437, 469	Assembly & Committee Transcripts, 24, 45
Administrative Arrangements, 157	Assembly Meetings, 45
Admission and Discharge Registers, 177	assessment, 13, 44, 49, 75, 104, 109, 112, 124, 145, 164,
adoption, 17, 47, 49, 179, 334	179, 198, 213, 222, 265, 270, 275, 276, 277, 278, 297
Adoption, 17, 334	306, 312, 318, 386, 397, 409, 468, 480
Adoption Registers, 51	Asset register, 140
adoptions, 47, 51, 52, 53, 54, 55, 334	Asset Register, 20, 34, 40, 124, 144, 222, 275, 315, 345,
Adoptions, 334	390, 475
adoptive parents, 49	athletic events, 400
Adoptive Parents Register, 51	ATSIEB, 100
Advice, 27, 30, 33, 35, 47, 57, 78, 88, 92, 94, 114, 131,	attendance records, 31, 506
137, 139, 155, 160, 167, 180, 186, 197, 218, 223, 235,	Audit, 30, 31, 41, 48, 79, 85, 94, 106, 109, 125, 144, 151,
236, 242, 243, 247, 255, 268, 269, 282, 289, 292, 299,	187, 191, 198, 215, 219, 224, 234, 237, 248, 259, 260
308, 323, 326, 331, 351, 357, 379, 384, 394, 397, 403,	276, 293, 300, 309, 351, 359, 367, 398, 451, 476, 481
406, 419, 420, 421, 422, 424, 425, 426,鰤431, 437,	491, 493, 498, 503
442, 450, 470, 476, 494, 502	audit report, 79, 94, 109, 187, 191, 219, 224, 237, 259,
agenda, 42, 86, 151, 154, 162, 208, 210, 215, 248, 260,	309, 351, 359, 398
267, 276, 366, 492, 499	audit reports, 41, 85, 106, 125, 144, 151, 215, 248, 260,
Agenda, 102, 231, 419	273, 276, 293, 300, 491, 498
agendas, 21, 32, 36, 42, 50, 58, 68, 72, 79, 80, 95, 102,	Auditor-General, 30, 187, 191, 219, 224, 237
106, 110, 117, 125, 132, 145, 154, 156, 161, 168, 182,	audits, 30, 41, 48, 79, 85, 94, 102, 106, 109, 125, 144,
188, 192, 199, 219, 225, 231, 238, 246, 252, 256, 259,	151, 187, 191, 198, 215, 219, 224, 237, 248, 259, 260
263, 276, 279, 293, 300, 309, 316, 323, 327, 342, 346,	276, 293, 300, 308, 309, 351, 359, 476, 491, 498
347, 352, 360, 366, 381, 385, 393, 399, 406, 411, 419,	Australian Capital Territory Civil and Administrative
428, 433, 439, 443, 446, 457, 463, 470, 495	Tribunal (ACAT), 115, 198, 462
aggregate reports, 400	Australian Federal Police, 10, 11, 268, 445
agreements, 14, 20, 34, 35, 37, 40, 43, 48, 57, 64, 75, 81,	Authorisation, 41, 49, 86, 116, 191, 346, 359, 462, 498
85, 88, 99, 101, 114, 119, 133, 140, 149, 150, 157,	authorise administrative actions, 49
160, 168, 170, 180, 181, 183, 189, 197, 218, 220, 223,	Awards Administration, 29
229, 237, 239, 242, 243, 251, 263, 270, 279, 282, 308,	
311, 326, 330, 345, 353, 358, 380, 382, 384,鰤404,	В
412, 418, 423, 427, 428, 432, 434, 438, 439, 491, 495	had the constant and the constant
Agreements, 20, 34, 35, 37, 40, 48, 57, 75, 85, 88, 101,	backflow prevention devices, 371, 485
114, 140, 149, 160, 168, 181, 183, 197, 201, 218, 223,	Bail applications, 11
227, 235, 237, 241, 243, 251, 263, 279, 281, 308, 318,	bills, 246, 247, 394

