

State Archives and Records Authority of New South Wales

General retention and disposal authority: local government records

This authority covers records documenting the function of local government

This general retention and disposal authority is approved under section 21(2)c of the *State Records Act 1998* following prior approval by the Board of the State Archives and Records Authority of New South Wales in accordance with section 21(3) of the Act.

© State of New South Wales through the State Archives and Records Authority of New South Wales, 2011. This work may be freely reproduced for personal, educational or government purposes. Permission must be received from State Archives and Records NSW for all other uses.

First published February 2011/Revised November 2011 (Public Offices authorised to use this authority only)/Revised May 2012 entry 3.7.2 (references to legislation governing early childhood education and care providers only)/Revised February 2014 entries 2.11.2, 16.7.6 and 16.7.8/Revised June 2014 addition of note to entry 25.6.3/Revised February 2015 (addition of entries 12.1.8 and 12.1.9 under FINANCIAL MANAGEMENT – Accounting)/ Revised August 2017 (amendment of entries 2.8.2, 2.11.1, 2.15.4, 5.3.1 and 27.4.4)/9 March 2018 note added to 13.6.6/25 July 2018 note at 13.6.6 amended/Amended 2019/amended 2021.

ISBN 978-0-9806390-7-0

Table of Contents

Statement of authority	1
Table of Contents	1
Schedule of amendments	2
Part 1: Understanding and using the authority	7
1.1 Overview	7
1.2 Structure and components	8
1.3 Guidelines for implementation	9
Part 2: The General retention and disposal authority	14
Part 3: Acknowledgments	316

Note: An index to *the General retention and disposal authority: local government records* is available from the 'General retention and disposal authorities' page of State Archives and Records NSW [website](#).

State Archives and Records Authority of New South Wales

General Retention and Disposal Authority

Authority no GA39

SR file no 08/0473

Scope

This general retention and disposal authority covers records documenting the function of local government from 1920 onwards.

Public office

This authority applies to:

- all councils and county councils under the *Local Government Act 1993*
- NSW public offices listed as water supply authorities under the *Water Management Act 2000* and whose responsibilities include the provision of local water supply and sewerage services in respect of records relating to the provision, management or operation of those services
- NSW public offices whose responsibilities include the provision of local government services, such as the Lord Howe Island Board, in respect of records relating to the provision, management or operation of those services.

Approval date

Alan Ventress
Director
State Records Authority of New South Wales

7/2/2011

Schedule of amendments

2014

The following amendments to disposal class descriptions and disposal actions were approved February 2014:

Function - Activity	No. Ref.	Details of amendments
COMMUNITY RELATIONS - Marketing	2.11.2	Description amended to clarify scope of application.
INFORMATION MANAGEMENT - Publications	16.7.5	Disposal action amended, records now covered by entry 16.7.6.
INFORMATION MANAGEMENT - Publications	16.7.6	Description amended to extend scope to incorporate records previously covered by entry 16.7.5.
INFORMATION MANAGEMENT - Publications	16.7.8	Disposal action amended to permit destruction after superseded.

Approval date

Jenni Stapleton
Director
State Records Authority of New South Wales
18/3/2014

In addition to these amendments the following note was added in June 2014:

Function - Activity	No. Ref.	Details of amendments
RATES AND VAULTATIONS - Payments	25.6.3	Addition of note: Action is not completed for records relating to the approval of rebates until the rebate no longer applies or until all other requirements for retention are met.

2015

The following amendments to disposal class descriptions and disposal actions were approved February 2015:

Function - Activity	No. Ref.	Details of amendments
---------------------	----------	-----------------------

FINANCIAL MANAGEMENT - Accounting	12.1.8 & 12.1.9	Entries added to provide coverage for cardholder data associated with financial transactions.
-----------------------------------	-----------------	---

Approval date	Geoff Hinchcliffe Director State Records Authority of New South Wales	27/2/2015
----------------------	---	-----------

2017

The following amendments to disposal class descriptions and disposal actions were approved August 2017:

Function - Activity	No. Ref.	Details of amendments
COMMUNITY RELATIONS - Enquiries	2.8.2	Expansion of scope of class to include additional examples.
COMMUNITY RELATIONS - Marketing	2.11.1	Expansion of scope to include fundraising campaigns
COMMUNITY RELATIONS – Sponsorships & donations	2.15.4	Retention period increased from 5 to 7 years after completion of sponsorship or patronage arrangements.
RISK MANAGEMENT – Risk assessment	27.4.4	Retention period for monitoring of employees for work health and safety hazards increased from 30 to 40 years after action completed, or expiry of statutory limitation periods.
PROPERTY MANAGEMENT – Design and construction	5.3.1	Description amended to extend scope of coverage to include records relating to the naming of buildings and design competition records.

2019

The following amendments to disposal class descriptions and disposal actions were approved 21 January 2019 to comply with the recommendations of the Royal Commission Into Institutional Responses to Allegations of Child Sexual Abuse:

Function - Activity	No. Ref.	Details of amendments
GOVERNANCE - Councillors	13.4.5	Scope of class covering fraud and corruption by members of governing bodies expanded to include misconduct to provide coverage for allegations of child abuse.
PERSONNEL - Compliance	22.32.2	Additional disposal action to require records relating to allegations of child abuse or neglect to be retained for a minimum of 100 years after action completed. This is consistent with the disposal action for records relating to allegations of child abuse or neglect by employees, and takes into account the recommendations of the Royal Commission into Institutional Responses to Child Sexual Abuse.
Additional see references at COMMUNITY RELATIONS (2.0.0), COMMUNITY SERVICES (3.0.0), PARKS AND RESERVES (21.0.0), PUBLIC HEALTH (24.0.0), RECREATION AND CULTURAL SERVICES (26.0.0) to PERSONNEL – Discipline for the handling and investigations of complaints or allegations involving staff members.		
CORPORATE MANAGEMENT – Compliance	4.20.2	Addition of Note: Retention period is provided as a guide only. Any records providing evidence of organisational compliance with standards or requirements must be kept as long as the organisation has to account for its actions. Any records relating to the handling of allegations of sexual abuse of children by clients, visitors, service providers and members of the public received by the organisation should be retained for at least 45 years from date of the incident.
COMMUNITY SERVICES – Service provision	3.7.3	Addition of note: Any records relating to the handling of allegations of sexual abuse of children by clients, visitors, service providers and members of the public received by the organisation should be retained for at least 45 years from date of the incident.

The following amendments to disposal class descriptions and disposal actions were approved 30 May 2019 following the approval of *FA404, Provision and regulation of childcare services for records*:

Function - Activity	No. Ref.	Details of amendments
COMMUNITY SERVICES	3.0.0	Scope of function amended to remove reference to childcare.
COMMUNITY SERVICES - Licensing	3.2.1	Removal of class covering accreditation and licensing of child care centres.
COMMUNITY SERVICES - Registration	3.4.1	Removal of dot points.
COMMUNITY SERVICES - Registration	3.4.2	Removal of entry.
COMMUNITY SERVICES – Service provision	3.7.0	Scope of class amended to remove reference to childcare. Inclusion of see reference to <i>FA404, Provision and regulation of childcare services for records</i> .
COMMUNITY SERVICES – Service provision	3.7.2	Removal of note referring to early childhood education and care providers, and removal of reference to appointment diaries and worksheets, records of visitors, and administration of childcare benefit scheme. Amendment of disposal action to remove the word 'child'.
COMMUNITY SERVICES – Service provision	3.7.3	Amendment of disposal action to remove the word 'child'. Removal of reference to enrolment and attendance records, details of emergency contacts, authorisations to attend excursions.
COMMUNITY SERVICES – Service provision	3.7.4	Removal of entry.

2021

In July 2021 references to GDA8 covering video and video-surveillance records was removed and replaced with a see reference to GA28 *General retention and disposal authority: administrative records* PROPERTY MANAGEMENT – Security.

On 16 December 2021 the disposal action for entry 5.2.4 covering certificates of title was changed from retain until property is sold and then transfer to new owner to retain until administrative or reference use ceases.

2022

In July 2022 coverage for the provision of cemeteries and crematoria operations was removed as it is covered by *FA428, Cemeteries and crematoria operations*. Details below:

- GA39, 21.1.2 - see FA428, 1.3.
- GA39, 21.10.2 - see FA428, 1.8
- GA39, 21.12.2 - see FA428, 1.4
- GA39, 21.12.3 - see FA428, 1.3
- GA39, 24.5.1 - see NAP
- GA39, 24.5.2 - see FA428, 1.5
- GA39, 24.9.2 - see FA428, 1.6 or 1.7
- GA39, 24.12.1 - see FA428, 1.1

Part 1: Understanding and using the authority

1.1 Overview

Purpose of the authority

The purpose of the *General retention and disposal authority: local government records* is to identify records created and maintained by NSW councils and county councils which are required as State archives, and to provide approval for the destruction of certain other records after minimum retention periods have been met. The authority applies to all records of council business and administration.

The approval for disposal given by this authority is given under the provisions of the *State Records Act 1998* only and does not override any other obligations of an organisation to retain records.

See *1.3 Guidelines for implementation: Destroying records* for more information.

Public offices authorised to use this authority

This authority applies to:

- all councils and county councils under the *Local Government Act 1993*
- NSW public offices listed as water supply authorities under the *Water Management Act 2000* and whose responsibilities include the provision of local water supply and sewerage services in respect of records relating to the provision, management or operation of those services
- NSW public offices whose responsibilities include the provision of local government services, such as the Lord Howe Island Board, in respect of records relating to the provision, management or operation of those services.

What records does the authority cover?

This authority authorises the disposal of functional and certain other common administrative records, created and maintained in any format, by NSW councils and county councils.

It is to be used in conjunction with other general retention and disposal authorities applying to all NSW public offices such as the general authorities for:

- *original or source records that have been copied*
- *transferring records out of NSW for storage with or maintenance by service providers based outside of the State*
- *source records that have been migrated.*

Where appropriate coverage of records cannot be found in the *General retention and disposal authority: local government records*, the relevant entries in the *General retention and disposal authority: administrative records* can be used.

Date range of records covered

This authority applies to records wholly created after 1920. Records created before 1920 are required to be retained as State archives.

Records covered by normal administrative practice (NAP)

Certain records of a facilitative, ephemeral or duplicate nature can, in prescribed circumstances, be disposed of in accordance with the normal administrative practice (NAP) provisions of the *State Records Act* without the need of formal approval from State

Archives and Records NSW. See *Normal Administrative Practice* for further information on what constitutes normal administrative practice in a public office.

Councils should develop internal policies and procedures, based on Schedule 2 of the *State Records Regulation 2010*, to define and authorise what is meant by normal administrative practice for their organisation and to identify and document the types of records that are disposed of under this provision of the Act as part of the routinely implemented practices of the organisation.

Collections of private records are exempt

Collections of private records are exempt from this authority under Section 5 of the *State Records Act*. Collections of private records may be retained or disposed of (including through transfer of ownership or destruction) in accordance with the collecting policy of the organisation and any terms or conditions of deposit without further reference to State Archives and Records NSW. This includes collections of private records such as public company records, private associations and clubs, personal papers and family archives that are collected and held by the organisation or bodies subject to the organisation as part of local studies, local archives, library, gallery or museum collections, etc.

Previous disposal authority superseded

This authority supersedes the whole of the *General Disposal Authority - Local Government Records (GDA10)*.

How long is the authority in force?

This authority will remain in force until it is superseded by a new authority or it is withdrawn from use by State Archives and Records NSW.

Providing feedback

To suggest amendments or alterations to this authority please contact us via email govrec@records.nsw.gov.au or phone (02) 9673 1788.

Further assistance

State Archives and Records NSW provides guidance and training in the use of retention and disposal authorities as well as other aspects of records management. More information is available on our website at www.records.nsw.gov.au/recordkeeping. Details of training courses are available from our Training Calendar.

To obtain assistance in the interpretation or implementation of this authority, or any of our general retention and disposal authorities, contact us at: govrec@records.nsw.gov.au or phone (02) 9673 1788.

1.2 Structure and components

Arrangement of entries by function and activity

The entries for the various records covered by this authority are arranged according to the function and activity to which the records relate.

Cross references

Within many function and activity sets there are '**see**' references provided, which are to guide the user to related function and activity sets and entries either within the authority or in separate general retention and disposal authorities, e.g. under PERSONNEL - Occupational Health & Safety: '**See** CORPORATE MANAGEMENT - Meetings for records relating to meetings of occupational health and safety committees.'

Information components

Within the function and activity sets are tables which identify and describe the various classes of records covered by the authority. Each table includes a number of information components:

Information components	Explanation
Reference No.	Function, activity and disposal class identifiers Each function, activity and disposal class has a unique number used to identify it. Each number has 3 parts which reflects the hierarchical arrangement of the authority.
Description of records	This is a description of the records covered by the particular entry (disposal class). The description often includes examples or a list of the types of records that may be covered in this class. Lists and examples are not indicative of all records that may be covered by the class.
Disposal action	A disposal action may either identify records required as State archives ('Required as State archives') or the minimum retention period for which records are required to be maintained by an organisation before their destruction is approved in accordance with the provisions of the State Records Act. Disposal actions authorising destruction are made up of several parts: Minimum retention periods These identify how long the records must be kept as a minimum, e.g. 'retain minimum of 2 years...' Disposal triggers These identify the event from which the retention period is calculated, e.g. '...after action completed...' or '...after expiry of agreement...' Disposal action This identifies what ultimately should happen to the records, e.g. '...then destroy.' Note: Records identified as 'Required as State archives' should be transferred to the control of State Archives and Records NSW when they are no longer required by an organisation for ongoing business purposes. See 2.3 <i>Guidelines for implementation</i> below for more information.
Notes	Notes Additional information or guidance is sometimes included in a note.

1.3 Guidelines for implementation

Introduction

Implementing retention and disposal authorities ensures that records are retained for appropriate periods of time and are disposed of in a timely, routine and efficient manner. Undertaking sentencing and regular disposal of records ensures that the organisation is not exposed to unnecessary costs for retaining paper and digital records it no longer requires.

Comprehensive information about implementing disposal authorities is found in State Archives and Records NSW guidance *Implementing retention and disposal authorities*.

Records relating to claims under the *Aboriginal Land Rights Act 1983*

Local government agencies responsible for the management of Crown reserves, commons and land that is currently or may potentially be the subject of a claim under the Aboriginal Land Rights Act should ensure records providing evidence of ownership, control and usage of the relevant parcel are retained and not destroyed until a claim has been granted over that parcel of land.

These records could include planning documents or decisions concerning proposed or approved use of the land, surveys, agreements, memorandums, consents and tenure arrangements regarding the following land matters – acquisition, transfers, boundaries, usage, rights of way and easements, leases or licences for any uses/purposes, land/resource management and management of parks and reserves.

Minimum retention periods

The authority specifies minimum retention periods for all records not required as State archives. A council must not destroy or otherwise dispose of records before the minimum retention period has expired. If a council desires to reduce the minimum retention period it must seek specific written approval from State Archives and Records NSW. See the section below on Destroying Records on applying caution to the destruction of records.

Councils may retain records for longer periods of time, subject to organisational need, without further reference to State Archives and Records NSW.

Retention of digital records

Digital records must be protected and readily accessible for the specified minimum retention period. See State Archives and Records NSW guidance and advice on designing, implementing and managing systems for more information.

Web records

Web records include the content on websites, transactions performed via the web, applications such as blogs, wikis and social networking systems, as well as any administrative records regarding the website. There is not one specified retention period for all web records, as retention periods differ according to different business needs. For further advice on the management of these records, see State Archives and Records NSW guidance and advice on designing, implementing and managing systems for more information.

Email

As with web records, there is not one specified retention period for all emails, as this depends on the Council's business needs. As a rule, emails that are business related should be captured into the organisation's recordkeeping system, and disposed of accordingly. See State Archives and Records NSW guidance and advice on designing, implementing and managing systems for more information.

Junk, spam and personal emails can be disposed of under the *Normal Administrative Practice* provisions of the State Records Act.

Imaged records

Most hard copy originals are authorised for destruction after imaging. See the *General retention and disposal authority: original or source records that have been copied* for more information. See State Archives and Records NSW guidance and advice on digital continuity for more information about the management of imaged records with long retention periods.

Destroying records

When the approved minimum retention period has been reached, appropriate arrangements for the destruction of records may be undertaken without further reference to State Archives and Records NSW, unless otherwise advised.

Persons using the authority should apply it with caution, bearing in mind that the approvals for disposal are given in terms of the State Records Act only. It is the responsibility of every council to ensure that all legal and other requirements for retention of records have been met before disposing of any of its records. A council must not destroy records if they are:

- subject to current or pending legal proceedings
- subject to an application for access under the *Government Information (Public Access) Act 2009*, the *Health Records and Information Privacy Act 2003* or the *Privacy and Personal Information Protection Act 1998*
- subject to a Government policy or directive not to be destroyed.

Circulating lists of records proposed to be destroyed to relevant action officers as part of routine procedures prior to any destruction being carried out may assist to ensure these issues are identified.

See State Archives and Records NSW guidance and advice on destroying records for information on destruction methods and considerations.

Managing records required as State archives

Records which are to be retained as State archives are identified with the disposal action 'Required as State archives'. Records identified in retention and disposal authorities as State archives and no longer in use for official purposes in the public office should be transferred to State Archives and Records NSW control. The transfer of control of records as State archives may, or may not, involve a change in custodial arrangements. Records can continue to be managed by a council under a distributed management agreement. Councils are encouraged to make arrangements with State Archives and Records NSW regarding the management of State archives.

Transferring records identified as State archives and no longer in use for official purposes to State Archives and Records NSW control should be a routine and systematic part of a public office's records management program. If the records are more than 25 years old and are still in use for official purposes, then a 'still in use determination' should be made.

To obtain assistance regarding transferring material as State archives, contact the Senior Archivist, Transfer/Custody at: transfer@records.nsw.gov.au or (02) 9673 1788. For more information concerning entering into a distributed management agreement, contact the Senior Project Officer, Distributed Management at: distributed@records.nsw.gov.au or (02) 9673 1788.

Transfer of ownership must be approved

Regardless of whether a record has been approved for destruction or is required as a State archive, a council must not transfer ownership of a State record to any person or organisation without the explicit authorisation of State Archives and Records NSW.

Interpretation of disposal triggers in this authority

It is very important that triggers are appropriately interpreted and understood by those implementing the authority. Sometimes they rely on information from elsewhere in the organisation. Where possible, the organisation should build the recording of the dates or required information into standard records procedures so staff will know, for example, when a file should be marked as inactive or closed. Without this information being recorded, sentencing cannot take place in a streamlined or efficient manner.

After action completed: This is the most common disposal trigger in the authority. 'Action completed' refers to the final transaction of business, i.e. when all the business for which

the record was maintained has been completed and/or the final document is attached to the file and the file is closed. An action does not include a file movement or audit (unless the organisation determines an audit is an action).

In the case of paper-based registers the date of the last entry in the register may be a suitable trigger for when action is completed (providing all actions associated with the matters recorded in the register have been completed). In the case of electronic registers, however, it may be more appropriate to apply the disposal action to individual entries in the register rather than the register as a whole (as the last action on the register as a whole may be indefinite). In this case the trigger can be calculated from the last time an individual entry in the register was updated or amended, or from when the data has become obsolete (i.e. when all the business for which the record was maintained has been completed).

Until administrative or reference use ceases: This trigger usually applies where ongoing use of the records is likely to be short term, or where ongoing reference use of the records is linked to the conduct of business processes and the determination of appropriate periods for retention relies on an organisation's assessment of its own business needs and uses. This can vary from one organisation to another depending on the nature of its business.

For the purposes of implementing the authority and facilitating the production of reports or triggers for the review of these records as part of a regular disposal program the organisation may wish to define a standard retention period for these types of records. Suitable standard retention periods can be defined through discussions with business units or action officers who use the records.

After expiry or termination: This trigger is commonly used for contracts, agreements, licences etc. The organisation needs to determine how long this will be, based on the individual circumstances. In the case where there are set periods of operation built into contracts, agreements, etc., this will be straightforward to convert to an 'after action completed' trigger. However, any extension of the contract, agreement, etc., would require a change in the retention period.

After superseded: This trigger usually relates to policies, procedures etc. The organisation needs to have a mechanism to note when policies, procedures, etc., are replaced so that the trigger can be applied.

Managing the calculation of triggers and disposal processes

Public offices need to consider and plan how they are to manage the implementation of triggers. For some it may be possible to automate the process. For example, the date employment ceases may be entered into the public office's human resource management system and automatically applied as an 'after employment ceases' trigger in the records management system.

If automation is not possible, the development of business rules or procedures may be required to ensure that information is communicated by the relevant business unit to the records management unit so that the trigger is applied.

When disposal dates have been reached, procedures should also be in place to ensure the circulation of lists or details of records proposed for destruction to relevant action officers for internal authorisation and approval before any disposal action takes place. These officers can identify if circumstances have changed, e.g. extensions of contracts or legal cases, which will affect the implementation of disposal decisions and may warrant the retention of records for longer periods as appropriate.

Implementing alternative disposal actions

Some disposal classes provide two or more alternative disposal decisions, depending on the nature of the records (e.g. most classes for records relating to agreements provide a minimum retention period of 12 years for specialty contracts and a minimum retention

period of 7 years for standard contracts or agreements). These disposal decisions require the user to apply the correct decision.

To enable the automation of sentencing in electronic systems, all such disposal decisions are labelled with (A), (B) or (C). This letter can be added to the disposal class number in electronic systems, thereby providing a unique identifier for each disposal action.

Major/minor classes in the authority

On some occasions, classes are divided into 'major', 'significant' or 'substantive' versus 'minor' or 'routine' records or events. When these classes occur, there are usually examples provided of types of records or events that may fall into each category in order to guide organisations. For example, PERSONNEL - Industrial relations 22.11.1:

'Records relating to the management of industrial disputes of a significant nature where the organisation is a primary party to the negotiations or resolution of the dispute.

Significant disputes can include those:

- resulting in a strike, ban or lock-out
- that set precedents, or
- that result in innovative or contentious changes to working conditions.'

As a guide, the types of events or matters that may be considered to fall within the category of 'significant' or 'major' include those that:

- concern major liabilities or obligations of the organisation
- relate to the development of legislation, regulations or policies
- relate to controversial matters (i.e. subject to formal or parliamentary inquiry or intense media scrutiny)
- have wide community interest
- otherwise significantly affect the organisation's functions or structure.

Part 2: The General retention and disposal authority

Quick reference to functions and activities

The following table provides the reference and page number for each of the functions and activities covered by the authority. Entries are in alphabetical order:

Function	Activity	Reference	Page
COMMERCIAL ACTIVITIES		1.0.0	32
	Fees and Charges	1.1.0	32
	Joint Ventures	1.2.0	32
	Marketing	1.3.0	34
	Projects	1.4.0	34
	Proposals	1.5.0	35
	Reporting	1.6.0	35
COMMUNITY RELATIONS		2.0.0	36
	Addresses	2.1.0	36
	Arrangements	2.2.0	36
	Awards (Honours)	2.3.0	37
	Celebrations, Ceremonies and Functions	2.4.0	37
	Community Consultation	2.5.0	38
	Contacts	2.6.0	39
	Corporate Image	2.7.0	39
	Enquiries	2.8.0	40
	Greetings	2.9.0	40
	Issues Management	2.10.0	40
	Liaison	2.17.0	41
	Marketing	2.11.0	41
	Media Liaison	2.12.0	43
	Memorials	2.13.0	43

Local government records

Authority number: GA39

Dates of coverage: 1920+

List of Functions and Activities covered

Function	Activity	Reference	Page
	Signs	2.14.0	44
	Sponsorships and Donations	2.15.0	44
	Visits and Tours	2.16.0	45
COMMUNITY SERVICES		3.0.0	46
	Agreements	3.1.0	47
	Library and Public Information Access	3.8.0	47
	Licensing	3.2.0	50
	Planning	3.3.0	50
	Registration	3.4.0	51
	Reporting	3.5.0	51
	Service Providers	3.6.0	51
	Service Provision	3.7.0	52
CORPORATE MANAGEMENT		4.0.0	53
	Agreements	4.18.0	53
	Audit	4.1.0	55
	Authorisation	4.19.0	55
	Circulars	4.2.0	56
	Compliance	4.20.0	56
	Conferences	4.3.0	58
	Contracting-Out	4.4.0	59
	Council meetings	4.5.0	59
	Establishment	4.6.0	60
	Guidelines	4.7.0	61
	Legislation	4.8.0	61
	Meetings	4.9.0	61

Local government records

Authority number: GA39

Dates of coverage: 1920+

List of Functions and Activities covered

Function	Activity	Reference	Page
	Performance management	4.10.0	65
	Planning	4.11.0	65
	Policy	4.12.0	66
	Procedures	4.13.0	67
	Reporting	4.14.0	68
	Reviewing	4.15.0	69
	Standards	4.16.0	70
	Tendering	4.17.0	70
CUSTOMER SERVICE		6.0.0	72
	Access	6.1.0	72
	Customer Profiles	6.2.0	72
	Guidelines	6.3.0	72
	Ombudsman Internal	6.4.0	72
	Public Reaction	6.5.0	73
	Reporting	6.6.0	73
	Service delivery	6.7.0	74
	Standards	6.8.0	74
DEVELOPMENT AND BUILDING CONTROLS		7.0.0	74
	Appeals	7.1.0	75
	Applications	7.2.0	75
	Easements	7.3.0	79
	Enquiries	7.8.0	79
	Lands	7.4.0	80
	Policy	7.5.0	80
	Registration	7.6.0	80

Local government records

Authority number: GA39

Dates of coverage: 1920+

List of Functions and Activities covered

Function	Activity	Reference	Page
	Standards	7.7.0	80
ECONOMIC DEVELOPMENT		8.0.0	81
	Employment	8.1.0	81
	Event Management	8.2.0	81
	Industries	8.3.0	81
	International and National Relations	8.4.0	82
	Liaison	8.5.0	83
	Planning	8.6.0	83
	Programs	8.8.0	84
	Projects	8.9.0	84
	Promotion	8.7.0	85
	Reporting	8.10.0	85
	Service Provision	8.11.0	85
	Trade	8.12.0	86
EMERGENCY SERVICES		9.0.0	87
	Appointments	9.1.0	87
	Audit	9.2.0	88
	Authorisation	9.3.0	88
	Communications	9.4.0	88
	Compensation	9.5.0	89
	Notifications	9.6.0	89
	Permits	9.7.0	89
	Planning	9.8.0	90
	Programs	9.9.0	90
	Registration	9.10.0	91

Local government records

Authority number: GA39

Dates of coverage: 1920+

List of Functions and Activities covered

Function	Activity	Reference	Page
	Reporting	9.11.0	91
	Service Provision	9.12.0	91
	Training	9.13.0	93
	Volunteers	9.14.0	93
ENERGY SUPPLY AND TELECOMMUNICATIONS		10.0.0	93
	Agreements	10.1.0	93
	Campaigns	10.2.0	94
	Certification	10.3.0	94
	Connection	10.4.0	94
	Design and Construction	10.5.0	95
	Fees and Charges	10.6.0	98
	Inspections	10.7.0	98
	Liaison	10.8.0	98
	Maintenance	10.9.0	99
	Monitoring	10.10.0	99
	Notifications	10.11.0	99
	Permits	10.12.0	100
	Planning	10.13.0	100
	Service Providers	10.14.0	100
ENVIRONMENTAL MANAGEMENT		11.0.0	101
	Animal Welfare	11.1.0	101
	Education	11.2.0	102
	Inspections	11.3.0	102
	Licensing	11.4.0	102
	Monitoring	11.5.0	102

Local government records

Authority number: GA39

Dates of coverage: 1920+

List of Functions and Activities covered

Function	Activity	Reference	Page
	Notifications	11.6.0	103
	Permits	11.7.0	105
	Planning	11.8.0	106
	Programs	11.9.0	106
	Registration	11.10.0	107
	Reporting	11.11.0	107
	Service Provision	11.12.0	108
FINANCIAL MANAGEMENT		12.0.0	108
	Accounting	12.1.0	109
	Audit	12.2.0	111
	Authorisation	12.3.0	112
	Banking	12.4.0	112
	Budgeting	12.5.0	112
	Compliance	12.23.0	113
	Corruption	12.24.0	113
	Creditors	12.6.0	113
	Debtors	12.7.0	114
	Donations	12.8.0	114
	Fees and charges	12.9.0	114
	Financial reporting	12.10.0	114
	Investments	12.11.0	115
	Ledgers	12.12.0	115
	Levies	12.13.0	115
	Loans	12.14.0	115
	Planning	12.15.0	115
	Policy	12.16.0	116

Local government records

Authority number: GA39

Dates of coverage: 1920+

List of Functions and Activities covered

Function	Activity	Reference	Page
	Registration	12.17.0	116
	Revenue	12.18.0	117
	Sponsorship	12.19.0	117
	Tax	12.20.0	117
	Trusts	12.21.0	117
	Unclaimed money	12.22.0	117
GOVERNANCE		13.0.0	117
	Amalgamations	13.1.0	118
	Authorisation	13.2.0	119
	Boundaries	13.3.0	119
	Councillors	13.4.0	120
	Elections, Referendums and Polls	13.5.0	122
	Meetings	13.6.0	123
	Policy	13.7.0	124
GOVERNMENT RELATIONS		14.0.0	125
	Advice	14.1.0	125
	Federal liaison	14.2.0	126
	Inquiries	14.3.0	126
	Inquiries - Other	14.4.0	127
	International	14.5.0	127
	Local and regional liaison	14.6.0	127
	Political parties	14.7.0	127
	Representatives	14.8.0	127
	State liaison	14.9.0	127
	Submissions	14.10.0	127

Local government records

Authority number: GA39

Dates of coverage: 1920+

List of Functions and Activities covered

Function	Activity	Reference	Page
	Visits	14.11.0	128
GRANTS AND SUBSIDIES		15.0.0	129
	Advertisements	15.1.0	129
	Applications	15.2.0	129
	Audit	15.3.0	130
	Evaluation	15.4.0	131
	Liaison	15.9.0	131
	Monitoring	15.5.0	131
	Programs	15.6.0	131
	Registration	15.7.0	132
	Reporting	15.8.0	132
INFORMATION MANAGEMENT		16.0.0	133
	Access	16.1.0	133
	Compliance	16.11.0	137
	Evaluation	16.13.0	138
	Intellectual property	16.2.0	138
	Liaison	16.3.0	139
	Operations	16.4.0	140
	Planning	16.14.0	140
	Printing	16.5.0	140
	Privacy	16.6.0	140
	Publications	16.7.0	141
	Records Management	16.8.0	143
	Reporting	16.9.0	145
	Standards	16.10.0	146

Local government records

Authority number: GA39

Dates of coverage: 1920+

List of Functions and Activities covered

Function	Activity	Reference	Page
INFORMATION TECHNOLOGY		17.0.0	146
	Acquisition	17.1.0	146
	Application development & management	17.2.0	147
	Compliance	17.3.0	149
	Data management	17.4.0	150
	Disposal	17.5.0	151
	Evaluation	17.6.0	151
	Implementation	17.7.0	152
	Maintenance	17.8.0	152
	Monitoring	17.9.0	153
	Planning	17.10.0	153
	Security	17.11.0	153
	User Support	17.12.0	155
LAND USE AND PLANNING		18.0.0	155
	Geographical/Land Information Systems (GIS/LIS)	18.1.0	156
	Notifications	18.2.0	156
	Planning	18.3.0	157
	Programs	18.4.0	158
	Registration	18.5.0	159
	Research	18.6.0	159
	Standards	18.7.0	159
	Subdivisions	18.8.0	159
	Surveys	18.9.0	160
	Zoning	18.10.0	160

Local government records

Authority number: GA39

Dates of coverage: 1920+

List of Functions and Activities covered

Function	Activity	Reference	Page
LAWS AND ENFORCEMENT		19.0.0	162
	Campaigns	19.1.0	162
	Infringements	19.2.0	163
	Investigations	19.3.0	163
	Licensing	19.4.0	164
	Local Laws	19.5.0	165
	Notifications	19.6.0	165
	Prosecutions	19.7.0	167
	Registration	19.8.0	167
	Submissions	19.9.0	168
LEGAL SERVICES		20.0.0	168
	Advice	20.1.0	168
	Compliance	20.2.0	168
	Litigation	20.3.0	169
	Reviewing	20.4.0	170
PARKS AND RESERVES		21.0.0	170
	Acquisition and Disposal	21.1.0	172
	Agreements	21.2.0	172
	Design and Construction	21.3.0	173
	Horticultural Services	21.4.0	175
	Licensing	21.5.0	177
	Maintenance	21.6.0	177
	Naming	21.7.0	177
	Planning	21.8.0	178
	Security	21.9.0	179
	Service Provision	21.10.0	179

Local government records

Authority number: GA39

Dates of coverage: 1920+

List of Functions and Activities covered

Function	Activity	Reference	Page
	Trusts	21.11.0	179
	Usage	21.12.0	180
PERSONNEL		22.0.0	180
	Appeals	22.31.0	181
	Arrangements	22.1.0	181
	Authorisation	22.2.0	182
	Awards (Honours)	22.3.0	182
	Compliance	22.32.0	183
	Discipline	22.4.0	186
	Disclosure of Interest	22.5.0	187
	Employment conditions	22.6.0	187
	Employment schemes	22.7.0	188
	Equal Employment Opportunity	22.8.0	189
	Establishment	22.9.0	189
	Grievances	22.10.0	191
	Industrial relations	22.11.0	191
	Leave	22.12.0	193
	Liaison	22.13.0	194
	Medical Examinations	22.14.0	194
	Occupational Health & Safety	22.15.0	194
	Payroll	22.16.0	197
	Performance appraisal	22.17.0	198
	Planning	22.18.0	199
	Recruitment	22.19.0	199
	Reporting	22.20.0	201
	Security	22.21.0	201

Local government records

Authority number: GA39

Dates of coverage: 1920+

List of Functions and Activities covered

Function	Activity	Reference	Page
	Separations	22.22.0	202
	Suggestions	22.23.0	202
	Superannuation	22.24.0	202
	Training and development	22.25.0	202
	Travel	22.26.0	204
	Volunteers	22.27.0	204
	Welfare	22.28.0	204
	Work experience	22.30.0	204
	Workers Compensation	22.29.0	204
PLANT, EQUIPMENT & STORES		23.0.0	205
	Acquisition	23.1.0	205
	Asset register	23.2.0	207
	Disposal	23.3.0	207
	Evaluation	23.4.0	208
	Fleet management	23.5.0	208
	Maintenance	23.6.0	209
	Monitoring	23.7.0	210
	Plant	23.8.0	210
	Policy	23.9.0	210
	Procedures	23.10.0	211
	Registration	23.11.0	211
	Reporting	23.12.0	211
	Stores	23.13.0	212
	Usage	23.14.0	212
PROPERTY MANAGEMENT (COUNCIL PROPERTY)		5.0.0	214

Local government records

Authority number: GA39

Dates of coverage: 1920+

List of Functions and Activities covered

Function	Activity	Reference	Page
	Access	5.1.0	215
	Acquisition and Disposal	5.2.0	216
	Compliance	5.14.0	218
	Conservation	5.15.0	219
	Design and Construction	5.3.0	221
	Inspections	5.16.0	225
	Installation	5.17.0	225
	Leasing	5.18.0	226
	Leasing-Out	5.4.0	226
	Maintenance	5.5.0	227
	Moving	5.19.0	230
	Planning	5.6.0	230
	Programs	5.7.0	230
	Registration	5.8.0	230
	Reporting	5.9.0	231
	Security	5.10.0	232
	Urban Design	5.11.0	233
	Usage	5.12.0	234
	Valuations	5.13.0	234
PUBLIC HEALTH		24.0.0	234
	Agreements	24.1.0	234
	Appointments	24.2.0	235
	Approvals	24.3.0	235
	Campaigns	24.4.0	235
	Cemeteries (burials and cremations)	24.5.0	236

Local government records

Authority number: GA39

Dates of coverage: 1920+

List of Functions and Activities covered

Function	Activity	Reference	Page
	Inspections	24.6.0	236
	Liaison	24.16.0	237
	Monitoring	24.7.0	237
	Notifications	24.8.0	237
	Permits	24.9.0	238
	Planning	24.10.0	238
	Programs	24.11.0	239
	Registration	24.12.0	240
	Regulations	24.13.0	241
	Reporting	24.14.0	241
	Service Provision	24.15.0	242
RATES AND VALUATIONS		25.0.0	243
	Abandonments	25.1.0	244
	Certification	25.3.0	244
	Fees and Charges	25.4.0	244
	Notifications	25.5.0	245
	Payments	25.6.0	246
	Property History	25.7.0	248
	Rate Classifications	25.8.0	248
	Rates	25.2.0	249
	Registration	25.9.0	249
	Reporting	25.10.0	249
	Valuations	25.11.0	250
RECREATION AND CULTURAL SERVICES		26.0.0	251
	Arrangements	26.1.0	251

Local government records

Authority number: GA39

Dates of coverage: 1920+

List of Functions and Activities covered

Function	Activity	Reference	Page
	Event Management	26.2.0	252
	Liaison	26.3.0	252
	Museums and Galleries	26.4.0	253
	Permits	26.5.0	255
	Planning	26.6.0	256
	Programs	26.7.0	256
	Service Provision	26.8.0	257
RISK MANAGEMENT		27.0.0	258
	Claims management	27.1.0	259
	Planning	27.2.0	263
	Registration	27.3.0	263
	Reporting	27.5.0	263
	Risk assessment	27.4.0	264
ROADS		28.0.0	266
	Acquisition and Disposal	28.1.0	267
	Agreements	28.2.0	267
	Applications	28.3.0	267
	Certification	28.4.0	268
	Design and Construction	28.5.0	268
	Liaison	28.6.0	272
	Maintenance	28.7.0	272
	Monitoring	28.8.0	273
	Naming	28.9.0	273
	Notifications	28.10.0	273
	Permits	28.11.0	274
	Planning	28.12.0	275

Local government records

Authority number: GA39

Dates of coverage: 1920+

List of Functions and Activities covered

Function	Activity	Reference	Page
	Programs	28.13.0	275
	Registration	28.14.0	275
	Road Closures	28.15.0	276
	Road Hierarchy	28.16.0	276
	Service Provision	28.17.0	277
	Street Management	28.18.0	277
SEWERAGE AND DRAINAGE		29.0.0	278
	Agreements	29.1.0	278
	Applications	29.2.0	279
	Design and Construction	29.3.0	280
	Fees and charges	29.4.0	282
	Inspections	29.5.0	282
	Liaison	29.6.0	283
	Maintenance	29.7.0	283
	Monitoring	29.8.0	284
	Notifications	29.9.0	284
	Permits	29.10.0	285
	Planning	29.11.0	285
	Policy	29.12.0	286
	Procedures	29.13.0	286
	Registration	29.14.0	286
	Service Providers	29.15.0	287
	Supply and Distribution	29.16.0	287
TRAFFIC AND TRANSPORT		30.0.0	288
	Audit	30.1.0	288

Local government records

Authority number: GA39

Dates of coverage: 1920+

List of Functions and Activities covered

Function	Activity	Reference	Page
	Authorisation	30.2.0	289
	Design and Construction	30.3.0	289
	Fees and Charges	30.4.0	292
	Liaison	30.5.0	292
	Maintenance	30.6.0	293
	Monitoring	30.7.0	293
	Permits	30.8.0	294
	Planning	30.9.0	294
	Programs	30.10.0	295
	Service Providers	30.11.0	295
	Service Provision	30.12.0	295
WASTE MANAGEMENT		31.0.0	296
	Campaigns	31.1.0	297
	Design and Construction	31.2.0	297
	Fees and Charges	31.3.0	300
	Guidelines	31.4.0	300
	Liaison	31.5.0	301
	Maintenance	31.6.0	301
	Notifications	31.7.0	302
	Planning	31.8.0	302
	Registration	31.9.0	303
	Reporting	31.10.0	303
	Service Provision	31.11.0	303
WATER SUPPLY		32.0.0	305
	Agreements	32.1.0	305
	Design and Construction	32.2.0	306