Births, **334**, **335**

Boards, 31, 79, 169, 271, 328, 460 Committee Management, 25 bomb threats, 321, 375, 404, 489 committees, 21, 24, 25, 26, 30, 32, 36, 42, 45, 50, 58, 68, breaches, 101, 103, 137, 184, 204, 266, 321, 366, 375, 72, 80, 95, 102, 106, 110, 117, 125, 132, 145, 154, 156, 161, 168, 182, 188, 192, 199, 208, 210, 219, 225, break-ins, 286, 321, 375, 404, 489 231, 238, 245, 246, 252, 256, 259, 263, 276, 279, 289, bridge, 345, 347 293, 300, 309, 316, 323, 327, 342, 352, 360, 鰤381, bridges, 88, 346 385, 393, 411, 419, 428, 433, 439, 457, 463, 470, 494, briefing papers, 21, 31, 50, 58, 68, 106, 110, 125, 145, 495 156, 161, 192, 210, 219, 225, 238, 246, 256, 259, 293, Committees, 21, 25, 32, 36, 42, 50, 58, 68, 72, 78, 80, 95, 300, 316, 323, 342, 381, 385, 393, 411, 428, 433, 439, 102, 106, 110, 117, 125, 132, 145, 154, 156, 161, 168, 457, 495, 506 182, 188, 192, 199, 207, 219, 225, 227, 231, 232, 238, Briefing papers, 117 246, 252, 256, 259, 263, 276, 279, 293, 300, 309, 316, Broadcasting of Proceedings, 24, 45 323, 327, 342, 346, 352, 360, 367, 381, 385, 393, 399, budget statements, 142 406, 411, 419, 428, 433, 439, 443, 452, 457, 463, 470, Budgeting, 141 481, 495, 504 built environment, 107, 374 community awards, 71, 156, 378, 399 bus, 345, 447, 448, 449 Community Education, 107, 136 buses, 442, 446 community groups, 6, 86, 119, 151, 215, 248, 260, 277, 282, 464, 492, 499 Bushfire recovery, 122 business classification schemes, 200 community safety programs, 107, 488 Business Continuity Management, 192 complaint, 31, 50, 52, 59, 93, 103, 169, 178, 210, 268, business continuity plan, 416 271, 272, 273, 295, 328, 362, 460, 499 complaints, 101, 136, 137, 138, 178, 210, 256, 267, 268, 273, 326, 348 C Compliance, 38, 44, 53, 59, 69, 80, 82, 87, 90, 96, 112, Cabinet, 8, 39, 61, 98, 129, 135, 143, 160, 165, 167, 174, 122, 126, 134, 137, 147, 149, 152, 163, 172, 190, 195, 180, 243, 246, 274, 306, 310, 313, 344, 355, 357, 394, 199, 206, 209, 211, 216, 221, 230, 233, 235, 240, 249, 468, 474 253, 261, 267, 273, 285, 296, 304, 320, 324, 329, 343, candidates, 101, 104 349, 354, 363, 383, 388, 396, 400, 408, 413,鰤430, capital works, 228, 310, 372, 420, 486 435, 441, 448, 454, 467, 473, 479, 493, 497, 500, 508 Card Register, 177 Conferences, 26, 207, 365 Case Management, 31, 49, 75, 86, 109, 152, 169, 198, Confiscation of criminal assets (COCA), 12 216, 244, 249, 261, 270, 271, 272, 328, 460, 492, 500 connection plans, 368 Cases, 9, 16, 17, 18, 19, 27, 56, 58, 62, 63, 77, 84, 93, conservation, 22, 23, 118, 123, 145, 193, 199, 220, 225, 258, 289, 307, 331, 377 279, 280, 317, 467 celebrations, 22, 67, 71, 73, 380, 398, 400, 427, 432, 438 Conservation, 118, 145, 147, 199, 220, 225, 280, 281, Celebrations, 21, 24, 67, 71, 207, 287, 380, 398, 418, 427, 432, 438 construction, 21, 126, 145, 224, 228, 231, 235, 280, 310, celebratory festivities, 398 313, 317, 319, 345, 346, 390, 420, 476 centrifuges, 371, 485 Construction, 21, 32, 126, 145, 224, 226, 228, 231, 252, Ceremonies, 46, 68, 71, 156, 187, 224, 238, 327, 352, 280, 310, 313, 317, 319, 346, 368, 369, 385, 390, 420, 378, 380, 399, 427, 432 476, 482, 483 Certificate, 63, 224, 231, 335, 336 Consumer Protection, 137, 268 Certificates of Destruction, 201 contract management, 22, 50, 476 certification, 224, 231, 247, 393, 405, 407, 409 Contract Services, 311 Change of Name, 335 Contracting out, 22, 50, 347, 444, 477 chief Minister, 397 contracts, 14, 20, 35, 40, 43, 48, 55, 57, 85, 88, 99, 101, Chief Minister, 27, 30, 33, 35, 47, 57, 73, 78, 88, 92, 94, 114, 140, 149, 157, 160, 168, 170, 181, 189, 197, 218, 114, 131, 133, 139, 155, 160, 167, 170, 180, 186, 197, 220, 223, 229, 237, 239, 243, 251, 263, 279, 308, 311, 218, 223, 236, 239, 242, 243, 247, 255, 269, 272, 289, 322, 326, 330, 345, 350, 358, 380, 382, 384, 404, 412, 292, 299, 302, 308, 326, 331, 351, 357, 379, 382, 384, 427, 428, 432, 434, 438, 439, 477, 491, 495 403, 406, 419, 426, 429, 431, 434, 437, 440, 442, 450, Control, 42, 49, 51, 54, 141, 149, 177, 200, 201, 292, 456, 470, 471, 476, 490, 494 332, 505, 509 Children and young people deaths register, 505 control records, 42, 200 Children at Risk, 51, 292 controversial issues, 8, 61, 98, 129, 135, 161, 167, 174, Claims, 75, 76, 161 306, 355, 402 class roll, 400 controversy, 178 classification systems, 200 Coronial inquests, 12 clinical and non-clinical research, 178 corporate, 38, 44, 53, 59, 69, 82, 87, 90, 96, 106, 112, Closed Circuit Television, 364 122, 127, 134, 145, 146, 147, 152, 162, 163, 172, 190, codes of practice, 87, 112, 153, 217, 250, 262, 365, 409, 195, 206, 209, 210, 211, 216, 221, 230, 240, 249, 253, 493, 501 261, 267, 273, 285, 296, 304, 320, 329, 343, 346, 349, Committee Inquiries, 25 354, 363, 367, 383, 388, 393, 394, 395, 396, 401, 408,

413, 430, 435, 441, 443, 448, 467, 472, 473, 479, 493, Ε 497, 500 corporate committees, 367, 481 election, 101, 102, 103, 104, 105 Corporate Style, 127, 146 elections, 100, 101, 102, 104 counter terrorism, 356, 362, 365 electoral boundaries, 101, 104 counter-disaster plan, 202, 319, 416 Electoral Council of Australia and New Zealand, 102 Course Accreditation, 411 electoral roll, 101, 103 Course Approval, 411 Electoral Roll Management, 103 court orders, 263 electronic systems, 192, 200, 201 Crown Lease, 338 Emergency Declarations, 111 Crown Leases, 338 Emergency Department Registers, 177 Curriculum Development, 95, 353 Emergency Incidents, 111 emergency procedures, 320, 391, 479 Customer Service, 463 emergency vehicles, 144, 145, 146, 147, 148 Emissions Trading, 458 D engineer's drawings, 368 Enterprise Bargaining, 183 Data Administration, 356, 415 environmental authorisations, 116 Data Archiving, 192 Environmental Impact Assessment, 228, 233, 420 data dictionaries, 414, 415 environmental impact statements, 368 Database Management, 415 Environmental Impact Statements, 228, 233, 420 Death Registers, 177 equipment, 20, 23, 34, 37, 40, 43, 73, 83, 95, 103, 106, Deaths, 304, 334, 335, 336 109, 119, 122, 124, 125, 126, 127, 128, 129, 130, 141, Deaths Abroad, 334, 336 Debriefing, 91, 110 144, 146, 188, 191, 193, 194, 202, 204, 213, 220, 222, 228, 239, 252, 264, 275, 277, 280, 282, 283, 284, 286, Decisions Review, 89, 226, 232 287, 294, 301, 315, 318, 319, 321, 343, 345, 347, 353, declaration of results, 105 358, 360, 361, 364, 381, 386, 387, 389, 390, 404, 428, Deed, 235, 337 433, 439, 463, 464, 466, 471, 475, 477, 478 defects, 51, 128, 146, 486 establishment, 6, 13, 20, 21, 28, 31, 32, 35, 36, 40, 42, Delegations, 49, 116, 359, 462 48, 49, 50, 52, 57, 58, 59, 64, 68, 69, 72, 74, 75, 79, Designing, 280, 390 80, 81, 85, 88, 95, 101, 102, 105, 106, 107, 109, 110, Determinations (Regulated Industries), 256, 457, 460 development applications, 88, 227, 231, 232 114, 117, 122, 125, 130, 132, 133, 140, 145, 147, 149, 150, 154, 156, 157, 160, 161, 168, 170, 171, 181, 182, Development applications, 227, 232, 241 183, 185, 188, 189, 192, 197, 198, 199, 203, 208, 214, Development Assessment, 227, 232, 233 diagnosis, 179 218, 219, 220, 223, 225, 229, 231, 234, 237, 238, 239, 243, 246, 251, 252, 253, 256, 257, 259, 263, 265, 270, Diagnostic genetics reports/records, 179 276, 279, 281, 285, 291, 293, 298, 300, 302, 304, 308, Digital Archive Management, 193 309, 311, 316, 320, 323, 326, 327, 328, 330, 342, 345, digital images, 179 346, 348, 352, 353, 358, 360, 362, 367, 372, 380, 381, Discipline, 204, 264, 321, 375 384, 385, 391, 393, 395, 399, 404, 406, 407, 411, 416, Disclosure, 102 417, 419, 423, 427, 428, 432, 433, 434, 438, 439, 443, discovery orders, 86, 152, 216, 244, 249, 261, 272, 492, 445, 446, 447, 457, 463, 466, 470, 472, 478, 491, 495, 500 discussion papers, 21, 26, 36, 50, 58, 68, 72, 79, 80, 95, 498 102, 106, 110, 125, 132, 145, 154, 156, 161, 168, 182, Evaluation, 7, 37, 65, 66, 73, 95, 103, 124, 127, 141, 146, 188, 192, 199, 207, 210, 219, 225, 238, 246, 252, 256, 176, 188, 193, 213, 220, 228, 239, 252, 264, 277, 287, 259, 263, 267, 270, 276, 293, 300, 309, 316, 323, 327, 294, 301, 353, 360, 381, 386, 400, 407, 415, 428, 433, 439, 444, 452, 463, 471, 505 342, 346, 347, 352, 360, 367, 381, 385, 393, Event Management, 22 399,鰤406, 411, 428, 433, 439, 443, 446, 457, 495 Events, 73, 164, 297, 306, 312, 381, 400, 428, 431, 432, Discussion papers, 117, 463 434, 440 Disease and Operation Index, 177 Exhibitions, 301 Disposal, 37, 201, 281, 318, 386 exotic pest species, 115, 462 Distribution, 301, 392 expenditure, 66, 102, 104, 141 Donations, 22, 72, 202 Explanatory statements, 324 Drafting, 38, 44, 53, 59, 69, 82, 87, 90, 96, 112, 122, 134, extinction, 123 147, 152, 163, 172, 190, 195, 206, 209, 211, 216, 221, 230, 240, 246, 247, 249, 253, 261, 267, 273, 285, 296, 304, 320, 329, 343, 349, 354, 363, 383, 388, 396, 408, F 413, 430, 435, 441, 448, 454, 467, 473, 479, 493, 497, 500, 508 facilities, 23, 44, 83, 88, 128, 179, 265, 280, 292, 293, drainage systems, 368 294, 295, 296, 297, 308, 314, 358, 369, 370, 372, 397, drawings, 228, 235, 313, 368, 372, 390, 420, 476 403, 419, 431, 432, 433, 434, 435, 436, 442, 468, 476, 478, 480, 485, 505 faults, 128, 486

faulty product, 136, 137, 138
feasibility studies, 368, 414
Federal Court, 198
Fees and charges determination, 369, 484
Fees and Charges Determination, 42, 471
ferry, 447, 448
festivities, 21, 24, 67, 71, 207, 287, 380, 418, 427, 432, 438
Financial Statements, 142
fires, 10, 286, 321, 375, 489
Fit outs, 318, 386
Functions (social), 29