Local government records

Authority number: GA39

Dates of coverage: 1920+

List of Functions and Activities covered
--

Function	Activity	Reference	Page
	Fees and Charges	32.3.0	309
	Inspections	32.4.0	309
	Liaison	32.5.0	310
	Maintenance	32.6.0	310
	Monitoring	32.7.0	311
	Notifications	32.8.0	312
	Permits	32.9.0	312
	Planning	32.10.0	313
	Policy	32.11.0	313
	Procedures	32.12.0	314
	Registration	32.13.0	314
	Service Providers	32.14.0	314
	Supply and Distribution	32.15.0	314
PRE-1920 RECORDS		33.0.0	315

General Retention and Disposal Authority

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
1.0.0	COMMERCIAL ACTIVITIES	The function of competing commercially or providing services to other organisations on a fee for service basis, e.g. landscaping or maintenance services, private works, etc. Includes undertaking activities on a consultancy or contract basis. See relevant function/activity for records relating to the provision of services to the organisation's own local community, e.g. see COMMUNITY SERVICES - Service Provision for records of community services, such as child-care, provided by or on behalf of the organisation. See CORPORATE MANAGEMENT for records relating to planning, policies, procedures and standards concerning the provision of services on a commercial or fee for service basis. See FINANCIAL MANAGEMENT - Accounting for records relating to the receipt of payments for services.	
1.1.0	Fees and Charges	See FINANCIAL MANAGEMENT - Fees and charges for records relating to the setting of fees and charges for commercial services.	
1.2.0	Joint Ventures	The activities involved in managing joint operations with other organisations, where there is a contract, joint contribution of funds and/or time. This can include private sector ventures, partnerships and collaboration with other organisations. See COMMERCIAL ACTIVITIES - Projects for records relating to the conduct of individual projects including contracts.	
1.2.1		Records relating to the establishment and monitoring of joint ventures with other organisations (government or non-government) or individuals that are of significance to the organisation or the community. Includes those with implications for the performance of statutory functions or major liabilities or obligations for the organisation. Records include: correspondence and records of negotiations regarding the establishment or review of joint venture agreements or partnerships	Required as State archives

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
----	-------------------	-------------	-----------------

COMMERCIAL ACTIVITIES - Joint Ventures

		- final versions and significant drafts of agreements - correspondence and liaison concerning arrangements, including minutes or notes of meetings with joint venture participants - records of monitoring and reporting on arrangements.	
1.2.2		Records relating to the establishment and monitoring of joint ventures with other organisations (government or non-government) or individuals that are not of significance to the organisation or the community. Includes negotiations for joint ventures that do not proceed. Records include: - correspondence and records of negotiations regarding the establishment or review of joint venture agreements or partnerships - final versions and significant drafts of agreements - correspondence and liaison concerning arrangements, including minutes or notes of meetings with or joint venture participants - records of monitoring or reporting on arrangements. Note: Specialty contracts include contracts under seal and deeds to property. Note: In some cases the agreement may specify retention periods for records relating to the agreement or the fulfilment of conditions of the agreement. In these cases the expiry of the agreement should be interpreted to include the fulfilment of these retention periods or conditions. Note: Limitation periods for contractual agreements or arrangements may be longer in other States. These may need to be taken into account when assessing retention requirements for intrastate agreements or arrangements.	(A) For specialty contracts: Retain minimum of 12 years after expiry or termination of agreement or after action completed, whichever is later, then destroy (B) For standard contracts or agreements: Retain minimum of 7 years after expiry or termination of agreement or after action completed, whichever is later, then destroy (C) Where there is no contract or agreement: Retain minimum of 5 years after action completed, then destroy

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
----	-------------------	-------------	-----------------

COMMERCIAL ACTIVITIES - Marketing

1.3.0	Marketing	The process of analysing, creating and selling products and services. See INFORMATION MANAGEMENT - Publications for records relating to the production of marketing publications, e.g. design and layout, arrangements for printing, etc.	
1.3.1		Records relating to activities undertaken to attract projects and promote and advertise the organisation's commercial services. Records include the conduct of market research and marketing campaigns, records relating to the drafting and placement of advertisements and promotional materials, etc.	Retain minimum of 5 years after action completed, then destroy
1.4.0	Projects	The activities associated with the provision of services and carrying out of works on a fee for service basis. Includes successful quotations, contracts and tenders to provide services. See COMMERCIAL ACTIVITIES - Joint Ventures for records relating to joint ventures and partnerships to provide services. See COMMERCIAL ACTIVITIES - Proposals for records relating to proposals, quotes and tender submissions that do not proceed.	
1.4.1		Final reports and evaluations of innovative projects or projects of significance to the organisation or the community, such as projects with long term public liability or other risks or projects involving innovative or notable designs or technology solutions.	Required as State archives
1.4.2		Records relating to the management of individual projects and product delivery to clients. Records include: - tender submissions and quotations - private work orders - feasibility studies and project proposals - negotiations, contracts and agreements - plans and specifications	Retain minimum of 10 years after action completed, then destroy

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
<i>COMMERCIAL ACTIVITIES - Proposals</i>			
		- correspondence with clients - progress reports - project management files - summary records identifying clients and projects - final reports and evaluations for projects that are not innovative or of other significance. Note: action completed should encompass the fulfilment of all terms and conditions of contracts and agreements.	
1.5.0	Proposals	The activities relating to the development of quotes for proposed work or services on a commercial basis. See COMMERCIAL ACTIVITIES - Projects for records relating to proposals for projects that proceed.	
1.5.1		Records relating to proposals, quotes and tender submissions to undertake work or provide services on a commercial basis that do not proceed, e.g. those not accepted by clients or withdrawn/cancelled by the organisation. Records include project proposals, quotations or tender submissions, negotiations, etc.	Retain minimum of 2 years after action completed, then destroy
1.6.0	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), and with providing formal statements or findings of the results of the examination or investigation. See CORPORATE MANAGEMENT - Reporting for reports relating to the evaluation or assessment of services in meeting corporate goals and for reporting to external organisations under statutory reporting requirements.	
1.6.1		Records relating to reporting on the conduct of commercial activities or provision of commercial services. Records include final versions and significant drafts of reports, background research, etc.	Retain minimum of 7 years after action completed, then destroy

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
<i>COMMUNITY RELATIONS</i>			
2.0.0	COMMUNITY RELATIONS	The function of establishing rapport with the community and raising and advancing the organisation's public image and its relationships with outside bodies, including the media and the public. See CORPORATE MANAGEMENT for conferences, contracting-out, meetings, tendering, policies, procedures and reports concerning the management of the organisation's public profile and relationships with the general community and/or external organisations. See CUSTOMER SERVICE for records relating to the handling of reactions to services provided by the organisation, customer consultation and feedback. See PERSONNEL – Discipline for records to handling and investigations of complaints or allegations involving staff members, volunteers etc	
2.1.0	Addresses	The activity of giving addresses for training, professional, community relations or sales purposes. Includes speeches and multi-media presentations. See CORPORATE MANAGEMENT - Conferences for records of addresses and presentations delivered by councillors or staff at conferences	
2.1.1		Transcripts of final versions of addresses, speeches or papers delivered by members of council, chief or senior executives delivered at significant occasions or public events.	Required as State archives
2.1.2		Transcripts of addresses, speeches or papers delivered by non-executive staff members, or those by chief or senior executives and members of council at occasions or public events not considered to be significant.	Retain minimum of 2 years after action completed, then destroy
2.1.3		Records relating to the drafting and recording of addresses. Records include background research and drafts, and audio, video or other recordings.	Retain until administrative or reference use ceases, then destroy
2.2.0	Arrangements	See COMMUNITY RELATIONS - Celebrations, Ceremonies and Functions	

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
----	-------------------	-------------	-----------------

COMMUNITY RELATIONS - Awards (Honours)

		for records relating to arrangements for celebrations, ceremonies and functions.	
2.3.0	Awards (Honours)	The activity of receiving or granting awards for recognition of service or achievement. See PERSONNEL - Awards (Honours) for records of awards to employees.	
2.3.1		Records relating to the receipt or conferral of significant awards, such as Freedom of Entry or Keys to City, national awards for local government, etc. Records include successful applications, nominations and certificates. Note: If the award is an object it is not a State record, and is not covered by this Authority.	Required as State archives
2.3.2		Records relating to the receipt or conferral of routine awards such as garden prizes etc., and the administration of award programs. Includes applications, nominations, correspondence, certificates, summary records of award recipients, etc.	Retain minimum of 5 years after action completed, then destroy
2.4.0	Celebrations, Ceremonies and Functions	The activities associated with arranging and managing festivities, including celebrations, formal ceremonies and social functions, to honour a particular event, occasion or individual, or to conduct fundraising. See COMMUNITY RELATIONS - Addresses for records of addresses delivered at celebrations, ceremonies and functions. See COMMUNITY RELATIONS - Visits and Tours for records relating to visits to other organisations. See CORPORATE MANAGEMENT - Compliance for records relating to the obtaining of approvals or licences to carry out activities associated with the staging of events and functions, e.g. liquor licences, etc. See CORPORATE MANAGEMENT - Conferences for records relating to conferences held or attended by representatives of the organisation. See PROPERTY MANAGEMENT (COUNCIL PROPERTY) - Design and Construction for records relating to the installation and	

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
----	-------------------	-------------	-----------------

COMMUNITY RELATIONS - Celebrations, Ceremonies and Functions

		construction of temporary structures for events. See RECREATION AND CULTURAL SERVICES - Event Management for records relating to the arrangement and staging of other community events.	
2.4.1		Key records relating to celebrations, ceremonies and functions of major importance to the organisation, e.g. those marking major anniversaries of significant structures or events for the organisation (such as incorporation of Council, building of the town hall) or the local area (e.g. national events such as the Olympics where the organisation has significant input, Aboriginal reconciliation etc.). Records include programs, guest lists, selected official photographs and audio visual recordings of the event, reports.	Required as State archives
2.4.2		Records relating to administrative arrangements for all celebrations, ceremonies and functions, including arrangements for exhibition launches and the giving of addresses. Records include invitations and acceptances and bookings and arrangements for catering, transport, accommodation, venues, entertainment, etc.	Retain until administrative or reference use ceases, then destroy
2.4.3		Key records relating to celebrations, ceremonies and functions that are not of major importance to the organisation, e.g. receptions, openings, citizenship ceremonies and fundraising dinners. Records include programs, guest lists, audio visual recordings and official photographs of the event, reports etc.	Retain minimum of 5 years after action completed, then destroy
2.5.0	Community Consultation	The activities associated with occasional, usually informal, consultations with residents and stakeholders. See relevant function/activity for records of submissions and reports on outcomes of community consultation relating to a specific topic. See CORPORATE MANAGEMENT - Meetings for records of community meetings.	
2.5.1		Records relating to administrative arrangements for carrying out consultation	Retain minimum of 5

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
----	-------------------	-------------	-----------------

COMMUNITY RELATIONS - Contacts

		processes, e.g. via public meetings or other forums (such as through the web site). Includes records relating to the advertisement or notification (including via the website) of arrangements for meetings or calls for submissions, comments or feedback on particular matters or issues. Note: Records of submissions and reports on outcomes of community consultation relating to a specific topic should be sentenced according to the relevant function/activity.	years after action completed, then destroy
2.6.0	Contacts	The activity of managing lists of names and contact details of associates and organisations for the purpose of maintaining relationships. See RATES AND VALUATIONS - Property History for records relating to the maintenance of address records for rating purposes.	
2.6.1		Contact details, e.g. email lists and address lists, and records relating to their updating and maintenance. Includes changes of contact details for purposes other than rating.	Retain until administrative or reference use ceases, then destroy
2.7.0	Corporate Image	The activities of identifying, designing and procuring logos, signs, letterhead, corporate uniforms and other symbols that incorporate the identity and image of the organisation.	
2.7.1		Records relating to the design of the chains of office, crest/logo, coat of arms, Mayoral robes, official presentation items and the flag.	Required as State archives
2.7.2		Records relating to the development and production of the organisation's corporate style. Includes guidelines relating to corporate style, such as style manuals, and records relating to the development and approval of designs for letterheads, stationery, templates, business cards, publications, uniforms, signage etc.	Retain until superseded, then destroy
2.7.3		Records relating to rejected designs for letterheads, stationery, templates, business cards, publications, uniforms, signage etc incorporating the corporate style of the organisation.	Retain until administrative or reference use ceases, then destroy

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
<i>COMMUNITY RELATIONS - Enquiries</i>			
2.8.0	Enquiries	The activities associated with the handling of requests for information about the organisation and its services by the general public or other organisations. See COMMUNITY SERVICES - Library and Public Information Access for records of research enquiries, such as local and family history enquiries. See CUSTOMER SERVICE - Public Reaction for records relating to the handling of complaints, letters of appreciation etc. See GOVERNMENT RELATIONS - Inquiries for investigations of inquiry undertaken by the organisation, parliamentary committees or external organisations.	
2.8.1		Records relating to requests for detailed or significant information about the organisation, its functions, responsibilities or processes requiring research or collection of information to satisfy request. Records include enquiries and responses.	Retain minimum of 7 years after action completed, then destroy
2.8.2		Records relating to requests for and the handling of enquiries regarding routine information about the organisation and its services, e.g. hours of opening, availability of or access to services, etc.	Retain until administrative or reference use ceases, then destroy
2.9.0	Greetings	The activities associated with preparing and sending letters of appreciation or condolences. Includes mailing lists for Christmas cards.	
2.9.1		Records relating to the preparation and dispatch or receipt of letters of appreciation, congratulation, condolence or introduction, including greeting cards.	Retain until administrative or reference use ceases, then destroy
2.10.0	Issues Management	The activity of providing input into community issues that are not directly the responsibility of the organisation.	
2.10.1		Records of input into community issues that are not directly the responsibility of the organisation such as immigration, sustainability, State planning proposals etc where the organisation submits a significant	Required as State archives

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
----	-------------------	-------------	-----------------

COMMUNITY RELATIONS - Issues Management

		response. Records include requests for comment, responses and submissions.	
2.10.2		Records of input into community issues that are not directly the responsibility of the organisation where the organisation submits a minor response or does not take action. Records include requests for comment and responses.	Retain minimum of 2 years after action completed, then destroy
2.10.3		Records relating to liaison with other organisations on behalf of residents or community organisations in relation to matters or issues not directly the responsibility of the organisation, e.g. advocacy on behalf of disabled people to provide access to facilities, provision of letters of support to community organisations applying for grants to other organisations, etc.	Retain minimum of 5 years after action completed, then destroy
2.17.0	Liaison	The activities associated with maintaining regular general contact between the organisation, other private sector organisations, community groups and associations.	
2.17.1		Records relating to liaison activities undertaken with professional associations, professionals in related fields, private sector organisations, community groups and members of the community that are not joint ventures. Includes collaboration on projects, exchange of information and membership issues.	Retain minimum of 3 years after action completed, then destroy
2.11.0	Marketing	The process of analysing, creating and promoting products and services. Includes market research, sales forecasting, advertising, exhibitions, promotion, pricing and product evaluation. See COMMUNITY RELATIONS - Celebrations, Ceremonies and Functions for records relating to functions organised to launch a service, product or program etc. See INFORMATION MANAGEMENT - Publications for substantial histories of the organisation. See RECREATION AND CULTURAL SERVICES - Museums and Galleries for	

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
----	-------------------	-------------	-----------------

COMMUNITY RELATIONS - Marketing

		records relating to museum or gallery exhibitions.	
2.11.1		Records relating to campaigns, advertising or exhibitions to raise or maintain the organisation's public profile, to fundraise, or to advertise a particular service, product, program or event. Records include: - marketing plans and background research - exhibition briefs, designs and catalogues - construction records - publicity records regarding campaigns/advertising - final, approved versions of advertising materials, such as brochures, posters and publications - promotional photographs and negatives used in campaigns/advertising. Note: Promotional objects such as t-shirts, badges, banners etc. are not generally considered to be records and their disposal is not covered by this authority. Records of final designs, however, may be sentenced according to this entry. Note: Duplicate and excess copies of promotional and advertising materials may be disposed of in accordance with the normal administrative practice (NAP) provisions of the <i>State Records Act 1998</i>.	Retain minimum of 5 years after action completed, then destroy
2.11.2		Records relating to general promotional or explanatory information about the organisation, its services and activities and to the development of promotional objects, e.g. souvenirs. This includes background research, draft and final versions of information published on websites, blogs or via social media and publications designed to promote or publicise aspects of the organisation's activities, e.g. posters, brochures, leaflets and published histories.	Retain until withdrawn, superseded or reference use ceases, then destroy
2.11.3		Master copies of audio visual programs and recordings produced by and/or on behalf of the organisation for marketing or community awareness purposes.	Required as State archives

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
<i>COMMUNITY RELATIONS - Media Liaison</i>			
		Note: This does not include audio visual recordings that are produced as a matter of course to support business or operational activities (for example recordings of meetings for minute taking purposes, surveillance recordings for the purposes of staff, property or public security, etc.).	
2.12.0	Media Liaison	The activities associated with establishing a relationship between the media and the organisation. Includes cultivating media contacts, coordinating access to the media, authorising and issuing press releases and briefings, and organising media interviews.	
2.12.1		Copies of media items relating to the organisation's operations or events, functions, etc., hosted by or involving the organisation. Records include newscuttings, transcripts and electronic media items such as web postings.	Retain until administrative or reference use ceases, then destroy
2.12.2		Final approved versions of media releases issued by the organisation.	Required as State archives
2.12.3		Records relating to administrative arrangements concerning the organisation's dealings with the media including the provision of routine information and distribution of media releases, organisation of interviews, general media access.	Retain minimum of 2 years after action completed, then destroy
2.12.4		Records relating to the acquisition of services to support the conduct of community, public relations, marketing or public profile raising activities, e.g. newscuttings services, where there is no tendering or contracting-out process, i.e. where the cost of the acquisition is below the threshold for tendering. Records include: • requests for quotes and orders • minutes or notes of meetings with service providers • performance and evaluation reports • related correspondence.	Retain minimum of 7 years after action completed, then destroy
2.13.0	Memorials	The activities associated with the design of monuments and memorials.	
2.13.1		Key records relating to the concept, design and construction, collection of information,	Required as State archives

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
----	-------------------	-------------	-----------------

COMMUNITY RELATIONS - Signs

		suggestions, historical research and concepts for memorials such as commemorative plaques, statues, clocks, time capsules etc. Records include: • site register • reports • final, approved designs, specifications • draft designs, etc.	
2.14.0	Signs	See LAWS AND ENFORCEMENT - Licensing for records relating to permits to display notices, distribute handbills etc. See PROPERTY MANAGEMENT (COUNCIL PROPERTY) for records relating to the design, construction and maintenance of community signs, notice boards, banners etc.	
2.15.0	Sponsorships and Donations	Activities to develop partnerships between the organisation and other organisations where one assists the other in return for a promotional benefit and the management of donations of money, items, artefacts or property to or by the organisation. Includes unsolicited donations. See COMMUNITY SERVICES - Library and Public Information Access for records of bequests, gifts and donations of books and items to libraries. See FINANCIAL MANAGEMENT - Policy for policies relating to the administration of donations. See GRANTS AND SUBSIDIES for records relating to applying for and receiving grants, subsidies and rebates. See RECREATION AND CULTURAL SERVICES - Museums and Galleries for records of bequests, gifts and donations made to museums and galleries managed by the organisation.	
2.15.1		Records relating to significant donations or bequests of money, items, artefacts or property to or from the organisation that are of ongoing benefit or subject to public interest or debate.	Required as State archives
2.15.2		Records relating to donations or bequests of money, items, artefacts or property that are not of significance, ongoing benefit or subject	Retain minimum of 7 years after

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
<i>COMMUNITY RELATIONS - Sponsorships and Donations</i>			
		to public interest or debate. Includes records relating to donations of money or goods made by the organisation to other organisations, including charities.	donation is received and finalised or until terms have been fulfilled, whichever is longer, then destroy
2.15.3		Records relating to refused or returned donations and sponsorship and patronage programs and proposals not proceeded with.	Retain minimum of 2 years after action completed, then destroy
2.15.4		Records relating to the seeking of sponsorship or patronage, and sponsorship and patronage programs proceeded with. Records include: - reports and discussions analysing assets, existing sponsorship arrangements, potential sponsors and market opportunities - approaches to companies for strategic alliances or sponsorship arrangements.	Retain minimum of 7 years after completion of sponsorship or patronage arrangements, then destroy
2.15.5		Records relating to the administration of community-based gratuitous competitions/lotteries. Records include: - information on competition/lottery and rules - advertising - entry forms - notifications to winners. Note: A gratuitous competition/lottery is one where the lottery is not conducted to promote a trade or business, no participation fee is charged in connection with the lottery, there is no authorising permit, the total prize money is capped at a certain value and money prizes are not given.	Retain minimum of 3 months after action completed, then destroy
2.16.0	Visits and Tours	The activities involved in arranging visits to the organisation with a view to inform, educate and promote its services, operation and role. Includes arranging visits by employees to other organisations.	

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
<i>COMMUNITY RELATIONS - Visits and Tours</i>			
		See ECONOMIC DEVELOPMENT - International and National Relations for records of Sister City visits. See GOVERNANCE - Councillors for records relating to travel and conference attendance by councillors. See GOVERNMENT RELATIONS - Visits for records relating to visits government officials to the organisation, and visits by Councillors and employees to other government organisations.	
2.16.1		Summary records of visitor attendance, e.g. visitors' books.	Retain until administrative or reference use ceases, then destroy
2.16.2		Records relating to visits or tours of the organisation by members of the general public, student groups, clients of the organisation, representatives of professional associations, community groups or other organisations. Includes requests that are denied. Records include arrangements and bookings, reports of visits and letters of appreciation.	Retain minimum of 3 years after action completed, then destroy
2.16.3		Records relating to visits made by the organisation's employees to other organisations (e.g. community, business) or professional associations with the view of promoting the image or services of the organisation. Records include invitations.	Retain minimum of 2 years after action completed, then destroy
3.0.0	COMMUNITY SERVICES	The function of providing, operating or contracting services to assist local residents and the community. Includes services such as libraries, housing, community transport and other forms of social support. See <i>FA404, Provision and regulation of childcare services</i> for records relating to the provision of childcare services. See COMMUNITY RELATIONS for records relating to the handling of enquiries and marketing of services. See CORPORATE MANAGEMENT for records of committees, conferences, contracting-out, meetings, tendering,	

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
<i>COMMUNITY SERVICES - Agreements</i>			
		standards and reviews relating to the provision of services to the community. See GRANTS AND SUBSIDIES for records relating to the receipt and distribution of grants and subsidies to operate and support the provision of services to the community. See PERSONNEL – Discipline for records to handling and investigations of complaints or allegations involving staff members, volunteers etc See PROPERTY MANAGEMENT (COUNCIL PROPERTY) for records relating to the acquisition, construction, disposal and maintenance of properties or facilities used for the provision of community services. See PUBLIC HEALTH - Service Provision for records relating to the provision of public health care services, such as maternal and infant care and nursing homes. See RECREATION AND CULTURAL SERVICES for records relating to social, sporting and recreational activities and facilities supported or provided by the organisation.	
3.1.0	Agreements	The processes associated with the establishment, maintenance, review and negotiation of agreements. See COMMUNITY SERVICES - Library and Public Information Access for agreements to operate and control libraries.	
3.1.1		Records relating to the establishment, negotiation, maintenance and review of agreements to provide and operate community services such as child-care centres, etc. Records include: - correspondence and records of negotiations - final, approved versions and significant drafts of agreements - reviews of agreements.	Retain minimum of 7 years after expiry or termination of agreement or after action completed, whichever is later, then destroy
3.8.0	Library and Public Information Access	The activities involved in providing library and public information access services. See COMMUNITY RELATIONS - Enquiries for records relating to the handling of general	

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
----	-------------------	-------------	-----------------

COMMUNITY SERVICES - Library and Public Information Access

		enquiries concerning library services, such as opening times, memberships, fines, etc. See COMMUNITY RELATIONS - Marketing for records relating to the promotion and advertising of library services and activities. See COMMUNITY RELATIONS - Sponsorships and Donations for records relating to refused or returned donations. See FINANCIAL MANAGEMENT - Accounting for records relating to the payment of fines and other charges associated with the use of library services. See INFORMATION MANAGEMENT - Access for records relating to requests for access to records. See INFORMATION TECHNOLOGY for records relating to the acquisition, maintenance and disposal of hardware, software, internet services and telecommunications equipment for libraries. See PLANT, EQUIPMENT & STORES for records relating to the acquisition, maintenance and disposal of equipment, books and other items for libraries.	
3.8.1		Records relating to the establishment, negotiation, maintenance and review of agreements for the operation of library and information services, including joint control agreements and agreements for access to online or other information resources and services. Records include: - correspondence and records of negotiations and reviews of agreements - final, approved versions and significant drafts of agreements.	Retain minimum of 7 years after expiry or termination of agreement or after action completed, whichever is later, then destroy
3.8.2		Records relating to the control of the library collection. Includes control and tracking records, catalogues, shelf listing, discard lists, accession lists, etc., and the tracking of library transactions, such as borrowing records, overdue items, etc.	Retain until administrative or reference use ceases, then destroy
3.8.3		Records relating to outreach activities, including book clubs and book readings, children's activities, holiday programs etc.	Retain minimum of 5 years after action

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
----	-------------------	-------------	-----------------

COMMUNITY SERVICES - Library and Public Information Access

		Includes the provision of online services and social networking, e.g. blogs.	completed, then destroy
3.8.4		Records of temporary loans.	Retain minimum of 2 years after action completed, then destroy
3.8.5		Records of photocopying and reproduction declarations.	Retain minimum of 4 years after action completed, then destroy
3.8.6		Records relating to applications for membership. Includes parental/guardian permissions and summary records of borrowers.	Retain until administrative or reference use ceases, then destroy
3.8.7		Records of research services and enquiries.	Retain minimum of 1 year after action completed, then destroy
3.8.8		Records relating to the development of library and information service policies and procedures. Includes policies and procedures for borrowing, the imposition of fines, the management and use of special collections, etc. Records include final versions and significant drafts of policies.	Retain minimum of 5 years after superseded, then destroy
3.8.9		Records relating to the development of management and operational plans for libraries and information access services. Records include background research, significant drafts and final versions of plans.	Retain minimum of 5 years after superseded, then destroy
3.8.10		Records relating to the acquisition of items or information resources through donation or permanent loan, including gifts, e.g. manuscripts, private records collections, publications, etc. Records include conditions for library donations.	Retain minimum of 7 years after donation is received and finalised, or until terms have been

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
----	-------------------	-------------	-----------------

COMMUNITY SERVICES - Licensing

			fulfilled, whichever is later, then destroy
3.2.0	Licensing	The activities associated with authorising and granting permission to conduct activities or operate businesses.	
3.2.1		Removed. Records relating to the accreditation and licensing of childcare centres, vacation and out of school hours childcare services operated by the organisation or by other agencies on behalf of the organisation is covered by FA404, <i>Provision and regulation of childcare services</i> .	
3.3.0	Planning	The process of formulating ways in which objectives can be achieved. Includes the determination of services and needs, and the solution to those needs. See COMMUNITY SERVICES - Service Provision for operational, service and management plans of individual community services and facilities.	
3.3.1		Records relating to the development of plans and strategies for the provision of community services, facilities and programs in the local area. Records include final versions and significant drafts of plans, submissions and records of consultation and negotiation about service needs and methods for service delivery.	Required as State archives
3.3.2		Reports of needs analysis, surveys or assessments, etc. carried out to support planning for service delivery.	Required as State archives
3.3.3		Compiled data and statistical analysis assisting the identification of population trends and demands for services. Includes compiled surveys and questionnaire responses.	Retain minimum of 10 years after action completed, then destroy
3.3.4		Records of data collection. Records include raw data, completed questionnaires and survey forms, etc.	Retain minimum of 5 years after action completed, then destroy

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
----	-------------------	-------------	-----------------

COMMUNITY SERVICES - Registration

3.4.0	Registration	Compiled registers and summary records.	
3.4.1		Registers and summary records of community services provided by the organisation.	Retain minimum of 5 years after service ceases, then destroy
3.4.2		Removed. See FA404, <i>Provision and regulation of childcare services</i> .	
3.5.0	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), and providing formal statements or findings of the results of the examination or investigation. See COMMUNITY SERVICES - Service Provision for reports relating to the operation of community services by or on behalf of the organisation. See CORPORATE MANAGEMENT - Reporting for periodic reporting to external organisations regarding programs and services.	
3.5.1		Reports received from providers and coordinators of community services.	Retain minimum of 5 years after action completed, then destroy
3.6.0	Service Providers	The activity of liaising with agencies or organisations involved in the provision of services to the organisation or to the local community.	
3.6.1		Records relating to negotiations and liaison with external community services providers concerning matters of major public interest or controversy or concerning policy issues. Includes liaison with charities, religious organisations and welfare agencies. Records include correspondence, minutes or notes of meetings, reporting on outcomes, etc.	Required as State archives
3.6.2		Records relating to liaison with external community services providers concerning matters that are not of major public interest	Retain minimum of 10 years after action

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
----	-------------------	-------------	-----------------

COMMUNITY SERVICES - Service Provision

		or controversy. Records include correspondence, notes of meetings, etc.	completed, then destroy
3.7.0	Service Provision	The activities relating to the provision of services by the organisation or by other agencies on behalf of the organisation. Includes aged care, disability services etc. See <i>FA404, Provision and regulation of childcare services</i> for records relating to the provision of childcare services. See COMMUNITY SERVICES - Library and Public Information Access for records relating to the provision of library and information services. See COMMUNITY SERVICES - Planning for plans for the development and provision of community services for the whole of the local area. See COMMUNITY SERVICES - Registration for summary records and registers of community services provided by or on behalf of the organisation. See FINANCIAL MANAGEMENT for the setting and payment of fees and charges. See PERSONNEL for records relating to the recruitment, appointment and service of community services staff and volunteers. See General Retention and Disposal Authority <i>Video/visual surveillance records</i> CRIME PREVENTION - Surveillance for crime prevention surveillance records.	
3.7.1		Records relating to the management of community services provided by or on behalf of the organisation. Includes liaison with other agencies regarding service provision and lobbying for increased service provision. Records include: • management, service and operational plans • policies and procedures • reports of inspections • notifications concerning operations • requests and applications for services • dealings and liaison with other service providers.	Retain minimum of 10 years after action completed, then destroy

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
<i>COMMUNITY SERVICES - Service Provision</i>			
3.7.2		Records relating to service co-ordination, including information about recipients, volunteer involvement, and daily operations, of community services and facilities, provided by or on behalf of the organisation. Records include: - client/customer listings - schedules of activities, routines and operating hours.	Retain minimum of 5 years after client ceases to receive services or minimum of 5 years after action completed, whichever is longer, then destroy
3.7.3		Records of clients of community services. Records include: - client case files and summary or registered particulars of clients e.g. medical details, client record cards, registers and databases - assessments of eligibility and entitlements - records of client contact not recorded elsewhere e.g. social workers' diaries - authorisations, including authorisations for emergency health care - records relating to injuries or accidents involving clients and any treatment provided - complaints concerning care provided or the operations of the service and records of actions taken in response to the complaints. Note: Any records relating to the handling of allegations of sexual abuse of children by clients, visitors, service providers and members of the public received by the organisation should be retained for at least 45 years from date of the incident.	Retain until client reaches or would have reached 25 years of age or minimum of 7 years after action completed, whichever is longer, then destroy
3.7.4		Removed. See FA404, <i>Provision and regulation of childcare services</i> .	
4.0.0	CORPORATE MANAGEMENT	The function of applying broad systematic management planning for the organisation.	
4.18.0	Agreements	The processes associated with the establishment, maintenance, review and negotiation of agreements.	

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
----	-------------------	-------------	-----------------

CORPORATE MANAGEMENT - Agreements

		See CORPORATE MANAGEMENT - Contracting-Out for records relating to contracting out arrangements. See CORPORATE MANAGEMENT - Tendering for records relating to tendering arrangements. See INFORMATION MANAGEMENT - Intellectual property for records relating to the organisation's intellectual property rights or obligations.	
4.18.1		Records relating to the establishment, negotiation, maintenance and review of agreements supporting the organisation's activities that do not form part of contracting-out or tendering arrangements. Records include: - correspondence and negotiations including minutes or notes of meetings with main stakeholders or parties to the agreement - drafts containing significant changes/alterations or formally circulated for comment - final versions of agreements - reviews of agreements. Note: In some cases agreements may specify retention periods for records relating to the agreement or the fulfilment of conditions of the agreement, e.g. a contract to undertake research may specify how long the agent carrying out the research is required to retain the data on which research findings are based. In these cases the expiry of the agreement should be interpreted to include the fulfilment of these retention periods or conditions.	Retain minimum of 7 years after expiry or termination of agreement or minimum of 7 years after action completed, whichever is longer, then destroy
4.18.2		Records relating to the establishment, negotiation, maintenance and review of agreements regarding the transfer of responsibilities and ownership of assets such as property, information, etc., due to administrative change, privatisation or corporatisation. Records include: correspondence and records of negotiations	Required as State archives

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
<i>CORPORATE MANAGEMENT - Audit</i>			
		• drafts containing significant changes/alterations or formally circulated for comment • final, approved versions of agreements • reviews of agreements.	
4.1.0	Audit	The activities associated with officially checking operational records, systems or processes to ensure that they are in accordance with legislated requirements or agreed standards. See CORPORATE MANAGEMENT - Compliance for records relating to managing compliance with quality management processes. See FINANCIAL MANAGEMENT - Audit for records relating to formal audits of accounts or the management of financial resources.	
4.1.1		Records relating to audits which measure organisational performance or compliance which set a precedent or lead to a major change in policies. Records include: • records of audit planning or liaison with auditing body • minutes or notes of meetings and interviews • correspondence • final approved versions of audit reports • records of remedial action.	Required as State archives
4.1.2		Records relating to audits which measure organisational performance or compliance which do not set a precedent or lead to a major change in policies. Records include: • records of audit planning or liaison with auditing body • minutes or notes of meetings and interviews • correspondence • drafts • final, approved versions of reports • records of remedial action.	Retain minimum of 6 years after action completed, then destroy
4.19.0	Authorisation	The process of seeking and granting permission to undertake a requested action.	

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
----	-------------------	-------------	-----------------

CORPORATE MANAGEMENT - Authorisation

		Includes authorisations from external organisations for the organisation and its staff to carry out regulatory and enforcement activities.	
4.19.1		Records of licences, authorisations and delegations of authority enabling the organisation and individual staff to carry out compliance and regulatory activities, e.g. licences from the Environmental Protection Authority, delegations from the Food Authority, authorities for rangers to destroy dogs, authorities to enter private property by force or without notice, search warrants, etc.	Retain minimum of 7 years after licence, authority or delegation expires or is superseded or revoked, then destroy
4.2.0	Circulars	The activity of receiving notices from Federal and State Governments regarding policy and procedures. See CORPORATE MANAGEMENT - Policy for records relating to circulars on organisational policy. See GOVERNMENT RELATIONS - Submissions for records relating to the organisation's input into Federal and State Government policies.	
4.2.1		Records relating to advice or notifications regarding policies and procedures that apply to whole-of government or whole of local government sector e.g. Premier's Memoranda and Department of Local Government Circulars.	Retain until administrative or reference use ceases, then destroy
4.20.0	Compliance	The activities associated with complying with mandatory or optional accountability, legal, regulatory or quality standards or requirements to which the organisation is subject. Includes compliance with legislation and with national and international standards. See CORPORATE MANAGEMENT - Audit for records relating to formal internal or external audits against compliance requirements. See CORPORATE MANAGEMENT - Reporting for records relating to reporting on compliance to other government bodies, or compliance with reporting requirements.	

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
----	-------------------	-------------	-----------------

CORPORATE MANAGEMENT - Compliance

		See LEGAL SERVICES - Compliance for records relating to breaches of compliance requirements. See PERSONNEL - Occupational Health & Safety for records relating to compliance with occupational health and safety standards or requirements.	
4.20.1		Records relating to initiatives at an organisation-wide or program-specific level to measure and improve operations in order to be compliant with mandatory or optional standards. Records include: - records of assessments of requirements with which the organisation needs to comply - background research into existing levels of compliance and breaches - records of development of initiatives to improve compliance.	Retain minimum of 10 years after action completed, then destroy
4.20.2		Records relating to compliance with mandatory or optional standards or with statutory requirements, e.g. obtaining of approvals or licences to carry out activities associated with the staging of events and functions, reporting of suspected corrupt or inappropriate behaviour etc. Records include: - applications and supporting documentation - licences, permits - associated correspondence.	Retain minimum of 7 years after action completed, then destroy
4.20.3		Records relating to the registration and renewal of business names by the organisation.	Retain minimum of 7 years after registration ceases or is renewed, then destroy
4.20.4		Records relating to the assessment and certification of quality systems by an external organisation.	Retain minimum of 3 years after certification lapses, then destroy
4.20.5		Records relating to the management of gifts and benefits made to the organisation such	Retain minimum of 7

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
----	-------------------	-------------	-----------------

CORPORATE MANAGEMENT - Conferences

		as from visiting dignitaries, e.g. gifts and benefits registers.	years after action completed, then destroy
4.3.0	Conferences	The activities involved in arranging or attending conferences. Includes registrations, publicity and reports of participants, etc. See COMMUNITY RELATIONS - Addresses for records relating to addresses presented by senior executives of the organisation at significant occasions or public events. See FINANCIAL MANAGEMENT - Authorisation for records relating to approvals and authorisations for expenses associated with conferences. See PERSONNEL - Training and development for records relating to conferences and training arranged or attended by staff for staff development, skills or professional development purposes.	
4.3.1		Final versions of published or unpublished proceedings, reports and addresses from conferences, seminars or forums arranged or hosted by the organisation.	Required as State archives
4.3.2		Records relating to administrative arrangements for conferences, seminars or forums arranged by the organisation. Records include program development, invitations, registrations, venue, accommodation, transport, publicity and catering arrangements and bookings.	Retain until administrative or reference use ceases, then destroy
4.3.3		Records relating to addresses presented by employees at external conferences, seminars or forums.	Retain minimum of 2 years after action completed, then destroy
4.3.4		Records relating to employee attendance at conferences or seminars held by other organisations for the purpose of delivering an address or otherwise participating in proceedings. Records include registration forms, programs, invitations, proceedings and reports.	Retain until administrative or reference use ceases, then destroy

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
----	-------------------	-------------	-----------------

CORPORATE MANAGEMENT - Contracting-Out

4.4.0	Contracting-Out	The activities involved in arranging, procuring and managing the performance of work or the provision of services by an external contractor, consultant or service provider. See CORPORATE MANAGEMENT - Tendering for summary records of contracts and records relating to contracting arrangements for the supply of goods and services.	
4.4.1		Records relating to the hiring and use of consultants, contractors, vendors, suppliers, employees from external bureau services or the services of shared service providers. Records include: - determinations of the need for services - specifications and conditions of engagement - invitations and receipts of bids - letters of engagement - correspondence and negotiations, including minutes or notes of meetings with main stakeholders - final and significant draft versions of agreements - performance and evaluation reports - variations to agreements. Note: Speciality contracts include contracts under seal and deeds to property.	(A) For specialty or non-standard contracts: Retain minimum of 12 years after expiry or termination of agreement or after action completed, whichever is later, then destroy (B) For standard contracts or agreements: Retain minimum of 7 years after expiry or termination of agreement or after action completed, whichever is later, then destroy
4.4.2		Summary records created to facilitate the management of consultants, contractors, vendors, suppliers or employees from external bureau services used by the organisation, e.g. registers of preferred contractors, contact details.	Retain until administrative or reference use ceases, then destroy
4.5.0	Council meetings	See GOVERNANCE - Meetings for records relating to meetings of Council.	