G

genetic or inherited disorder, 179
genetic or inherited disorders, 179
gift returns, 102
gifts, 208
Government Business Enterprise Arrangements, 156
Government Business Enterprises, 155, 156
Grant Funding, 22, 118
Greenfield developments, 235
guest lists, 21, 24, 29, 46, 71, 156, 187, 207, 224, 238, 287, 327, 352, 378, 380, 398, 399, 418, 427, 432, 438
guidelines, 7, 24, 38, 45, 65, 69, 82, 87, 97, 107, 123, 127, 134, 146, 150, 153, 163, 190, 192, 203, 211, 214, 217, 230, 241, 250, 253, 259, 262, 285, 290, 305, 343, 354, 363, 365, 418, 425, 459, 467, 472, 473, 493, 497, 501

Н

handbooks, 7, 23, 27, 64, 90, 121, 162, 171, 244, 257, 273, 284, 295, 303, 312, 320, 362, 391, 479, 496 health facility, 178 Health promotion, 372 Health Promotion, 302, 498 Health Services Commissioner, 178 helmets, 127 heritage, 114, 118, 119, 145, 199, 220, 225, 227, 232, 241, 280, 285, 310, 317, 318, 386, 419 heritage properties, 322 High Court, 10, 12, 198 High Court of Australia - Appeals, 12 hire car, 447, 449 hire cars, 446 historical, 124, 125, 126, 127, 128, 129, 144, 145, 199, 202, 227, 232, 241, 421 horticultural assets, 281, 346, 347 Horticultural Services, 281, 477 hospital, medical or emergency services equipment, 124, 125, 126, 127, 128, 129

ı

Implementation, 119, 194, 202, 228, 282, 319, 361, 387, 416, 420, 464, 477
Incident Management, 264
incident reports, 111, 159
incidents, 178
indexes, 9, 16, 17, 18, 19, 42, 43, 56, 62, 77, 84, 200, 258, 307, 334, 377

Indigenous Peoples, 51, 292 Industrial Action, 132, 184 Information Architecture Development, 194 Information Resources, 112 infrastructure, 43, 88, 89, 122, 141, 192, 222, 228, 234, 235, 280, 284, 310, 343, 345, 349, 356, 367, 372, 390, 420, 422, 424, 442, 448, 457, 459, 460, 466 Infringements, 184 Inquiries, 31, 169, 268, 271, 328, 370, 422, 460, 484, 506 Inquiry & Investigation, 205 insignia, 127 Inspections, 128, 233, 234, 317, 369, 370, 485 Installation, 128, 347, 371, 485 Instruments, 339, 341 insurance, 76, 139, 159, 160, 161, 162, 163, 164, 165, Inter Parliamentary Organisations, 208 inter-agency, 72, 110, 117, 168, 197, 199, 327, 346, 365, 443, 452, 463 inter-government, 72, 110, 168, 199, 305, 327, 346, 443, investigation, 31, 32, 83, 93, 169, 184, 210, 212, 215, 228, 254, 264, 267, 268, 270, 271, 273, 295, 328, 420, 460, 473, 499 Investigation, 109, 499 Investigations, 103 invitations, 21, 29, 46, 71, 156, 187, 207, 224, 238, 327, 352, 378, 380, 398, 399, 418, 427, 432, 438 IT security policy, 417

J

Joint Roll Agreement, 101 Joint ventures, 43, 64, 81, 99, 133, 157, 170, 189, 220, 229, 239, 311, 353, 371, 382, 412, 428, 434, 439, 445, 453, 485 Joint Ventures, 34, 37, 451

Κ

karyotypes, 179

Legal Representation, 15

L

Land Data & Mapping, 282, 420 Land Management, 120, 235, 279, 283 Land Ownership, 421 land sales, 73, 236, 241 Land Tenure, 421 landfill operations, 475 law-enforcement, 321, 375, 389, 404 Lease Variations, 235 legal action, 178 legal advice, 14, 27, 30, 33, 35, 47, 57, 78, 88, 92, 94, 104, 114, 131, 139, 155, 160, 167, 180, 186, 197, 205, 218, 223, 236, 242, 243, 247, 255, 269, 289, 292, 299, 308, 326, 331, 351, 357, 379, 384, 394, 403, 419, 426, 431, 437, 470, 476, 494 Legal Advice, 14 Legal Agreements, 14 legal guardianship, 49

Legislation, 8, 39, 55, 61, 98, 129, 135, 143, 165, 174, 247, 264, 274, 291, 306, 313, 324, 325, 344, 355, 375, 394, 421, 456, 458, 461, 468, 474 Legislative Assembly, 27, 30, 31, 45, 54, 60, 101, 102, 103, 104, 155, 166, 169, 173, 207, 246, 271, 323, 324, 328, 394, 424, 460 Legislative Backcapture, 323 Legislative instruments, 213, 323, 324, 325, 470 Legislative Notifications, 324 Legislative Republications, 325 Legislative Tables, 325 Lex Loci (local law), Overseas Marriages, 336 Liaison, 86, 119, 151, 215, 248, 260, 266, 268, 277, 282, 389, 445, 464, 492, 499 Licensing, 32, 138, 461 liquid waste infrastructure, 375 liquid waste management, 367, 372, 375 liquid waste networks, 369, 370, 372 liquid waste resources, 373 liquid waste services, 373 litigation, 50, 152, 216, 242, 244, 249, 261, 269, 492, 500 Litigation, 86, 152, 216, 244, 249, 261, 272, 492, 500