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
----	-------------------	-------------	-----------------

CORPORATE MANAGEMENT - Establishment

4.6.0	Establishment	The activities associated with establishing and changing the organisational structure through establishing and reviewing positions. Includes classification and grading of positions and the preparation of organisational charts. See PERSONNEL - Establishment for records relating to varying, creating and abolishing individual positions.	
4.6.1		Records relating to the establishment of new organisational structures, or to the review of existing structures and programs which result in significant changes to core functional areas or the organisation as a whole, e.g. in the event of an amalgamation or change to or transfer of functional responsibilities. Records include: • background research • reports or proposals concerning changes • final versions of organisational charts resulting from the restructure.	Required as State archives
4.6.2		Records relating to the review of existing structures and programs which do not result in significant changes to core functional areas or the organisation as a whole. Records include background research, proposals concerning changes and revised versions or updates of organisational charts.	Retain minimum of 5 years after action completed, then destroy
4.6.3		Records relating to the development and review of plans for the structure/establishment of sections or business units. Records include: • background research • draft versions of plans formally circulated for comment • reports analysing issues and the outcomes of consultation with stakeholders • final plans and associated correspondence indicating who the plans apply to and responsibilities for their implementation.	Retain minimum of 7 years after superseded, then destroy

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
----	-------------------	-------------	-----------------

CORPORATE MANAGEMENT - Guidelines

4.7.0	Guidelines	See CORPORATE MANAGEMENT - Procedures for records relating to guidelines.	
4.8.0	Legislation	The process of making laws and regulations. See GOVERNMENT RELATIONS - Submissions for records relating to routine or minor submissions on legislation or regulations. See LAND USE AND PLANNING - Planning for records relating to statutory planning instruments.	
4.8.1		Records relating to the development, implementation and review of legislation, regulations and local laws impacting on local government. Records include: • submissions to and from the organisation • reports • draft regulations and local laws and amendments • records documenting the outcomes of consultation with relevant organisations and stakeholders.	Required as State archives
4.9.0	Meetings	The activities associated with the management of internal, external or inter-agency committees, task forces, working groups or parties etc and general, section or unit meetings of employees. See GOVERNANCE - Meetings for records relating to meetings of Council and sub-committees. See PARKS AND RESERVES - Trusts for records relating to meetings of trusts.	
4.9.1		Records relating to inter-agency or external committees where (1) the organisation provides the secretariat and (2) the committee was established for the purposes of strategic planning or policy development and considers issues impacting on the core functions or responsibilities of the organisation. Records include: • records of the establishment of the committee, its terms of reference, memoranda of understanding etc	Required as State archives

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
----	-------------------	-------------	-----------------

CORPORATE MANAGEMENT - Meetings

		- records of nomination, appointment, resignation or termination of members - authorisations by the organisation to participate - agenda and minutes - advice and briefing papers - submissions and reports - recommendations and resolutions - correspondence arising from business discussed or resolutions passed.	
4.9.2		Records relating to administrative arrangements for all meetings. Records include: - meeting notifications - catering arrangements - venue bookings - accommodation and transport arrangements - related correspondence - audio visual recordings.	Retain until administrative or reference use ceases, then destroy
4.9.3		Records relating to inter-agency or external committees where (1) the organisation does not provide the secretariat or (2) where the Committee considers operational matters or matters relating to administrative or non-core functions of the organisation, including committees operating under delegated authority from the organisation. Records include: - records of the establishment of the committee, its terms of reference, memoranda of understanding etc - records of nomination, appointment, resignation or termination of members - authorisations by the organisation to participate - agenda and minutes - advice and briefing papers - submissions and reports - recommendations and resolutions	Retain minimum of 5 years after action completed, then destroy

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
----	-------------------	-------------	-----------------

CORPORATE MANAGEMENT - Meetings

		correspondence arising from business discussed or resolutions passed.	
4.9.4		Records relating to internal committees established for strategic planning or policy development purposes which consider significant issues impacting on the core functions or responsibilities of the organisation. Records include: - records of the establishment of the committee, its terms of reference, memoranda of understanding etc - records of nomination, appointment, resignation or termination of members - agenda and minutes - advice and briefing papers - submissions and reports - recommendations and resolutions - correspondence arising from business discussed or resolutions passed.	Required as State archives
4.9.5		Records relating to internal committees which consider operational matters and issues concerning the administrative or general operational support functions of the organisation. Excludes committees which form part of consultative arrangements with staff regarding working conditions or occupational health and safety issues. Records include: - records of the establishment of the committee, its terms of reference etc - records of nomination, appointment, resignation or termination of members - agenda and minutes - advice and briefing papers - submissions and reports - recommendations and resolutions - correspondence arising from business discussed or resolutions passed.	Retain minimum of 5 years after action completed, then destroy
4.9.6		Records relating to routine general and section or unit meetings of employees and administrative arrangements for meetings. Records include agenda, minutes and related correspondence.	Retain until administrative or reference use ceases, then destroy

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
<i>CORPORATE MANAGEMENT - Meetings</i>			
4.9.7		Records relating to internal committees which form part of consultative arrangements with staff regarding working conditions, e.g. occupational health and safety committees, workplace relations committees. Records include: • records of the establishment of the committee, its terms of reference etc • records of nomination, appointment, resignation or termination of members • agenda and minutes • advice and briefing papers • submissions and reports • recommendations and resolutions • correspondence arising from business discussed or resolutions passed.	Retain minimum of 10 years after action completed, then destroy
4.9.8		Records relating to meetings of advisory or consultative committees, councils etc, i.e. committees consisting of external stakeholder representation, which advise on or oversee the operations of, or delivery of services in, an organisation or which provide advice to the organisation on policy, priorities or strategy. Includes committees established by the organisation or committees required to be established by legislation. Records include: • records of the establishment of the committee, its terms of reference etc • agenda and minutes • advice and briefing papers • submissions and reports • recommendations and resolutions • correspondence arising from business discussed or resolutions passed • major publications, reports and discussion papers.	Required as State archives
4.9.9		Records relating to informal, ad hoc meetings with the community which do not advise on or oversee operations or service delivery. Records include: • minutes and agenda	Retain minimum of 5 years after action completed, then destroy

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
<i>CORPORATE MANAGEMENT - Meetings</i>			
		• reports • correspondence.	
4.9.10		Diaries/appointment books of the Chief Executive Officer and members of the Senior Executive recording detailed information regarding significant matters, e.g. decisions and actions agreed upon, that are not recorded elsewhere. Remarks: Best practice is to record significant matters such as decisions and actions, and capture them as part of official recordkeeping systems. This class is only for when this is the only source of the information.	Required as State archives
4.9.11		Diaries/appointment books of the Chief Executive Officer and members of the Senior Executive or other personnel recording basic information, e.g. dates and times of meetings, and diaries/appointment books kept by other personnel.	Retain until administrative or reference use ceases, then destroy
4.10.0	Performance management	See CORPORATE MANAGEMENT - Agreements Compliance and Planning for records relating to service level agreements, organisational performance management and continuous improvement plans. See CORPORATE MANAGEMENT - Audit for records relating to assessments of corporate compliance or performance against standards, benchmarks or performance measures. See CORPORATE MANAGEMENT - Reporting for records relating to reporting on performance against benchmarks or indicators. See PERSONNEL - Performance appraisal for records relating to performance management of employees.	
4.11.0	Planning	The process of formulating ways in which objectives can be achieved. Includes the determination of services, needs and solutions to those needs.	
4.11.1		Final versions of strategic, corporate or business plans applying to the organisation as a whole, and associated correspondence	Required as State archives

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
<i>CORPORATE MANAGEMENT - Planning</i>			
		indicating who the plans apply to and responsibilities for their implementation.	
4.11.2		Records relating to the development and review of strategic, corporate or business plans applying to the organisation as a whole. Records include background research, significant drafts, notes of meetings or reports analysing issues and the outcomes of consultation.	Retain minimum of 7 years after superseded, then destroy
4.11.3		Records relating to the development of plans for providing ongoing administrative or operational support, e.g. program plans relating to divisions, business units and projects within the organisation, business continuity or counter disaster plans, procurement plans, fraud control strategies, quality management plans, risk management plans, ethnic affairs priority statements, equal employment opportunity management plans, total asset management plans etc, and associated correspondence indicating who the plans apply to and responsibilities for their implementation. Excludes strategic, corporate or business plans. Includes final versions, background research, etc.	Retain minimum of 7 years after superseded, then destroy
4.12.0	Policy	The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making and as the basis from which the organisation's procedures are determined. See PERSONNEL - Employment conditions for records relating to personnel policies. See PERSONNEL - Occupational Health & Safety for records relating to occupational health and safety policies.	
4.12.1		Records relating to the development and review of strategic, major business and high level operational policies. Records include: • policy proposals • background research • notes of meetings or reports analysing issues and the outcomes of consultation	Required as State archives

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
<i>CORPORATE MANAGEMENT - Policy</i>			
		- correspondence indicating who the policies apply to and responsibilities for their implementation - final and significant draft versions, including circulars - policy and delegated authority registers.	
4.12.2		Records relating to the development and review of policies on industrial relations issues and operational policies for functional areas. Records include: - policy proposals - background research - notes of meetings or reports analysing issues and the outcomes of consultation - correspondence indicating who the policies apply to and responsibilities for their implementation - final and significant draft versions.	Retain minimum of 10 years after superseded, then destroy
4.12.3		Records relating to the development and review of the organisation's policies on strategic cross-functional or organisation-wide matters, e.g. equal employment opportunity policies, code of conduct, and associated correspondence indicating who the policies apply to and responsibilities for their implementation. Includes final versions.	Retain minimum of 7 years after superseded, then destroy
4.12.4		Records relating to the development and review of administrative and operational policies relating to common administrative functions e.g. community relations and services, information management, property management, publications, staff training etc., and associated correspondence indicating who the policies apply to and responsibilities for their implementation. Includes final versions.	Retain minimum of 5 years after superseded, then destroy
4.13.0	Procedures	The process of applying standard methods of operation to activities undertaken by the organisation according to formulated policy. See PERSONNEL - Occupational Health & Safety for records relating to occupational health and safety procedures.	

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
<i>CORPORATE MANAGEMENT - Procedures</i>			
4.13.1		Records relating to the development, review and implementation of manuals, handbooks, directives, guidelines etc detailing the organisation's procedures relating to industrial relations and functional areas. Records include final approved versions, background research, drafts, reports etc.	Retain minimum of 10 years after superseded, then destroy
4.13.2		Records relating to the development, review and implementation of manuals, handbooks, directives, guidelines etc detailing the organisation's procedures for strategic cross-functional or organisation-wide areas e.g. financial management, government relations, governance and reporting. Records include final versions, background research, drafts, reports etc.	Retain minimum of 7 years after superseded, then destroy
4.13.3		Records relating to the development, review and implementation of manuals, handbooks, directives, guidelines etc detailing the organisation's procedures for common administrative functions e.g. community relations and services, information management, personnel, property management, publications, staff training etc. Records include final approved versions, background research, drafts, reports etc.	Retain minimum of 5 years after superseded, then destroy
4.14.0	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), and with providing formal statements or findings of the results of the examination or investigation. See RISK MANAGEMENT - Reporting for records relating to reporting on incidents.	
4.14.1		Final, approved versions of published and unpublished reports relating to core functions and performance in meeting corporate goals, objectives and performance indicators, e.g. annual reports or substantial ad hoc reports. Includes statutory reports, annual reports of bodies exercising delegated functions, internal reports and reports to the government.	Required as State archives
4.14.2		Final, approved versions of internal periodic and ad hoc reports that do not relate to the performance of the organisation in meeting	Retain minimum of 7 years after

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
----	-------------------	-------------	-----------------

CORPORATE MANAGEMENT - Reporting

		corporate goals, objectives and performance indicators. Includes periodic reports that span multiple functions, e.g. routine monthly reports on the activities of a business unit.	action completed, then destroy
4.14.3		Records relating to the development and review of reports. Records include background research and draft versions of reports containing significant changes/alterations or formally circulated for comment.	Retain minimum of 6 years after action completed, then destroy
4.14.4		Records relating to periodic reports required to be submitted to external government organisations regarding programs and services, e.g. statistics, reports relating to budget estimates etc. and reports of minor significance that are not related to core functions. Records include background research, final and significant draft versions of reports.	Retain minimum of 3 years after action completed, then destroy
4.14.5		Responses to non-mandatory surveys requested by other government organisations.	Retain until administrative or reference use ceases, then destroy
4.15.0	Reviewing	The activities involved in re-evaluating or re-examining products, processes, procedures, standards and systems. Includes recommendations and advice resulting from these activities. See CORPORATE MANAGEMENT - Planning for records relating to the review of plans. See CORPORATE MANAGEMENT - Policy for records relating to the review of policy. See CORPORATE MANAGEMENT - Procedures for records relating to the review of procedures.	
4.15.1		Records relating to the review of programs and services. Records include: • documents establishing the review • project or action plans • background research • final and significant draft versions of reports.	Retain minimum of 5 years after action completed, then destroy

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
----	-------------------	-------------	-----------------

CORPORATE MANAGEMENT - Standards

4.16.0	Standards	The process of implementing benchmarks for services and processes to enhance the quality and efficiency of the organisation. See CORPORATE MANAGEMENT - Policy for records relating to codes of conduct for employees. See CUSTOMER SERVICE - Standards for records relating to customer service standards. See DEVELOPMENT AND BUILDING CONTROLS - Standards for standards relating to development and building controls. See GOVERNANCE - Policy for records relating to codes of conduct for Councillors. See LAND USE AND PLANNING - Planning for records relating to the development of planning instruments, controls, codes and schemes.	
4.16.1		Records relating to the development and implementation of standards or benchmarks that provide a framework for the conduct of operations or performance assessment. Records include background research, drafts, final versions and reports analysing issues and the outcomes of consultation.	Retain minimum of 5 years after action completed, then destroy
4.17.0	Tendering	The activities involved in receiving and assessing tenders, of making offers for and finalising contract arrangements for the supply, sale or purchase of goods and services. See COMMUNITY RELATIONS - Enquiries for records relating to routine enquiries about tenders. See CORPORATE MANAGEMENT - Agreements for records relating to agreements that are not part of a contracting out or tendering arrangement.	
4.17.1		Records relating to the development, issue, evaluation and review of tenders. Records include: • records of planning for the tender • minutes or notes of meetings • statements of requirements	Retain minimum of 7 years after tender process completed, then destroy

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
<i>CORPORATE MANAGEMENT - Tendering</i>			
		• requests for proposals • expressions of interest • requests for tender • draft contracts • records of arrangements for carrying out the evaluation process • evaluation reports • recommendations • final reports • public notices • records of post offer negotiations • records of due diligence checks.	
4.17.2		Records relating to contracts resulting from tenders and supporting records. Records include: • correspondence and records of negotiations including minutes or notes of meetings • draft versions of contracts or agreements containing significant changes/alterations or formally circulated for comment • final, approved and signed versions of contracts or agreements • records of variation or review of contracts or agreements. Note: Specialty contracts include contracts under seal and deeds to property. Note: In some cases the agreement may specify retention periods for records relating to the agreement or the fulfilment of conditions of the agreement. In these cases the 'expiry of the agreement' should be interpreted to include the fulfilment of these retention periods or conditions. Note: Limitation periods for contractual agreements or arrangements may be longer in other States. These may need to be taken into account when assessing retention requirements for intrastate agreements or arrangements.	(A) For specialty contracts: Retain minimum of 12 years after expiry or termination of agreement or after action completed, whichever is later, then destroy (B) For standard contracts or agreements: Retain minimum of 7 years after expiry or termination of agreement or after action completed, whichever is later, then destroy
4.17.3		Records relating to unsuccessful tenders or a tender process where there is no suitable	Retain minimum of 2

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
----	-------------------	-------------	-----------------

CORPORATE MANAGEMENT - Tendering

		bidder, or where the tender process has been discontinued. Records include submissions, notifications of outcome and reports on debriefing sessions.	years after action completed, then destroy
4.17.4		Summary records created to facilitate the management of contracts or tenders, e.g. contract registers, tender registers. Note: With paper-based registers, retain minimum of 7 years after last entry in the register. With electronic registers, retain minimum of 7 years after last update or amendment to an entry, or after data has become obsolete, then destroy.	Retain minimum of 7 years after action completed, then destroy
6.0.0	CUSTOMER SERVICE	The function of planning, monitoring and evaluating services provided to customers by the organisation. See CORPORATE MANAGEMENT for records relating to audit, contracting, meetings, policies, procedures and tenders relating to the provision of customer services.	
6.1.0	Access	See CUSTOMER SERVICE - Standards for records relating to policies and procedures for the provision of access to the organisation's services and facilities.	
6.2.0	Customer Profiles	See COMMUNITY RELATIONS - Contacts for records relating to contact lists of clients and customers. See CUSTOMER SERVICE - Reporting for records relating to reports on customer services.	
6.3.0	Guidelines	See CORPORATE MANAGEMENT - Procedures for records relating to customer service procedures. See CUSTOMER SERVICE - Standards for records relating to customer service guidelines.	
6.4.0	Ombudsman Internal	See CUSTOMER SERVICE - Public Reaction for records relating to internal investigations of complaints. See GOVERNMENT RELATIONS - Inquiries for records relating to the investigation of complaints by the Ombudsman.	

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
----	-------------------	-------------	-----------------

CUSTOMER SERVICE - Public Reaction

6.5.0	Public Reaction	The process of handling public reaction to an organisation's policies or services. Includes anonymous letters, letters of complaint and letters of congratulations or appreciation received from the public. Also includes suggestions received. See GOVERNMENT RELATIONS - Inquiries for records relating to matters referred from watchdog bodies. See LAWS AND ENFORCEMENT for records relating to the issuing of infringements, notices and orders as a result of a complaint. See PERSONNEL - Discipline for records relating to the investigation and handling of complaints relating to an individual employee. See RISK MANAGEMENT - Claims management for records relating to potential liability claims.	
6.5.1		Records relating to complaints or suggestions that require investigation or a specific response. Includes records of receipt, investigation and response and summary records facilitating the monitoring and tracking of complaints received and their handling, e.g. complaints registers.	Retain minimum of 7 years after action completed, then destroy
6.5.2		Records relating to complaints and suggestions that result in a routine response or referral to another organisation. Includes letters of appreciation and referrals of enquiries from other organisations.	Retain minimum of 2 years after action completed, then destroy
6.6.0	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), and to provide formal statements or findings of the results of the examination or investigation. See CORPORATE MANAGEMENT - Reporting for records relating to substantial formal reporting and routine period reporting on customer services.	
6.6.1		Records relating to formal reports regarding customer service activities, programs or services. Records include background research, final and significant draft versions.	Retain minimum of 7 years after action

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
<i>CUSTOMER SERVICE - Service delivery</i>			
			completed, then destroy
6.7.0	Service delivery	The activity of assessing and determining the best methods for delivering services to customers.	
6.7.1		Records relating to the review and evaluation of potential and existing customer service programs, services or systems. Records include: - documents establishing the review, project or action plans - background research, surveys and analysis - significant drafts and final versions of reports.	Retain minimum of 5 years after action completed, then destroy
6.8.0	Standards	The process of developing and implementing industry or organisational benchmarks for services and processes to enhance the quality and efficiency of the organisation.	
6.8.1		Records relating to the development and review of charters, standards or guarantees relating to the provision of services to clients. Includes internal and external clients. Records include background research, reports and analysis, significant drafts and final versions.	Retain minimum of 2 years after superseded, then destroy
6.8.2		Records relating to the administration of specialised information services to support the provision of customer services, e.g. help/information desks, translation services, outreach services, advice and assistance regarding technology and telecommunications systems, operations and services etc.	Retain minimum of 2 years after action completed, then destroy
6.8.3		Records relating to the monitoring of customer services to ensure compliance with standards, e.g. audio recordings of calls to the organisation's call centres or customer service officers.	Retain until administrative or reference use ceases, then destroy
7.0.0	DEVELOPMENT AND BUILDING CONTROLS	The function of regulating and approving applications for the development, use or subdivision of land or premises and related building and construction works.	

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
<i>DEVELOPMENT AND BUILDING CONTROLS - Appeals</i>			
		See CORPORATE MANAGEMENT for records of audits, committees, policies, procedures and reports relating to the regulation of building and development controls. See LAND USE AND PLANNING for records relating to the development of planning schemes which determine the strategic framework for managing the natural and built environments. See LAWS AND ENFORCEMENT for records relating to complaints about non-compliance with development consents, exempt developments etc.	
7.1.0	Appeals	The activities relating to the review of decisions concerning development and building applications that are heard by a higher authority, such as the Land and Environment Court.	
7.1.1		Records relating to appeals against building and development approvals or decisions which set a precedent or result in significant changes to the organisation's policies and standards. Records include correspondence, legal briefs, decisions etc.	Required as State archives
7.1.2		Records relating to appeals against building and development approvals or decisions which do not set a precedent or result in significant changes to the organisation's policies and standards. Records include correspondence, legal briefs, decisions etc.	Retain minimum of 7 years after action completed, then destroy
7.2.0	Applications	The assessment of applications for consent for the development or use of land and premises and carrying out of associated building and construction works. Note: For the purposes of this authority, a property is heritage listed if it is featured on: - the National Heritage List searchable via the Australian Heritage Database - the State Heritage Register - the organisation's heritage and conservation register - a local environmental planning (LEP) instrument	

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
----	-------------------	-------------	-----------------

DEVELOPMENT AND BUILDING CONTROLS - Applications

		- the Australian Institute of Architects' NSW Chapter, Register of 20th Century Buildings of Significance and/or - the DOCOMOMO Register of Modern Movement Buildings, sites and landscapes in Australia (NSW). See DEVELOPMENT AND BUILDING CONTROLS - Registration for summary records of development and building applications. See LAND USE AND PLANNING - Subdivisions for records relating to subdivisions that are not part of a development application. See LAND USE AND PLANNING - Zoning for records relating to the issue of planning certificates, including zoning certificates. See PROPERTY MANAGEMENT (COUNCIL PROPERTY) - Design and Construction for records relating to development applications submitted by the organisation.	
7.2.1		Records relating to approved, refused and lapsed applications for development or works on land, buildings or sites that set a precedent or are significant due to the fact they are: - a recipient of prestigious State, national or international architectural or design awards - an important local or regional landmark - heritage listed - representative of the organisation's planning policy or the types of suburban, urban and commercial landscape within the locality - use materials in a unique or innovative way - examples of unique and historic land use patterns - approved by the Minister, including state significant developments - provide special zoning information unavailable from other sources - controversial developments	Required as State archives

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
<i>DEVELOPMENT AND BUILDING CONTROLS - Applications</i>			
		- dealt with by Joint Regional Planning Panels. Records include: - applications and supporting documentation (plans, drawings, specifications etc.) - correspondence and notes of advice or meetings/conferences in relation to the application - required reports, impacts statements, management plans etc - decisions, notices and orders (including appeal processes) - notifications, submissions, objections or reports of community consultation - archival recordings of demolition. Note: in certain circumstances, high quality architectural models submitted with applications could warrant retention as State archives.	
7.2.2		Records relating to approved applications for major developments or works on land, buildings, or sites that are not heritage listed or significant. Includes applications for large structures, whole buildings or major additions to a site or structure etc. Records include: - applications and supporting documentation (plans, drawings, specifications etc.) - correspondence and notes of advice or meetings/conferences in relation to the application - required reports, impacts statements, management plans etc - decisions, notices and orders (including appeal processes) - notifications, submissions, objections or reports of community consultation.	Retain minimum of 10 years after action completed or until structure is removed or demolished, whichever is longer, then destroy
7.2.3		Records relating to approved applications for minor developments or works on land, buildings or sites that are not heritage listed or significant.	Retain minimum of 10 years after issue of final

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
----	-------------------	-------------	-----------------

DEVELOPMENT AND BUILDING CONTROLS - Applications

			certification, then destroy
7.2.4		Records relating to approved applications for temporary structures, such as tents, marquees, stages, stalls and mobile television screens.	Retain minimum of 7 years after action completed or until structure is removed or demolished, whichever is longer, then destroy
7.2.5		Records relating to lapsed development consents for land, buildings, or sites that are not heritage listed or significant.	Retain minimum of 5 years after action completed or minimum of 5 years after approval lapses, whichever is longer, then destroy
7.2.6		Records relating to development applications for land, buildings, or sites that are not heritage listed or significant that are refused, withdrawn or cancelled.	Retain minimum of 7 years after action completed, then destroy
7.2.7		Records relating to the issue of certificates associated with the development or building process. Includes certificates that are issued or required as part of approval process (e.g. construction, occupation, subdivision, compliance, and site compatibility) and certificates that are issued separately to the development application process, e.g. certificates requested by prospective purchasers, such as building, compliance and building classification certificates. Includes copies of certificates issued, correspondence, appeals, maps, plans etc.	Retain minimum of 10 years after action completed, then destroy
7.2.8		Requests for certificates associated with the development or building process.	Retain minimum of 1 year after action

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
----	-------------------	-------------	-----------------

DEVELOPMENT AND BUILDING CONTROLS - Applications

			completed, then destroy
7.2.9		Sample boards and models submitted with applications showing proposed external finishes, paintwork etc. Note: Where photographic images of the sample boards and models are taken these should be retained with application records.	Retain until no longer required for reference purposes, then return to applicant or destroy.
7.3.0	Easements	The process of designating land for public facility purposes such as providing infrastructure for drainage, electricity and water supply services.	
7.3.1		Records relating to the granting of easements. Includes negotiations, agreements and extinguishments.	Retain minimum of 7 years after extinguishment of easement, then destroy
7.3.2		Records relating to negotiations for easements that are not proceeded with.	Retain minimum of 7 years after action completed, then destroy
7.8.0	Enquiries	The activities associated with the handling of requests for information about development and building controls by individuals, companies, other organisations etc See COMMUNITY RELATIONS - Enquiries for records relating to general enquiries. See DEVELOPMENT AND BUILDING CONTROLS - Applications for advice provided in relation to specific applications. See LAWS AND ENFORCEMENT - Infringements for records relating to action taken against unauthorised use of premises.	
7.8.1		Records relating to requests for information and the handling of enquiries about development and building controls. Includes information provided about exempt developments, proposed development applications, possible unauthorised use etc. Note: records relating to pre-DA advice provided in relation to a specific application	Retain minimum of 7 years after action completed, then destroy

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
----	-------------------	-------------	-----------------

DEVELOPMENT AND BUILDING CONTROLS - Lands

		should be retained as per the records of the application.	
7.4.0	Lands	See DEVELOPMENT AND BUILDING CONTROLS - Applications for records relating to land development. See DEVELOPMENT AND BUILDING CONTROLS - Registration for registers of small holdings.	
7.5.0	Policy	The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making and as the basis from which the organisation's procedures are determined.	
7.5.1		Records relating to the development and review of the organisation's policy on building and development controls and approval processes. Records include: • policy proposals • background research • records of consultations • draft versions containing significant changes/alterations or formally circulated for comment • reports analysing issues and the outcomes of consultation with stakeholders • final versions.	Required as State archives
7.6.0	Registration	Compiled registers and summary records.	
7.6.1		Summary records or registers relating to development and building applications and consents. Includes registers of: • development and building applications and consents • complying developments • holdings • lands.	Required as State archives
7.7.0	Standards	The process of implementing industry or organisational benchmarks for services and processes to enhance the quality and efficiency of the organisation.	

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
<i>DEVELOPMENT AND BUILDING CONTROLS - Standards</i>			
7.7.1		Records relating to the development of building codes or standards. Includes the development of codes or standards by the organisation or input into their development by other organisations.	Required as State archives
8.0.0	ECONOMIC DEVELOPMENT	The function of improving the local economy through encouragement of industry, employment, tourism, regional development and trade. See COMMUNITY RELATIONS - Marketing for photographs, films and videos produced by the organisation to promote the local area to industry, trade and tourists and improve the local economy. See CORPORATE MANAGEMENT for records relating to committees, meetings, tenders and contracts.	
8.1.0	Employment	The activity of collecting and providing information and statistics to other organisations, such as the Australian Bureau of Statistics, on rates of employment and unemployment.	
8.1.1		Records relating to the collection of information and statistics on employment and unemployment and the provision of information on rates of employment to other organisations, such as the Australian Bureau of Statistics. Records include background research, compiled data, reports or returns.	Retain minimum of 5 years after action completed, then destroy
8.2.0	Event Management	Activities relating to the arrangements and support for displays and events such as trade displays. See COMMUNITY RELATIONS - Celebrations, Ceremonies and Functions for records relating to formal ceremonies or functions hosted by the organisation, e.g. citizenship ceremonies.	
8.2.1		Records of arrangements and support for local suppliers, producers or businesses to attend or hold events such as trade displays. Records include publicity and associated correspondence.	Retain minimum of 5 years after action completed, then destroy
8.3.0	Industries	The development of strategies for the promotion of local industries and commerce.	

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
----	-------------------	-------------	-----------------

ECONOMIC DEVELOPMENT - Industries

		See ECONOMIC DEVELOPMENT - Promotion for records relating to programs, activities and events to promote trade, tourism and economic development in the local area.	
8.3.1		Records relating to the development of policies, plans and strategies to support the promotion and development of local industries or economy. Records include final versions, significant drafts and background research.	Required as State archives
8.3.2		Records relating to market research and the assessment of proposals for developments.	Retain minimum of 10 years after action completed, then destroy
8.3.3		Records relating to the development of plans and strategies to encourage tourism in the local area. Records include final versions, significant drafts and background research.	Retain minimum of 10 years after action completed, then destroy
8.4.0	International and National Relations	The activity of managing relations, agreements and contracts with other countries, states and local government areas, including Sister City agreements, for the purposes of developing the local area and economy, including cultural, work or economic exchange.	
8.4.1		Records relating to the establishment and maintenance of agreements with other countries, states and local areas for the promotion and development of local industries, tourism and the local economy, such as Sister City agreements. Records include: - correspondence and records of negotiations and reviews of agreements - final versions and significant drafts of agreements.	Required as State archives
8.4.2		Records relating to negotiations or proposals for agreements with other countries, states and local areas for the promotion and development of local industries, tourism and	Retain minimum of 10 years after action

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
<i>ECONOMIC DEVELOPMENT - International and National Relations</i>			
		the local economy, which do not proceed. Records include negotiations, associated correspondence and draft agreements.	completed, then destroy
8.4.3		Records of activities undertaken under agreements. Includes the provision or receipt of services, goods and equipment, cultural work, visits or economic exchange and gifts.	Retain minimum of 10 years after action completed, then destroy
8.5.0	Liaison	The activities associated with maintaining regular general contact between the organisation and other private sector organisations, community groups and associations.	
8.5.1		Records relating to liaison with local associations (chamber of commerce, progress associations), industry, professional and customer associations, the local community, etc. on matters of major public interest or controversy with regard to development of the local economy.	Required as State archives
8.5.2		Records relating to liaison with industry, professional and customer associations, the local community, etc. on routine matters such as liaison concerning monthly activities or forthcoming events.	Retain minimum of 5 years after action completed, then destroy
8.6.0	Planning	The process of formulating ways in which objectives can be achieved. Includes the determination of services and needs, and the solution to those needs. See ECONOMIC DEVELOPMENT - Industries for plans and strategies to promote local industry and tourism.	
8.6.1		Records of input into plans and strategic development initiatives for the economic development of the region. Records include submissions.	Required as State archives
8.6.2		Routine administrative records relating to the planning process. Records include drafts, arrangements for meetings etc.	Retain minimum of 5 years after action completed, then destroy

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
<i>ECONOMIC DEVELOPMENT - Programs</i>			
8.8.0	Programs	The processes associated with the management and implementation of activities, procedures and strategies. See GRANTS AND SUBSIDIES for records relating to the administration of grants and funding for economic development programs, including applications.	
8.8.1		Records of program objectives, summaries of proposals, program evaluation and analysis.	Required as State archives
8.8.2		Records relating to the administration and management of programs for the development of the local economy, including project management records and records relating to the promotion of the program.	Retain minimum of 10 years after action completed, then destroy
8.9.0	Projects	The undertaking of a set of activities designed to stimulate the local economy by developing and attracting new business, infrastructure, etc. in the area. See DEVELOPMENT AND BUILDING CONTROLS - Applications for records relating to proposals that proceed to the development application stage.	
8.9.1		Records relating to the organisation's involvement in special, one-off and unique economic development projects. Includes planning for projects that do not proceed or are not successful. Records include: • preliminary plans • project proposals and feasibility studies • agreements and negotiations with project participants or stakeholders.	Required as State archives
8.9.2		Records relating to the organisation's involvement in economic development projects that are not special, one-off and unique. Records include: • preliminary plans • project proposals and feasibility studies • agreements and negotiations with project participants or stakeholders.	Retain minimum of 10 years after action completed, then destroy

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
----	-------------------	-------------	-----------------

ECONOMIC DEVELOPMENT - Promotion

8.7.0	Promotion	Activities undertaken to promote the local area and Council, particularly to attract new business and economic activities.	
8.7.1		Records of programs of events and activities to promote trade, tourism and economic development in the local area.	Retain minimum of 10 years after action completed, then destroy
8.10.0	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), and with providing formal statements or findings of the results of the examination or investigation. See CORPORATE MANAGEMENT - Reporting for reports submitted to external organisations or internal reporting to management.	
8.10.1		Records relating to reporting on evaluations and reviews of major and significant activities, programs, initiatives, etc. undertaken by the organisation to promote the local economy. Records include final, approved versions of reports, significant drafts and background research.	Required as State archives
8.10.2		Reports of activities undertaken to promote the local economy, including evaluations of rate of success.	Retain minimum of 10 years after action completed, then destroy
8.11.0	Service Provision	The activities relating to services provided by the organisation or by other agencies on behalf of the organisation. Includes services such as abattoirs, saleyards/cattle yards, banking services, communications services – postal and telecommunications, government services centres, transaction centres etc. See relevant function - Service Provision for records relating to the provision of other services to the community, e.g. see COMMUNITY SERVICES - Service Provision for records relating to the provision of child-care services, see PUBLIC HEALTH - Service Provision for records relating to the provision	

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
<i>ECONOMIC DEVELOPMENT - Service Provision</i>			
		of health services to the local community, etc. See FINANCIAL MANAGEMENT for financial and accounting records relating to the management, receipt, expenditure and distribution of income received from the provision of services. See PERSONNEL for records relating to the recruitment, appointment and employment of service centre staff.	
8.11.1		Records relating to the provision of services by the organisation, or by other agencies under contract to the organisation, to support economic development and activities in the area. Records include: - customer service records and client files - records relating to the establishment of services, operational planning and reporting - inspection reports. Note: Action completed should encompass the fulfilment of all terms and conditions of any contracts and agreements regarding the provision of services to a client.	Retain minimum of 10 years after action completed, then destroy
8.11.2		Records relating to service co-ordination and daily usage, including information about service recipients and clients and daily operations. Records include: - client listings - operation schedules - referrals - service requests - applications for and renewals of services provided by the organisation, such as applications to place details and advertising in service and visitor centres, applications and renewals for post boxes, etc.	Retain minimum of 2 years after action completed, then destroy
8.12.0	Trade	The activity of managing measures to promote and support local, regional and national trade and retailing.	
8.12.1		Records of background information and research data collected on trade and trade	Retain minimum of 5

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
<i>EMERGENCY SERVICES</i>			
		conditions and the impact of trade negotiations on local trade, etc.	years after action completed, then destroy
9.0.0	EMERGENCY SERVICES	The function of preventing loss and minimising threats to life, property and the natural environment, from fire and other emergency situations. See COMMUNITY RELATIONS - Enquiries for records relating to the handling of enquiries concerning emergency management and services. See CORPORATE MANAGEMENT for records of agreements, committees (including State, District and Local Emergency Management Committees), conferences, contracts, meetings, policy, procedures, standards, tenders and reviews relating to emergency prevention and response. See CUSTOMER SERVICE - Public Reaction for records relating to the handling of complaints concerning existing and potential hazards. See PLANT, EQUIPMENT & STORES for records relating to the acquisition, disposal and maintenance of emergency and fire fighting equipment. See PROPERTY MANAGEMENT (COUNCIL PROPERTY) for records relating to the design, construction, maintenance and security of emergency management centres and bushfire control centres.	
9.1.0	Appointments	The activity of managing appointments of emergency services personnel. See PROPERTY MANAGEMENT (COUNCIL PROPERTY) for records relating to the provision of accommodation and facilities for emergency services.	
9.1.1		Records relating to the appointment of emergency service personnel such as local fire control officers.	Retain minimum of 10 years after appointment ceases, then destroy

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
----	-------------------	-------------	-----------------

EMERGENCY SERVICES - Audit

9.2.0	Audit	The activities associated with officially checking operational records, systems or processes to ensure that they are in accordance with legislated requirements or agreed standards. See EMERGENCY SERVICES - Service Provision for records relating to the maintenance of emergency equipment, including equipment maintained on behalf of other organisations.	
9.2.1		Records of inspections and audits of disaster preparedness, including inspections of emergency procedures, systems, equipment, facilities, etc. to ensure they are in good working order and that they are appropriately prepared for disaster response.	Retain minimum of 10 years after action completed, then destroy
9.3.0	Authorisation	The process of seeking and granting permission to undertake a requested action. Includes authorising delegations for emergency situations.	
9.3.1		Records relating to authorisations for the organisation's staff to act as emergency response officers.	Retain minimum of 3 years after expiry, then destroy
9.4.0	Communications	The activity of operating emergency communication and control centres. Also includes the establishment of emergency control centres. See EMERGENCY SERVICES - Planning for records relating to emergency management plans. See EMERGENCY SERVICES - Service Provision for records relating to emergency response actions taken by the organisation, including radio and communication logs recorded during emergency situations.	
9.4.1		Records relating to the establishment of emergency control centres.	Retain minimum of 10 years after action completed, then destroy
9.4.2		Records of routine day-to-day operation of emergency control centres and emergency	Retain minimum of 2

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
<i>EMERGENCY SERVICES - Compensation</i>			
		communication equipment, including radio and communications logs and schedules. Note: Records relating to the operation of emergency control centres during an emergency should be retained for longer. Please see entries in the Service Provision activity.	years after action completed, then destroy
9.5.0	Compensation	See RISK MANAGEMENT - Claims management for records relating to personal injury and property claims.	
9.6.0	Notifications	The activity of issuing or receiving notices regarding a failure of or a requirement for compliance, inappropriate practices, or of an intention to take action. Includes information notices received or sent by the organisation. See LAWS AND ENFORCEMENT - Prosecutions for records relating to prosecutions for breaches of regulations or requirements. See LEGAL SERVICES - Litigation for records relating to matters resulting in litigation.	
9.6.1		Records relating to the issue or receipt of notices concerning emergency situations and emergency prevention activities such as danger periods, fire bans, fire hazard reduction activities etc. Records include: • notices or certificates issued • objections and the outcomes of appeals • records of compliance with hazard reduction notices.	Retain minimum of 5 years after action completed, then destroy
9.7.0	Permits	The activity of managing permission to undertake activities or processes. Includes permissions to undertake bushfire control and emergency prevention activities.	
9.7.1		Records relating to the issue of permits relating to emergency services, such as bushfire control permits.	Retain minimum of 7 years after expiry or termination of permit, then destroy

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
----	-------------------	-------------	-----------------

EMERGENCY SERVICES - Planning

9.8.0	Planning	The process of formulating ways in which objectives can be achieved. Includes the determination of services and needs, and the solution to those needs. See CORPORATE MANAGEMENT - Planning for records of the organisation's own business continuity, risk management and disaster recovery planning	
9.8.1		Records relating to the development of plans and procedures for the management, reduction or prevention of hazards, threats and disasters. This includes plans for responding to or recovering from the effects of disasters and emergency situations, such as fires, floods, earthquakes, terrorism, etc. Records include: • final versions of plans and associated maps • significant drafts • background research • notes of meetings or outcomes of consultations.	Retain minimum of 10 years after superseded, then destroy
9.9.0	Programs	The activities related to the management of projects and operations undertaken by the organisation to prevent disasters and reduce hazards and threats. See CORPORATE MANAGEMENT - Reporting for reports to external organisations on hazard reduction and other works carried out by the organisation, such as reports to the Commissioner of the NSW Rural Fire Service. See EMERGENCY SERVICES - Notifications for records of notifications of hazard reduction activities undertaken by the organisation. See EMERGENCY SERVICES - Service Provision for records relating to operations undertaken to respond to emergency situations.	
9.9.1		Records relating to operations undertaken by the organisation to reduce and prevent hazards and disasters, including the reduction of bush fire fuel, creation of fire breaks, etc. Records include maps detailing locations of operations, field books, reports	Retain minimum of 10 years after action

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
----	-------------------	-------------	-----------------

EMERGENCY SERVICES - Registration

		and summary records of works carried out, etc.	completed, then destroy
9.10.0	Registration	Compiled registers and summary records.	
9.10.1		Registers of hazards and hazardous areas, such as fire zones.	Retain until superseded, then destroy
9.11.0	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), and to provide formal statements or findings of the results of the examination or investigation. See EMERGENCY SERVICES - Service Provision for records relating to operations undertaken to manage and respond to emergency situations after they occur.	
9.11.1		Records relating to the development of reports by the organisation and delegated authorities concerning significant emergencies, bushfires and major incidents, where the organisation applies to the State Government for special assistance or where there was loss of life or significant damage to property or the environment. Records include background research, final and significant draft versions of reports.	Required as State archives
9.11.2		Records relating to the development of reports by the organisation and delegated authorities concerning minor emergencies, bushfires and incidents, where there was no loss of life or significant damage to property or the environment and where the organisation did not apply to the State Government for special assistance. Records include background research, final and significant draft versions of reports.	Retain minimum of 7 years after action completed, then destroy
9.12.0	Service Provision	The activities relating to the provision of services by the organisation or by other agencies on behalf of the organisation. See EMERGENCY SERVICES - Communications for records relating to the establishment and routine operation of emergency control centres and equipment.	

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
----	-------------------	-------------	-----------------

EMERGENCY SERVICES - Service Provision

		See EMERGENCY SERVICES - Reporting for records of reports concerning disasters and emergencies. See FINANCIAL MANAGEMENT for financial and accounting records of reimbursements or the payment of levies for emergency services.	
9.12.1		Records of liaison with emergency services providers on coverage, planning and welfare relief, including liaison concerning services provided by the organisation and reimbursement for services provided.	Retain minimum of 10 years after action completed, then destroy
9.12.2		Records relating to emergency responses by the organisation where the emergency is of a significant nature, causing loss of life, injury or significant damage to property or the environment. Records include: • work requests • directions to undertake works during an emergency • radio and communication logs • details of works carried out and assistance rendered, etc.	Retain minimum of 25 years after action completed, then destroy
9.12.3		Records relating to emergency responses by the organisation where the emergency is not of a significant nature, causing minor injuries and minor damage to property and the environment. Records include: • work requests • directions to undertake works during an emergency • radio and communication logs • details of works carried out and assistance rendered, etc.	Retain minimum of 7 years after action completed, then destroy
9.12.4		Records relating to the maintenance of emergency equipment by the organisation, including the maintenance of fire service equipment on behalf of the NSW Rural Fire Service.	Retain minimum of 7 years after equipment disposed of or minimum of 7 years after action completed, whichever is

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
----	-------------------	-------------	-----------------

EMERGENCY SERVICES - Service Provision

			longer, then destroy
9.12.5		Records relating to the establishment and disbandment of rural fire brigades by the organisation. Records include notices of establishment and disbandment, appeals and Ministerial determinations.	Required as State archives
9.13.0	Training	See PERSONNEL - Training and development for records relating to the training of emergency workers and volunteers	
9.14.0	Volunteers	See PERSONNEL for records relating to the recruitment, coordination and welfare of volunteers. See RISK MANAGEMENT - Claims management for records of compensation claims lodged by volunteers.	
10.0.0	ENERGY SUPPLY AND TELECOMMUNICATIONS	The function of providing energy supply and telecommunication infrastructure and services. See CORPORATE MANAGEMENT for records relating to tenders and contracts for the outsourcing or provision of services, policies, procedures, reporting and standards concerning the conduct of operational processes or the provision of services. See PLANT, EQUIPMENT & STORES for records relating to the acquisition and disposal of energy supply and telecommunications plant and equipment. See PROPERTY MANAGEMENT (COUNCIL PROPERTY) for records relating to the acquisition, conservation, disposal and security of land and properties used for the provision of infrastructure and services, including easements.	
10.1.0	Agreements	The processes associated with the establishment, maintenance, review and negotiation of agreements. See ENERGY SUPPLY AND TELECOMMUNICATIONS - Notifications for records of notifications of works by utility providers, such as land access and activity notices.	

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
<i>ENERGY SUPPLY AND TELECOMMUNICATIONS - Agreements</i>			
10.1.1		Records relating to the establishment, negotiation, maintenance and review of agreements or contracts with other organisations to supply or provide energy and telecommunications services. Records include correspondence and records of negotiations, final versions and significant drafts or revisions of agreements.	Retain minimum of 10 years after expiry or termination of agreement, then destroy
10.1.2		Records relating to the establishment, negotiation, maintenance and review of agreements or contracts for the occupation of or access to energy supply and telecommunications infrastructure or land on which the infrastructure is located, e.g. agreements with utility providers concerning works within road reservations, etc. Records include correspondence and records of negotiations, final versions and significant drafts or revisions of agreements, etc.	Retain minimum of 10 years after expiry or termination of agreement, then destroy
10.1.3		Records relating to energy supply and telecommunications agreements which do not proceed. Records include draft versions of agreements, negotiations and associated correspondence.	Retain minimum of 2 years after action completed, then destroy
10.2.0	Campaigns	Activities associated with raising awareness of issues or programs.	
10.2.1		Records relating to public awareness campaigns concerning energy supply and telecommunications, such as promotion of energy conservation, alternative energy, etc. Records include information brochures, booklets, circulars, posters and displays.	Retain minimum of 5 years after action completed, then destroy
10.3.0	Certification	The activity of providing a statement which is by law evidence of the truth of the facts stated.	
10.3.1		Records relating to certification of energy supply equipment, such as installation test certificates for gas works and gas mains.	Retain minimum of 2 years after service disconnected, then destroy
10.4.0	Connection	The activities associated with connection to energy and telecommunications systems.	

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
<i>ENERGY SUPPLY AND TELECOMMUNICATIONS - Connection</i>			
10.4.1		Records relating to the provision of customer connection services. Records include: • applications for services • records of individual meter readings, including data from hand held electronic readers • notifications of faults • complaints regarding services provided • account disputes • updates of customer details, etc.	Retain minimum of 7 years after action completed, then destroy
10.5.0	Design and Construction	The activity of designing and constructing energy and telecommunications infrastructure. Includes major maintenance work involving structural changes. Note: For the purposes of this authority, a property is 'heritage listed' if it is featured on: • the National Heritage List searchable via the Australian Heritage Database • the State Heritage Register • the organisation's heritage and conservation register • a local environmental planning (LEP) instrument • the Australian Institute of Architects' NSW Chapter, Register of 20th Century Buildings of Significance and/or • the DOCOMOMO Register of Modern Movement Buildings, sites and landscapes in Australia (NSW). See PROPERTY MANAGEMENT (COUNCIL PROPERTY) - Design and Construction for records relating to the design and construction of non-specialised buildings and facilities and projects that do not proceed.	
10.5.1		Key records relating to the design, construction, major renovation or restoration of specialised energy supply and telecommunications facilities, plant and infrastructure that is of significance due to the fact that it is:	Required as State archives

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
----	-------------------	-------------	-----------------

ENERGY SUPPLY AND TELECOMMUNICATIONS - Design and Construction

		- a recipient of a prestigious State, national or international architectural or design award - a unique or innovative design/technology - an important local or regional landmark, or - heritage listed. Records include: - building and development applications and construction certificates, including supporting documentation recording reviews of environmental factors such as environmental impact statements, archaeological or heritage impact statements - records demonstrating public reaction to the construction - plans/designs as approved, including connection and system plans - plans/designs as executed and variations, including connection and system plans - specifications - photographs - drawings - site plans - archival recordings of demolition - records of structural changes made for installations, fit-outs and maintenance.	
10.5.2		Key records relating to the design, construction, major renovation or restoration of specialised energy supply and telecommunications facilities, plant and infrastructure that is not: - a recipient of a prestigious State, national or international architectural or design award - a unique or innovative design/technology - an important local or regional landmark, or - heritage listed.	Retain minimum of 7 years after structure or plant is disposed of, replaced, or ceases operation, then destroy or transfer to new owner as required

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
----	-------------------	-------------	-----------------

ENERGY SUPPLY AND TELECOMMUNICATIONS - Design and Construction

		Records include: • building and development applications and construction certificates, including supporting documentation recording reviews of environmental factors such as environmental impact statements, archaeological or heritage impact statements • records demonstrating public reaction to the construction • plans/designs as approved, including connection and system plans • plans/designs as executed and variations, including connection and system plans • specifications • photographs • drawings • site plans • records of structural changes made for installations, fit-outs and maintenance.	
10.5.3		Records relating to project management for construction works. Records include: • records of budget, estimates and costs • records of client liaison on non technical matters • records of contractual matters such as variations, payment and sign off on construction • records of logistics • site procedures • records of quality and performance measurements • periodic inspection and progress reports • installation records • project risk management records and schedules • records of consultations.	Retain minimum of 12 years after action completed, then destroy

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
<i>ENERGY SUPPLY AND TELECOMMUNICATIONS - Design and Construction</i>			
10.5.4		Records relating to the location of gas pipes, electrical and telecommunication installations. Records include site plans.	Retain minimum of 2 years after date on which the layout changes, then destroy
10.5.5		Records relating to daily work, including the installation of equipment such as gas and electricity meters. Records include: - correspondence - works orders and requests, e.g. equipment, connection and disconnection, etc. - diaries and schedules, etc.	Retain minimum of 2 years after action completed, then destroy
10.6.0	Fees and Charges	See FINANCIAL MANAGEMENT - Accounting for records relating to rates accounts. See FINANCIAL MANAGEMENT - Fees and charges for records relating to the setting of fees and charges and waiving of rates.	
10.7.0	Inspections	The process of officially examining facilities, properties, equipment and items, to ensure compliance with standards. See PROPERTY MANAGEMENT (COUNCIL PROPERTY) - Inspections for records of inspections carried out to determine the presence of hazardous substances, such as asbestos, in buildings and land.	
10.7.1		Records relating to inspections of the organisation's energy supply and telecommunications constructions carried out by the responsible body, including inspections of gas works and mains, energy and telecommunications infrastructure, etc.	Retain minimum of 7 years after action completed, then destroy
10.8.0	Liaison	The activities associated with maintaining regular general contact between the organisation, other private sector organisations, community groups and associations. See ENERGY SUPPLY AND TELECOMMUNICATIONS - Service Providers for records relating to liaison with service and utility providers.	

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
<i>ENERGY SUPPLY AND TELECOMMUNICATIONS - Liaison</i>			
10.8.1		Records relating to liaison with industry, professional and customer associations, the local community, etc. on routine matters concerning the provision of infrastructure and energy.	Retain minimum of 5 years after action completed, then destroy
10.9.0	Maintenance	The activities associated with the upkeep, repair, servicing and preservation of the conditions of premises, equipment, infrastructure, and facilities. See ENERGY SUPPLY AND TELECOMMUNICATIONS - Design and Construction for records relating to major maintenance work involving structural changes. See PROPERTY MANAGEMENT (COUNCIL PROPERTY) - Maintenance for records relating to the maintenance of buildings and the storage, removal and disposal of hazardous substances and chemicals.	
10.9.1		Records relating to major maintenance work carried out during the lifetime of energy supply and telecommunications infrastructure and plant, e.g. sometimes referred to as the maintenance history. Records include plans or details of major maintenance work undertaken.	Retain until property is disposed of, then destroy or transfer to new owner as required
10.9.2		Records relating to the maintenance of equipment installed by the organisation, such as gas and electricity meters. Records include maintenance requests and work orders.	Retain minimum of 10 years after action completed, then destroy
10.10.0	Monitoring	Activities that check, observe, or record the operation of equipment, infrastructure, services or systems.	
10.10.1		Records relating to the monitoring of energy supply and telecommunications services and equipment. Includes technical records, test sheets, calibration records, etc.	Retain minimum of 10 years after action completed, then destroy
10.11.0	Notifications	The activity of issuing or receiving notices regarding a failure of or a requirement for compliance or of an intention to take action.	

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
<i>ENERGY SUPPLY AND TELECOMMUNICATIONS - Notifications</i>			
		Includes information notices received or sent by the organisation.	
10.11.1		Notices to relocate electricity structures.	Retain minimum of 10 years after action completed, then destroy
10.11.2		Records of notices of intended works. Records include notices from utility providers, land access and activity notices, associated plans and correspondence.	Retain minimum of 5 years after action completed, then destroy
10.12.0	Permits	The activity of managing permission to undertake activities or processes.	
10.12.1		Records relating to permits to occupy land or to enter land to undertake work, including cable installations.	Retain minimum of 10 years after expiry or termination of permit, then destroy
10.13.0	Planning	The process of formulating ways in which objectives can be achieved. Includes the determination of services and needs, and the solution to those needs.	
10.13.1		Records relating to the development of plans and strategies for the provision of energy supply and telecommunications infrastructure and services, including plans for meeting future demand for services. Records include final versions and significant drafts, background research, etc.	Retain minimum of 20 years after action completed, then destroy
10.14.0	Service Providers	The activity of liaising with agencies or organisations involved in the provision of services to the organisation or to the local community.	
10.14.1		Records relating to negotiations and liaison with electricity, gas and telecommunications service providers to ensure acceptable levels of service in the local area. Records include correspondence, minutes or notes of meetings, etc.	Retain minimum of 7 years after action completed, then destroy

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
----	-------------------	-------------	-----------------

ENVIRONMENTAL MANAGEMENT

11.0.0	ENVIRONMENTAL MANAGEMENT	The function of managing air, soil and water qualities, and environmentally sensitive areas such as remnant bushlands and threatened species. See CORPORATE MANAGEMENT for records relating to the conduct of audits, tenders and contracts for the outsourcing or provision of services, committees, meetings, policies, procedures, and standards concerning the management and protection of the environment or the conduct of operational processes. See CORPORATE MANAGEMENT - Authorisation for records relating to authorisations to carry out regulatory and enforcement activities. See DEVELOPMENT AND BUILDING CONTROLS - Applications for records of development applications and consents for remediation works conducted by external organisations where there is potential for significant environmental impact (category 1 remediation works). See EMERGENCY SERVICES for records relating to bushfire and disaster control and prevention activities. See LAWS AND ENFORCEMENT for records relating to the issue of infringement and penalty notices and prosecutions for breaches of environmental regulations.	
11.1.0	Animal Welfare	The activity of managing the control, treatment and preservation of domestic animals, livestock and wildlife. See ENVIRONMENTAL MANAGEMENT - Service Provision for records relating to the provision of animal welfare services, such as pounds and animal rescue.	
11.1.1		Records relating to the development of policies and standards for animal welfare and control of domestic and companion animals or livestock. Includes policies and local standards on the protection of native fauna, intensive animal housing, restrictions on domestic animals in public reserves, animal rescue and rehabilitation. Records include significant drafts and final versions, background research, etc.	Required as State archives

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
<i>ENVIRONMENTAL MANAGEMENT - Animal Welfare</i>			
11.1.2		Records of programs for animal welfare. Records include project files, reports, reviews and evaluations.	Retain minimum of 5 years after action completed, then destroy
11.2.0	Education	The activities associated with providing information and training programs to the local community to increase understanding and awareness of environmental issues. See INFORMATION MANAGEMENT - Publications for records relating to the design and production of educational publications.	
11.2.1		Records relating to the provision of community information and training programs regarding environmental management and associated issues. Includes schools programs, promotions, Drainwatch, Streamwatch, Water Wise, etc. Records include publications, such as brochures, information kits, etc, program outlines and notes.	Retain minimum of 5 years after material superseded or after action completed, then destroy
11.2.2		Records of administrative arrangements for the delivery of environmental management information and training programs. Records include bookings, schedules, etc.	Retain until administrative or reference use ceases, then destroy
11.3.0	Inspections	The process of officially examining facilities, properties, equipment and items to ensure compliance with standards.	
11.3.1		Records of inspections conducted by the organisation to ensure compliance with environmental regulations, standards and requirements. Records include inspectors' diaries.	Retain minimum of 7 years after action completed, then destroy
11.4.0	Licensing	See CORPORATE MANAGEMENT - Authorisation for records relating to licensing of compliance officers.	
11.5.0	Monitoring	Activities that check, observe or record the operation of equipment, infrastructure, services or systems. Includes monitoring air, water and other pollution, flora, fauna,	

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
<i>ENVIRONMENTAL MANAGEMENT - Monitoring</i>			
		threatened species, chemical and pesticide usage and contaminated sites. See SEWERAGE AND DRAINAGE - Monitoring for records relating to the monitoring of sewer and effluent discharge, flooding and water flows. See WASTE MANAGEMENT - Maintenance for records relating to the rehabilitation of landfill sites. See WATER SUPPLY - Monitoring for records relating to the monitoring of water storage and supply infrastructure and water filtration, fluoridation and chlorination.	
11.5.1		Records relating to environmental monitoring where risk assessments indicate there may be long term impacts on public health, the environment or industry. Records include reports, notifications, surveys, and test results and data. Note: Soil, water, etc. samples are not considered to be State records and are not covered by this authority.	Retain minimum of 75 years after action completed, then destroy
11.5.2		Records relating to environmental monitoring where there is little or no impact on public health or the environment. Records include reports, test results and data. Note: Soil, water, etc. samples are not considered to be State records and are not covered by this authority.	Retain minimum of 15 years after action completed, then destroy
11.6.0	Notifications	The activity of issuing or receiving notices regarding a failure of or a requirement for compliance, inappropriate practices, or of an intention to take action. Includes information notices received or sent by the organisation. See ENVIRONMENTAL MANAGEMENT - Monitoring for records relating to the monitoring of pests and weeds. See ENVIRONMENTAL MANAGEMENT - Programs for records of pest and weed control works undertaken by the organisation on its own or private land. See LAWS AND ENFORCEMENT - Infringements for records relating to the imposing of fines or issue of penalty notices. See LAWS AND ENFORCEMENT - Prosecutions for records relating to	

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
<i>ENVIRONMENTAL MANAGEMENT - Notifications</i>			
		prosecutions for non-compliance with orders and notices.	
11.6.1		Records relating to notices of proclamation of noxious plants/weeds.	Required as State archives
11.6.2		Records of pesticide use notifications.	Retain minimum of 20 years after action completed, then destroy
11.6.3		Records relating to notifications to destroy or eradicate pests, weeds or hazards. Records include: • notices and orders, including notices of proposed pest and weed control works undertaken by the organisation, and recommendations to the Minister to issue a notice to another organisation • submissions received • associated correspondence and documentation, e.g. evidence of compliance.	Retain minimum of 7 years after action completed, then destroy
11.6.4		Records relating to certifications and notifications that land is not subject to outstanding notices or orders. Records include applications and copies of issued certificates.	Retain minimum of 7 years after action completed, then destroy
11.6.5		Records of notification for tree preservation and retention. Records include tree preservation orders.	Retain minimum of 7 years after tree is removed or minimum of 7 years after order is superseded, whichever is longer, then destroy
11.6.6		Listings of notices issued and notices outstanding.	Retain until administrative or reference use ceases, then destroy

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
----	-------------------	-------------	-----------------

ENVIRONMENTAL MANAGEMENT - Notifications

11.6.7		Records relating to notifications of remediation of lands.	Retain minimum of 2 years after action completed, then destroy
11.7.0	Permits	The activity of managing permission to undertake activities or processes. Includes permissions to undertake restricted activities that might be dangerous or injurious to the environment, for example using hazardous substances or herbicides. See PARKS AND RESERVES - Horticultural Services for records relating to the pruning and removal of trees in parks and reserves. See PROPERTY MANAGEMENT (COUNCIL PROPERTY) - Maintenance for records relating to the pruning and removal of trees on properties owned, occupied or managed by the organisation, other than street trees and trees in parks and reserves. See PUBLIC HEALTH - Permits for records of permits to use hazardous chemicals other than herbicides or agricultural chemicals.	
11.7.1		Records of applications and requests for tree pruning and removal on private property. Records include: • application to prune or remove trees • photographs and diagrams demonstrating the condition and location of trees • determinations (i.e. approvals and refusals) • associated correspondence.	Retain minimum of 7 years after action completed, then destroy
11.7.2		Records relating to the licensing or issuing of permits for the use of agricultural chemical products, pesticides or herbicides. Records include applications and determinations, copies of permits or licences and associated correspondence. Note: this entry is intended to provide coverage for legacy records of licensing activities no longer conducted by the organisation.	Retain minimum of 30 years after action completed, then destroy

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
<i>ENVIRONMENTAL MANAGEMENT - Planning</i>			
11.8.0	Planning	The process of formulating ways in which objectives can be achieved. Includes the determination of services and needs, and the solution to those needs. See LAND USE AND PLANNING - Planning for local environment plans.	
11.8.1		Records relating to the development of plans and strategies for the conservation and management of the environment. Includes planning for the remediation of contaminated sites, plans for the preservation and protection of native and threatened species and the natural environment, etc. Records include background research, submissions and records of consultation, final versions and significant drafts of plans.	Required as State archives
11.8.2		Records relating to environmental studies undertaken or commissioned by the organisation.	Required as State archives
11.8.3		Records relating to the development of plans and strategies for the control and eradication of pest flora and fauna, including the eradication of pests on properties, parks and reserves owned or managed by the organisation. Includes pesticide use notification plans and pest management plans. Records include background research, final versions and significant drafts of plans.	Retain minimum of 20 years after action completed, then destroy
11.9.0	Programs	The activities related to the management of projects undertaken to preserve and protect the environment. See ENVIRONMENTAL MANAGEMENT - Animal Welfare for records of animal welfare programs. See GRANTS AND SUBSIDIES for records relating to grants and funding received to undertake environmental projects and programs. See PERSONNEL for records relating to the recruitment and service of volunteers, including rosters. See PROPERTY MANAGEMENT (COUNCIL PROPERTY) - Conservation for records relating to the remediation of contaminated land owned or occupied by the organisation.	

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
<i>ENVIRONMENTAL MANAGEMENT - Programs</i>			
11.9.1		Final reports, reviews and evaluations of environmental programs and projects.	Required as State archives
11.9.2		Records relating to the administration and operation of programs and projects that address environmental issues. Records include project files, records relating to supplies and equipment, periodic reports on progress, project schedules, budgets etc.	Retain minimum of 5 years after action completed, then destroy
11.9.3		Requests and work orders for pest and weed eradication and clearing works on private land. Records include associated correspondence.	Retain minimum of 2 years after action completed, then destroy
11.9.4		Operational records of individual conservation, remediation, pest control and weed eradication projects. Includes works on private land, etc. Records include maps, diaries and logs, work or project schedules, progress reports of works carried out, etc.	Retain minimum of 20 years after action completed, then destroy
11.10.0	Registration	Compiled registers and summary records.	
11.10.1		Summary records, including registers, of matters of long term environmental concern, such as: - contaminated sites - agricultural chemical products or herbicide/pesticide use or permits/licences issued for the usage of agricultural chemicals, herbicides and pesticides - threatened species - native flora and fauna - significant tree and plant inventories, etc.	Required as State archives
11.11.0	Reporting	The processes associated with initiating or providing a formal response to a situation or request or to provide formal statements or findings of the results of an examination or investigation. See CORPORATE MANAGEMENT - Reporting for reports concerning environmental activities submitted to external organisations or management.	

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
<i>ENVIRONMENTAL MANAGEMENT - Reporting</i>			
		See ENVIRONMENTAL MANAGEMENT - Monitoring for reports on the monitoring of environmental conditions. See ENVIRONMENTAL MANAGEMENT - Programs for final and progress reports of individual projects and programs undertaken to preserve and protect the environment.	
11.11.1		Reports concerning environmental management issues in the local area, developed by or for the organisation. Records include background research, final versions and significant drafts of reports.	Required as State archives
11.12.0	Service Provision	The activities relating to the provision of services by the organisation or by other agencies on behalf of the organisation. See FINANCIAL MANAGEMENT for financial and accounting records relating to the management, receipt, expenditure and distribution of income received from the provision of impounding services. See LAWS AND ENFORCEMENT for records relating to the registration of companion animals and records of infringements and prosecutions for breaches of companion animal regulations.	
11.12.1		Records relating to the management of services for the control and protection of animals, e.g. rescue, pounds and stables. Records include management plans, records of searches for owners, records relating to the collection, adoption, impounding or destruction of stray animals.	Retain minimum of 10 years after action completed, then destroy
11.12.2		Records relating to service coordination, delivery and daily operations of pounds and other animal welfare services. Records include: • work orders and schedules • records relating to hire of anti-barking collars • records relating to the provision of microchipping services, etc.	Retain minimum of 2 years after action completed, then destroy
12.0.0	FINANCIAL MANAGEMENT	The function of managing the organisation's financial resources. Includes establishing, operating and maintaining accounting systems, controls and procedures, financial	

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
<i>FINANCIAL MANAGEMENT - Accounting</i>			
		planning, budgeting, estimates of expenditure and receipts, forecasting, and managing revenue from charging and investments. Also includes managing allocations of resources and accountability. See CORPORATE MANAGEMENT for records relating to agreements, contracting, meetings and tenders relating to financial management. See GRANTS AND SUBSIDIES for records relating to the management of payments to the organisation from State and Federal Governments for special purposes and from the organisation to other agencies.	
12.1.0	Accounting	The process of collecting, recording, classifying, summarising and analysing financial transactions. Includes financial statements, and the implementation, maintenance, monitoring and auditing of the organisation's accounting systems and internal controls.	
12.1.1		Records documenting the organisation's financial transactions which are the primary record of transaction. Includes revenue, expenditure, debt recovery, deposits, investments, revenue from levies, banking and rates.	Retain minimum of 7 years after end of financial year in which record was created, then destroy
12.1.2		Records relating to handling money and managing the organisation's finances which are not the primary record of the organisation's financial transactions.	Retain minimum of 2 years after end of financial year in which record was created, then destroy
12.1.3		Records relating to the establishment and management of bank accounts. Includes the closure of accounts.	Retain minimum of 7 years after account is closed, then destroy
12.1.4		Records relating to the organisation's chart of accounts.	Retain until administrative or reference use ceases, then destroy

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
----	-------------------	-------------	-----------------

FINANCIAL MANAGEMENT - Accounting

12.1.5		Records relating to the assessment and payment of taxation. Includes income tax, fringe benefits tax (FBT), goods and services tax (GST), sales tax, stamp duty, payroll tax, financial institutions duty (FID), fuel tax and pay as you go (PAYG) withholding. Records include: • tax assessments • business activity statements • tax invoices. Note: if the records form the primary record of the organisation's financial transactions they should be retained as per FINANCIAL MANAGEMENT - Accounting 12.1.1.	Retain minimum of 5 years after end of financial year in which record was created, then destroy
12.1.6		Records relating to bonds or bank guarantees/securities. Includes bank guarantees related to development applications.	Retain until matter completed, then return to applicant or bank
12.1.7		Records relating to the management of incidental benefits received by employees in the course of their official duties, e.g. frequent flyer points.	Retain minimum of 7 years after action completed, then destroy
12.1.8		Records containing sensitive cardholder authentication data captured as part of an electronic financial transaction. Information may include but is not limited to: • card verification value (CAV2, CID, CVC2 or CVV2) • full magnetic stripe data • Personal Identification Number (PIN)/PIN Block. Note: Management of these records should be in accordance with the <i>Payment Card Industry - Data Security Standard</i> (PCI-DSS).	Retain until transaction completed, then destroy
12.1.9		Records containing cardholder data captured as part of an electronic financial transaction including information printed, processed, transmitted or stored in any form on a payment.	Retain minimum of 3 months after last business, legal and/or regulatory

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
----	-------------------	-------------	-----------------

FINANCIAL MANAGEMENT - Audit

		Information may include, but is not limited to: • Primary Account Number (PAN) • cardholder name • expiry date • service code. Note: Management of these records should be in accordance with the <i>Payment Card Industry - Data Security Standard</i> (PCI-DSS).	action, then destroy
12.2.0	Audit	The activities associated with officially checking financial, quality assurance and operational records, systems or processes to ensure that they are in accordance with legislated requirements or agreed standards. See CORPORATE MANAGEMENT - Audit for records relating to audits which cross functions, examine core functions or measure organisational performance or compliance at a strategic level.	
12.2.1		Records relating to audits of the organisation's accounts or financial management records, systems and processes which: • identify serious misuse or wastage of public money • set a precedent, and/or • lead to a major change in policies. Records include: • records of audit planning or liaison with auditing body • minutes or notes of meetings • correspondence • audit reports • records of remedial action.	Required as State archives
12.2.2		Records relating to audits of the organisation's accounts or financial management records, systems and processes which do not: • identify serious misuse or wastage of public money • set a precedent, and/or	Retain minimum of 6 years after action completed, then destroy

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
----	-------------------	-------------	-----------------

FINANCIAL MANAGEMENT - Authorisation

		• lead to a major change in policies. Records include: • records of audit planning or liaison with auditing body • minutes or notes of meetings • correspondence • audit reports.	
12.3.0	Authorisation	The process of seeking and granting permission to undertake a requested action.	
12.3.1		Records relating to approvals and authorisations for travel or reimbursements of expenses etc for personnel or others, including approved and refused applications. Records include applications and approvals.	Retain minimum of 7 years after end of financial year in which record was created, then destroy
12.3.2		Records of authorisations from residents, ratepayers and users of services to deduct or withdraw money from accounts, e.g. direct debit authorisations to pay rates or to withdraw money from accounts of nursing home residents.	Retain minimum of 7 years after authorisation is superseded or withdrawn, then destroy
12.4.0	Banking	See FINANCIAL MANAGEMENT - Accounting for records relating to the operation of bank accounts and reconciliation of accounts.	
12.5.0	Budgeting	The process of planning the use of expected income and expenditure over a specified period.	
12.5.1		Budget estimates, including estimates for expenditure on new policy proposals or programs, and capital works for significant or heritage listed buildings and structures.	Required as State archives
12.5.2		Records relating to the development and review of budget estimates. Records include: • estimates and supporting documents prepared for internal use • calculations and costings for annual, forward, draft, revised and additional estimates	Retain minimum of 6 years after preparation, then destroy

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
<i>FINANCIAL MANAGEMENT - Budgeting</i>			
		submissions from business units or offices within the organisation.	
12.5.3		Records relating to the organisation's spending progress or revenue against allocations within the budget.	Retain minimum of 2 years after end of financial year in which record was created, then destroy
12.23.0	Compliance	The activities associated with complying with mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements to which the organisation is subject. Includes compliance with legislation and with national and international standards.	
12.23.1		Records relating to the organisation's compliance with mandatory or optional standards or with statutory requirements regarding financial management, e.g. taxation reporting, registration of Australian Business Number (ABN), Australian Company Number (ACN), Data Universal Numbering System Number (DUNS), accounting standards. Note: Retention period is provided as a guideline only. Any records providing evidence of organisational compliance with statutory or operating requirements must be kept as long as the organisation has to account for its actions.	Retain minimum of 7 years after registration lapses or is superseded or minimum of 7 years after action completed, whichever is longer, then destroy
12.24.0	Corruption	The processes which allow the disclosure of corruption, and strategies for the prevention of corruption (including fraud). See GOVERNMENT RELATIONS - Inquiries for records relating to formal inquiries conducted by external bodies.	
12.24.1		Records relating to specific instances of theft, fraud, misappropriation or negligence. Includes actual, attempted or suspected cases. Records include reports of investigations and records documenting liaison with external authorities.	Retain minimum of 10 years after action completed, then destroy
12.6.0	Creditors	See FINANCIAL MANAGEMENT - Accounting for records relating to the management of payments.	

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
----	-------------------	-------------	-----------------

FINANCIAL MANAGEMENT - Debtors

12.7.0	Debtors	See FINANCIAL MANAGEMENT - Accounting for records relating to the management of debtors.	
12.8.0	Donations	See FINANCIAL MANAGEMENT - Accounting for records relating to financial donations. See FINANCIAL MANAGEMENT - Policy for records relating to policies, conditions and requirements for donations.	
12.9.0	Fees and charges	The activity of setting and managing fees and charges for services, facilities and infrastructure provided by the organisation.	
12.9.1		Records relating to submissions on the setting of fees and charges that are referred to a higher authority, such as the Independent Pricing and Regulatory Tribunal (IPART). Records include background research, records of consultation and associated reports and submissions.	Required as State archives
12.9.2		Records relating to the determination of fees and charges for providing services, facilities and infrastructure that are not referred to a higher authority. Includes discounts for early payments, incentive schemes etc. Records include pricing structures and fee schedules.	Retain minimum of 7 years after superseded, then destroy
12.9.3		Records relating to requests to waive or vary charges for providing services, facilities and infrastructure, including the waiving of rates. Records include applications and requests, supporting documentation and determinations.	Retain minimum of 7 years after end of financial year in which transaction was completed, then destroy
12.9.4		Lists of fees and charges.	Retain until superseded, then destroy
12.10.0	Financial reporting	The activity of preparing reports and summaries of financial transactions. See CORPORATE MANAGEMENT - Reporting for records relating to the organisation's annual report. See FINANCIAL MANAGEMENT - Audit for records relating to audit reporting.	

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
<i>FINANCIAL MANAGEMENT - Financial reporting</i>			
12.10.1		Records relating to the preparation and review of financial statements and summaries. Includes annual statements of assets and liabilities, balance sheets, profit and loss statements, operating statements of financial position and cash flow statements. Records include: • final signed off statements • working papers and supporting documents needed to explain the methods by which financial statements are made up and adjustments to be made in preparing financial statements.	Retain minimum of 7 years after end of financial year in which record was created, then destroy
12.10.2		Periodic interim financial statements and reports prepared on a regular basis, e.g. weekly or monthly. Includes trial balances or reconciliations.	Retain minimum of 1 year after end of financial year in which record was created, then destroy
12.11.0	Investments	See FINANCIAL MANAGEMENT - Accounting for records relating to investments. See FINANCIAL MANAGEMENT - Policy for records relating to investment policy.	
12.12.0	Ledgers	See FINANCIAL MANAGEMENT - Accounting for ledgers.	
12.13.0	Levies	See FINANCIAL MANAGEMENT - Accounting for records relating to the management of revenue raised from levies.	
12.14.0	Loans	The activity of borrowing money to enable the organisation to perform its functions and exercise its powers.	
12.14.1		Records relating to operations, and individual appropriations, borrowings and loans to or from other organisations and individuals. Includes applications and repayments. Note: <i>Transaction completed</i> for records relating to borrowings should be interpreted as when loan is discharged or borrowings are repaid or rolled over.	Retain minimum of 7 years after end of financial year in which transaction was completed, then destroy
12.15.0	Planning	The process of formulating ways in which objectives can be achieved. Includes the	

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
<i>FINANCIAL MANAGEMENT - Planning</i>			
		determination of services and needs, and the solution to those needs. See CORPORATE MANAGEMENT - Planning for records relating to strategic, corporate and business planning.	
12.15.1		Records relating to the development and review of plans for the management of the organisation's financial services, including economic appraisals etc. Includes final, approved versions, associated correspondence indicating who the plans apply to and responsibilities for their implementation, background research, drafts etc.	Retain minimum of 5 years after superseded, then destroy
12.16.0	Policy	The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making and as the basis from which the organisation's procedures are determined. See CORPORATE MANAGEMENT - Policy for records relating to the organisation's policies on organisation-wide matters.	
12.16.1		Records relating to the organisation's policies for the management of financial resources. Records include: • policy proposals • background research • records of consultations or meetings • reports analysing issues and the outcomes of consultation • final versions and significant drafts of policies • associated correspondence indicating who the policies apply to and responsibilities for their implementation.	Retain minimum of 7 years after superseded, then destroy
12.17.0	Registration	Compiled registers and summary records. See FINANCIAL MANAGEMENT - Accounting for accounting registers. See PROPERTY MANAGEMENT (COUNCIL PROPERTY) - Registration for property registers.	