machinery of government, 130 maintenance, 20, 35, 40, 48, 57, 59, 80, 83, 85, 88, 99, 101, 105, 114, 118, 122, 128, 140, 145, 146, 147, 149, 160, 168, 181, 197, 199, 200, 201, 214, 218, 220, 223, 225, 234, 237, 243, 251, 253, 263, 265, 279, 280, 291, 302, 304, 308, 317, 326, 330, 345, 347, 358, 362, 372, 380, 384, 385, 390, 391, 404, 407, 412, 414, 415, 419, 423, 424, 427, 432, 438, 442, 443, 445, 447, 466, 472, 478, 491, 495, 498 Maintenance, 23, 56, 128, 146, 191, 283, 319, 347, 372, 387, 478, 486 major projects, 96, 133, 221, 240, 311, 353, 400, 407, 465, 496 management plans, 51, 58, 114, 121, 284, 425, 465 manuals, 7, 23, 27, 64, 90, 112, 121, 162, 171, 244, 257, 273, 277, 284, 295, 303, 312, 320, 332, 362, 391, 479, Mapping Programs, 120, 283, 421, 464, 465 maps, 104, 282, 283, 333, 420, 421 Maps, 120, 283, 421, 464 Marketing, 118, 431 Marriages, 334, 336 Media Relations, 73, 103, 133, 161, 170, 239, 268, 271, 272, 302, 382, 429, 434, 440, 471 media releases, 73, 100, 103, 133, 161, 170, 239, 271, 272, 302, 382, 429, 434, 437, 440, 471 Meetings, 162, 210, 268, 347, 366, 446 members, 21, 27, 28, 32, 36, 42, 49, 50, 58, 68, 72, 75, 76, 78, 79, 80, 95, 102, 106, 110, 117, 125, 132, 145, 154, 156, 161, 168, 182, 188, 192, 199, 208, 209, 219, 225, 231, 238, 246, 252, 256, 259, 263, 276, 279, 293, 300, 309, 316, 323, 327, 342, 346, 348, 352, 360, 367, 381, 385, 393, 399, 411, 419, 428, 433, 439, 457, 463, 470, 494, 495 Members Entitlements, 27 Members Induction, 27 memoranda of understanding, 20, 35, 40, 48, 57, 85, 88,

114, 140, 149, 160, 168, 181, 197, 218, 223, 237, 243,

251, 263, 279, 308, 326, 330, 345, 358, 380, 384, 404, 427, 432, 438, 443, 491, 495 Memoranda of Understanding, 85, 292, 308, 358, 451 memorandums of understanding, 100, 101, 345 Memorials, 43 Minister, 20, 27, 30, 33, 35, 38, 40, 44, 47, 53, 54, 55, 57, 59, 60, 67, 69, 71, 73, 78, 82, 87, 88, 90, 92, 94, 96, 98, 112, 114, 122, 129, 131, 133, 134, 135, 139, 147, 149, 152, 155, 159, 160, 163, 166, 167, 170, 171, 172, 173, 174, 180, 184, 186, 190, 195, 197, 206, 209, 211, 213, 216, 218, 221, 222, 223, 230, 236, 239, 240, 242, 243, 247, 249, 253, 255, 261, 267, 269, 272, 273, 285, 289, 292, 296, 299, 302, 304, 306, 308, 320, 326, 329, 331, 337, 343, 349, 351, 354, 355, 356, 357, 363, 375, 378, 379, 382, 383, 384, 388, 394, 396, 397, 402, 403, 406, 408, 410, 413, 419, 426, 429, 430, 431, 434, 435, 437, 440, 441, 442, 448, 450, 454, 456, 467, 469, 470, 471, 473, 474, 476, 479, 490, 493, 494, 497, 500 Ministerial Representations, 54 Ministerials, 60, 173 minutes, 21, 22, 32, 36, 42, 58, 60, 68, 72, 79, 80, 86, 95, 106, 110, 117, 125, 132, 145, 151, 154, 156, 161, 162, 168, 173, 182, 183, 188, 192, 199, 208, 210, 215, 219, 225, 231, 238, 246, 248, 252, 256, 259, 260, 263, 276, 279, 293, 300, 309, 316, 323, 327, 342, 344, 352, 360, 366, 381, 385, 393, 403, 411, 419, 428, 433, 439, 457, 463, 470, 477, 492, 494, 495, 499 Minutes, 25, 45, 68, 79, 102, 117, 188, 192, 208, 231, 246, 252, 263, 309, 323, 324, 347, 419, 446, 463 mobile phone policy, 417 Modelling, 194 modification, 23, 146, 283, 319, 347, 372, 387, 414, 478 Museums and Galleries Management, 23

Ν

national bodies, 277 National significance, 348, 442, 445, 446, 447 National Transport Commission, 445 Native Title, 234, 421, 424 newscuttings, 239 Ngambra Circle Sentencing Court Records, 13 nomination, 245, 373, 488, 494 nominations, 29, 101, 104 Nominations, 104 non-voting, 103 notifiable instruments, 100, 104, 157, 291 Notifications, 121, 147, 324, 465 NRMA, 445 number allocation, 120 Number Register, 177

0

Obstetric/maternal health, 179 Obstetric/maternal health care records, 179 Obstetric/maternal social work records, 179 offender management, 263, 264, 266, 366 Office of the Community Advocate (OCA), 52, 53, 507, 508 Officer duty logs, 265, 505 Officers Contemporaneous Notebooks, 265, 505 Official Gifts, 208