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
----	-------------------	-------------	-----------------

FINANCIAL MANAGEMENT - Registration

12.17.1		Registers documenting the assets and/or accountable items in the possession of the organisation. Includes plant, equipment, machinery, motor vehicles, tools, furniture, furnishings, office equipment etc which have useful lives of more than one year.	Retain minimum of 7 years after asset is disposed of, then destroy
12.17.2		Records relating to unclaimed money. Includes copies of returns and registers used to record unclaimed money.	Retain minimum of 20 years after date return lodged, then destroy
12.18.0	Revenue	See FINANCIAL MANAGEMENT - Accounting for records relating to the management of income.	
12.19.0	Sponsorship	See COMMUNITY RELATIONS - Sponsorships and Donations for records relating to donations received or granted under sponsorship agreements.	
12.20.0	Tax	See FINANCIAL MANAGEMENT - Accounting for records relating to taxation. See FINANCIAL MANAGEMENT - Compliance for records relating to compliance with taxation reporting.	
12.21.0	Trusts	See FINANCIAL MANAGEMENT - Accounting for records relating to trust funds.	
12.22.0	Unclaimed money	See FINANCIAL MANAGEMENT - Registration for records relating to unclaimed money.	
13.0.0	GOVERNANCE	The function of managing the election, terms of appointment and meetings of representatives of Council and the boundaries of local government areas, districts and wards. See COMMUNITY RELATIONS - Enquiries for records relating to the handling of enquiries concerning elections, meetings and governance processes. See CORPORATE MANAGEMENT for records relating to audits of governance processes, reports and standards for the management of councils and councillors. See CORPORATE MANAGEMENT - Circulars for circulars, memoranda and	

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
----	-------------------	-------------	-----------------

GOVERNANCE - Amalgamations

		Government directives relating to the management of election processes, Council representatives and local government areas, districts and wards.	
13.1.0	Amalgamations	The activities associated with the monitoring and review of local government areas and boundaries and proposals for the amalgamation or splitting of administrations. See CORPORATE MANAGEMENT - Agreements for records relating to agreements regarding the transfer of responsibilities and ownership of assets due to administrative change. See GOVERNANCE - Boundaries for records relating to the monitoring and review of ward boundaries within areas. See GOVERNANCE - Policy for records of policies relating to the management or administration of amalgamations or area or boundary reviews.	
13.1.1		Records relating to the monitoring and review of local government areas and boundaries and the proposed amalgamation, abolition or splitting of administrations. Records include: • proclamations of the constitution of cities and areas, amalgamations, abolitions and of the naming or re-naming of areas • proposals, recommendations or representations submitted to the Minister, Electoral Commissioner, the Australian Statistician, etc. • submissions received • commissioned research or reports • results of polls or referendums.	Required as State archives
13.1.2		Records of arrangements and routine correspondence relating to the administration and management of amalgamations and boundary reviews or changes. Includes records relating to arrangements for consultation processes, the placement of public notices of proposals, correspondence relating to amalgamations and boundary changes of other council areas.	Retain minimum of 5 years after action completed, then destroy

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
<i>GOVERNANCE - Authorisation</i>			
13.2.0	Authorisation	The process of seeking and granting permission to undertake a requested action.	
13.2.1		Records of authorisation for the use of Council Seal.	Required as State archives
13.2.2		Records relating to delegations for members of governing bodies or their sub-committees to enter into agreements or arrangements that bind the organisation. Includes records of ministerial delegation.	Required as State archives
13.2.3		Records relating to other delegations for members of governing bodies or their sub-committees, i.e. that do not involve entering into agreements or arrangements that bind the organisation.	Retain minimum of 7 years after expiry of delegation, then destroy
13.3.0	Boundaries	The process of monitoring and reviewing boundaries within a local government area. See GOVERNANCE - Amalgamations for records relating to the monitoring and review of local government areas and boundaries. See GOVERNANCE - Policy for records of policies relating to the management or administration of ward boundary reviews.	
13.3.1		Records relating to the monitoring and review of ward boundaries within local government areas. Records include: - proclamations of the constitution of or of the naming or re-naming of wards - proposals, recommendations or representations submitted to the Minister, Electoral Commissioner, the Australian Statistician, etc. - submissions received - commissioned research or reports - final results of polls or referendums.	Required as State archives
13.3.2		Records of arrangements and routine correspondence relating to the administration and management of ward boundary reviews or changes. Includes records relating to arrangements for consultation processes, the placement of public notices of proposals, correspondence relating to ward boundary changes of other council areas.	Retain minimum of 5 years after action completed, then destroy

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
<i>GOVERNANCE - Councillors</i>			
13.4.0	Councillors	The activities associated with managing councillors. See relevant function/activity for records created or received by councillors in an official capacity, in the course of undertaking business on council's behalf or in relation to their role as councillors. See COMMUNITY RELATIONS - Addresses for addresses given by members of governing bodies at public events. See GOVERNANCE - Elections, Referendums and Polls for records relating to the election of council, Mayor or Deputy Mayor. See GOVERNANCE - Meetings for records relating to meetings of Council, Committees of Council, Councillor representation on external committees, etc. See GOVERNANCE - Policy for policies relating to the rights, entitlements and responsibilities of councillors.	
13.4.1		Summary records documenting disclosures of councillors' interests. Records include registers of pecuniary interests and benefits, voting on planning matters. Includes summary records of campaign donations.	Required as State archives
13.4.2		Declarations and disclosures of pecuniary interest and benefits.	(A) Where a summary record exists: Retain minimum of 10 years after member's term expires, then destroy (B) Where no summary record exists: Required as State archives
13.4.3		Records relating to arrangements for members of Council or sub-committees to travel. Records include: itineraries	Retain minimum of 2 years after action

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
<i>GOVERNANCE - Councillors</i>			
		- determinations of allowances - accommodation and transport arrangements and bookings.	completed, then destroy
13.4.4		Records of conditions, entitlements, including allowances, leave, fees and facilities provided to councillors. Records include: - attendance records - leave records - codes of conduct - oaths of allegiance - travel expenses - expenses returns and fees.	Retain minimum of 10 years after term of office ceases, then destroy
13.4.5		Records relating to: - the dismissal of whole Councils and the appointment of administrators - the dismissal, censure and/or suspension of individual councillors - allegations of fraud, corruption or misconduct made against individual councillors.	Required as State archives
13.4.6		Records relating to determinations of categories and amounts of fees to be paid to councillors and Mayors received from the Local Government Remuneration Tribunal. Records include submissions, notices of determination and associated correspondence.	Retain minimum of 3 years after action completed, then destroy
13.4.7		Career summaries and information on Lord Mayors, Mayors, Presidents, aldermen and councillors.	Required as State archives
13.4.8		Records relating to administrative arrangements for the conduct of training courses or attendance at workshops, seminars or conferences by members of Council and their sub-committees. Records include: - records of applications - records of confirmation of attendance - venue bookings - records of equipment hire	Retain until administrative or reference use ceases, then destroy

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
----	-------------------	-------------	-----------------

GOVERNANCE - Elections, Referendums and Polls

		catering arrangements.	
13.5.0	Elections, Referendums and Polls	Activities associated with the conduct of elections, referendums or polls. Includes the conduct of elections for council, Mayor or Deputy Mayor, the processes undertaken by the Electoral Commissioner to prepare electoral rolls and conduct elections, arrangements for conducting elections, the setting up of polling booths, etc.	
13.5.1		Records of certification of eligibility to vote. Records include electoral rolls (returning officers' copy).	Required as State archives
13.5.2		Records of the declaration of election results.	Required as State archives
13.5.3		Records relating to the reporting of election results to the Electoral Commission.	Retain minimum of 6 years after date of election to which the records relate, then destroy
13.5.4		Records relating to the conduct of elections. Records include: - voters' and electoral lists - notices of appointment, candidature, failure to vote - candidate information sheets - returning officers correspondence and accommodation arrangements - polling station arrangements - appeals regarding rolls, including enrolment claims and objections - requests for recount - objections - notifications of civic office vacancies - applications to dispense with a by-election where casual vacancies occur in civic offices, including determinations of applications.	Retain minimum of 4 years after action completed, then destroy
13.5.5		Records relating to the preparation for elections. Records include:	Retain minimum of 6 months after

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
<i>GOVERNANCE - Elections, Referendums and Polls</i>			
		- ballot papers - applications for enrolment - records relating to the printing of ballots - postal votes - pre-poll votes - statistical information sheets from nomination papers.	action completed, or as directed by the Electoral Commissioner, then destroy
13.5.6		Records relating to the election of the Lord Mayor, Mayor or deputy mayor by councillors. Records include nomination forms, ballots.	Retain minimum of 2 years after action completed, then destroy
13.6.0	Meetings	The activities associated with gatherings held to formulate, discuss, update or resolve matters pertaining to the management of the organisation. Includes arrangements, agenda, taking of minutes, etc. See relevant function/activity for records relating to petitions received by councillors. See CORPORATE MANAGEMENT - Meetings for records of meetings of external committees and associations where the organisation provides the secretariat or where a councillor or Mayor is the local government representative.	
13.6.1		Records relating to the meetings of Council and sub-committees of Council. Records include: - agenda, minutes and business papers - advice and briefing papers - submissions and reports - recommendations and resolutions - correspondence arising from business discussed or resolutions passed at meetings. Note: Duplicate copies of Council meeting papers, including councillors' copies, may be disposed of under the normal administrative practice (NAP) provisions of the <i>State Records Act 1998</i>.	Required as State archives

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
<i>GOVERNANCE - Meetings</i>			
13.6.2		Records relating to the preparation of meetings and the production of minutes. Records include draft minutes, transcripts and audio-visual recordings.	Retain until minutes of meeting have been confirmed, then destroy
13.6.3		Questions without notice.	Retain minimum of 2 years after action completed, then destroy
13.6.4		Records relating to councillor representation on external committees or organisations. Records include nominations and appointment, minutes, agendas etc.	Retain minimum of 5 years after representation ceases, then destroy
13.6.5		Records relating to requests for councillor representation on external committees or organisations that are declined.	Retain minimum of 2 years after action completed, then destroy
13.6.6		Records relating to administrative arrangements for meetings including records or correspondence relating to: • meeting notifications • catering arrangements • venue bookings • related correspondence • tracking of actions due. Note: this class covers audio-visual recordings of Council meetings for the purpose of facilitating public access to Council meetings (e.g. webcasts). For recordings created to support the preparation of meeting minutes see entry 13.6.2 above.	Retain until administrative or reference use ceases, then destroy
13.7.0	Policy	The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making and as the basis from which the organisation's procedures are determined.	

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
<i>GOVERNANCE - Policy</i>			
13.7.1		Records relating to the development of policies concerning governance processes and matters. Includes policies on Council elections, amalgamations and boundary change processes, policies relating to the rights, entitlements, responsibilities and conduct of councillors, terms and conditions of office. Records include: • final versions and significant drafts • background research • records or notes of consultations or meetings (e.g. submissions received) • associated correspondence indicating who the policies apply to and responsibilities for their implementation.	Required as State archives
14.0.0	GOVERNMENT RELATIONS	The function of managing the formal relationship between the organisation and government. Includes the relationship with Ministers, Members of Parliament, Government Departments and the political processes of Government. Also includes formal inquiries and investigations such as Royal Commissions, inquiries by Parliamentary Committees, the Ombudsman and the Independent Commission Against Corruption (ICAC). See CORPORATE MANAGEMENT for records relating to audits, committees, conferences, contracting, meetings, policy, procedures, reporting and standards relating to government relations.	
14.1.0	Advice	The activities associated with offering opinions by or to the organisation as to an action or judgement. Includes the process of advising.	
14.1.1		Records relating to advice received from the Minister or other government organisations concerning substantive aspects of the organisation's policies and procedures, functions, obligations, legislation or liabilities.	Required as State archives
14.1.2		Records relating to advice received from the Minister or other government organisations which does not concern substantive aspects of the organisation's policies and procedures, functions, obligations, legislation or liabilities.	Retain minimum of 5 years after action

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
----	-------------------	-------------	-----------------

GOVERNMENT RELATIONS - Federal liaison

			completed, then destroy
14.2.0	Federal liaison	See CORPORATE MANAGEMENT - Reporting for records relating to the collection of information and reporting to the Federal government. See GOVERNMENT RELATIONS - Advice for records relating to advice received from the Federal government.	
14.3.0	Inquiries	The activities associated with liaising with bodies carrying out inquiries, and participating in them. Inquiries are investigations carried out by persons who have been empowered to inquire and report on a subject, such as the ICAC or Ombudsman's inquiries. Includes the organisation's participation in the inquiry by providing evidence in the form of records, submissions or employees.	
14.3.1		Records relating to formal inquiries involving the organisation or where the organisation submits a detailed response. Records include statements and submissions, legal advice from internal and external legal service providers, responses to inquiry reports and records of implementation of recommendations. Note: Copies of transcripts of evidence or inquiry proceedings can be destroyed in accordance with the Normal Administrative Practice (NAP) provisions of the <i>State Records Act 1998</i> when no longer required for reference purposes. The original transcripts would be held by the inquiring body.	Required as State archives
14.3.2		Records relating to formal inquiries not involving the organisation or where the organisation submits a nil response.	Retain minimum of 5 years after action completed, then destroy
14.3.3		Records relating to matters referred from watchdog bodies, such as the Independent Commission Against Corruption (ICAC), NSW Ombudsman etc, to the organisation for initial investigation and response.	Retain minimum of 10 years after action completed, then destroy

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
<i>GOVERNMENT RELATIONS - Inquiries - Other</i>			
14.4.0	Inquiries - Other	See GOVERNMENT RELATIONS - Inquiries for records relating to all inquiries.	
14.5.0	International	See ECONOMIC DEVELOPMENT - International and National Relations for records relating to Sister City relationships.	
14.6.0	Local and regional liaison	See CORPORATE MANAGEMENT - Conferences for records relating to conferences with local or regional bodies. See CORPORATE MANAGEMENT - Meetings for records relating to meetings with local and regional bodies.	
14.7.0	Political parties	See State Archives and Records NSW Guidelines on Normal Administrative Practice for advice on dealing with duplicates of external documents and publications received from political parties.	
14.8.0	Representatives	See CORPORATE MANAGEMENT - Meetings for records relating to nominations and appointments to external committees.	
14.9.0	State liaison	See CORPORATE MANAGEMENT - Reporting for records relating to the collection of information and reporting to the State government. See GOVERNMENT RELATIONS - Advice for records relating to advice received from the State government.	
14.10.0	Submissions	The preparation and submission of a formal statement (e.g. report, statistics, etc.) supporting a case or opinion held by the organisation which is submitted to another organisation, or within the organisation, for the purpose of either gain or support.	
14.10.1		Records relating to submissions to other government organisations relating to core functions, planning or regulatory proposals or issues impacting on the local government area. Records include: • background research • records or reports of consultation outcomes • reports analysing issues	Required as State archives

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
----	-------------------	-------------	-----------------

GOVERNMENT RELATIONS - Submissions

		final and significant draft versions of submissions.	
14.10.2		Records relating to submissions to other government organisations relating to matters that do not relate to core functions or regulatory proposals or issues impacting on the local government area.	Retain minimum of 5 years after action completed, then destroy
14.11.0	Visits	The activities involved in arranging visits by other organisations with a view to inform, educate or promote the services, operation and role of the organisation. Includes arranging visits by employees to other organisations and invitations to councillors to attend official engagements as a representative of the organisation, and all visits to other countries including conferences, seminars, and presentations. See COMMUNITY RELATIONS - Visits and Tours for records relating to visits by clients, the public, students, and community representatives or officials.	
14.11.1		Records relating to visits made to the organisation by representatives or officials of other governments, including interstate or overseas delegations, and to official visits made by councillors to other government organisations. Records include: - invitations - itineraries and programs - visit reports - records of security arrangements additional to standard security - letters of appreciation.	Retain minimum of 6 years after action completed, then destroy
14.11.2		Records relating to visits made by the organisation's employees to other government organisations in Australia or overseas.	Retain minimum of 2 years after action completed, then destroy
14.11.3		Records relating to declined invitations to visit the organisation, and declined invitations to Councillors and employees.	Retain minimum of 2 years after action

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
----	-------------------	-------------	-----------------

GRANTS AND SUBSIDIES

			completed, then destroy
15.0.0	GRANTS AND SUBSIDIES	The function of applying for and receiving grants, subsidies and rebates. Includes grants applied for and/or received by the organisation and grants made by the organisation to other bodies or individuals. See relevant function/activity for records relating to the works generated by grant monies, e.g. see ROADS - Design and Construction and Maintenance for records relating to the construction and maintenance of roads using grant money. See COMMUNITY RELATIONS - Sponsorships and Donations for records relating to sponsorships and donations made by and to the organisation where there was no formal applications process, e.g. donations to a bushfire appeal, etc. See CORPORATE MANAGEMENT for records relating to committees, meetings, policies, procedures, reports and standards concerning the provision and receipt of grants and subsidies or the conduct of operational processes. See FINANCIAL MANAGEMENT for financial and accounting records relating to the management, receipt and expenditure of grant and subsidy monies.	
15.1.0	Advertisements	The activities relating to any device or public announcement, designed to solicit applications for grants.	
15.1.1		Records relating to advertising grant or funding programs. Includes records relating to the development and placement of advertisements, website information and associated correspondence.	Retain minimum of 2 years after action completed, then destroy
15.2.0	Applications	The activity of managing applications made by or to the organisation for grant funding for one-off or specific projects. See GRANTS AND SUBSIDIES - Programs for records relating to the management of recurrent grants or funding received by the organisation for the delivery of particular programs, services or activities.	

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
----	-------------------	-------------	-----------------

GRANTS AND SUBSIDIES - Applications

15.2.1		Records relating to applications for grants or funding which lead to the establishment of new and significant programs, events or outcomes. Records include: • application forms • agreements • acquittal forms • assessment and determination of application • progress and final reports.	Required as State archives
15.2.2		Records relating to successful applications for grants or funding which do not lead to the establishment of new and significant programs, events or outcomes. Records include: • application forms • agreements • acquittal forms • assessment and determination of application • progress and final reports.	Retain minimum of 7 years after project completed, then destroy
15.2.3		Records relating to unsuccessful or withdrawn applications for grants or funds. Records include application forms and associated correspondence.	Retain minimum of 2 years after action completed, then destroy
15.3.0	Audit	The activities associated with officially checking grant recipients' financial and project records to ensure that grant monies have been used appropriately and records have been kept and maintained in accordance with the terms and conditions of the grant or funding agreement. See CORPORATE MANAGEMENT - Audit for records relating to audits of the organisation's grant and funding operations, processes and programs or for audits of funded services or programs delivered by the organisation. See FINANCIAL MANAGEMENT - Audit for records relating to financial audits of the organisation's accounts.	

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
<i>GRANTS AND SUBSIDIES - Audit</i>			
15.3.1		Records relating to audits of grant recipients or funded projects to ensure compliance with the terms and conditions of funding agreements. Records include: - records of audit planning - minutes or notes of meetings or interviews - correspondence - draft and final versions of audit reports - records of remedial action.	Retain minimum of 6 years after action completed, then destroy
15.4.0	Evaluation	The process of determining the suitability of potential or existing grants and funding programs, systems or services and the assessment of the value or amount of grants and subsidies.	
15.4.1		Records relating to the evaluation and review of grant and funding programs. Records include: - documents establishing the review - background research - draft and final versions of review reports - project or action plans.	Retain minimum of 5 years after action completed, then destroy
15.9.0	Liaison	The activities associated with liaising with grant recipients and funding bodies on general matters concerning grant and funding programs.	
15.9.1		Records relating to liaison with funding bodies and grant recipients on general matters concerning grants, subsidies and funding programs.	Retain minimum of 5 years after action completed, then destroy
15.5.0	Monitoring	See GRANTS AND SUBSIDIES - Applications for records relating to the monitoring of individual programs.	
15.6.0	Programs	The activities associated with the application for and management of grants and subsidies received from external organisations and funding bodies, such as the Federal Government, the Roads and Traffic Authority and the Department of Local Government.	

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
----	-------------------	-------------	-----------------

GRANTS AND SUBSIDIES - Programs

		See GRANTS AND SUBSIDIES - Applications for records relating to the provision of grants and funding by the organisation and for grant funding received by the organisation for one-off specific projects. See GRANTS AND SUBSIDIES - Reporting for records of final or annual reports to funding bodies.	
15.6.1		Records relating to the application for and management of funding or subsidies for the delivery or provision of programs of works and services. Includes records relating to compliance with the terms and conditions of the grant or funding agreement, project management and correspondence with funding bodies. Records include: • application forms • agreements • form letters • acquittal forms • guidelines from funding bodies • certificates of expenditure • progress reports submitted to funding bodies.	Retain minimum of 10 years after action completed, then destroy
15.6.2		Records relating to unsuccessful or withdrawn applications for grants or funds by the organisation. Records include application forms and associated correspondence.	Retain minimum of 2 years after action completed, then destroy
15.6.3		Records relating to invitations to apply for grants from funding bodies for which the organisation does not apply.	Retain until administrative or reference use ceases, then destroy
15.7.0	Registration	Compiled registers and summary records.	
15.7.1		Summary records of grants and subsidies received or disbursed by the organisation.	Required as State archives
15.8.0	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), and to	

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
----	-------------------	-------------	-----------------

GRANTS AND SUBSIDIES - Reporting

		provide formal statements or findings of the results of the examination or investigation. See CORPORATE MANAGEMENT - Reporting for internal reports on grants and subsidies and reports submitted to external organisations under statutory reporting requirements.	
15.8.1		Records of final reports to funding bodies on projects or programs undertaken under grants and subsidies, where the project or program is of significance to the local community or State or where the project leads to a long term outcome or effect for the local community, e.g. the construction of a large park, reserve or recreational facility, etc. Records include final versions and significant drafts of reports.	Required as State archives
15.8.2		Records of final or annual reporting to funding bodies on projects or programs undertaken under grants and subsidies, where the project or program is not of significance to the local community or State or where the project does not lead to a long term outcome or effect for the local community, e.g. the construction of traffic lights and facilities, etc. Records include final versions and significant drafts of reports.	Retain minimum of 7 years after action completed, then destroy
16.0.0	INFORMATION MANAGEMENT	The function of managing the organisation's information resources. Includes management of records, archives and other information resources and statutory requests for access to information. See CORPORATE MANAGEMENT for records relating to agreements, audits, conferences, contracting, customer services, meetings, policy and procedures. See INFORMATION TECHNOLOGY for records relating to the management of information technology and telecommunications resources. See LAND USE AND PLANNING - Geographical/Land Information Systems (GIS/LIS) for records relating to the management of land and environmental information systems.	
16.1.0	Access	The activities associated with maintaining individual case files relating to requests for or	

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
<i>INFORMATION MANAGEMENT - Access</i>			
		decisions regarding public access to records under relevant legislation, e.g. the <i>Government Information (Public Access) Act</i> (GIPA), <i>Freedom of Information (FOI) Act</i>, Section 12 of the <i>Local Government Act</i>, privacy or records legislation or legislation specific to the organisation. See COMMUNITY SERVICES - Library and Public Information Access for records relating to local and family history enquiries. See CORPORATE MANAGEMENT - Tendering for contract registers required under the <i>Government Information (Public Access) Act</i> (GIPA).	
16.1.1		Summary records or registration systems created to facilitate the management of access requests and their outcomes, e.g. Freedom of Information (FOI) registers, disclosure logs, logs of searches, lists and guides to information required under the <i>Government Information (Public Access) Act</i> (GIPA). Does not include contract registers. Note: Records made available via websites under the GIPA Act that are not summary records should be managed in accordance with the organisation's recordkeeping strategy for websites.	Retain minimum of 5 years after action completed, then destroy
16.1.2		Records relating to requests for or decisions regarding access to or alteration of information under relevant legislation, e.g. Freedom of Information (FOI), formal applications under the <i>Government Information (Public Access) Act</i> (GIPA), privacy or records legislation, or legislation specific to the organisation, where the decision to grant or refuse access or alteration: • sets a precedent, or • leads to a major change in policies. Records include: • applications • records of decisions or directions • related correspondence • records of alterations or notations to records claimed to be incomplete,	Required as State archives

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
----	-------------------	-------------	-----------------

INFORMATION MANAGEMENT - Access

		incorrect, irrelevant, out of date or misleading records relating to internal or external reviews or appeals of decisions.	
16.1.3		Records relating to recurring or protracted requests for or decisions regarding access to or alteration of information under relevant legislation, e.g. Freedom of Information (FOI), formal applications under the <i>Government Information (Public Access) Act</i> (GIPA), privacy or records legislation or legislation specific to the organisation, where the decision to grant or refuse access or alteration does not: - set a precedent, or - lead to a major change in policies. Records include: - applications - records of decisions or directions - related correspondence - records of alterations or notations to records claimed to be incomplete, incorrect, irrelevant, out of date or misleading - records relating to internal or external reviews or appeals of decisions.	Retain minimum of 10 years after action completed, then destroy
16.1.4		Records relating to requests for or decisions regarding access to or alteration of information under relevant legislation, e.g. <i>Freedom of Information (FOI) Act</i>, the <i>Government Information (Public Access) Act</i> (GIPA), privacy or records legislation or legislation specific to the organisation, where the request is not recurring or protracted and the decision to grant or refuse access or alteration does not: - set a precedent, or - lead to a major change in policies. Records include: - applications - records of decisions or directions - related correspondence	Retain minimum of 5 years after action completed, then destroy

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
<i>INFORMATION MANAGEMENT - Access</i>			
		- records of alterations or notations to records claimed to be incomplete, incorrect, irrelevant, out of date or misleading - records relating to internal or external reviews or appeals of decisions.	
16.1.5		Records relating to Freedom of Information (FOI) reporting, including Statements of Affairs, Summary of Affairs and periodical reports, and reporting under the <i>Government Information (Public Access) Act</i> (GIPA).	Retain until administrative or reference use ceases, then destroy
16.1.6		Records relating to requests for access to or alteration of information under relevant legislation, e.g. Freedom of Information (FOI), the <i>Government Information (Public Access) Act</i> (GIPA), privacy or records legislation or legislation specific to the organisation, where: - the request was withdrawn - the request lapsed because of non payment of application fees - the request was not relevant to the organisation - the applicant was referred to another organisation, or - information was not supplied because it was already readily available to the public.	Retain minimum of 2 years after action completed, then destroy
16.1.7		Records relating to the handling of requests for discretionary access to the organisation's records. Includes informal access under the <i>Government Information (Public Access) Act</i> (GIPA) and access that does not involve the application of legislation such as Freedom of Information (FOI), privacy or records legislation or legislation specific to the organisation e.g. access provided to family members or researchers given outside these Acts. Includes approvals and refusals.	Retain minimum of 5 years after action completed, then destroy
16.1.8		Records relating to requests for the suppression of information in public registers maintained by the organisation, in accordance with privacy legislation. Includes approvals and refusals.	Retain minimum of 5 years after action completed, then destroy

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
----	-------------------	-------------	-----------------

INFORMATION MANAGEMENT - Compliance

16.11.0	Compliance	The activities associated with complying with mandatory or optional accountability, legal, regulatory or quality standards or requirements to which the organisation is subject. Includes compliance with legislation and with national and international standards. See INFORMATION MANAGEMENT - Access for records relating to specific cases regarding access to or alteration of information.	
16.11.1		Records relating to the organisation's compliance with mandatory or optional standards or with statutory requirements regarding information management and the management of published materials, which do not involve individual cases, e.g. records documenting compliance with the <i>Library Act 1939</i>, international standards such as AS ISO 15489 Records Management, <i>State Records Act 1998</i> and standards released under the Act or privacy or information protection and security requirements. Records include: • records of monitoring inspections • advice provided on compliance issues • records of lodgements of the organisation's publications under copyright legislation • records of allocation of ISBN/ISSN numbers, and URL addresses • records of use of official symbols • records of Internet domain names. Note: Retention period is provided as a guideline only. Any records providing evidence of organisational compliance with statutory or administrative requirements must be kept as long as the organisation has to account for its actions.	Retain minimum of 6 years after action completed, then destroy
16.11.2		Records relating to breaches or suspected breaches of privacy. Records include: • complaints • records of investigations • correspondence with stakeholders • records of conciliation	Retain minimum of 10 years after action completed, then destroy

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
----	-------------------	-------------	-----------------

INFORMATION MANAGEMENT - Compliance

		- reports and recommendations - records of remedial action.	
16.11.3		Records relating to breaches or suspected breaches of statutory requirements for the management of records or information resources other than privacy, e.g. breaches of the <i>State Records Act</i>, FOI or GIPA reporting obligations etc. Records include: - complaints - reports of breaches/suspected breaches - records of investigations - correspondence with stakeholders - records of conciliation - reports and recommendations - records of remedial action.	Retain minimum of 5 years after action completed, then destroy
16.11.4		Records relating to breaches or failures to meet compliance requirements regarding the management of published materials.	Retain minimum of 2 years after action completed, then destroy
16.13.0	Evaluation	The process of determining the suitability of potential or existing programs, services or systems in relation to meeting the needs of the given situation. Includes ongoing monitoring.	
16.13.1		Records relating to the evaluation of potential or existing information management programs, operational services and systems.	Retain minimum of 5 years after action completed, then destroy
16.2.0	Intellectual property	The activities involved in providing a framework for managing the organisation's intellectual property. See COMMUNITY SERVICES - Library and Public Information Access for records relating to the management of copying services in the organisation's public libraries.	
16.2.1		Records relating to the establishment, registration and documentation of the organisation's intellectual property, including	Retain minimum of 5 years after

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
<i>INFORMATION MANAGEMENT - Intellectual property</i>			
		patents, trademarks, designs such as logos, and all forms of copyright. Includes intellectual property registers.	intellectual property rights lapse, then destroy
16.2.2		Records relating to managing applications: - received by the organisation for permission to reproduce published or unpublished material in which the organisation retains copyright, or - made by the organisation to reproduce material in which another party holds the copyright, where permission has been granted.	Retain minimum of 7 years after action completed or minimum of 7 years after permission expires, whichever is longer, then destroy
16.2.3		Records relating to managing applications made by the organisation to reproduce material in which another party holds the copyright, where permission has not been granted.	Retain until administrative or reference use ceases, then destroy
16.2.4		Records relating to the management of copying services in the organisation. Includes the administration of payments made to collecting societies and sampling undertaken to support the payment process.	Retain minimum of 7 years after action completed, then destroy
16.2.5		Records relating to the establishment, negotiation, maintenance and review of agreements regarding ownership rights or use of intellectual property, e.g. agreements to invest copyright in another author, person or organisation.	Retain minimum of 70 years after date of agreement or after expiry date specified in agreement, then destroy
16.2.6		Copyright declaration forms signed by users of the organisation's information services.	Retain minimum of 4 years after action completed, then destroy
16.3.0	Liaison	See COMMUNITY RELATIONS - Liaison for records relating to liaison with professional associations on routine matters.	

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
----	-------------------	-------------	-----------------

INFORMATION MANAGEMENT - Operations

16.4.0	Operations	See CORPORATE MANAGEMENT - Procedures for records relating to user manuals and guides. See INFORMATION TECHNOLOGY - Security for records relating to updates to system security and access.	
16.14.0	Planning	The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.	
16.14.1		Records relating to the development and review of the organisation's information management plans, e.g. Privacy Management Plans, operational plans, records and information management plans, vital records plans etc. Records include: - background research - notes of meetings or reports analysing issues and the outcomes of consultation - final and significant draft versions of plans - associated correspondence indicating who the plans apply to and responsibilities for their implementation.	Retain minimum of 5 years after superseded, then destroy
16.5.0	Printing	See INFORMATION MANAGEMENT - Publications for records relating to the printing of publications.	
16.6.0	Privacy	See CORPORATE MANAGEMENT - Agreements for records relating to privacy agreements. See CORPORATE MANAGEMENT - Policy for records relating to privacy codes of practice. See INFORMATION MANAGEMENT - Access for records relating to privacy case files. See INFORMATION MANAGEMENT - Compliance for records relating to compliance with privacy regulations. See INFORMATION MANAGEMENT - Planning for records relating to privacy management plans.	

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
----	-------------------	-------------	-----------------

INFORMATION MANAGEMENT - Publications

16.7.0	Publications	The activities associated with having works, irrespective of format, issued for sale or general distribution, internally or to the public. Includes drafting, manual or electronic production (design, layout, typesetting, printing, etc.), marketing and supply of internal and external publications and promotional materials. Publications include multi-media publications, CD ROM and online information services. Notes: - Reference to 'websites' in this activity includes intranet and extranet resources as well as public websites on the World Wide Web. - Organisations whose websites are outsourced to another organisation still have responsibility for retaining records of the web resources and may need to build this into contracts. See COMMUNITY RELATIONS - Corporate Image for records relating to logos and the development and approval designs for letterhead, stationery, publications etc. See COMMUNITY RELATIONS - Marketing for records relating to promotional or general explanatory publications. See CORPORATE MANAGEMENT - Reporting for statutory and other published reports relating to the organisation's core functions, such as annual reports. See General Retention and Disposal Authority <i>Administrative records</i> INFORMATION MANAGEMENT - Acquisition for records relating to the acquisition of information management resources.	
16.7.1		Final version of publications (including publications produced in electronic format on websites) relating to core functions that contain detailed information or report on specific activities or responsibilities of the organisation.	Required as State archives
16.7.2		Record copies, i.e. copies saved into a recordkeeping system, of pages from websites relating to core business, and records of substantial changes made.	Retain in accordance with disposal actions given under the relevant

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
----	-------------------	-------------	-----------------

INFORMATION MANAGEMENT - Publications

			functions in this authority
16.7.3		Publications (including publications produced in electronic format on websites) that do not contain detailed information on specific activities or responsibilities of the organisation. Includes the production of internally directed publications for staff information purposes, e.g. employee newsletters. Records include drafts and final approved versions.	Retain until administrative or reference use ceases, then destroy
16.7.4		Records relating to the preparation of materials and drafts for publication, including technical specifications. Records include: • records of graphic design • records of indexing, printing, binding • records of preparation of source files • records of loading to the website • records of quality assurance and testing of HTML files • records of production of electronic media (e.g. CD-ROMs, disks) • records of updating and maintaining information and websites.	Retain until administrative or reference use ceases, then destroy
16.7.5		Superseded by 16.7.6.	
16.7.6		Records that demonstrate the structure and organisation of public and internal websites (e.g. intranets) and records of substantial changes made, e.g. site maps.	Retain until superseded, then destroy
16.7.7		Records of business transacted on websites. Records include completed and submitted online forms such as requests for services, feedback forms, customer surveys and emails or database entries resulting from data entry by the customer.	Retain in accordance with disposal actions given under the relevant functions in this authority
16.7.8		Final, approved versions of forms or templates, e.g. forms or templates for business transacted either manually or on websites. Note: In some circumstances longer retention may be required, e.g. where the content of the forms may be significant for	Retain until superseded, then destroy

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
----	-------------------	-------------	-----------------

INFORMATION MANAGEMENT - Publications

		accountability and evidential purposes such as where the form documents applicable terms, conditions, disclaimers, etc., not otherwise documented.	
16.7.9		Records relating to the development and review of forms, e.g. forms for business transacted either manually or on websites.	Retain until administrative or reference use ceases, then destroy
16.7.10		Translations of the organisation's publications into other languages.	Retain until superseded, updated or ceases to be of administrative or reference use, then destroy
16.8.0	Records Management	The activities associated with creating, capturing, registering, classifying, indexing, storing, retrieving and disposing of records, and developing strategies to manage records. See INFORMATION MANAGEMENT - Access for records relating to public access to records.	
16.8.1		Records relating to the transfer of records as State archives. Records include transfer proposals, consignment lists and related correspondence.	Retain in organisation or transfer to successor organisation as required
16.8.2		Records relating to the transfer of records to successor organisations as a consequence of changes in administrative arrangements or functions or privatisation.	Retain minimum of 20 years after action completed, then destroy
16.8.3		Primary control records for records required as State archives,* which are required to facilitate access and give meaning and context to the records over time. Includes control records for major case management or registration systems concerned with the management of core functions. Records include: indexes	Required as State archives

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
----	-------------------	-------------	-----------------

INFORMATION MANAGEMENT - Records Management

		- correspondence/file registers or registration systems - metadata - final versions of thesauri developed by the organisation. *Note: This includes current records as well as records maintained as part of an organisation's own archives.	
16.8.4		Secondary control records. Records include: - file or container movement records (if secondary to the main registers and indexes) - reference sets of control records (e.g. within branches/regions of organisation where master control records are retained centrally) - resubmit, barcode and location lists - superseded sets of control records where information has been fully transferred to a new system - workflow tracking systems facilitating the tracking and monitoring of cases where the systems are not acting as records management systems.	Retain until administrative or reference use ceases, then destroy
16.8.5		Records relating to the implementation of records disposal decisions. Includes internal lists and approval for the destruction of records, certificates of destruction etc.	Retain minimum of 20 years after action completed, then destroy
16.8.6		Records relating to the temporary transfer of records to the custody of another organisation as a consequence of administrative arrangements. Records include listings or details of records transferred.	Retain as long as the custodial relationship exists and until the records are returned, then destroy
16.8.7		Records relating to the transfer of records to commercial storage. Records include consignment lists, proof of receipt of records by storage provider and related correspondence.	Retain while records remain in commercial storage, then destroy
16.8.8		Records relating to the research, development, implementation, maintenance	Retain until administrative

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
<i>INFORMATION MANAGEMENT - Records Management</i>			
		and review of business classification schemes (BCS), thesauri for record titling, authorised abbreviations and metadata rules and dictionaries.	or reference use ceases, then destroy
16.8.9		Records relating to the receipt, dispatch and distribution of the organisation's mail. Includes receipts and/or registers for registered and certified mail.	Retain minimum of 3 years after action completed, then destroy
16.8.10		Primary control records for records not required as State archives. Includes control records for major case management or registration systems concerned with the management of core functions. Records include: - indexes - correspondence/file registers or registration systems - metadata. Note: Retention period is a minimum only. Records control systems for particular functions or activities may be required for longer periods depending on the risks associated with the conduct of particular activities and the potential for or likelihood of the organisation being required to provide evidence of the destruction of records. These should be determined in relation to the organisations' business needs.	Retain minimum of 20 years after records to which they relate are finally disposed of, then destroy
16.8.11		Records relating to the recall and return of records from offsite storage or from State archives.	Retain minimum of 2 years after return of record, then destroy
16.8.12		Routine records censuses undertaken to monitor location control.	Retain until administrative or reference use ceases, then destroy
16.9.0	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), and to	

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
----	-------------------	-------------	-----------------

INFORMATION MANAGEMENT - Reporting

		provide formal statements or findings of the results of the examination or investigation.	
16.9.1		Records relating to the development and review of reports regarding information management programs, services and systems. Records include background research, records relating to the outcomes of consultation, final and significant draft versions of reports.	Retain minimum of 7 years after action completed, then destroy
16.9.2		Records relating to internal periodic reports on general administrative matters used to monitor recurring activities to support information management programs, services and systems. Records include background research, final and significant draft versions of reports.	Retain minimum of 3 years after action completed, then destroy
16.10.0	Standards	See INFORMATION MANAGEMENT - Compliance for records relating to compliance with information management standards.	
17.0.0	INFORMATION TECHNOLOGY	The function of developing or acquiring, testing and implementing hardware infrastructure, and applications and databases to support the business needs of an organisation to capture, store, retrieve, transfer, communicate and disseminate information through automated systems. See CORPORATE MANAGEMENT for records of conferences arranged and attended by the organisation or staff, and for standards, meetings, procedures and reports concerning the acquisition and management of communications and information technology. See INFORMATION MANAGEMENT for records relating to the management of information resources. See INFORMATION MANAGEMENT - Publications for records relating to the updating of the content of websites.	
17.1.0	Acquisition	The process of gaining ownership or use of technology and telecommunications equipment and systems required for the conduct of business through purchase or requisition.	

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
----	-------------------	-------------	-----------------

INFORMATION TECHNOLOGY - Acquisition

17.1.1		Records relating to the acquisition of services for the development of systems or the acquisition of off-the-shelf systems where the system is proceeded with and is acquired through a tendering or contracting-out process. Includes systems acquired through period contracts that involve tendering.	Retain minimum of 7 years after system is superseded, then destroy
17.1.2		Records relating to the acquisition of technology and telecommunications equipment or systems through any means (purchase, acquisition, requisition etc) where there is no tender or contracting-out process, i.e. where the cost of the acquisition is below the threshold for tendering. Records include: • requests for quotes • orders • correspondence and records of negotiations • minutes or notes of meetings.	Retain minimum of 7 years after action completed, then destroy
17.1.3		Records relating to investigations into the acquisition of technology and telecommunications equipment or systems not proceeded with.	Retain until administrative or reference use ceases, then destroy
17.2.0	Application development & management	The activities associated with developing software and programming codes to run business applications and managing them over time. Includes specifications, testing, pilot testing or studies, prototyping and metadata requirements. See INFORMATION TECHNOLOGY - Evaluation for records relating to the establishment of user requirements, development of specifications and feasibility studies and evaluation of potential solutions prior to purchase.	
17.2.1		Records relating to the design and development of systems which are proceeded with. Records include: • background research • project proposals and project management records	Retain minimum of 7 years after system is superseded, either through upgrade or major modification, and any data

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
----	-------------------	-------------	-----------------

INFORMATION TECHNOLOGY - Application development & management

		- notes of meetings or reports analysing issues and the outcomes of consultations - systems documentation - information regarding the source code and the source code itself - records of establishment of system logs - records of application and allocation of metadata - records of business rules - records of system specifications and configurations - records of rectification of developmental problems - records of requests for system changes during development - records of final signoff by parties.	supported is migrated or destroyed, then destroy
17.2.2		Records relating to proposals for the development and modification of specific applications which are not proceeded with.	Retain minimum of 2 years after action completed, then destroy
17.2.3		Records relating to testing of applications. Records include records of testing strategies, e.g. user testing, Result forms and test reports.	Retain minimum of 5 years after system goes live, then destroy
17.2.4		Records relating to the configuration or customisation of off-the-shelf packages to meet the needs of the organisation.	Retain minimum of 7 years after system superseded, then destroy
17.2.5		Records relating to enhancements and upgrades to systems, and system-changing maintenance and problem management.	Retain minimum of 7 years after system superseded, then destroy
17.2.6		Records relating to the maintenance of system logs which are used to show a history	Retain in accordance with

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
<i>INFORMATION TECHNOLOGY - Application development & management</i>			
		of access or change to data, e.g. system access logs, Internet access and activity logs, system change logs, audit trails etc. Note: The Government Chief Information Office (GCIO), Information Security Guidelines for NSW Government Agencies indicates that the minimum retention period for audit logs should be at least sufficient to support the investigation of accidents (page 97). System logs may be required for accountability purposes or as evidence in investigations to trace who accessed what records. The length of retention will be dependent on the organisation, the system and the nature of the risks faced.	the organisation's requirements, then destroy
17.2.7		Records relating to the maintenance of system logs which are not used to show a history of access or change to data, e.g. backup logs. Note: Backup logs are maintained by backup software to report the status of backups performed and information such as devices and tapes used, errors encountered, systems and lists of files backed up etc. Backups (e.g. backup tapes) are different: they store the actual backed up data and their disposal is covered by Normal Administrative Practice (NAP) as they are facilitative records. It is not good practice to rely on backups as official records of business as they are not considered to be reliable recordkeeping systems. There should be established and documented routines for the destruction of backups in accordance with NAP.	Retain until administrative or reference use ceases, then destroy
17.3.0	Compliance	The activities associated with complying with mandatory or optional accountability, legal, regulatory or quality standards or requirements. Includes compliance with legislation and with national and international standards.	
17.3.1		Records relating to managing applications: - made by the organisation to use portions of software developed by another organisation or individual, or - from the public or other organisations for permission to reproduce portions of software developed by the organisation	Retain minimum of 7 years after action completed or permission expires, whichever is

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
<i>INFORMATION TECHNOLOGY - Compliance</i>			
		where permission has been granted.	later, then destroy
17.3.2		Records relating to rectification plans, reports, remediation processes and testing of systems for year 2000 (Y2K) compliance.	Retain minimum of 5 years after action completed, then destroy
17.3.3		Records relating to managing applications: - made by the organisation to use portions of software developed by another organisation or individual, or - from the public or other organisations for permission to reproduce portions of software developed by the organisation where permission has not been granted.	Retain until administrative or reference use ceases, then destroy
17.3.4		Records relating to the organisation's compliance with mandatory or optional standards or statutory requirements regarding technology and telecommunications, e.g. AS/NZS ISO/IEC 17799: 2001, Information Technology: Code of practice for information security management. Includes records of assessment and certification of compliance with standards.	Retain minimum of 6 years after action completed, then destroy
17.4.0	Data management	The activities associated with maintaining and using the data that is held in a system, either automated or manual. Includes the maintenance of data dictionaries and the application of vital records and counter disaster plan objectives to safeguard against data loss or corruption.	
17.4.1		Records relating to the recovery of data, e.g. data lost during disasters, data corrupted by viruses etc. Records include records of testing for data recovery and post-incident reviews.	Retain minimum of 7 years after system is superseded, then destroy
17.4.2		Records relating to the maintenance of organisation-wide data dictionaries.	Retain until administrative or reference use ceases, then destroy

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
----	-------------------	-------------	-----------------

INFORMATION TECHNOLOGY - Disposal

17.5.0	Disposal	The process of disposing of technology and telecommunications equipment no longer required by the organisation by sale, transfer, termination of lease, auction or destruction.	
17.5.1		Records relating to the disposal of technology and telecommunications equipment through any means including sale, transfer, auction, exchange, return or destruction. Records include: - correspondence with leasing companies or vendors - handover reports - valuation certificates - quotes etc.	Retain minimum of 7 years after disposal of asset, then destroy
17.5.2		Records relating to arrangements for the disposal of technology and telecommunications equipment that do not proceed.	Retain minimum of 2 years after action completed, then destroy
17.6.0	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. See INFORMATION TECHNOLOGY - Acquisition for records relating to evaluations that proceed to purchase.	
17.6.1		Records relating to the evaluation of potential or existing technology and telecommunications programs, equipment, services and systems that do not proceed to purchase. Records include: - notes of meetings or reports analysing issues and the outcomes of consultation with employees, stakeholders etc - records establishing requirements for systems, including analysis of business processes and systems analysis - records of development and issue of specifications, including statements of requirements, requests for proposals,	Retain minimum of 5 years after action completed, then destroy

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
----	-------------------	-------------	-----------------

INFORMATION TECHNOLOGY - Implementation

		expressions of interest and business cases, initial pilot testing - records of evaluation of commercial off the shelf products and services and whole of government solutions (including shared systems suites and endorsed suppliers) against user requirements - records of investigations into the feasibility of contracting-out technology and telecommunications activities.	
17.7.0	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.	
17.7.1		Records relating to the implementation of technology and telecommunications strategies, projects, equipment and systems. Systems can include off-the-shelf products or internally developed applications. Records include: - notes of meetings or reports analysing issues and the outcomes of consultation with employees, stakeholders etc - project management documentation - records of implementation strategies and pilots - records of implementation testing - records of migration strategies and quality assurance checks for migration - records of allocation of technology and telecommunications equipment to individuals or organisational units as part of implementation roll-outs - records of monitoring of implementation.	Retain minimum of 5 years after action completed, then destroy
17.8.0	Maintenance	The activities associated with the upkeep, repair, servicing and preservation of technology and telecommunications equipment and the maintenance of systems.	

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
<i>INFORMATION TECHNOLOGY - Maintenance</i>			
17.8.1		Records relating to the maintenance of technology and telecommunications equipment. Records include: • project management documentation • notes of meetings or reports analysing issues and the outcomes of consultation • correspondence and records of advice from vendors, suppliers, consultants etc • records of maintenance inspections • records of requests for maintenance • documentation of minor maintenance action.	Retain minimum of 5 years after action completed, then destroy
17.8.2		Records relating to arrangements for the routine installation or relocation of technology and telecommunications equipment including software and hardware when they are not part of stand-alone projects, e.g. installation of a few PCs or printers.	Retain minimum of 2 years after action completed, then destroy
17.9.0	Monitoring	See INFORMATION TECHNOLOGY - Implementation for records relating to monitoring of IT systems.	
17.10.0	Planning	The process of formulating ways in which objectives can be achieved. Includes the determination of services and needs, and the solution to those needs.	
17.10.1		Records relating to the development and review of the organisation's strategic plans for information technology and telecommunications. Records include: • background research • notes of meetings or reports analysing issues and the outcomes of consultation • final and significant draft versions of plans • correspondence indicating who the plans apply to and responsibilities for their implementation.	Retain minimum of 5 years after superseded, then destroy
17.11.0	Security	The activities associated with measures taken to protect technology and	

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
<i>INFORMATION TECHNOLOGY - Security</i>			
		telecommunications equipment from theft, accidental or intentional damage or from unauthorised access. See INFORMATION TECHNOLOGY - Compliance for records relating to demonstrating compliance with security standards. See PERSONNEL - Discipline for records relating to disciplinary action taken against personnel for security breaches. See PROPERTY MANAGEMENT (COUNCIL PROPERTY) - Security for records relating to building security arrangements, e.g. control of access to computer rooms.	
17.11.1		Records relating to the security of information technology and telecommunication systems. Records include: - minutes or notes of meetings - records of authentication and encryption measures - records of advice/approval from other organisations regarding security issues - records of maintenance of firewalls - records of security testing and audit - records of sanitisation of technology equipment prior to disposal, e.g. wiping of hard disks. Note: Disposal of backups is covered by Normal Administrative Practice (NAP) as they are facilitative records. It is not good practice to rely on backups as official records of business as they are not considered to be reliable recordkeeping systems. There should be established and documented routines for the destruction of backups in accordance with NAP.	Retain minimum of 7 years after action completed, then destroy
17.11.2		Records relating to suspected or proven breaches of security arrangements for technology and telecommunications systems. Records include: - reports on security leaks - records of investigations into alleged security breaches	Retain minimum of 7 years after action completed, then destroy

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
----	-------------------	-------------	-----------------

INFORMATION TECHNOLOGY - Security

		records of referral of breaches to law enforcement authorities.	
17.11.3		Records relating to requests and permissions for employees to access or connect to technology and telecommunications systems, e.g. local area networks, Internet, function specific systems etc. Note: Records are related to system logs (see APPLICATION DEVELOPMENT & MANAGEMENT 17.2.6) as they provide permissions to access systems, and logs show what systems are accessed and by whom. They may be required for accountability, but the length of retention is dependent on the system, the organisation's specific practices and risks. Each organisation will need to conduct risk assessments to determine suitable retention periods for these records.	Retain in accordance with the organisation's requirements, then destroy
17.12.0	User Support	The activities associated with administering user support services.	
17.12.1		Records relating to the administration of customer services relating to technology and telecommunications, e.g. help desks, request logs, and advice and assistance to internal business units.	Retain minimum of 2 years after action completed, then destroy
17.12.2		Records relating to the development and review of charters, standards or guarantees relating to the provision of technology and telecommunications services to clients. Records include: - background research - reports analysing issues and the outcomes of consultation - final and significant draft versions.	Retain minimum of 2 years after superseded, then destroy
17.12.3		Records relating to the routine usage of technology and telecommunications equipment, e.g. bookings to use laptops, videoconferencing facilities, data projectors etc.	Retain until administrative or reference use ceases, then destroy
18.0.0	LAND USE AND PLANNING	The function of establishing a policy framework for the management of the natural and built environments. Includes the development and implementation of planning	

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
----	-------------------	-------------	-----------------

LAND USE AND PLANNING - Geographical/Land Information Systems (GIS/LIS)

		schemes and standards for building and development. See CORPORATE MANAGEMENT for records of committees, policies, procedures, audits and reports relating to the management of the natural and built environments. See DEVELOPMENT AND BUILDING CONTROLS for records relating to regulating and approving applications for the development, use or subdivision of land or premises and related building and construction works. See LAWS AND ENFORCEMENT for records of infringements, penalties and prosecutions for breaches of land use regulations, codes and standards. See LEGAL SERVICES - Litigation for records of legal action resulting from planning decisions, e.g. appeals against interim heritage orders issued by the organisation.	
18.1.0	Geographical/Land Information Systems (GIS/LIS)	The activity of managing land and environmental information systems to support strategic planning. See LAND USE AND PLANNING - Surveys for records relating to surveys undertaken to compile information about the position and condition of land. See RATES AND VALUATIONS - Property History for records relating to house and street numbering.	
18.1.1		Records relating to the collection, acquisition, and compilation of unique data by the organisation which documents the land and properties within its boundaries. Records include aerial and satellite photography, street and property information etc.	Required as State archives
18.1.2		Records relating to the collection and acquisition of geographical and land information that is not unique, e.g. where data is sourced from government agencies.	Retain until administrative or reference use ceases, then destroy
18.2.0	Notifications	The activity of receiving notices regarding a failure of or a requirement for compliance, inappropriate practices, or of an intention to	

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
<i>LAND USE AND PLANNING - Notifications</i>			
		take action. Includes information notices received or sent by the organisation. See LAWS AND ENFORCEMENT for records relating to infringements, penalties and prosecutions for breaches of zoning and land use regulations. See PROPERTY MANAGEMENT (COUNCIL PROPERTY) - Conservation for heritage and conservation orders issued for properties owned or occupied by the organisation.	
18.2.1		Records relating to the notification of heritage orders by the responsible State or Federal Government organisation or classification by the National Trust. Records include notifications, classifications and heritage orders.	Required as State archives
18.2.2		Notifications of permanent conservation orders for heritage property. Records include orders, notifications, environmental planning instruments.	Required as State archives
18.2.3		Notifications of interim conservation orders. Records include orders, notifications, interim heritage orders and associated correspondence.	Retain minimum of 7 years after expiry or termination of order, then destroy
18.2.4		Records relating to notifications received from other local or State government bodies relating to planning or Crown land matters which are provided for information only or where the organisation provides little or no response.	Retain until administrative or reference use ceases, then destroy
18.3.0	Planning	The process of formulating ways in which objectives can be achieved. Includes the determination of services and needs, and the solution to those needs. See GOVERNMENT RELATIONS - Submissions for records relating to submissions on planning proposals developed by the State government. See PROPERTY MANAGEMENT (COUNCIL PROPERTY) - Urban Design for records relating to urban design and planning initiatives.	

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
<i>LAND USE AND PLANNING - Planning</i>			
18.3.1		Key records relating to the development of planning instruments, controls, codes and schemes, including local environment plans and masterplans. Records include: • final approved copy of planning schemes and amendments • Ministerial approvals • drafts containing significant changes/alterations or formally circulated for public comment • reports • summaries of submissions and objections.	Required as State archives
18.3.2		Records relating to the development of planning instruments, controls, codes and schemes, including local environment plans. Records include background research, submissions and objections.	Retain minimum of 10 years after action completed, then destroy
18.3.3		Records of arrangements for the development and exhibition of planning instruments. Records include: • questionnaires and survey forms • invitations to comment • forms for submitting comments, feedback, objections, etc.	Retain minimum of 2 years after action completed, then destroy
18.4.0	Programs	The activities associated with the management of heritage protection programs. See GRANTS AND SUBSIDIES for records relating to the management of and applications for grants and funding for heritage programs.	
18.4.1		Records of heritage protection programs including heritage studies, submissions to heritage bodies such as the National Trust, Heritage Office, Australian Heritage Commission, etc.	Required as State archives
18.4.2		Heritage listings of classifications and listings of heritage orders and routine correspondence with heritage bodies.	Retain minimum of 2 years after action

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
----	-------------------	-------------	-----------------

LAND USE AND PLANNING - Registration

			completed, then destroy
18.5.0	Registration	Compiled registers and summary records.	
18.5.1		Registers and summary records relating to land use and planning including: • subdivisions • applications and approvals for planning scheme regulations • zoning areas, such as residential, industrial, etc • land registers recording name and location of land, name of land owner, Crown land, land classification and zoning, particulars of agreements • registers of natural hazard areas, e.g. flood zones etc.	Required as State archives
18.6.0	Research	The activities involved in investigating or enquiring into a subject or area of interest in order to discover facts, principles etc.	
18.6.1		Final reports of studies and research conducted or commissioned by the organisation into local trends or conditions to support land use and planning processes.	Required as State archives
18.6.2		Records relating to the conduct of studies and research into local trends or conditions to support land use and planning processes. Includes drafts, data entry sheets etc.	Retain minimum of 5 years after action completed, then destroy
18.7.0	Standards	See LAND USE AND PLANNING - Planning for records relating to the development of codes governing land use and planning.	
18.8.0	Subdivisions	The activity of subdividing land into lots for public reserves and drainage reserves and development, e.g. land releases, new area developments. See DEVELOPMENT AND BUILDING CONTROLS - Applications for subdivision applications that form part of a development application.	

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
<i>LAND USE AND PLANNING - Subdivisions</i>			
18.8.1		Records of major subdivisions. Includes approved and refused applications. Records include: • applications • subdivision, engineering and certified plans • statements of compliance • associated correspondence.	Required as State archives
18.8.2		Records of minor or routine subdivisions which are approved. Records include: • applications • subdivision, engineering and certified plans • statements of compliance • associated correspondence.	Retain minimum of 20 years after action completed, then destroy
18.8.3		Records relating to applications for minor subdivisions which are not approved, and all applications that are withdrawn or abandoned.	Retain minimum of 10 years after action completed, then destroy
18.9.0	Surveys	The activity of managing surveys undertaken to determine the boundaries, position, condition and extent of parcels of land, buildings and roads, as well as the collection of data for future infrastructure needs.	
18.9.1		Records relating to surveys undertaken or commissioned by the organisation. Includes surveys undertaken to establish the position of lots, boundaries of land and physical condition of land, e.g. land slippage, flood prone areas etc. Records include original or certified copies of survey plans of land and final versions of survey reports.	Required as State archives
18.9.2		Records supporting the development of survey plans, reports or other survey products or the collection of geographic information.	Retain minimum of 10 years after action completed, then destroy
18.10.0	Zoning	The activity of managing the classification of land in the local area according to permitted	

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
----	-------------------	-------------	-----------------

LAND USE AND PLANNING - Zoning

		uses and issues including flood prone areas. Includes preparing zoning certificates. See DEVELOPMENT AND BUILDING CONTROLS - Applications for change of use or rezoning applications for individual sites lodged as part of a development application. See LEGAL SERVICES - Litigation for records relating to zoning or rezoning that result in legal action.	
18.10.1		Certified zoning maps and plans.	Required as State archives
18.10.2		Planning certificates, including zoning certificates, that provide information on how a property may be used and any restrictions on its development. Includes zoning, permissible or prohibited uses, planning restrictions and subdivision constraints.	Retain minimum of 10 years after action completed, then destroy
18.10.3		Requests for planning certificates.	Retain minimum of 1 year after action completed, then destroy
18.10.4		Lists of zoning/planning certificates issued.	Retain until administrative or reference use ceases, then destroy
18.10.5		Records of declarations of dual occupancies, including associated correspondence.	Retain until superseded, then destroy
18.10.6		Records relating to approved zoning applications. Records include applications, determinations, studies and final approved reports.	Required as State archives
18.10.7		Records relating to refused zoning applications. Records include applications, determinations, etc.	Retain minimum of 10 years after action completed, then destroy
18.10.8		Records relating to the administration of proposed zoning changes, including	Retain minimum of 10

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
<i>LAWS AND ENFORCEMENT</i>			
		exhibitions, public consultation, preliminary studies, etc.	years after action completed, then destroy
19.0.0	LAWS AND ENFORCEMENT	The function of regulating, notifying and applying penalties in relation to the organisation's regulatory role. Includes the carrying out of inspections and investigations, and issuing of infringements, notices and orders. See relevant function/activity for records relating to the issue of permits to conduct activities, e.g. see RECREATION AND CULTURAL SERVICES - Permits for permits to undertake activities, such as filming, on property owned or managed by the organisation. See CORPORATE MANAGEMENT for records relating to the conduct of audits, agreements, tenders and contracts for the outsourcing or provision of services, policies, procedures, and standards concerning the conduct of regulatory activities. See CORPORATE MANAGEMENT - Authorisation for records relating to authorisations to carry out regulatory and enforcement activities. See CUSTOMER SERVICE - Public Reaction for records relating to the handling of complaints concerning breaches of regulations. See ENVIRONMENTAL MANAGEMENT for applications to prune and remove trees, tree preservation orders and the operation of pounds. See General Retention and Disposal Authority <i>Video/visual surveillance records</i> CRIME PREVENTION - Surveillance for crime prevention surveillance records.	
19.1.0	Campaigns	Activities associated with raising awareness of a program, issue or requirements to promote or improve compliance with laws and regulations.	
19.1.1		Records relating to campaigns to raise awareness of laws and regulatory requirements and/or improve compliance. Records include:	Retain minimum of 5 years after action

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
<i>LAWS AND ENFORCEMENT - Infringements</i>			
		- draft and final versions of campaign material such as brochures, booklets and circulars - project plans for the conduct of campaigns.	completed, then destroy
19.2.0	Infringements	Activities associated with issuing of infringement and penalty notices for breaches of rules, regulations and laws. See LAWS AND ENFORCEMENT - Notifications for records of notices and orders to cease an action or rectify a matter issued prior to the issue of a penalty or infringement notice. See LEGAL SERVICES - Litigation for records relating to the management of lawsuits or legal proceedings between the organisation and other parties in a court or other tribunal resulting from the issue of notices.	
19.2.1		Records relating to the issue of infringements and penalty notices for offences. Records include: - infringement/penalty notices - inspection reports - investigation records - supporting documentation - associated correspondence. Note: Where infringements result in legal action, records may need to be retained for longer as part of case file (see LAWS AND ENFORCEMENT –Prosecutions and LEGAL SERVICES – Litigation).	Retain minimum of 7 years after action completed, then destroy
19.3.0	Investigations	The activity of investigating breaches or potential breaches of laws and regulations. See LAWS AND ENFORCEMENT - Notifications for records of investigations that result in a notice being issued. See LEGAL SERVICES - Litigation for records relating to investigations that result in a prosecution.	
19.3.1		Records of investigations into a breach or potential breach of compliance that do not proceed to further action (i.e. that do not proceed to the issue of an order or penalty or	Retain minimum of 7 years after action

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
----	-------------------	-------------	-----------------

LAWS AND ENFORCEMENT - Licensing

		to prosecution). This includes cases where the outcome of the investigation confirms that no breach, infringement or offence has occurred or that it cannot be established and therefore no further action should be pursued.	completed, then destroy
19.4.0	Licensing	The activities associated with authorising and granting permission to conduct or carry out activities. See CORPORATE MANAGEMENT - Authorisation for records relating to delegations, licences and authorities granted to the organisation to perform compliance and regulatory activities on behalf of other organisations See LAWS AND ENFORCEMENT - Registration for legacy records of companion animal registration. See LEGAL SERVICES - Litigation for records of legal action taken by or against the organisation concerning licensing issues	
19.4.1		Records relating to the issue of licences by the organisation for the conduct of regulated activities. Records include applications, renewals, supporting documentation and associated correspondence. Includes successful and unsuccessful applications. Note: this entry is intended to provide coverage for legacy records of licensing activities no longer conducted by the organisation e.g. licensing of food premises, common lodging houses etc.	Retain minimum of 5 years after expiry or termination of licence, then destroy
19.4.2		Records relating to applications made under local laws or legislation for a permit, approval or registration including successful and unsuccessful applications, cancellations, transferrals, amendments, renewals, suspensions, revocations and investigations. Records include: • applications and supporting documentation • notifications of change of proprietor, trading name, address, cessation of trade etc. • determinations.	Retain minimum of 2 years after refusal, expiry or cancellation of approval or registration, then destroy

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
<i>LAWS AND ENFORCEMENT - Licensing</i>			
19.4.3		Records relating to applications made under local laws or legislation for a permit or approval for temporary events or activities, such as leaflet distribution, charitable collections, public addresses, busking, temporary food stalls, toilets etc. Includes successful and unsuccessful applications, cancellations, transferrals, amendments, renewals, suspensions, revocations and investigations. Records include: • applications and supporting documentation • determinations.	Retain minimum of 1 year after refusal, expiry or cancellation of permit or approval, then destroy
19.4.4		Records relating to the registration and identification of companion animals. Records include: • companion animal permanent identification forms and registration forms • companion animal change of owner/details forms • verifications of existing microchips • statutory declarations of animal ownership.	Retain minimum of 2 years after creation of record, then destroy
19.5.0	Local Laws	See CORPORATE MANAGEMENT - Legislation for records relating to the development of local laws and regulations.	
19.6.0	Notifications	The activity of issuing or receiving notices regarding a failure of or a requirement for compliance, inappropriate practices, or of an intention to take action. Includes information notices received or sent by the organisation. See relevant function/Notifications for records of notifications related to specific issues, e.g. see WASTE MANAGEMENT – Notifications for records of notices issued for rubbish dumping or littering, etc. See LAWS AND ENFORCEMENT - Infringements for records relating to the issue of infringement notices and penalties for breaches of regulations or non-compliance with orders and notices. See LEGAL SERVICES - Litigation for records relating to prosecutions for breaches	

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
----	-------------------	-------------	-----------------

LAWS AND ENFORCEMENT - Notifications

		of regulations or non-compliance with notices or orders.	
19.6.1		Records relating to the issue of notices and orders for offences under local and other laws and instructions for rectification or remediation. Records include: • notifications of a failure of compliance and of the organisation's intention to act • notices or orders to comply or to undertake an action • notices of intention to give an order • objections and submissions • authorisations from other agencies to issue orders and notices • affidavits of service of notices • supporting documentation • field officers/inspectors diaries • investigation reports • associated correspondence.	Retain minimum of 7 years after action completed, then destroy
19.6.2		Records relating to notifications of inspections and certifications submitted by owners or business or service operators as evidence of compliance with health, building and other laws, standards and regulations. Includes certification of regulated systems. Records include: • inspection reports and certificates, e.g. quarterly water cooling tower reports • annual and supplementary fire safety statements • certificates of compliance for dangerous/restricted dog enclosures, etc. Note: Final/interim fire safety certificates and fire safety schedules required for new developments are covered under DEVELOPMENT AND BUILDING CONTROLS – Applications.	Retain minimum of 7 years after action completed, then destroy
19.6.3		Records relating to certifications and notifications as to whether land is subject to outstanding notices or orders. Records	Retain minimum of 7 years after action

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
----	-------------------	-------------	-----------------

LAWS AND ENFORCEMENT - Notifications

		include certificates and associated correspondence.	completed, then destroy
19.6.4		Requests for certificates as to whether land is subject to outstanding notices or orders.	Retain minimum of 1 year after action completed, then destroy
19.6.5		Listings of notices issued and notices outstanding, including tracking and update records.	Retain until administrative or reference use ceases, then destroy
19.7.0	Prosecutions	See LEGAL SERVICES - Litigation for records relating to the management of lawsuits or legal proceedings between the organisation and other parties in a court or other tribunal.	
19.8.0	Registration	Compiled registers and summary records. See LAWS AND ENFORCEMENT - Licensing for records relating to the registration of companion animals.	
19.8.1		Summary records and registers of licensed premises.	Required as State archives
19.8.2		Summary records and registers of licences or permits issued to carry out certain activities, e.g. blasting, hairdressing, operation of licensed food premises.	Retain minimum of 10 years after expiry or termination of licence, then destroy
19.8.3		Registers of companion animals. Note: this entry is intended to provide coverage for legacy records of the licensing of companion animals undertaken by councils. The State government is now responsible for the maintenance of a state-wide register of companion animals.	Retain minimum of 15 years after action completed, then destroy
19.8.4		Summary records and registers relating to laws and enforcement. Includes registers of infringements, notices, orders and licence books issued.	Retain minimum of 7 years after action completed, then destroy

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
----	-------------------	-------------	-----------------

LAWS AND ENFORCEMENT - Submissions

19.9.0	Submissions	See GOVERNMENT RELATIONS - Submissions for records of submissions made regarding laws and enforcement.	
20.0.0	LEGAL SERVICES	The function of providing legal services to the organisation. Includes in-house services and external providers. See CORPORATE MANAGEMENT for records relating to agreements, contracting-out, legislation, meetings, policy, reviewing and tendering relating to legal services.	
20.1.0	Advice	The activities associated with offering opinions by or to the organisation as to an action or judgement. Includes the process of advising.	
20.1.1		Records relating to legal advice regarding: • interpretations of legislation and regulations administered by the organisation • proposals for new or amended legislation for the organisation • industrial issues involving the organisation • matters which are precedent setting in nature • matters resulting in significant changes to the organisation's policies.	Required as State archives
20.1.2		Records relating to legal advice from internal or external legal service providers, that does not relate to: • interpretations of legislation and regulations administered by the organisation • proposals for new or amended legislation for the organisation • industrial issues involving the organisation • matters which are precedent setting in nature • matters resulting in significant changes to the organisation's policies.	Retain minimum of 15 years after action completed, then destroy
20.2.0	Compliance	The activities associated with complying with mandatory or optional accountability, legal,	

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
----	-------------------	-------------	-----------------

LEGAL SERVICES - Compliance

		regulatory or quality standards or requirements to which the organisation is subject. Includes compliance with legislation and with national and international standards. See CORPORATE MANAGEMENT - Compliance for records relating to compliance with mandatory or optional standards. See INFORMATION MANAGEMENT - Compliance for records relating to compliance with mandatory or optional standards regarding information management. See LEGAL SERVICES - Litigation for records relating to prosecution of the organisation for breaches of compliance requirements. See PERSONNEL - Compliance for records relating to breaches of occupational health and safety standards. See PROPERTY MANAGEMENT (COUNCIL PROPERTY) - Compliance for records relating to breaches of property management standards.	
20.2.1		Records relating to serious breaches or failures of the organisation to meet compliance requirements. Records include correspondence and reports.	Required as State archives
20.2.2		Records relating to minor breaches or failures to meet compliance requirements.	Retain minimum of 7 years after action completed, then destroy
20.3.0	Litigation	The activities involved in managing lawsuits or legal proceedings between the organisation and other parties in a court or other tribunal.	
20.3.1		Records relating to issues, claims or case matters which are precedent setting in nature, or result in significant changes to the organisation's policies. Records include: • briefs for counsel	Required as State archives

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
<i>LEGAL SERVICES - Litigation</i>			
		- copies of documents required by or lodged with a court - subpoenas and discovery orders.	
20.3.2		Records relating to issues, claims or case matters which: - are not precedent setting in nature, or - do not result in significant changes to the organisation's policies. Records include subpoenas and discovery orders.	Retain minimum of 7 years after action completed, then destroy
20.3.3		Records relating to the management of subpoenas and discovery orders where the organisation is not a party to the proceedings. Includes detailed lists and copies of records found.	Retain minimum of 2 years after action completed, then destroy
20.4.0	Reviewing	See CORPORATE MANAGEMENT - Legislation for records relating to reviews of legislation and local laws relevant to the organisation. See GOVERNMENT RELATIONS - Submissions for records relating to reviews of legislation and local laws not specific to the organisation.	
21.0.0	PARKS AND RESERVES	The function of acquiring, managing, designing and constructing parks, reserves and open spaces, either owned, controlled or managed by the organisation Note: Local government agencies responsible for the management of Crown reserves, commons and land that is currently or may potentially be the subject of a claim under the <i>Aboriginal Land Rights Act 1983</i> should ensure records providing evidence of ownership, control and usage of the relevant parcel are retained and not destroyed until a claim has been granted over that parcel of land. These records could include planning documents or decisions concerning proposed or approved use of the land, surveys, agreements, memorandums, consents and tenure arrangements regarding the following land matters – acquisition, transfers, boundaries, usage, rights of way and easements, leases or licences for any	

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
----	-------------------	-------------	-----------------

PARKS AND RESERVES

		uses/purposes, land/resource management and management of parks and reserves. Please note that the making of a claim which is unsuccessful does not preclude the making of further claims over the same areas of land under the Act. Councils should ensure that records relating to the management of Crown reserves, commons or other Trusts (e.g. Schools of Art) are created and maintained in accordance with the Trust Handbook: a handbook for trusts managing Crown land reserves and commons, and trustees of schools of arts issued by the Land and Property Management Authority. For further advice and guidance as to land that is claimable under the <i>Aboriginal Land Rights Act</i> and records requiring retention, agencies should contact the Crown Lands division of the Land and Property Management Authority. See CORPORATE MANAGEMENT for records relating to the conduct of audits, tenders and contracts for the outsourcing or provision of services, committees, meetings, policies, procedures, reports and standards concerning the management of parks, reserves and open spaces or the conduct of operational processes. See EMERGENCY SERVICES for records relating to bushfire control activities conducted in parks, reserves and open spaces. See ENVIRONMENTAL MANAGEMENT for records relating to the management and monitoring of flora, fauna and environmental conditions in parks, reserves and open spaces, including the elimination and control of pest animals and noxious weeds. See LAWS AND ENFORCEMENT for records relating to the issue of notices, orders, infringements and penalty notices for breaches of regulations by users of parks, reserves and open spaces. See PERSONNEL – Discipline for records to handling and investigations of complaints or allegations involving staff members, volunteers etc See PROPERTY MANAGEMENT (COUNCIL PROPERTY) - Leasing-Out for records	
--	--	---	--

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
<i>PARKS AND RESERVES - Acquisition and Disposal</i>			
		relating to the booking, hire and usage of parks, reserves and open spaces and associated facilities. See RECREATION AND CULTURAL SERVICES for records relating to the staging of events and the issue of permits to conduct activities in parks, reserves and open spaces. See ROADS - Design and Construction for records relating to the design and construction of roads in parks, reserves and open spaces. See TRAFFIC AND TRANSPORT - Design and Construction for records relating to traffic facilities and the management of traffic in parks, reserves and open spaces.	
21.1.0	Acquisition and Disposal	The process of gaining ownership or use of property, including open spaces, required in the conduct of business, and the process of disposing of property no longer required by sale, transfer, termination of lease, auction or destruction. Includes the management of native title claims.	
21.1.1		Records relating to the acquisition of land for the purpose of public recreation and open space. Includes open space acquisition programs, native title claims, and the subsequent disposal of the land. Records include: • records of assessments, investigations and reports on the property • images, including digital recordings, photographs, maps etc. • records demonstrating public reaction to the acquisition of the property • budget estimates • feasibility studies • correspondence • agreements.	Required as State archives
21.1.2		<i>Superseded July 2022. See FA428, Cemeteries and crematoria operators, entry 1.3.</i>	
21.2.0	Agreements	The processes associated with the establishment, maintenance, review and negotiation of agreements.	

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
<i>PARKS AND RESERVES - Agreements</i>			
21.2.1		Records relating to the establishment, negotiation, maintenance and review of agreements with private landholders to maintain a section of their holding as a conservation reserve. Records include: - correspondence and records of negotiations and reviews of agreements - final, approved versions and significant drafts of agreements.	Required as State archives
21.2.2		Records relating to the negotiation of agreements with private landholders to maintain a section of their holding as a conservation reserve which do not proceed. Records include correspondence, records of negotiations and drafts of agreements.	Retain minimum of 10 years after action completed, then destroy
21.2.3		Records of tenancy agreements for caravan park residents, including long term residents. Records include agreements and associated correspondence.	Retain minimum of 7 years after expiry or termination of agreement, then destroy
21.3.0	Design and Construction	The activity of designing and constructing parks and reserves and associated structures and facilities. See PARKS AND RESERVES - Horticultural Services for records relating to the landscaping of parks, reserves, gardens and playing fields See PROPERTY MANAGEMENT (COUNCIL PROPERTY) - Design and Construction for records relating to the management of hazardous materials encountered during construction work and for records relating to the design and construction of non-specialised buildings and facilities. See SEWERAGE AND DRAINAGE - Design and Construction for records relating to the design and construction of drainage within parks and reserves	
21.3.1		Key records relating to the design, landscaping, construction, major renovation, remodelling or restoration of parks and reserves and structures and facilities within	Required as State archives

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
----	-------------------	-------------	-----------------

PARKS AND RESERVES - Design and Construction

		parks and reserves that are of significance due to the fact that they are: • a recipient of a prestigious State, national or international architectural or design award • an important local or regional landmark • heritage listed • located in a park or reserve that is heritage listed or of local, State or national significance. Records include: • plans/designs as approved • plans/designs as executed and variations • specifications • photographs • drawings • site diaries and plans • archival recordings of demolition • correspondence • display models of architectural quality.	
21.3.2		Key records relating to the design, landscaping, construction, major renovation, remodelling or restoration of parks and reserves and structures and facilities within parks and reserves that are not: • a recipient of prestigious State, national or international architectural or design awards • an important local or regional landmark • heritage listed • located in a park or reserve that is heritage listed or of local, State or national significance. Records include: • plans/designs as approved • plans/designs as executed and variations • specifications	Retain minimum of 7 years after property or structure is disposed of or demolished, or works are superseded, then destroy or transfer to new owner as required

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
<i>PARKS AND RESERVES - Design and Construction</i>			
		- photographs - drawings - correspondence.	
21.3.3		Records relating to project management for construction works. Records include: - records of budget and costs - records of client liaison on non technical matters - records of contractual matters such as variations, payment and sign off on construction - records of logistics - site procedures - records of quality and performance measurements - periodic reports - project risk management records and schedules - records of consultations.	Retain minimum of 12 years after project completed, then destroy
21.3.4		Records of minor landscaping works or construction of property (other than key construction records, project management or records of hazardous materials) such as correspondence with builders and records relating to minor day-to-day works, repairs or maintenance of site.	Retain minimum of 7 years after construction work completed, then destroy
21.3.5		Records relating to construction projects or proposals not proceeded with.	Retain minimum of 7 years after action completed, then destroy
21.4.0	Horticultural Services	The activities associated with the landscaping of parks, reserves, roadsides, gardens and playing fields. Includes the provision of horticultural advice to residents and committees. See ENVIRONMENTAL MANAGEMENT for applications to prune and remove trees on private properties, tree preservation orders and summary records of significant trees. See PROPERTY MANAGEMENT (COUNCIL PROPERTY) - Maintenance for records	

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
----	-------------------	-------------	-----------------

PARKS AND RESERVES - Horticultural Services

		relating to the maintenance and removal of trees on properties (other than parks and reserves) owned, managed or occupied by the organisation. See ROADS - Maintenance for records relating to the maintenance and removal of street and roadside trees.	
21.4.1		Records relating to the planting, maintenance and monitoring of heritage listed, protected or unique trees and plants in the parks, reserves and gardens, and on roadsides. Records include: • maintenance schedules • inspection and treatment reports and recommendations • records relating to the removal and maintenance of trees • planting information, including location details, number planted and historical information, and • photographs.	Required as State archives
21.4.2		Records relating to the planting, maintenance and monitoring of trees and plants in the parklands, gardens, roadsides and road reserves which are not heritage listed, protected or unique. Records include: • requests and complaints from members of the public to prune, remove or maintain trees • maintenance schedules • records of tree pruning, maintenance and removal • inspection and treatment reports and recommendations • planting information, including location details. Note: Where records become part of compensation claims, they may need to be retained for longer as part of the claim case file (see RISK MANAGEMENT – Compensation). Note: This class should not be used to sentence applications and permits to prune and remove trees on private property – see	Retain minimum of 7 years after action completed, then destroy

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
<i>PARKS AND RESERVES - Horticultural Services</i>			
		ENVIRONMENTAL MANAGEMENT – Permits and Notifications.	
21.4.3		Records of trees and plants available for distribution, including lists.	Retain until administrative or reference use ceases, then destroy
21.4.4		Records relating to the provision of horticultural services and advice including the provision of free trees and street trees and materials.	Retain minimum of 5 years after action completed, then destroy
21.5.0	Licensing	See CORPORATE MANAGEMENT - Compliance for records relating to the issuing of licences to operate caravan parks.	
21.6.0	Maintenance	The activities associated with the upkeep, repair, servicing and preservation of the conditions of parks, reserves and associated structures and facilities. See PARKS AND RESERVES - Horticultural Services for records relating to the maintenance of trees and plants in parks, reserves and gardens. See PROPERTY MANAGEMENT (COUNCIL PROPERTY) - Conservation for records relating to the conservation of heritage parks, reserves and associated structures and facilities. See PROPERTY MANAGEMENT (COUNCIL PROPERTY) - Design and Construction for records relating to maintenance works involving structural changes.	
21.6.1		Records relating to maintenance programs and maintenance works and repairs of parks, reserves and associated structures and facilities. Records include requests, work orders, work programs, reports on maintenance and repairs carried out and work programs.	Retain minimum of 15 years after action completed, then destroy
21.7.0	Naming	The activities associated with the naming and dedication of parks and reserves.	
21.7.1		Records relating to the naming and renaming of parks and reserves, including topographical features in parks and reserves.	Required as State archives

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
<i>PARKS AND RESERVES - Naming</i>			
		Includes suggestions that are not accepted. Records include: • suggestions and objections • notifications • Gazette notices • associated correspondence.	
21.7.2		Records relating to routine, administrative records relating to the naming of parks and reserves. Records include letters of acknowledgement for suggestions, etc.	Retain minimum of 2 years after action completed, then destroy
21.8.0	Planning	The process of formulating ways in which objectives can be achieved. Includes the determination of services and needs, and the solution to those needs. See ENVIRONMENTAL MANAGEMENT - Planning for pesticide usage plans. See TRAFFIC AND TRANSPORT - Planning for traffic management plans for parks and reserves.	
21.8.1		Records relating to the development of plans and strategies for the overall management of parks and reserves, including: • landscape master plans • plans of management • land zoning and status plans • flora and fauna management plans • plans for capital works and usage of parks • acquisition plans, where acquisition proceeds or where there is significant controversy or public interest. Records include: • final versions and significant drafts of plans • records of community consultation, including submissions and reports • background research.	Required as State archives
21.8.2		Records relating to the development of operational plans and strategies for the day-	Retain minimum of 10

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
<i>PARKS AND RESERVES - Security</i>			
		to-day management of parks and reserves. Includes plans and strategies for the provision of sporting and other activities in parklands and facilities, security plans, etc. Also includes plans for the acquisition of parks and reserves that do not proceed and where there is no controversy or significant public interest. Records include background research, final versions and significant drafts of plans.	years after superseded, then destroy
21.9.0	Security	See PROPERTY MANAGEMENT (COUNCIL PROPERTY) - Security for records relating to security arrangements and incidents for parks and reserves.	
21.10.0	Service Provision	The activities relating to the provision of services by the organisation or by other agencies on behalf of the organisation. See COMMUNITY RELATIONS - Marketing for records relating to the marketing and promotion of services, including advertising. See CORPORATE MANAGEMENT - Compliance for licences to operate caravan parks issued to the organisation. See PARKS AND RESERVES - Agreements for records of tenancy agreements for caravan park residents.	
21.10.1		Records relating to services provided in parks and reserves by or on behalf of the organisation, e.g. caravan parks, golf courses, camping grounds, etc. Records include service coordination, operation schedules, daily operations, bookings etc.	Retain minimum of 2 years after action completed, then destroy
21.10.2		<i>Superseded July 2022. See FA428, Cemeteries and crematoria operators, entry 1.8.</i>	
21.11.0	Trusts	The activities associated with managing trusts dedicated to the creation and maintenance of parks and reserves.	
21.11.1		Records relating to the management of Trusts established to manage and maintain reserves, including Crown land. Includes records of: the establishment of the committee, its terms of reference, memoranda of understanding etc.	Required as State archives

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
<i>PARKS AND RESERVES - Usage</i>			
		• nomination, appointment, resignation or termination of members • delegations of functions and responsibilities with respect to the management of reserves to trust committees • consultations with Minister concerning the management of reserves or administration of the Trust, including the granting of easements, licences or leases over Crown land, etc. • agenda and minutes • advice and business and briefing papers • submissions and reports • recommendations.	
21.12.0	Usage	The activities associated with managing the use of facilities and properties. Includes bookings for the use of premises, occupancy rates, and hiring and leasing premises or facilities. See PARKS AND RESERVES - Service Provision for records of bookings for caravan parks and camping grounds.	
21.12.1		Summary records of caravan and camping site occupancy, including site occupancy registers.	Retain minimum of 7 years after action completed, then destroy
21.12.2		<i>Entry superseded July 2022. See FA428, entry 1.1.</i>	
21.12.3		<i>Entry superseded July 2022. See FA428, entry 1.1.</i>	
22.0.0	PERSONNEL	The function of managing all employees in the organisation. Employees include permanent, temporary and part-time employees and people working under scholarships, traineeships, apprenticeships and similar relationships, and volunteers. Note: Consultants and contractors are not covered in the PERSONNEL function. Note: Many organisations create a file on each employee that brings together	

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
<i>PERSONNEL - Appeals</i>			
		documents relating to a range of matters in the ongoing management of that employee. There is no single entry in the Authority relating to personnel files as the disposal of records about individual employees is according to the activities the records document rather than the way the records may be physically managed in files. Furthermore, the minimum retention periods vary according to the activity documented in the records and hence a single file may contain records with different retention periods. See CORPORATE MANAGEMENT for records relating to audits, contracting-out, meetings, policy, procedures, reporting and standards relating to personnel. See CORPORATE MANAGEMENT - Contracting-Out for records relating to contractors and consultants. See GOVERNANCE for records relating to members of governing bodies such as councils.	
22.31.0	Appeals	The activities involved in the process of appeals against decisions by application to a higher authority. See PERSONNEL - Discipline for records relating to disciplinary appeals.	
22.31.1		Records relating to the management of internal appeals. Records include case files and registers of appeals.	Retain minimum of 10 years after action completed, then destroy
22.31.2		Records relating to appeals made to external bodies, e.g. Industrial Relations Commission. Records include case files and registers of appeals.	Retain minimum of 5 years after action completed, then destroy
22.1.0	Arrangements	The activities involved in arranging community relations events and personnel functions. Includes the activities involved in the organisation's relationship with social clubs.	