Official Visitor, 52, 53, 59, 267, 507, 508 Production, 118, 172, 206, 273, 288, 332, 333, 396, 441 Ombudsman, 31, 52, 53, 59, 169, 269, 271, 272, 328, professional associations, 32, 86, 119, 151, 215, 248, 260, 277, 282, 464, 492, 499 370, 460, 484, 506, 507, 508 open space, 281 Program Development, 7, 65, 66, 176 providers, 6, 64, 176, 201, 308, 378, 418, 442, 448, 451, Operation Registers, 177 operational audits, 30, 41, 48, 79, 85, 94, 106, 109, 125, 457, 460, 469, 472, 481, 491, 505 144, 151, 187, 191, 198, 215, 219, 224, 237, 248, 259, Psychological Assessments, 265 260, 276, 293, 300, 309, 351, 359, 367, 398, 451, 476, Public Funding, 104 481, 491, 498 public reaction, 52, 59, 178, 210, 295, 362, 364 Operations, 416 Public reaction, 59, 362, 507 oral evidence, 31, 169, 271, 328, 370, 484, 506 Public Reaction, 52, 59, 178, 210, 268, 295, 348, 362, Ordinances, 325 373, 447, 487 organisational charts, 130 public transport, 442, 446, 447 pumping stations, 368 pumps, 124, 371, 485 Ρ Parentage, 336 Q parklands, 281 Party constitutions, 105 Quality Assurance, 295, 303 pathway, 345, 347 quarantine notifications, 121, 465 pathways, 346 Patient Master Index, 177 R Payments, 20, 34, 40, 124, 144, 159, 222, 275, 315, 345, rail, 345, 346, 347, 348, 349, 442, 446, 447, 448 390, 398, 399, 475 permanent care, 47, 49, 51, 52, 53, 55 rail infrastructure, 345, 346, 347, 348, 349 photographs, 21, 24, 29, 46, 71, 103, 109, 112, 156, 187, railway, 345, 347, 460 207, 215, 224, 238, 277, 283, 287, 327, 352, 368, 378, railways, 345, 346 380, 398, 399, 418, 421, 427, 432, 438, 464, 477, 499 rally cars, 449 Photographs, 120 re-called vehicles, 449 pilot studies, 414 reclamation, 118 pipe layouts, 368 redistribution, 104 pipelines, 368 Redistributions, 104 pipes, 460, 485 Register, 16, 20, 21, 34, 40, 122, 124, 144, 147, 159, 208, Place Names Assessment, 421 213, 214, 220, 222, 225, 226, 234, 235, 268, 275, 291, Planning, 6, 38, 51, 58, 64, 66, 68, 81, 89, 96, 120, 121, 315, 337, 390, 411, 418, 423, 424, 472, 475, 477 133, 141, 142, 162, 172, 176, 189, 195, 202, 206, 221, Register of searches and uses of force, 505 226, 227, 229, 231, 232, 240, 273, 282, 284, 294, 302, Register of segregation directions, 505 310, 311, 319, 348, 353, 361, 382, 387, 391, 395, 400, Register of young detainees, 505 407, 412, 416, 418, 420, 422, 423, 429, 435, 440, 446, registers, 9, 16, 17, 18, 19, 42, 56, 59, 62, 77, 80, 84, 86, 453, 465, 472, 478, 496, 506 122, 147, 164, 191, 200, 205, 214, 234, 253, 258, 265, Plans, 120, 227, 232, 234, 235, 340, 421, 422, 424, 464 291, 304, 307, 338, 362, 377, 418, 423, 466, 472, 499 Policy, 6, 28, 31, 43, 52, 59, 69, 74, 81, 89, 96, 104, 107, Registers, 59, 86, 141, 234, 241, 253, 265, 304, 343, 362, 112, 121, 134, 142, 147, 150, 157, 162, 171, 185, 189, 498 195, 200, 203, 214, 221, 229, 233, 240, 244, 252, 257, Registers of Births, 177 273, 284, 294, 298, 303, 312, 320, 328, 330, 331, 348, Registers of teachers, 407 354, 361, 372, 383, 387, 391, 395, 401, 405, 407, 412, Registrable Instrument Management, 157 417, 423, 429, 435, 440, 446, 454, 461, 466, 472, 478, registration, 32, 42, 51, 66, 105, 136, 141, 177, 200, 201, 487, 496, 507 259, 291, 311, 334, 335, 336, 337, 338, 339, 368, 405, policy proposals, 31, 52, 69, 74, 107, 150, 157, 185, 203, 407, 409, 411 257, 298, 320, 328, 330, 348, 372, 391, 395, 412, 417, Registration, 32, 59, 105, 118, 122, 147, 214, 234, 253, 446, 454, 478, 487, 507 265, 280, 291, 304, 334, 335, 336, 337, 362, 405, 407, political party, 105, 291 423, 447, 460, 466, 472 pollutants, 317 Regulation and Monitoring, 43, 122, 284, 466 precedent, 14, 15, 34, 37, 52, 55, 75, 76, 81, 136, 137, rehabilitation, 75, 118, 317, 477, 491 138, 161, 178, 184, 198, 242, 243, 245, 295, 322, 350, renovations, 372, 486 373, 376, 449, 487, 490, 507, 510 Reporting, 31, 38, 44, 53, 59, 69, 82, 87, 90, 96, 111, precedent-setting, 178 112, 122, 134, 147, 152, 161, 162, 163, 169, 172, 190, preferences, 105 195, 206, 209, 211, 216, 221, 230, 240, 249, 253, 261, Privacy Commissioner, 48, 503 267, 269, 271, 273, 285, 296, 304, 320, 328, 329, 343, Procedures, 7, 23, 64, 81, 90, 112, 121, 162, 171, 203, 349, 354, 363, 383, 388, 396, 401, 408, 413, 鰤430, 244, 257, 265, 273, 278, 284, 289, 295, 303, 312, 320, 435, 441, 448, 454, 460, 467, 473, 479, 493, 497, 500,

508, 509

362, 391, 405, 472, 479, 496

Process Improvement, 233

reports, 12, 21, 22, 26, 30, 31, 32, 36, 37, 38, 42, 44, 48, Sentence Administration Board, 366 50, 52, 53, 54, 58, 59, 64, 68, 69, 72, 74, 75, 76, 79, Sentence Meetings, 366 80, 82, 87, 90, 95, 96, 97, 102, 103, 106, 107, 109, Sentences, 266, 366 Service Provision, 44, 423, 468, 480 110, 111, 112, 117, 118, 122, 124, 125, 127, 132, 134, 135, 136, 137, 138, 144, 145, 146, 147, 150, 152, 154, sewerage systems, 368 156, 157, 158, 161, 162, 163, 168, 169, 172, 179, 180, sewerage works, 368 182, 185, 188, 190, 192, 193, 195, 198, 199, 203, 205, significant public interest, 47, 48 significant public or political interest, 52, 55, 178, 295 206, 207, 208, 209, 211, 213, 216, 219, 220, 221, 225, 227, 228, 230, 231, 232, 233, 234, 238, 239, 240, 246, Significant trees, 118, 280 247, 249, 252, 253, 256, 257, 259, 261, 263, 264, 265, specifications, 21, 124, 145, 308, 317, 368, 390, 414, 266, 267, 269, 271, 273, 276, 279, 285, 287, 293, 294, 415, 476, 482, 483 296, 298, 300, 301, 304, 305, 309, 315, 316, 320, 323, Specifications, 226 327, 328, 329, 330, 332, 333, 342, 343, 344, 352, 353, sporting events, 29, 379, 380, 381, 382, 383, 384, 385, 354, 355, 360, 361, 363, 366, 381, 383, 385, 386, 388, 386, 387, 388, 400 391, 393, 395, 396, 411, 412, 413, 419, 420, 428, 430, standards, 7, 30, 31, 32, 38, 41, 48, 54, 60, 65, 69, 70, 433, 435, 439, 441, 457, 460, 463, 467, 470, 471, 473, 79, 80, 82, 85, 87, 94, 97, 106, 107, 108, 109, 113, 475, 477, 478, 479, 493, 495, 497, 500 119, 121, 123, 125, 126, 128, 134, 135, 137, 144, 148, 149, 150, 151, 153, 158, 163, 164, 178, 187, 190, 191, Representations, 54, 60, 173, 509 Representatives, 245, 373, 488 194, 196, 198, 199, 202, 203, 204, 211, 212, 鰤215, Research, 7, 38, 65, 69, 82, 97, 107, 123, 134, 149, 150, 217, 219, 221, 224, 230, 233, 237, 241, 248, 250, 253, 163, 178, 190, 211, 230, 241, 253, 285, 290, 305, 342, 254, 256, 257, 259, 260, 262, 276, 278, 282, 285, 290, 343, 349, 354, 363, 374, 401, 408, 448, 455, 467, 473, 293, 296, 300, 305, 308, 309, 312, 319, 321, 326, 343, 488, 497 351, 354, 355, 359, 361, 363, 364, 365, 383, 387, 388, research papers, 6, 52, 74, 107, 150, 157, 185, 203, 257, 423, 430, 436, 441, 457, 459, 460, 464, 465, 467, 469, 298, 320, 328, 330, 372, 391, 395, 412, 417, 446, 454, 473, 474, 476, 477, 480, 491, 493, 497, 498, 501 478, 487, 507 Standards, 31, 87, 123, 148, 153, 164, 204, 217, 250, reserves, 44, 279, 280, 281, 283, 285, 286, 390, 468, 480 262, 312, 365, 409, 423, 449, 455, 459, 480, 493, 501 resignation, 79, 154, 245, 373, 488, 494 statistics, 8, 38, 39, 44, 45, 59, 61, 69, 82, 87, 90, 96, 98, Restructuring, 130 111, 112, 122, 129, 134, 135, 143, 147, 152, 163, 165, Reviewing, 54, 60, 70, 82, 97, 108, 113, 135, 158, 190, 172, 174, 190, 195, 206, 209, 211, 216, 221, 230, 240, 196, 203, 212, 221, 230, 241, 254, 257, 278, 290, 296, 249, 253, 261, 267, 273, 274, 285, 296, 304, 306, 313, 305, 321, 355, 364, 374, 383, 388, 401, 408, 415, 430, 320, 329, 343, 344, 354, 355, 363, 383, 388, 396, 413, 436, 441, 448, 455, 474, 489, 497, 509 430, 435, 441, 467, 468, 472, 473, 474, 479, 493, 497, reviews, 47, 49, 54, 66, 75, 109, 140, 156, 160, 198, 257, 267, 269, 270, 278, 290, 296, 298, 308, 326, 364, 383, Statutory and Fee-for-Service Elections, 100 388, 424, 430, 436, 441 Stocktake, 23 Reviews (decisions), 269, 405, 407, 409 stormwater drainage systems, 390, 392 risk assessments, 297, 306 Street addresses, 120 Risk Management, 24, 164, 297, 306, 312, 332 student attendance, 400 Risk register, 297, 306, 312 students, 94, 99, 175, 209, 286, 288, 342, 397, 399, 400, road, 113, 345, 346, 347, 348, 349 401, 402 road closures, 346 submissions, 6, 8, 26, 31, 34, 37, 38, 39, 44, 53, 55, 59, Road Ready Plus, 444 61, 64, 69, 82, 87, 90, 96, 98, 112, 122, 129, 134, 135, Road Ready Program, 444, 446 139, 143, 147, 152, 163, 165, 169, 172, 174, 176, 190, road safety strategies, 446 195, 205, 206, 207, 209, 211, 216, 221, 230, 240, 249, roads, 88, 89, 280, 310, 345, 346, 348, 390, 460 253, 261, 267, 271, 273, 274, 285, 287, 296, 304, 306, routes, 448 310, 313, 320, 328, 329, 343, 344, 349, 354, 355, 363, 369, 370, 375, 383, 388, 394, 396, 402, 408, 413, 424, 430, 435, 441, 445, 448, 454, 456, 457, 460, 467, 468, S 473, 474, 479, 483, 484, 490, 493, 494, 497, 500, 506, sabotage, 286, 321, 375, 389, 404 508.510 Submissions, 8, 25, 34, 37, 39, 55, 61, 98, 129, 135, 143, scientific, 124, 125, 126, 127, 128, 129, 136, 137, 138, 144, 414 165, 174, 205, 274, 306, 310, 313, 344, 355, 369, 375, 394, 402, 456, 468, 474, 483, 490, 510 Scrutiny and Election Results, 105 security, 83, 167, 180, 195, 204, 235, 242, 264, 279, 286, subordinate laws, 157, 246 321, 356, 357, 358, 359, 360, 361, 362, 364, 365, 389, subpoenas, 86, 152, 216, 244, 249, 261, 272, 492, 500 404 Sudden Infant Deaths Syndrome, 51 Security, 83, 192, 204, 205, 286, 321, 356, 364, 375, 389, Suggestions, 52, 295, 373, 487 404, 489 summonses, 56, 103 security breaches, 204, 286, 321, 389, 404 supervision orders, 263 senior agency officers, 20, 35, 67, 71, 131, 159, 186, 213, Supply, **392** 222, 236, 356, 378, 379, 397, 410, 426, 431, 437, 469 support, 6, 7, 8, 12, 20, 22, 31, 33, 38, 39, 40, 45, 47, 49, Senior Manager's Journals, 505 55, 57, 61, 64, 65, 66, 68, 69, 73, 78, 82, 97, 98, 107,