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
<i>PERSONNEL - Arrangements</i>			
22.1.1		Records relating to administrative arrangements for social events and staff functions. Records include arrangements, bookings, related correspondence and notices of events.	Retain until administrative or reference use ceases, then destroy
22.1.2		Records relating to the interaction between the organisation and employee run social clubs. Note: The records of the club itself, such as minutes of meetings, are not public records and are therefore not covered by this authority.	Retain minimum of 2 years after action completed, then destroy
22.2.0	Authorisation	The process of seeking and granting permission to undertake a requested action. See CORPORATE MANAGEMENT - Authorisation for records relating to authorisations to carry out regulatory or compliance activities on behalf of other bodies.	
22.2.1		Records relating to delegations of authority, including operational delegations and authority to act.	Retain until administrative or reference use ceases, then destroy
22.2.2		Records relating to firearm licensing of employees.	Retain minimum of 2 years after license expires, then destroy
22.2.3		Records relating to authorisations for individuals to hold private employment.	Retain minimum of 7 years after private employment or employment ceases, then destroy
22.3.0	Awards (Honours)	The activity of managing awards for the recognition of service for employees.	
22.3.1		Records of significant awards given to employees in recognition of service. Records include nominations and details of award recipients.	Required as State archives

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
<i>PERSONNEL - Awards (Honours)</i>			
22.3.2		Records of routine or periodic awards given to employees in recognition of service. Records include nominations and details of award recipients.	Retain minimum of 5 years after action completed, then destroy
22.3.3		Records relating to the administration of internal prize, award or recognition schemes for employees.	Retain minimum of 2 years after action completed, then destroy
22.32.0	Compliance	The activities associated with complying with mandatory or optional accountability, legal, regulatory or quality standards or requirements to which the organisation is subject.	
22.32.1		Records relating to the registration of an organisation with an approved screening agency for all processes associated with the working with children checks including copy of working with children registration form.	Retain minimum of 7 years after registration ceases, then destroy
22.32.2		Records concerning reporting of critical incidents or matters where there is a statutory requirement to report to external bodies (e.g. Commission for Children and Young People, Ombudsman) including: • notification of rejected applicants • notification of disciplinary proceedings • notification of findings • reporting of reportable incidents • copies of investigation reports, statements and documents and details of action taken regarding reported child abuse. Note: This class applies to the records of reporting/notification only. The reports or notifications should be retained by the external body. Records held by the public office on which the report or notification was based (such as discipline records) should be kept according to the retention periods outlined in this Authority	Retain minimum of 10 years after action completed, then destroy Matters involving allegations of child abuse or neglect: Retain minimum of 100 years after action completed, then destroy

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
<i>PERSONNEL - Compliance</i>			
22.32.3		Records regarding advice and guidance shared between the agency and external bodies concerning compliance matters including circulars and information letters.	Retain minimum of 7 years after reference use ceases, then destroy
22.32.4		Records relating to the organisation's compliance with mandatory or optional standards or with statutory requirements relating to the management of personnel.	Retain minimum of 6 years after action completed, then destroy
22.32.5		Records relating to health surveillance of employees exposed or at risk of exposure to hazardous or carcinogenic substances or conditions, including asbestos or cytotoxins and lead. Records include: • details of employee/s exposed to or at risk of exposure to hazardous or carcinogenic substances or conditions • notifications to WorkCover NSW by employer of intention to carry out work that involves the use of carcinogenic substances or lead risk work or other notifications as required • reports of outcomes of medical examinations to determine exposure or monitor the effects of exposure on an ongoing basis • copies of written statements to employees regarding exposure when they cease employment.	Retain minimum of 75 years after action completed, then destroy
22.32.6		Records relating to the licensing or registration process for a business, substance, place or type of work involving contact with toxic or hazardous materials. Records include: • applications for, renewals, cancellations or details regarding suspension of permits, licences, certificates of registration • copies of permits, licences, certificates of registration • conditions of registration or licensing	Retain minimum of 75 years after action completed, then destroy

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
----	-------------------	-------------	-----------------

PERSONNEL - Compliance

		• applications for review of decisions regarding registration or licensing.	
22.32.7		Records relating to the licensing or registration process for a business, substance, place or type of work not involving contact with hazardous or toxic materials. Records include: • applications for, renewals, cancellations or details regarding suspension of permits, licences, certificates of registration • receipt for payment of fees (if relevant) • copies of permits, licences, certificates of registration • conditions of registration or licensing • applications for review of decisions regarding registration or licensing.	Retain minimum of 7 years after licence, permit or certificate of registration expires or is terminated, then destroy
22.32.8		Hazardous substances registers (including asbestos registers) identifying substance properties and details of their condition.	Retain minimum of 75 years after action completed, then destroy
22.32.9		Records relating to working in confined spaces. Records include requests for access and entry and work permits.	Retain minimum of 1 month after return of confined space to service, then destroy
22.32.10		Records relating to testing employees for drug use and alcohol consumption. Records include sample collection forms, laboratory reports and statements.	Retain minimum of 7 years after action completed, then destroy
22.32.11		Records relating to compliance with court orders or notices issued by regulatory bodies in connection with occupational health and safety breaches. Records include: • notices or court orders • records of compliance with orders or notices	Retain minimum of 10 years after action completed, then destroy

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
----	-------------------	-------------	-----------------

PERSONNEL - Discipline

		records of reporting on compliance.	
22.4.0	Discipline	The activities and actions associated with the disciplinary process. Includes investigation, charges, formal inquiries, punishment and appeals.	
22.4.1		Records relating to allegations and disciplinary proceedings where the Ombudsman and the Commission for Children and Young People are notified (e.g. cases involving suspected abuse or neglect of children). This includes records concerning investigations, charges, inquiries and punishments and matters that have been referred to external bodies for investigation (e.g. NSW Department of Community Services). It also includes false, malicious or disproved allegations. Records include: - advice of allegation and response - investigation documentation and reports - referrals to external bodies - records of remedial and/or disciplinary action.	Retain minimum of 99 years after action completed, then destroy
22.4.2		Records relating to allegations and disciplinary proceedings where an officer is found to have committed a breach and serious disciplinary action (such as a fine, demotion, suspension, direction to resign, dismissal or annulment of appointment) is taken, but the offence has not involved a child or young person. This includes records concerning investigations, charges, inquiries and punishments and matters that have been referred to external bodies for investigation (e.g. NSW Police Service, ICAC). Records include: - advice of allegation and response - investigation documentation and reports - referrals to external bodies - records of remedial and/or disciplinary action.	Retain minimum of 25 years after action completed, then destroy
22.4.3		Records relating to disciplinary proceedings where an officer is found to have committed a breach of discipline but minor or no	Retain minimum of 7 years after

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
<i>PERSONNEL - Discipline</i>			
		disciplinary action is taken (e.g. caution or reprimand) and the offence has not involved a child or young person. This includes records concerning investigations, charges, formal enquiries and/or punishments. Records include: • advice of allegation and response • reports • investigation documentation • records of any remedial or disciplinary action taken.	action completed, then destroy
22.4.4		Records relating to preliminary/fact finding investigations of misconduct that were not proceeded with or where an officer is found not to have committed a breach of discipline (i.e. the allegations have been found to be false, vexatious or misconceived or could not be substantiated) and the accusation has not involved a child or a young person. Records include: • advice of allegation and response • reports • investigations • interview transcripts • signed statements.	Retain minimum of 7 years after action completed, then destroy
22.5.0	Disclosure of Interest	The activities associated with maintaining a record of employees' interests. See CORPORATE MANAGEMENT - Compliance for records relating to the management of gifts.	
22.5.1		Records of employee's interests including declarations of pecuniary interest, benefits and contacts.	Retain minimum of 7 years after superseded, then destroy
22.6.0	Employment conditions	The activities associated with managing the general conditions of employment for personnel. Includes managing records of employment conditions, policy and entitlements, including work practices, allowances and leave.	

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
<i>PERSONNEL - Employment conditions</i>			
22.6.1		Records relating to the development and review of personnel policies, e.g. employee travel, recruitment etc. Records include: • policy proposals • background research • records of consultations or meetings • reports analysing issues and the outcomes of consultation with employees, unions etc. • correspondence indicating who the policies apply to and responsibilities for their implementation. • final and significant draft versions.	Retain minimum of 5 years after superseded, then destroy
22.6.2		Records relating to the management of terms and conditions of employment including advice about employment conditions and issues e.g. flexible work practices.	Retain minimum of 5 years after action completed, then destroy
22.6.3		General records relating to the administration of employment conditions including general information and reference materials held for information purposes, including circulars and memorandum.	Retain minimum of 2 years after action completed, then destroy
22.7.0	Employment schemes	The activities associated with the implementation of employment schemes targeting groups or individuals.	
22.7.1		Records relating to the management of employment schemes and job assistance schemes which have been implemented to recruit personnel such as apprenticeships, cadetships, traineeships and scholarships. This also includes schemes that target specific groups such as Aboriginal employment schemes or unemployed persons' schemes. Records include: • reports • correspondence • bonds and liabilities • register of apprenticeships • register of cadetships.	Retain minimum of 7 years after action completed, then destroy

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
----	-------------------	-------------	-----------------

PERSONNEL - Equal Employment Opportunity

22.8.0	Equal Employment Opportunity	See CORPORATE MANAGEMENT - Planning for records relating to Equal Employment Opportunity plans and their implementation.	
22.9.0	Establishment	The activities associated with changing and establishing the administrative structure and allocation of functional responsibility to business units. Also includes managing positions, duties and reporting relationships between staff. See PERSONNEL - Recruitment for records relating to recruitment of employees and volunteers.	
22.9.1		Records relating to the creation, variation, abolition or transfer of positions and assigned duties. Records include: - proposals and authorisations for creation, variation or abolition - minutes or notes of meetings regarding the parameters of new positions or changes to existing positions - position descriptions and statements of duty. Note: These records should be retained as long as they are required to validly support the position. Action completed can be interpreted as when the position is altered, varied or abolished.	Retain minimum of 7 years after action completed, then destroy
22.9.2		Records documenting the appointment and service of permanent, temporary or casual employees where an adequate summary record is not held (see 22.9.4). Records include: - instruments of appointment or conditions/contract of employment - code of conduct or confidentiality agreements - service records.	Retain minimum of 75 years after date of birth or minimum of 7 years after action completed, whichever is longer, then destroy
22.9.3		Records documenting the appointment and service of permanent, temporary or casual employees where an adequate summary record is held (see 22.9.4). Records include: offer of appointment	Retain minimum of 7 years after employment

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
----	-------------------	-------------	-----------------

PERSONNEL - Establishment

		- code of conduct - service records - details of any extenuating circumstances e.g. bankruptcy.	ceases, then destroy
22.9.4		Records summarising the employment or service history of a permanent, temporary or casual employee or volunteer including: - employee history card - service card (including electronic versions). Note: Pre-1940 summary employee records such as registers and cards are to be retained as State archives. Note: Summary records may include details such as: identification number, name, date of birth, address, date appointed, status, position and dates held, locations worked, promotions and higher duties and dates held, salary rates, allowances.	Retain minimum of 75 years after date of birth or minimum of 7 years after action completed, whichever is longer, then destroy
22.9.5		Records relating to varying positions and assigned duties when the changes are not proceeded with.	Retain minimum of 2 years after action completed, then destroy
22.9.6		Records relating to the appointment and service of volunteers and persons performing work experience. Records include: - agreements - undertakings - conditions of engagement - details of work performed - code of conduct - service records.	Retain or minimum of 3 years after service completed, or until the person reaches the age of 25 years, whichever is longer, then destroy
22.9.7		Records regarding arrangements for employees acting in higher positions than their substantive positions. Records include: - expressions of interest - offer/appointment - arrangements for acting in higher positions	Retain minimum of 7 years after action completed, then destroy

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
<i>PERSONNEL - Grievances</i>			
		- confidentiality agreements for higher positions - termination of higher duties.	
22.10.0	Grievances	The activities associated with the handling and resolution of grievances.	
22.10.1		Records relating to formal grievances raised by an employee or employee representative, which are precedent setting, result in significant change to agency procedure, or have unit, organisational or sector impact. Records include case files, appeals and liaison with employees and employee representatives.	Retain minimum of 10 years after action completed, then destroy
22.10.2		Records relating to formal grievances raised by an employee or employee representative, which are not precedent setting, do not result in significant change to agency procedure, or do not have unit, organisational or sector impact. Records include case files and appeals.	Retain minimum of 5 years after action completed, then destroy
22.10.3		Records relating to grievances that were raised informally and not proceeded with. Records include notes.	Retain minimum of 1 year after action completed, then destroy
22.11.0	Industrial relations	The activity of establishing formal relations with employees and their representatives to achieve a harmonious workplace. Includes negotiations conducted to obtain determinations, agreements or awards, industrial disputes settled within the organisation or by an external arbiter and reports on the state of industrial relations. See LEGAL SERVICES - Advice for records relating to advice regarding industrial relations matters.	
22.11.1		Records relating to the management of industrial disputes of a significant nature where the organisation is a primary party to the negotiations or resolution of the dispute. Significant disputes can include those resulting in a strike, ban or lock-out, that set precedents, or that result in innovative or contentious changes to working conditions. Records include:	Required as State archives

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
----	-------------------	-------------	-----------------

PERSONNEL - Industrial relations

		- records of liaison with the relevant lead organisation - records of discussions, meetings and conferences between parties - records of hearings by the arbitration or determining body or Courts - communications with employees.	
22.11.2		Records relating to the management of industrial disputes of a minor nature, or where the organisation is not a primary party to the negotiations or resolution of the dispute.	Retain minimum of 5 years after action completed, then destroy
22.11.3		Records relating to the establishment, negotiation, maintenance and review of awards or agreements heard or certified by the central arbitration or determining body where the organisation is the main participant in negotiations. Records include: - background research - records of consultations - draft versions of awards or agreements exchanged between parties - final versions of awards or agreements - arbitrated variations and consent variations to awards.	Retain minimum of 10 years after expiry or termination of agreement, then destroy
22.11.4		Records relating to the establishment, negotiation, maintenance and review of awards or agreements heard or certified by the central arbitration or determining body where the organisation is not the main participant in negotiations. Includes final versions of agreements and records relating to implementation of agreements.	Retain minimum of 5 years after expiry or termination of agreement, then destroy
22.11.5		Records relating to the establishment, negotiation, maintenance and review of agreements concerning the implementation of working conditions or practices within a particular workplace, e.g. agreements between management and unions on behalf of employees, such as agreements for flexible work practices, working from home, or skill based competencies. Includes negotiations, final, approved versions of	Retain minimum of 5 years after expiry or termination of agreement, then destroy

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
<i>PERSONNEL - Industrial relations</i>			
		agreements and records relating to implementation of agreements.	
22.11.6		Records relating to ad hoc meetings held regarding industrial relations issues, e.g. ad hoc meetings between management and unions or employee associations. Does not include records relating to meetings for the resolution of substantive industrial relations issues, e.g. disputes.	Retain minimum of 5 years after action completed, then destroy
22.12.0	Leave	The process of administering leave for which staff are eligible. Includes unauthorised leave taken by staff.	
22.12.1		Summary records of the administration of leave, leave requests, long term entitlements and the transfer of entitlements to other employers. Records include leave registers and cards, and consolidated leave records.	Retain minimum of 75 years after date of birth or 7 years after last action, whichever is later, then destroy
22.12.2		Records relating to applications for leave and the administration of leave, except for extended (long service) leave, study leave and leave without pay in excess of 6 months. Records include: • reports of unauthorised leave • leave requests • leave forms • authorisations • leave returns • leave rosters • medical certificates.	Retain minimum of 6 years after action completed, then destroy
22.12.3		Records of extended (long service) leave, study leave and leave without pay in excess of 6 months. Records include leave requests and forms, and authorisations.	Retain minimum of 75 years after date of birth or 7 years after last action, whichever is later, then destroy

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
<i>PERSONNEL - Liaison</i>			
22.13.0	Liaison	See PERSONNEL - Industrial relations for records relating to liaison on industrial relations matters.	
22.14.0	Medical Examinations	See CORPORATE MANAGEMENT - Procedures for records relating to the administration of medical examinations for employees. See PERSONNEL - Recruitment for records relating to medical examinations conducted as part of the recruitment process.	
22.15.0	Occupational Health & Safety	The activity of implementing and co-ordinating occupational health and safety and associated legislation. Includes safety policy and the monitoring of safe work practices, procedures and preventative measures. See CORPORATE MANAGEMENT - Meetings for records relating to meetings of occupational health and safety committees. See GOVERNMENT RELATIONS - Inquiries for records relating to matters referred to external government bodies for investigation. See PERSONNEL - Compliance for records relating to occupational health and safety compliance matters. See RISK MANAGEMENT - Risk assessment for records relating to the identification of occupational health and safety hazards. See <i>General retention and disposal authority: administrative records</i> OCCUPATIONAL HEALTH & Safety – Health promotion for material safety data sheets.	
22.15.1		Final versions of policies and procedures relating to specific occupational health and safety tasks and practices, e.g. policies and procedures on the management of hazardous materials, safe work method statements, and associated correspondence indicating who the policies and procedures apply to and responsibilities for their implementation.	Retain minimum of 75 years after superseded, then destroy
22.15.2		Records relating to the development and review of policies and procedures for the administration and management of	Retain minimum of 5 years after

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
<i>PERSONNEL - Occupational Health & Safety</i>			
		occupational health and safety programs. Records include: - background research - notes of meetings or reports analysing issues and the outcomes of consultation - final versions and significant drafts of policy and procedure documents - correspondence indicating who the policies and procedures apply to and responsibilities for their implementation.	superseded, then destroy
22.15.3		Records relating to the management and administration of programs to promote a healthy working environment, such as routine immunisation and health monitoring programs.	Retain minimum of 7 years after action completed, then destroy
22.15.4		Records relating to incidents that result in serious personal injury or incapacity to employees. Records include: - incident/injury records, e.g. incident/accident report forms - notifications to insurer - records of investigation by the organisation into incident - details of notifications to WorkCover NSW of incident - copies of investigation reports by Police, WorkCover NSW inspectors etc into incident.	Retain minimum of 75 years after action completed, then destroy
22.15.5		Records relating to incidents involving employees that do not result in death, serious personal injury or incapacity to employees. Records include: - incident/injury records - notifications to insurer - records of investigation by organisation/WorkCover NSW into incident.	Retain minimum of 25 years after action completed, then destroy
22.15.6		Records relating to the rehabilitation of employees where the rehabilitation is not	Retain minimum of 10 years after

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
<i>PERSONNEL - Occupational Health & Safety</i>			
		related to a compensation case. Records include return to work plans.	action completed, then destroy
22.15.7		Records relating to incidents that result in the death of employees. Records include: - incident records, e.g. incident/accident report forms - notifications to insurer - records of investigation by the organisation into incident - details of notifications to WorkCover NSW of incident - copies of investigation reports by Police, WorkCover NSW inspectors etc into incident.	Retain minimum of 25 years after date of death or minimum of 7 years after action completed, whichever is longer, then destroy
22.15.8		Records relating to routinely conducted workplace inspections undertaken either by the organisation or employee representatives to identify and monitor occupational health and safety risks or hazards. Records include: - notes of inspection - records of liaison with WorkCover NSW - records relating to complaints about the way an investigation was carried out - details of remedial action undertaken.	Retain minimum of 7 years after action completed, then destroy
22.15.9		Records relating to the election of occupational health and safety representatives to committees and/or to act independently. Records include ballot papers and nominations.	Retain minimum of 2 years after election is finalised, then destroy
22.15.10		Records relating to the nomination, appointment, resignation and termination of first aid officers, fire wardens and safety officers. Records include: - letters of appointment - details of roles and responsibilities - letters of resignation.	Retain minimum of 1 year after appointment lapses, then destroy
22.15.11		Summary records created to facilitate the management and monitoring of the provision of occupational health and safety training to	Retain minimum of 75 years after

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
<i>PERSONNEL - Payroll</i>			
		employees, contractors etc, e.g. occupational health and safety training registers.	action completed, then destroy
22.16.0	Payroll	The process of managing the payment of salaries and wages to personnel. See FINANCIAL MANAGEMENT - Accounting for records relating to the assessment of fringe benefits tax and PAYG withholding.	
22.16.1		Records relating to the payment of wages (total gross earnings) to employees. Includes: • salary or wages • overtime, shift and other allowances • over-award payments • bonuses and commissions • payments for sick leave, long service leave, public holidays • leave loadings • employer superannuation contributions • the value of any substitutes for cash • the grossed-up value of fringe benefits • termination payments.	Retain minimum of 7 years after end of financial year in which record was created, then destroy
22.16.2		Records relating to the documentation of attendance of employees (excluding those employees who work with children) including: • timecards and time sheets • flexitime sheets and flex adjustment sheets • absentee lists • attendance books.	Retain minimum of 6 years after action completed, then destroy
22.16.3		Records relating to salary rates registers and allowance payment rates.	Retain until administrative or reference use ceases, then destroy
22.16.4		Records supporting the payment of wages to employees. Records include forms and	Retain minimum of 2 years after end of financial year

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
<i>PERSONNEL - Payroll</i>			
		documents used to process and update information in payroll systems.	in which record was created, then destroy
22.16.5		Records relating to the documentation of attendance of employees who work with children, including: • timecards and time sheets • flexitime sheets and flex adjustment sheets • absentee lists • attendance books.	Retain minimum of 10 years after action completed, then destroy
22.16.6		Routine correspondence, including requests for information and reference material regarding superannuation.	Retain minimum of 2 years after action completed, then destroy
22.16.7		Records documenting the management of employee rosters.	Retain minimum of 6 months after action completed, then destroy
22.17.0	Performance appraisal	The evaluation of the performance of staff and their achievements in relation to set goals.	
22.17.1		Records relating to the administration and implementation of the performance management program.	Retain minimum of 5 years after action completed, then destroy
22.17.2		Records of individual performance agreements with senior or executive officers on contracts of employment. Includes: • final version of the agreement • notes from meetings with employees • assessment and review reports • remedial action.	Retain minimum of 7 years after employment ceases, then destroy
22.17.3		Records of individual performance agreements with other employees. Includes:	Retain minimum of 3 years after

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
<i>PERSONNEL - Planning</i>			
		• final version of the agreement • notes from meetings with employees • assessments and review reports • work plans • appraisal reports • performance counselling.	action completed, then destroy
22.18.0	Planning	The process of formulating ways in which objectives can be achieved. Includes the determination of services and needs, and the solution to those needs.	
22.18.1		Records relating to the development and review of personnel, industrial relation and occupational health and safety plans, e.g. plans for the deployment of employees, emergency evacuation and asbestos management. Records include: • background research • notes of meetings or reports analysing issues and the outcomes of consultation • correspondence indicating who the plans apply to and responsibilities for their implementation • final and significant draft versions of plans.	Retain minimum of 5 years after superseded, then destroy
22.19.0	Recruitment	The process of recruiting which includes applying for approval to fill existing vacancies, the advertising of vacant positions, and the handling of applications, interviews, selection, culling and appointment. Also includes recruiting volunteers.	
22.19.1		Records relating to the advertisement and filling of positions, including promotional positions. Records include: • advertisements • selection committee reports • reports on selection on other grounds • eligibility lists • reference checks.	Retain minimum of 2 years after recruitment has been finalised, then destroy

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
<i>PERSONNEL - Recruitment</i>			
22.19.2		Records relating to the recruitment of employees and volunteers – successful applicant. Includes promotions to new positions. Records include: • application including resume and references • evidence of educational qualifications and personal particulars • copy of position description or duty statement • health declarations • results of medical examinations at recruitment. NOTE: See separate entries for working with children and criminal record checks.	Retain minimum of 7 years after employment ceases, then destroy
22.19.3		Records relating to the recruitment of employees and volunteers – unsuccessful applicant. Records include: • application including resume and references • evidence of educational qualifications and personal particulars • copy of position description or duty statement • health declarations • results of medical examinations • notification.	Retain minimum of 1 year after recruitment finalised, then destroy
22.19.4		Unsolicited resumes and requests for employment.	Retain until administrative or reference use ceases, then destroy
22.19.5		Records relating to criminal records checks.	Retain in accordance with the organisation's requirements, then destroy
22.19.6		Records relating to working with children checks as a result of which: • a job applicant is offered employment	Retain minimum of 75 years after date of birth of employee, or 7

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
<i>PERSONNEL - Recruitment</i>			
		- an existing employee is determined fit to work with children - an existing employee is determined unfit to work with children. Records include: - prohibited person declaration form - consent for working with children check - request to screening agency for working with children check - notification of result of working with children check.	years after action completed, whichever is later, then destroy
22.19.7		Records relating to working with children checks as a result of which a job applicant is not offered employment.	Retain minimum of 1 year after recruitment finalised, then destroy
22.20.0	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), and providing formal statements or findings of the results of the examination or investigation.	
22.20.1		Records relating to periodic internal reports on personnel programs and services. Records include background research, e.g. collection of statistics, final and significant draft versions of reports.	Retain minimum of 3 years after action completed, then destroy
22.21.0	Security	The activities associated with measures taken to protect people, premises, equipment or information from accidental or intentional damage or from unauthorised access. See PERSONNEL - Recruitment for records relating to working with children and criminal records checks.	
22.21.1		Records relating to the management of personnel security, including issuing identification, reporting of security incidents and arranging for identity checking. Records include security checks and reports.	Retain minimum of 5 years after action completed, then destroy

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
----	-------------------	-------------	-----------------

PERSONNEL - Separations

22.22.0	Separations	The activities associated with managing any method of leaving an organisation. Includes resignation, retirement, dismissal, death, redundancy, retrenchment and dispensations of services of temporary personnel.	
22.22.1		Records of planning the implementation of separations from the organisation e.g. as a result of work redesign, restructuring, and redeployments.	Retain minimum of 10 years after action completed, then destroy
22.22.2		Records relating to the separation of individuals from the organisation. Records include: • letter of notice • reports/details of discharge etc • exit interviews • certificate of service • details of entitlements.	Retain minimum of 7 years after employment ceases, then destroy
22.23.0	Suggestions	The process of using suggestions from personnel to improve the services and processes of the organisation.	
22.23.1		Records of suggestions from personnel.	Retain minimum of 2 years after action completed, then destroy
22.24.0	Superannuation	See PERSONNEL - Payroll for records relating to superannuation.	
22.25.0	Training and development	The activities associated with all aspects of internal and external training available to staff. See FINANCIAL MANAGEMENT - Accounting for records relating to financial transactions supporting training activities.	
22.25.1		Records relating to the administration, evaluation and review of staff development activities, programs and events. Includes reporting on programs.	Retain minimum of 5 years after action completed, then destroy

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
----	-------------------	-------------	-----------------

PERSONNEL - Training and development

22.25.2		Records relating to addresses, speeches and papers presented for staff development purposes. Records include: - background research - draft versions containing significant changes/alterations or formally circulated for comment - final, approved versions - conference proceedings - audio-visual recordings - reports.	Retain minimum of 2 years after action completed, then destroy
22.25.3		Notices of assessment or examination results of internal and external training.	Retain minimum of 7 years after action completed, then destroy
22.25.4		Final versions of unpublished proceedings, reports and addresses from conferences, seminars or forums arranged by the organisation for staff, skills or professional development purposes.	Retain minimum of 5 years after action completed, then destroy
22.25.5		Records relating to administrative arrangements for employee attendance at internal and external training courses, conferences, workshops, seminars, presentations etc. Records include: - registration and application forms - venue bookings and equipment hire - accommodation and transport arrangements - reports - participant evaluations.	Retain minimum of 2 years after action completed, then destroy
22.25.6		Records relating to the development of training material for internal courses, e.g. induction, volunteer training. Records include programs and lecture notes.	Retain until superseded, then destroy
22.25.7		Records relating to the content of training that forms part of specific study schemes, e.g. scholarships, apprenticeships, cadetships etc.	Retain minimum of 7 years after

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
<i>PERSONNEL - Travel</i>			
			scheme ceases, then destroy
22.26.0	Travel	See FINANCIAL MANAGEMENT - Authorisation for records relating to authorisation of travel arrangements. See PERSONNEL - Training and development for records relating to travel arrangements for conferences, training etc.	
22.27.0	Volunteers	See PERSONNEL - Establishment for records relating to the appointment of volunteers. See PERSONNEL - Recruitment for records relating to the recruitment of volunteers. See PERSONNEL - Training and development for records relating to the training of volunteers.	
22.28.0	Welfare	The activity of managing the provision of support and counselling services to employees.	
22.28.1		Records relating to the implementation of counselling programs or schemes, such as career or trauma counselling programs. Records include program plans and reports.	Retain minimum of 5 years after action completed, then destroy
22.28.2		Records relating to counselling of employees, including career, trauma, financial, new entry and counselling regarding breaches of the code of conduct. Records include case files and reports.	Retain minimum of 5 years after action completed, then destroy
22.28.3		Records relating to reference information about external counselling programs or schemes.	Retain until reference use ceases, then destroy
22.30.0	Work experience	See PERSONNEL - Establishment for records relating to the appointment and management of work experience students.	
22.29.0	Workers Compensation	See RISK MANAGEMENT for records relating to workers compensation.	

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
<i>PLANT, EQUIPMENT & STORES</i>			
23.0.0	PLANT, EQUIPMENT & STORES	The function of acquiring, supplying, maintaining, managing, repairing and disposing of plant, equipment, stores and vehicles. Includes the management of the organisation's stores. See CORPORATE MANAGEMENT for records relating to audits, contracting, meetings, reporting, standards and tendering. See INFORMATION TECHNOLOGY - Acquisition for records relating to the management of telecommunications and technological equipment such as telephones, facsimiles and computer hardware and software. See RISK MANAGEMENT - Claims management for records relating to insurance policies.	
23.1.0	Acquisition	The process of gaining ownership or use of equipment, stores, vehicles and related goods required for the conduct of business through purchase or requisition. See FINANCIAL MANAGEMENT - Accounting for records relating to financial transactions supporting acquisition activities. See PROPERTY MANAGEMENT (COUNCIL PROPERTY) - Acquisition and Disposal for records relating to items of plant and equipment that have heritage significance.	
23.1.1		Records relating to the acquisition of vehicles and vehicle accessories, including vehicles purchased through motor vehicle supply contracts. Records include: • quotes • evaluations of period contracts or alternatives • justifications/business cases • orders • handover reports • correspondence.	Retain minimum of 7 years after disposal of vehicle, then destroy
23.1.2		Records relating to the acquisition of plant, equipment and stores where there is no tendering or contracting-out process, i.e.	Retain minimum of 7 years after end of financial year

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
<i>PLANT, EQUIPMENT & STORES - Acquisition</i>			
		where the cost of the acquisition is below the threshold for tendering. Records include: • formal requests for quotes and quotes received • business cases and/or approvals • orders • handover reports and goods inwards books • correspondence and negotiations, including minutes or notes of meetings or notes of discussions.	in which transaction was completed, then destroy
23.1.3		Records relating to the acquisition of fuel and fleet management services, including e-tags, tollway schemes etc where there is no tender or contracting-out process, i.e. where the cost of the acquisition is below the threshold for tendering. Records include records of fuel cards issued and cancelled.	Retain minimum of 7 years after action completed, then destroy
23.1.4		Records relating to arrangements for the delivery of equipment and stores to the organisation. Records include delivery dockets.	Retain until administrative or reference use ceases, then destroy
23.1.5		Records relating to arrangements for the allocation of equipment and stores to organisational units. Includes technology and telecommunications equipment, services, facilities, hardware or software.	Retain minimum of 2 years after action completed, then destroy
23.1.6		Records relating to the allocation of equipment and stores to individuals for their ongoing use. Includes technology and telecommunications equipment, services, facilities, hardware or software.	Retain minimum of 2 years after return, disposal or reallocation of equipment, then destroy
23.1.7		Records relating to investigations into the acquisition of equipment and stores not proceeded with.	Retain until administrative or reference use ceases, then destroy
23.1.8		Records relating to the administration and management of leased or hired vehicles or equipment, and arrangements for leasing-out part of the fleet or equipment and stores to	Retain minimum of 7 years after lease or hire

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
<i>PLANT, EQUIPMENT & STORES - Acquisition</i>			
		other organisations. Records include agreements, reports received from leasing companies and vehicle exemption reports.	arrangement expires or is terminated, then destroy
23.1.9		Records relating to proposed leasing or leasing-out arrangements which do not proceed.	Retain minimum of 2 years after action completed, then destroy
23.2.0	Asset register	See FINANCIAL MANAGEMENT - Registration for registers of furniture and equipment. See PLANT, EQUIPMENT & STORES - Monitoring for records relating to registers of general stores.	
23.3.0	Disposal	The process of disposing of equipment, stores and vehicles by sale, transfer, termination of lease, auction, or destruction. Includes the disposal of impounded property and library books or information resource collections. See PROPERTY MANAGEMENT (COUNCIL PROPERTY) - Acquisition and Disposal for records relating to the disposal of items of plant and equipment that have heritage value.	
23.3.1		Records relating to the disposal of equipment, vehicles and stores, including leased equipment and stores, through any means including sale, transfer, auction, exchange, return or destruction. Records include: • written notices and related correspondence, e.g. to and from leasing companies • handover reports • assessments and certifications of value of goods • independent valuation certificates verifying work undertaken on assets prior to valuation • written quotes • approvals to proceed	Retain minimum of 7 years after disposal of asset, then destroy

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
<i>PLANT, EQUIPMENT & STORES - Disposal</i>			
		• auction, sale or transfer records • related correspondence.	
23.3.2		Records relating to arrangements for the disposal of plant, vehicles equipment and stores which do not proceed.	Retain minimum of 2 years after action completed, then destroy
23.4.0	Evaluation	The process of determining the suitability of potential or existing items of equipment or stores in relation to meeting the needs of the given situation. See PLANT, EQUIPMENT & STORES - Acquisition for records relating to the evaluation of vehicles.	
23.4.1		Records relating to investigations undertaken to determine the organisation's requirements for equipment or stores. Records include: • assessments of period contracts, buyers guides, endorsed suppliers • justifications of decisions on how to proceed • records of the development and issue of specifications and/or business cases • records of the evaluation and selection of storage areas • records of the evaluation and monitoring of existing equipment.	Retain minimum of 2 years after action completed, then destroy
23.5.0	Fleet management	The activity of managing, maintaining and repairing vehicles. See FINANCIAL MANAGEMENT - Registration for records relating to plant, equipment and vehicle asset registers. See PLANT, EQUIPMENT & STORES - Usage for records relating to vehicle allocations. See RISK MANAGEMENT - Claims management for records relating to the handling of claims for compensation and rehabilitation of employees as a result of a vehicle accident.	
23.5.1		Records relating to driving or traffic infringements involving vehicles maintained	Retain minimum of 2

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
<i>PLANT, EQUIPMENT & STORES - Fleet management</i>			
		or used by the organisation. Records include copies of infringement notices, correspondence with relevant authorities, supporting documentation etc.	years after action completed, then destroy
23.5.2		Records relating to the registration of the organisation's vehicles. Records include records of inspections and renewals.	Retain until registration has expired, been renewed or vehicle sold, then destroy
23.5.3		Records relating to the calculation of Fringe Benefits Tax (FBT) liabilities.	Retain minimum of 5 years after end of the FBT year, then destroy
23.5.4		Records relating to incidents involving vehicles maintained or used by the organisation. Records include: • vehicle accident and investigation reports • copies of documents authorising use of the vehicle • copies of driver/operator/pilot licences or certificates of competency • copies of bookings/logs and other evidence supporting use of the vehicle.	Retain minimum of 7 years after action completed, then destroy
23.6.0	Maintenance	The activities associated with the upkeep, repair, servicing and preservation of equipment and stores. See PLANT, EQUIPMENT & STORES - Usage for records relating to the maintenance of vehicles.	
23.6.1		Records relating to tests, repairs, maintenance, inspections, commissioning or alteration of plant and equipment that are relevant to controlling risks associated with the use or operation of that particular item of plant or equipment.	Retain until plant or equipment is disposed of, then destroy
23.6.2		Records relating to tests, repairs, maintenance inspections, commissioning or alteration of plant and equipment not relating to controlling risks associated with a particular item of plant or equipment.	Retain minimum of 2 years after action completed, then destroy

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
<i>PLANT, EQUIPMENT & STORES - Maintenance</i>			
23.6.3		Records relating to warranties and guarantees for equipment and stores.	Retain until warranty or guarantee expires or until item is disposed of, whichever is shorter, then destroy
23.7.0	Monitoring	Activities that check, observe, or record equipment and stores supplies. See FINANCIAL MANAGEMENT - Corruption for records relating to misappropriation of funds.	
23.7.1		Records relating to the inventory and stocktake of plant, equipment and stores to assess replacement needs, identify missing items and determine condition of existing items. Includes examining, counting and valuing. Records include stock/stores control records and reconciliations, stocktake reports and stocktaking sheets/records.	Retain minimum of 2 years after action completed, then destroy
23.7.2		Records relating to the loss of or damage to equipment and stores. Records include investigations into theft or intentional damage and referral of alleged incidents to law enforcement authorities.	Retain minimum of 7 years after action completed, then destroy
23.8.0	Plant	See PLANT, EQUIPMENT & STORES - Monitoring for records relating to reporting on plant.	
23.9.0	Policy	The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making and as the basis from which procedures are determined.	
23.9.1		Records relating to the development and review of policies relating to the acquisition, disposal, use and maintenance of equipment and stores, including fleet management policies, e.g. policies on personal use of organisational vehicles, use of parking spaces etc. Records include: • policy proposals • background research	Retain minimum of 5 years after policy is superseded, then destroy

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
<i>PLANT, EQUIPMENT & STORES - Procedures</i>			
		- reports analysing issues and the outcomes of consultation - final and significant draft versions of policies - correspondence indicating who policies apply to and responsibilities for their implementation.	
23.10.0	Procedures	Standard methods of operating laid down by an organisation according to formulated policy.	
23.10.1		Records relating to the development and review of procedures for the acquisition, disposal, use and maintenance of vehicles, plant, equipment and stores. Note: There may be procedures relating to the management, use or maintenance of vehicles, plant, equipment and stores that need to be kept for longer retention periods than specified because they may impact of the organisation's accountability with respect to the management of assets or the management of occupational health and safety risks.	Retain minimum of 5 years after superseded, then destroy
23.11.0	Registration	See FINANCIAL MANAGEMENT - Registration for asset registers of furniture and equipment.	
23.12.0	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), and to provide formal statements or findings of the results of the examination or investigation. See PLANT, EQUIPMENT & STORES - Monitoring for records relating to reports on the condition of assets.	
23.12.1		Records relating to formal external reports regarding equipment and stores. Records include background research, final and significant draft versions of reports.	Retain minimum of 7 years after action completed, then destroy
23.12.2		Records relating to the development and review of reports relating to fleet management, e.g. financials, utilisation, fuel expenditure, running costs, value of	Retain minimum of 5 years after action