123, 129, 134, 135, 141, 143, 150, 163, 165, 169, 174, 176, 178, 183, 189, 190, 191, 211, 230, 241, 253, 259, 271, 274, 275, 285, 290, 292, 305,鰤306, 310, 313, 319, 328, 343, 344, 354, 355, 361, 363, 364, 379, 387, 391, 418, 426, 460, 467, 468, 469, 471, 473, 474, 478, 480, 497

Surgical procedures, 177 surveillance recordings, **364** Surveying, 120, 234, 283, 424, 465 system design, 194, 368 system documentation, 414 system security, 195, 417 system specifications, 414

T

taxi, 447, 449 taxis, 442, 446 teacher education programs, 405 teachers, 405, 407, 409 teaching profession, 405, 409 technical manuals, 414 Tenancy Register, 418 Tendering, 20, 34, 37, 40, 55, 124, 144, 201, 222, 227, 275, 281, 310, 311, 315, 318, 322, 345, 350, 376, 386, 390, 449, 475, 477, 490, 510 termination, 37, 201, 213, 227, 235, 281, 318, 373, 386, 470, 488 terms of reference, 21, 32, 36, 42, 50, 58, 68, 72, 79, 80, 95, 102, 106, 110, 117, 125, 132, 145, 154, 156, 161, 168, 182, 188, 192, 199, 205, 208, 219, 225, 231, 238, 246, 252, 256, 259, 263, 276, 279, 293, 300, 309, 316, 323, 327, 342, 346, 352, 360, 367, 381, 385, 393, 399, 406, 411, 419, 428, 433, 439, 457, 463, 470, 495 Terms of reference, 68, 102, 117, 188, 192, 246, 252, 263, 309, 323, 463 Territory Lease Administration, 235 Territory Plan Management, 424 terrorism, 321, 375, 489 tertiary education, 451, 452, 454, 455 Theatre Registers, 177 Therapeutic protection register, 505 threatened species, 115, 462 timetables, 448 toxic waste, 475, 476, 478, 479, 480 Training, 164, 277, 297, 306, 312, 365, 405, 450, 451

transcripts, 24, 31, 45, 109, 169, 170, 207, 239, 271, 328, 370, 484, 506
Transfer of Orders, **366**transfer of ownership, 201
transfer of residents, 505
transport, **66**, **144**, **256**, **280**, **310**, **390**, **425**, **457**, **460**Transport Strategy, **425**trespass, 321, 375, 389, 404

U

unauthorised access, 83, 204, 286, 321, 364, 375, 389, 404, 489 under seal, 322, 350 uniforms, 127 union, 183

٧

valves, 368, 371, 483, 485 Vegetation Management, 123, 286 vehicle imports, 449 vehicle modifications, 449 Vehicle registration, 447 Victim Liaison, 266 Visits, 175, 209, 286, 288 voters and candidates, 103

W

waste contaminated land, 317
water distribution infrastructure, 485
water infrastructure, 481, 486, 489
water quality, 119
Water quality, 122
water resources, 488
wildlife monitoring, 114, 119
work as executed plans, 368
Works, 313, 368, 482

Υ

youth detention, 507 youth justice, 505, 506, 507, 508, 510 Youth Justice Victims Register, 505 youth programs and services, 502, 505, 508, 509, 510 youth services, 503, 504, 506, 507