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
<i>PLANT, EQUIPMENT & STORES - Reporting</i>			
		reportable fringe benefits provided to employees, reporting on accidents/incidents and theft involving organisational vehicles. Records include final and significant draft versions of reports.	completed, then destroy
23.12.3		Records relating to periodic internal reports on general administrative matters used to monitor and document recurring activities e.g. statistics monitoring usage of equipment and stores. Records include background research, e.g. collection of statistics, final and significant draft versions of reports.	Retain minimum of 3 years after action completed, then destroy
23.13.0	Stores	See PLANT, EQUIPMENT & STORES - Acquisition for records relating to the acquisition of stores. See PLANT, EQUIPMENT & STORES - Monitoring for records relating to stocktakes of stores.	
23.14.0	Usage	The activities associated with managing the use of equipment, vehicles and stores.	
23.14.1		Records relating to the usage of plant and equipment, e.g. bookings.	Retain until administrative or reference use ceases, then destroy
23.14.2		Records relating to requests and approvals authorising the use of vehicles involving financial arrangements. Records include: - records of permission to use private vehicles for official business - records of permission to undertake maintenance and repairs - records of permission for private use of fuel cards and arrangements for reimbursement.	Retain minimum of 7 years after action completed, then destroy
23.14.3		Records relating to arrangements for using vehicles, including requests and approvals authorising the use of vehicles not involving financial arrangements. Records include: - booking schedules - trip instructions - travel itineraries and programs	Retain minimum of 2 years after action completed, then destroy

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
----	-------------------	-------------	-----------------

PLANT, EQUIPMENT & STORES - Usage

		- records of checks for appropriate authorisations - records of permission to carry non-employees as passengers - records of permission for home garaging of vehicles - records of permission for Senior Executive Officers to use vehicles while on leave - records of permission for learner drivers to drive a vehicle.	
23.14.4		Vehicle running sheets/log books.	Retain minimum of 5 years after end of the FBT year, then destroy
23.14.5		Records relating to repairs, modifications and maintenance of owned vehicles (excluding maintenance contracts). Records include maintenance record books.	Transfer to new owner after sale or retain minimum of 6 months after write off of vehicle, then destroy
23.14.6		Records relating to repairs and maintenance of leased vehicles (excluding maintenance contracts). Records include maintenance record books.	Transfer to leasing company after lease expires or is terminated, or retain until expiry or termination or lease, then destroy
23.14.7		Records relating to registering, licensing or obtaining permits for the use or operation of equipment and plant. Records include: - applications for registration or permit, renewals, cancellations or details regarding cancellation or suspension of permits, licences or registration - receipts for payment of fees (if relevant) - copies of permits, licences, certificates of registration	Retain minimum of 7 years after licence, permit or certificate of registration expires or is terminated, then destroy

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
----	-------------------	-------------	-----------------

PROPERTY MANAGEMENT (COUNCIL PROPERTY)

		- conditions of licensing or registration - applications for review of decisions regarding licensing or registration.	
5.0.0	PROPERTY MANAGEMENT (COUNCIL PROPERTY)	The function of acquiring, constructing, designing, developing, disposing of and maintaining land, property, premises and facilities owned, leased or otherwise occupied or managed by the organisation, including Crown land. Includes the usage, hiring and management of halls and centres. Note: Properties of heritage significance can include buildings, objects, monuments, Aboriginal places, gardens, bridges, landscapes, archaeological sites, shipwrecks, relics, bridges, streets, industrial structures and conservation precincts. Note: For the purposes of this authority, a property is heritage listed if it is featured on: - the National Heritage List searchable via the Australian Heritage Database - the State Heritage Register - the organisation's heritage and conservation register - a local environmental planning (LEP) instrument - the Australian Institute of Architects' NSW Chapter, Register of 20th Century Buildings of Significance and/or - the DOCOMOMO Register of Modern Movement Buildings, sites and landscapes in Australia (NSW). Note: Local government agencies responsible for the management of Crown reserves, commons and land that is currently or may potentially be the subject of a claim under the <i>Aboriginal Land Rights Act 1983</i> should ensure records providing evidence of ownership, control and usage of the relevant parcel are retained and not destroyed until a claim has been granted over that parcel of land. These records could include planning documents or decisions concerning proposed or approved use of the land, surveys, agreements, memorandums, consents and tenure arrangements regarding the following land matters – acquisition, transfers,	

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
----	-------------------	-------------	-----------------

PROPERTY MANAGEMENT (COUNCIL PROPERTY) - Access

		boundaries, usage, rights of way and easements, leases or licences for any uses/purposes, land/resource management and management of parks and reserves. Please note that the making of a claim which is unsuccessful does not preclude the making of further claims over the same areas of land under the Act. Councils should ensure that records relating to the management of Crown reserves, commons or other Trusts (e.g. Schools of Art) are created and maintained in accordance with the Trust Handbook: a handbook for trusts managing Crown land reserves and commons, and trustees of schools of arts issued by the Land and Property Management Authority. For further advice and guidance as to land that is claimable under the Aboriginal Land Rights Act and records requiring retention, agencies should contact the Crown Lands division of the Land and Property Management Authority. See CORPORATE MANAGEMENT for records of audits, committees, policies, procedures, standards and reviews relating to the operation and administration of property, facilities and premises owned, occupied or managed by the organisation and for contracts or tenders for the provision of property management related services. See ENVIRONMENTAL MANAGEMENT for records relating to the control and eradication of noxious plants/weeds on properties owned, managed or occupied by the organisation. See LEGAL SERVICES - Litigation for records of property rights claims that proceed to litigation. See PARKS AND RESERVES for records relating to the management of parks and reserves. See RISK MANAGEMENT for records of property insurance and risk assessments associated with the management of property.	
5.1.0	Access	See PROPERTY MANAGEMENT (COUNCIL PROPERTY) - Compliance for records	

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
----	-------------------	-------------	-----------------

PROPERTY MANAGEMENT (COUNCIL PROPERTY) - Acquisition and Disposal

		relating to compliance with requirements for disabled access to properties.	
5.2.0	Acquisition and Disposal	The process of gaining ownership or use of property, and the process of disposing of property no longer required by sale, transfer, termination of lease, auction or destruction. Includes native title claims. See LEGAL SERVICES - Litigation for records of legal action relating to the compulsory acquisition of land and property by the organisation. See PARKS AND RESERVES - Acquisition and Disposal for records relating to the acquisition and disposal of parks and reserves. See PLANT, EQUIPMENT & STORES for records relating to the acquisition and disposal of equipment and stores, such as furniture, etc. See PROPERTY MANAGEMENT (COUNCIL PROPERTY) - Planning for conservation management plans. See RISK MANAGEMENT - Claims management for records relating to claims for compensation arising from the compulsory acquisition of land by the organisation.	
5.2.1		Records relating to the resumption, acquisition or disposal of property that is significant due to the fact that it is: - a recipient of prestigious State, national or international architectural or design awards - an important local or regional landmark, or - heritage listed. Records include: - records of assessments, investigations and reports on the property - images, including digital recordings, photographs, maps etc. - records demonstrating public reaction to the acquisition or disposal of the property	Required as State archives

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
<i>PROPERTY MANAGEMENT (COUNCIL PROPERTY) - Acquisition and Disposal</i>			
		- records of preparation undertaken before disposal - archival recordings of demolition - environmental impact assessments - budget estimates - feasibility studies - cost-benefit and market analyses - correspondence with the vendor or owner - due diligence checks prior to purchase - draft and final versions of contracts of acquisition or sale.	
5.2.2		Records relating to the resumption, acquisition and disposal of property that is not: - a recipient of prestigious State, national or international architectural or design awards - an important local or regional landmark, or - heritage listed. Records include: - records of assessments, investigations and reports on the property - images, including digital recordings, photographs, maps etc. - records demonstrating public reaction to the acquisition or disposal of the property - records of preparation undertaken before disposal - environmental impact assessments - budget estimates - feasibility studies - cost-benefit and market analyses - correspondence with the vendor or owner - due diligence checks prior to purchase - draft and final versions of contracts of acquisition or sale.	(A) For specialty contracts or agreements: Retain minimum of 12 years after disposal of property, then destroy (B) For standard contracts or agreements: Retain minimum of 7 years after disposal of property, then destroy

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
<i>PROPERTY MANAGEMENT (COUNCIL PROPERTY) - Acquisition and Disposal</i>			
		Note: Specialty contracts include contracts under seal and deeds to property. Limitation periods for contractual arrangements or agreements may be longer in other States. These may need to be taken into account when assessing retention requirements for intrastate agreements or arrangements.	
5.2.3		Records relating to negotiations for property where the acquisition or disposal is not proceeded with.	Retain minimum of 10 years after action completed, then destroy
5.2.4		Deeds or certificates of title for property owned by the organisation. ¹ See entry 5.2.1 for historic (e.g. linen) certificates of title that relate to heritage or landmark properties.	Retain until administrative or reference use ceases, then destroy
5.2.5		Records relating to native title or Aboriginal land rights claims to property owned, occupied or managed by the organisation, both successful and unsuccessful. Includes records relating to the notice of the claim and its outcome, liaison with other government departments or claimants in relation to the claim, advice, investigations or assessments relating to the claim, etc.	Required as State archives
5.2.6		Records relating to the development of land owned by the organisation. Includes project management records, reports concerning valuation and future planning and records relating to market analysis, pricing and sales.	Retain minimum of 12 years after action completed, then destroy
5.14.0	Compliance	The activities associated with complying with mandatory or optional accountability, legal, regulatory or quality standards or requirements to which the organisation is subject. Includes compliance with legislation and with national and international standards.	

¹ Disposal action amended December 2021. Under amendments to the *Real Property Act* certificates of titles ceased to have legal effect from 11 October 2021.

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
----	-------------------	-------------	-----------------

PROPERTY MANAGEMENT (COUNCIL PROPERTY) - Compliance

5.14.1		Records relating to audits and processes and systems to detect the presence of hazardous substances or conditions in buildings or land.	Retain minimum of 75 years after action completed, then destroy
5.14.2		Records relating to breaches of regulatory requirements by the organisation, e.g. breaches of waste or environmental requirements, breaches of orders or requirements for the maintenance of heritage properties etc.	Retain minimum of 15 years after action completed, then destroy
5.14.3		Records relating to compliance with mandatory or optional standards or with statutory requirements relating to the management of property, e.g. Australian and international standards for building management, disabled access, air conditioning, environmental regulations and building regulations, safety certification, maintenance for fire prevention and access to water supplies. Includes audits of property management processes or systems.	Retain minimum of 6 years after action completed, then destroy
5.15.0	Conservation	The activities associated with the preservation, protection, maintenance, restoration and enhancement of properties and land. Includes the management of heritage property, remediation of contaminated land and the conservation of Aboriginal sites. See ENVIRONMENTAL MANAGEMENT - Programs for records relating to the remediation and management of contaminated land not owned or occupied by the organisation, i.e. where the organisation is involved in the remediation of contaminated land owned by other organisations and individuals, or where the contamination is in bushland, waterways, etc. that the organisation is responsible for managing. See PROPERTY MANAGEMENT (COUNCIL PROPERTY) - Planning for conservation management plans. See PROPERTY MANAGEMENT (COUNCIL PROPERTY) - Registration for summary records and registers of heritage assets, e.g. heritage and conservation registers.	

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
----	-------------------	-------------	-----------------

PROPERTY MANAGEMENT (COUNCIL PROPERTY) - Conservation

		See WASTE MANAGEMENT - Maintenance for records relating to the remediation of landfill sites.	
5.15.1		Records relating to the identification and assessment of assets of heritage significance. Includes records relating to assets which are subsequently removed from the organisation's heritage and conservation register due to transfer or sale. Records include: • internal organisational assessments • records of consultation with communities and other stakeholders • consultants' reports • nominations and submissions on proposed listings • correspondence with heritage bodies • notifications of inclusion on heritage listings • notifications of permanent heritage orders.	Required as State archives
5.15.2		Records relating to the identification and assessment of assets where the assessment has determined that the asset is not of heritage significance. Includes records relating to assets provisionally listed on the organisation's heritage and conservation register that, once assessed, are subsequently removed. Records include: • internal organisational assessments • records of consultation with communities and other stakeholders • consultants' reports • nominations and submissions on proposed listings • correspondence with heritage bodies • notifications of outcome • notifications of interim heritage orders.	Retain minimum of 7 years after action completed, then destroy
5.15.3		Records relating to the remediation of contaminated sites that: • present a major long term public health risk, e.g. toxic waste	Required as State archives

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
<i>PROPERTY MANAGEMENT (COUNCIL PROPERTY) - Conservation</i>			
		- involve major public controversy, or - have a significant impact on policies/procedures. Records include: - environmental and heritage impact assessments and plans - records of consultations - records of site inspections - records of remedial action - records of environmental monitoring.	
5.15.4		Records relating to the remediation of contaminated sites that do not: - present a major long term public health risk - involve major public controversy, or - have a significant impact on policies/procedures. Records include: - environmental and heritage impact assessments and plans - records of consultations - records of site inspections - records of remedial action - records of environmental monitoring.	Retain minimum of 75 years after action completed, then destroy
5.3.0	Design and Construction	The process of making, erecting, renovating or restoring a structure or environs. Includes major maintenance work involving structural change and the redevelopment of sites. See relevant function/Design and Construction for records relating to the design and construction of specialised plant, equipment and infrastructure, e.g. see SEWERAGE AND DRAINAGE - Design and Construction for records relating to the design and construction of specialised sewerage and drainage plant and infrastructure, such as sewerage processing plants, etc. See PROPERTY MANAGEMENT (COUNCIL PROPERTY) - Planning for conservation management plans.	

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
----	-------------------	-------------	-----------------

PROPERTY MANAGEMENT (COUNCIL PROPERTY) - Design and Construction

5.3.1		Key records relating to the design, construction, major renovation or restoration of property (including buildings, structures and environs) that is of significance due to the fact that it is: • a recipient of a prestigious State, national or international architectural or design award • an important local or regional landmark, or • heritage listed. Records include: • building and development applications, including supporting documentation recording reviews of environmental factors such as environmental impact statements, archaeological or heritage impact statements • records demonstrating public reaction to the construction • plans/designs as approved • plans/designs as executed and variations • specifications • photographs • drawings • site diaries and plans • archival recordings of demolition • records of structural changes made for installations, fit-outs and maintenance • records of decisions or approvals regarding naming and the use of coats of arms/heraldry and the erection of plaques on buildings, structures and public spaces • display models of architectural quality. Includes construction designs, artist's impressions, design models and plans submitted for design competitions. Includes successful and unsuccessful submissions. Includes the naming and renaming of buildings.	Required as State archives
-------	--	---	----------------------------

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
<i>PROPERTY MANAGEMENT (COUNCIL PROPERTY) - Design and Construction</i>			
5.3.2		Key records relating to the design, construction, major renovation or restoration of property (including buildings, structures and environs) that is not: • a recipient of prestigious State, national or international architectural or design awards • an important local or regional landmark, or • heritage listed. Records include: • building and development applications and construction certificates, including supporting documentation recording reviews of environmental factors such as environmental impact statements, archaeological or heritage impact statements • records demonstrating public reaction to the construction • plans/designs as approved • plans/designs as executed and variations • specifications • photographs • drawings • site plans • records of structural changes made for installations, fit-outs and maintenance • records of decisions or approvals regarding naming and the use of coats of arms/heraldry and the erection of plaques on buildings, structures and public spaces.	Retain minimum of 7 years after property or structure is disposed of or demolished, then destroy or transfer to new owner as required
5.3.3		Records relating to project management for construction works. Records include: • records of budget and costs • records of client liaison on non technical matters • records of contractual matters such as variations, payment and sign off on construction • records of logistics	Retain minimum of 12 years after project completed, then destroy

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
----	-------------------	-------------	-----------------

PROPERTY MANAGEMENT (COUNCIL PROPERTY) - Design and Construction

		• site procedures • records of quality and performance measurements • periodic reports • project risk management records and schedules • records of consultations.	
5.3.4		Records relating to projects or proposals proceeded with relating to the construction of property (other than key construction records, project management or records of hazardous materials) such as non-architectural quality models, correspondence with builders and records relating to minor day-to-day works, repairs or maintenance of site.	Retain minimum of 7 years after construction work completed, then destroy
5.3.5		Records relating to the identification and management of hazardous materials including asbestos used or encountered in construction work.	Retain minimum of 75 years after removal or disposal of hazardous materials, then destroy or transfer to new owner on disposal of property
5.3.6		Records relating to construction projects or proposals not proceeded with.	Retain minimum of 7 years after action completed, then destroy
5.3.7		Records relating to the design and installation of minor equipment, and temporary equipment and structures for events. Includes lighting, temporary stages, kiosks and other amenities, playing surfaces, seating, signage and banners, air conditioning, sound systems. Records include: • plans and specifications • costs and quotations • associated correspondence.	Retain minimum of 7 years after equipment is replaced or installation is removed, then destroy

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
----	-------------------	-------------	-----------------

PROPERTY MANAGEMENT (COUNCIL PROPERTY) - Inspections

5.16.0	Inspections	The process of officially examining facilities, properties, equipment and items to ensure compliance with standards.	
5.16.1		Records relating to inspections to determine whether asbestos and other hazardous substances are present in buildings or land.	Retain minimum of 75 years after action completed, then destroy or transfer to new owner if property is sold before this date
5.16.2		Records relating to audits of processes and systems to detect the presence of hazardous substances or conditions in buildings or land.	Retain minimum of 75 years after action completed, then destroy
5.17.0	Installation	The activities involved in placing equipment in position and connecting and adjusting it for use. See INFORMATION TECHNOLOGY - Implementation for records relating to the routine installation of technology and telecommunications equipment. See PROPERTY MANAGEMENT (COUNCIL PROPERTY) - Design and Construction for records relating to installations undertaken as part of construction or renovation projects that involve structural changes.	
5.17.1		Plans relating to the installation of service systems within the organisation's property, e.g. installation of heating, plumbing, air conditioning, security equipment, cabling, alarms etc. that do not involve structural changes.	Retain until installation is removed, then destroy or retain until building or structure is disposed of, then destroy or transfer to new owner as required
5.17.2		Records relating to the installation of service systems within the organisation's property,	Retain minimum of 2 years after

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
<i>PROPERTY MANAGEMENT (COUNCIL PROPERTY) - Leasing</i>			
		other than plans, that do not involve structural changes.	action completed, then destroy
5.18.0	Leasing	The activities involved in leasing accommodation, premises or real estate from another organisation.	
5.18.1		Records relating to the leasing of property for use by the organisation. Records include correspondence and records of negotiations, signed leases, records of ongoing management of the lease etc.	Retain minimum of 7 years after lease expires or is terminated, then destroy
5.18.2		Records relating to leasing which is not proceeded with.	Retain minimum of 2 years after action completed, then destroy
5.4.0	Leasing-Out	The activities involved in leasing out of property owned or managed by the organisation to another organisation or person. Also includes subleasing and the short term hire of facilities for sporting, recreational and community purposes. See CORPORATE MANAGEMENT - Tendering for records of tendering for long term community land leases (i.e. leases over 5 years). See FINANCIAL MANAGEMENT - Fees and charges for records relating to the setting of fees and charges relating to the use of property and facilities. See RECREATION AND CULTURAL SERVICES - Permits for records relating to issue of permits, licences, approvals, etc. for the conduct of activities on the organisation's premises, parks and reserves, etc. See ROADS - Street Management for records of short term leases and usage of public spaces, e.g. for kiosks and placement of street furniture on footpaths, etc.	
5.4.1		Records relating to the long-term leasing of land and property owned or managed by the organisation to another organisation, such as perpetual and 99 year leases. Records include correspondence and records of	Required as State archives

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
<i>PROPERTY MANAGEMENT (COUNCIL PROPERTY) - Leasing-Out</i>			
		negotiations, signed leases, records of ongoing management of lease etc.	
5.4.2		Records of agreements or arrangements for leasing-out, licensing or use of property, land or open spaces owned or managed by the organisation. Includes advertising and permissive occupancy agreements and lease agreements for commercial enterprises or residential use, such as houses, halls and meeting rooms, council facilities, swimming pools, sporting and cultural centres, playing fields. Records include: • leases and licences • negotiations • correspondence with tenants and real estate agents. • records of ongoing management of lease.	Retain minimum of 7 years after expiry or termination of lease or agreement, then destroy
5.4.3		Records relating to the hire of the organisation's facilities and buildings for sporting and other community purposes and events. Records include: • bookings and cancellations • applications for the usage and hire of properties, parks and facilities • fees, terms and conditions of use • copies of indemnity and insurance certificates of hirers • administrative records such as listings of vacancies.	Retain minimum of 2 years after action completed, then destroy
5.4.4		Records relating to leasing out which is not proceeded with.	Retain minimum of 2 years after action completed, then destroy
5.5.0	Maintenance	The activities associated with the upkeep, repair, servicing and preservation of internal and external conditions of property, premises and facilities. See CORPORATE MANAGEMENT - Tendering for records relating to tenders and contracts for the maintenance of properties.	

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
----	-------------------	-------------	-----------------

PROPERTY MANAGEMENT (COUNCIL PROPERTY) - Maintenance

		See PROPERTY MANAGEMENT (COUNCIL PROPERTY) - Design and Construction for records relating to maintenance work involving structural changes. See PROPERTY MANAGEMENT (COUNCIL PROPERTY) - Installation for records relating to the installation of service systems that do not involve structural changes.	
5.5.1		Records relating to the ongoing conservation maintenance of assets owned, managed or occupied by the organisation that have been identified as having heritage significance. Includes records relating to assets which are subsequently removed from the organisation's heritage and conservation register due to transfer or sale. Records include: • applications seeking changes to heritage places • notifications or orders from the Heritage Council, e.g. notifications or orders restricting development or harm to buildings or regarding failures to maintain or repair • advice and submissions given to or received from heritage bodies regarding maintenance, repair or adaptation • condition treatment reports • conservation reports • heritage agreements • records of site inspections and monitoring • records of remedial action.	Required as State archives
5.5.2		Records relating to major maintenance work carried out during the lifetime of a building, e.g. sometimes referred to as the maintenance history of a building. Includes non-conservation maintenance carried out on heritage assets. Records include: • plans, specifications and drawings of major maintenance work undertaken • records of outcomes of consultations • final, approved agreements	Retain until property, structure, etc. is disposed of or demolished, then destroy or transfer to new owner as required

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
----	-------------------	-------------	-----------------

PROPERTY MANAGEMENT (COUNCIL PROPERTY) - Maintenance

		warranties.	
5.5.3		Records relating to routine maintenance of property, not involving structural changes. Includes cleaning, painting, grounds maintenance, electrical and air-conditioning maintenance, minor modifications for disabled access, pest control etc. Excludes maintenance/service contracts. Records include requests and arrangements for services and records relating to works carried out.	Retain minimum of 2 years after action completed, then destroy
5.5.4		Records relating to the maintenance of cooling water systems. Records include operating and maintenance manuals for cooling towers, test results and service log sheets.	Retain minimum of 7 years after action completed, then destroy
5.5.5		Records relating to accidents or damage occurring to premises. Records include reports of fires, accidents or damage and associated maintenance work undertaken.	Retain minimum of 7 years after action completed, then destroy
5.5.6		Records relating to the monitoring of building management systems or energy management systems to ensure they are operating effectively.	Retain minimum of 3 years after action completed, then destroy
5.5.7		Records relating to the storage, removal and disposal of toxic or hazardous substances where risk assessments indicate that the severity of the risk to humans is high, e.g. asbestos, radioactive waste, some pesticides etc. Note: In some circumstances it may be appropriate for organisations to keep these records for longer periods.	Retain minimum of 75 years after action completed, then destroy
5.5.8		Records relating to the storage, removal and disposal of toxic or hazardous substances where risk assessments indicate that the severity of the risk to humans is low, e.g. petrol, gas, some chemicals etc.	Retain minimum of 30 years after action completed, then destroy

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
<i>PROPERTY MANAGEMENT (COUNCIL PROPERTY) - Maintenance</i>			
5.5.9		Records relating to the storage, removal and disposal of non-toxic, non-hazardous substances.	Retain minimum of 1 year after action completed, then destroy
5.19.0	Moving	The process of relocating to other premises.	
5.19.1		Records relating to the moving of business or other operations. Records include inventories, records of costings, records of arrangements with removalists etc.	Retain minimum of 2 years after action completed, then destroy
5.6.0	Planning	The process of formulating ways in which objectives can be achieved. Includes the determination of services and needs, and the solution to those needs.	
5.6.1		Records relating to the development and implementation of plans and strategies to support the management of property, e.g. accommodation plans, facility and usage plans, plans for disabled access, security plans, energy management plans, environment management plans, waste reduction plans, purchasing plans, etc. Records include background research, significant drafts and final versions of plans.	Retain minimum of 5 years after superseded, then destroy
5.6.2		Records relating to the development of conservation management plans for all properties. Records include background research, significant drafts and final versions of plans.	Required as State archives
5.7.0	Programs	See CORPORATE MANAGEMENT - Procedures for records relating to property management procedures. See PROPERTY MANAGEMENT (COUNCIL PROPERTY) - Planning for records relating to the implementation of property management programs.	
5.8.0	Registration	Compiled registers and summary records. See FINANCIAL MANAGEMENT - Registration for registers of properties and assets.	

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
<i>PROPERTY MANAGEMENT (COUNCIL PROPERTY) - Registration</i>			
5.8.1		Summary records created to facilitate the management of property owned or managed by the organisation, including: - property registers - land registers - deed registers - conservation and heritage registers, including records of changes to the heritage status of properties - registers or other summary records of resumptions - registers of leases for reserves.	Required as State archives
5.9.0	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), and to provide formal statements or findings of the results of the examination or investigation. See CORPORATE MANAGEMENT - Reporting for reports to external organisations, including statutory reports, concerning the management of properties.	
5.9.1		Final, approved versions of significant reports regarding the management of property owned or occupied by the organisation unrelated to heritage issues, e.g. reports on security, environment management, reporting against waste reduction and purchasing plans etc.	Retain minimum of 7 years after action completed, then destroy
5.9.2		Final, approved versions of reports regarding heritage property that contain detailed recommendations and initiatives concerning heritage issues, e.g. condition treatment reports, conservation reports.	Required as State archives
5.9.3		Final, approved versions of periodic internal reports on general administrative matters used to monitor and document recurring activities relating to the management of the organisation's properties, e.g. condition reports, monthly reports, returns etc.	Retain minimum of 3 years after action completed, then destroy
5.9.4		Records relating to the development and review of all reports on the organisation's property. Records include background research and significant draft versions.	Retain minimum of 3 years after action

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
----	-------------------	-------------	-----------------

PROPERTY MANAGEMENT (COUNCIL PROPERTY) - Security

			completed, then destroy
5.10.0	Security	The activities associated with measures taken to protect people or property from damage, harm, unauthorised access etc. Includes the management of security for all properties owned or managed by the organisation, including parks and reserves, waste, water supply and sewerage facilities, aerodromes, parking stations, etc. See INFORMATION TECHNOLOGY - Security for records relating to the security of systems and technology and telecommunications equipment. See PROPERTY MANAGEMENT (COUNCIL PROPERTY) - Installation for records relating to the installation of security equipment such as alarms, etc. See PROPERTY MANAGEMENT (COUNCIL PROPERTY) - Maintenance for records relating to repairs of damage to properties, etc. resulting from security incidents. See General Retention and Disposal Authority Administrative records PROPERTY MANAGEMENT – Security for crime prevention surveillance records.	
5.10.1		Records relating to property access controls to secure areas. Records include: • access registers (e.g. visitors books, sign in sheets) • keys registers • security data logs • records of issue of security passes to visitors • reports on responses to alarm warnings.	Retain minimum of 7 years after action completed, then destroy
5.10.2		Records relating to property guarding, surveillance and patrol operations. Records include rosters, daily and weekly security reports. Note: Some of these records may be relevant to an investigation into a security breach, in which case they should be retained for the same period as breach records.	Retain minimum of 2 years after action completed, then destroy

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
<i>PROPERTY MANAGEMENT (COUNCIL PROPERTY) - Security</i>			
5.10.3		Records relating to security breaches or incidents where significant damage or injury has occurred and where sabotage was intended. May include cases of: • unauthorised access or entry/trespass to buildings or restricted areas • acts of terrorism • intentional, major damage resulting in death or serious injury • bomb threats where it is established that the threat was real • arson (fires) • armed hold ups. Records include reports of breaches or incidents, records of investigations and liaison with law enforcement agencies.	Required as State archives
5.10.4		Records relating to security breaches or incidents where sabotage was not intended. May include cases of unintentional unauthorised access or entry/trespass to buildings or minor damage. Records include reports of breaches or incidents and records of investigations.	Retain minimum of 7 years after action completed, then destroy
5.10.5		Records relating to combinations for building locks.	Retain until combination changes, then destroy
5.11.0	Urban Design	The activities associated with the development of precincts and public spaces to create aesthetically pleasing environments. Includes major public art initiatives, such as sculptures, paving, fountains, etc. See LAND USE AND PLANNING - Planning for records relating to urban masterplans. See PROPERTY MANAGEMENT (COUNCIL PROPERTY) - Design and Construction for records relating to the design and construction of urban design projects.	
5.11.1		Records relating to planning for public art and urban design initiatives, such as sculptures, paving and fountains. Records	Required as State archives

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
<i>PROPERTY MANAGEMENT (COUNCIL PROPERTY) - Urban Design</i>			
		include proposals, reports and associated correspondence.	
5.11.2		Records relating to minor urban planning initiatives. Records include proposals, reports and associated correspondence.	Retain minimum of 10 years after project completed, then destroy
5.12.0	Usage	See PROPERTY MANAGEMENT (COUNCIL PROPERTY) - Leasing-Out for records relating to leasing-out and hiring out of property, sporting facilities etc.	
5.13.0	Valuations	The activities associated with the valuing of land. Includes the valuation of properties owned by the organisation.	
5.13.1		Records of valuations of the organisation's properties.	Retain until valuation superseded, or until property disposed of, then destroy
24.0.0	PUBLIC HEALTH	The function of managing and conducting activities to protect and improve public health. See CORPORATE MANAGEMENT for records relating to tenders and contracts for the outsourcing or provision of services, policies, procedures, audits of services and operations. See CORPORATE MANAGEMENT - Authorisation for records relating to authorisations to carry out regulatory and enforcement activities. See LEGAL SERVICES - Litigation for records of prosecutions of breaches of public health standards and regulations. See PERSONNEL – Discipline for records to handling and investigations of complaints or allegations involving staff members, volunteers etc	
24.1.0	Agreements	The processes associated with the establishment, maintenance, review and negotiation of agreements.	

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
<i>PUBLIC HEALTH - Agreements</i>			
24.1.1		Records relating to the establishment, negotiation, maintenance and review of agreements with health authorities or other government organisations to provide services such as baby and maternal health, or carry out regulatory activities such as food inspections, etc. Records include correspondence and records of negotiations and reviews of agreements and final, approved versions and significant drafts of agreements.	Retain minimum of 7 years after expiry or termination of agreement, then destroy
24.2.0	Appointments	The activity of managing appointments of persons to conduct or provide services. See CORPORATE MANAGEMENT - Contracting-Out for records relating to arranging and managing the performance of work or the provision of public health services by an external contractor.	
24.2.1		Records relating to the appointment of visiting physicians and pharmacists for nursing homes.	Retain minimum of 10 years after appointment lapses, then destroy
24.3.0	Approvals	The activities associated with obtaining approvals for the operation of services or facilities provided by the organisation.	
24.3.1		Records relating to the accreditation or licensing of health care services provided by or on behalf of the organisation. Records include applications, approvals, accreditation certificates/licences, inspection reports and associated correspondence. Note: Accreditation of nursing homes and hostels is conducted by Federal agencies every 1–3 years.	Retain minimum of 7 years after expiry or termination of accreditation, then destroy
24.4.0	Campaigns	See COMMUNITY RELATIONS - Marketing for records relating to displays and promotional material. See INFORMATION MANAGEMENT - Publications for records relating to the design and production of campaign publications. See PUBLIC HEALTH - Planning for records of planning for campaigns.	

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
<i>PUBLIC HEALTH - Cemeteries (burials and cremations)</i>			
		See PUBLIC HEALTH - Programs for records relating to the administration and implementation of public health programs.	
24.5.0	Cemeteries (burials and cremations)	The activity of managing public health issues relating to burials or cremations. <i>July 2022 entries superseded by FA428, Cemeteries and crematoria regulation.</i>	
24.5.1		<i>Superseded July 2022. Use the Normal Administrative Practice provisions of the State Records Regulation to dispose of copies of policies and regulations on the burial, cremation and exhumation of bodies, developed and provided by external organisations, such as the Department of Health.</i>	
24.5.2		<i>Records relating to the exhumation and/or reburial of human remains.</i>	
24.6.0	Inspections	The process of officially examining facilities, properties, equipment and items to ensure compliance with standards, regulatory requirements or codes. See LAWS AND ENFORCEMENT - Notifications for records of notifications of inspections and certifications submitted by owners or business or service operators as evidence of compliance with health, building and other laws, standards and regulations, including the certification of regulated systems, quarterly cooling tower reports and fire safety statements, etc.	
24.6.1		Records relating to inspections of businesses, facilities, buildings, etc. where there are major public health issues, including significant cases of environmental pollution or disease, or matters involving major controversy or major breaches of regulations. Records include reports.	Required as State archives
24.6.2		Records relating to inspections of businesses, facilities, buildings, etc. where there are no major public health issues, matters involving major controversy or major breaches of regulations. Records include notices of entry, reports, diaries etc.	Retain minimum of 7 years after action completed, then destroy

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
<i>PUBLIC HEALTH - Liaison</i>			
24.16.0	Liaison	The activities associated with maintaining regular general contact between the organisation, other private sector organisations, community groups and associations.	
24.16.1		Records relating to liaison with professional organisations, other organisations and community groups on routine matters relating to the provision, monitoring or coordination of public health services.	Retain minimum of 5 years after action completed, then destroy
24.7.0	Monitoring	Activities that check, observe or record the operation of equipment, infrastructure, services or systems. Includes the monitoring of health and food quality.	
24.7.1		Records relating to the administration of food sampling and analysis to ensure that it meets health standards. Includes appeals against the findings of food analysis. Records include: • requests for food sampling • food analysis certificates • certification of clean conditions of food premises • appeals and objections • results of tests • determinations • associated correspondence.	Retain minimum of 7 years after action completed, then destroy
24.7.2		Statistics on food surveillance collected by or for the organisation in the local area.	Retain minimum of 10 years after action completed, then destroy
24.7.3		Records relating to external monitoring of public health care services operated by or on behalf of the organisation, including nursing homes. Includes monitoring of service delivery, accessibility, usage of services, etc.	Retain minimum of 5 years after action completed, then destroy
24.8.0	Notifications	The activity of issuing or receiving notices regarding a failure of or a requirement for compliance, inappropriate practices, or of an	

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
----	-------------------	-------------	-----------------

PUBLIC HEALTH - Notifications

		intention to take action. Includes information notices received or sent by the organisation.	
24.8.1		Records relating to the issue of notices advising of public health issues and/or rectification action.	Retain minimum of 7 years after action completed, then destroy
24.8.2		Records relating to official notifications of infectious diseases.	Retain minimum of 10 years after action completed, then destroy
24.8.3		Records relating to the monitoring and updating of the status of notices issued, e.g. tracking or update of notices outstanding.	Retain until administrative or reference use ceases, then destroy
24.9.0	Permits	The activity of managing permission to undertake activities or processes. Includes permissions to undertake restricted activities that might be dangerous or injurious to health, e.g. using hazardous chemicals. See ENVIRONMENTAL MANAGEMENT - Permits for records of permits to use agricultural chemicals, herbicides or pesticides. See LAWS AND ENFORCEMENT - Licensing for records of licences for prescribed premises and activities, such as food premises, noxious trades, etc.	
24.9.1		Records relating to the licensing or issuing of permits for the use of chemicals that may have long term impact on human health, other than agricultural chemicals, pesticides or herbicides. Records include applications and determinations, copies of permits or licences and associated correspondence.	Retain minimum of 30 years after action completed, then destroy
24.9.2		<i>July 2022 superseded by FA428, entries 1.6 and 1.7.</i>	
24.10.0	Planning	The process of formulating ways in which objectives can be achieved. Includes the determination of services and needs, and the solution to those needs.	

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
<i>PUBLIC HEALTH - Planning</i>			
24.10.1		Records relating to the development of plans and strategies for the protection and improvement of public health. Includes the Public Health Plan, high level strategic plans for the provision of health care services and planning for the delivery of significant or unique public health programs and campaigns that have been initiated by the organisation in response to identified community needs, etc. Records include: • final versions and significant drafts of plans • background research • submissions and records of consultation • associated correspondence indicating who the plans apply to and responsibilities for their implementation.	Required as State archives
24.10.2		Records relating to the development of operational plans and strategies for the day-to-day management of public health care services or programs administered by the organisation and the improvement of public health in the local area. Includes plans and strategies for monitoring food services, routine planning for the implementation of public health programs, etc. Records include background research, significant drafts and final versions of plans.	Retain minimum of 10 years after superseded, then destroy
24.11.0	Programs	The activities related to the management of projects undertaken by the organisation to promote awareness of public health issues and to improve the safety and well-being of the community. See ENVIRONMENTAL MANAGEMENT - Programs for records relating to the usage of pesticides and agricultural herbicides and chemicals. See PUBLIC HEALTH - Planning for records of planning for public health programs.	
24.11.1		Records relating to the administration and management of public health programs. Records include: • project management records	Retain minimum of 10 years after action

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
<i>PUBLIC HEALTH - Programs</i>			
		- project schedules - assessments of resources required and acquisition of resources - liaison/communication with local community groups and other organisations concerning the administration and implementation of programs - surveys - progress reports - final reports and program evaluations.	completed, then destroy
24.11.2		Records of program objectives, summaries of proposals, program evaluation and analysis of significant or unique local public health programs or projects initiated by the organisation.	Required as State archives
24.11.3		Records of chemical usage for mosquito control programs involving spraying and drainage programs. Records include: - spraying logs and diaries - maps and plans showing locations of chemical usage, etc.	Retain minimum of 20 years after action completed, then destroy
24.12.0	Registration	Compiled registers and summary records.	
24.12.1		Summary records or registers of notifiable and infectious diseases. <i>July 2022 coverage for burials removed. See FA428, entry 1.1</i>	Required as State archives
24.12.2		Summary records or registers relating to the administration of: - vaccines - immunisations - legal action and summonses on public health matters - the issue of health notices and notices to comply - water cooling systems and warm water systems installed in regulated premises within the local area.	Retain minimum of 7 years after action completed, then destroy

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
<i>PUBLIC HEALTH - Registration</i>			
24.12.3		Registers of nursing home in-patient admission and separation.	Retain minimum of 10 years after last attendance or official contact or access by or on behalf of the patient, then destroy
24.13.0	Regulations	See CORPORATE MANAGEMENT - Legislation for records relating to the formulation of local laws and regulations or input into other laws and regulations.	
24.14.0	Reporting	The processes associated with initiating or providing a formal response to a situation or request or providing formal statements or findings of the results of an examination or investigation. See CORPORATE MANAGEMENT - Reporting for internal and external reports relating to the provision of health care services, including reports submitted to other organisations under statutory reporting requirements. See PUBLIC HEALTH - Programs for final and progress reports of individual public health projects and programs.	
24.14.1		Records relating to reports concerning public health issues specific to the local area, including medical officers' reports and correspondence. Includes reports concerning conditions of areas where the report is adverse or details outbreaks of epidemics.	Required as State archives
24.14.2		Returns of immunisation and doses statistics.	Retain minimum of 2 years after action completed, then destroy
24.14.3		Routine reports on public health issues.	Retain minimum of 2 years after action completed, then destroy

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
----	-------------------	-------------	-----------------

PUBLIC HEALTH - Service Provision

24.15.0	Service Provision	The activities relating to the provision of services by the organisation or by other agencies on behalf of the organisation. Includes requests and applications for services, assessment of eligibility and entitlements, liaison with other agencies regarding the provision of services. See FINANCIAL MANAGEMENT for financial and accounting records relating to payments or charging for services, including authorisations to withdraw money from clients' accounts and to pay fees and charges by direct debit. See PERSONNEL for records relating to the recruitment, employment and rostering of staff or volunteers. See PLANT, EQUIPMENT & STORES for records relating to the acquisition, maintenance and disposal of equipment. See PUBLIC HEALTH - Agreements for agreements with other agencies to provide services. See PUBLIC HEALTH - Approvals for records of accreditations and licences to operate services. See PUBLIC HEALTH - Monitoring for records of external monitoring of health care services provided by the organisation. See PUBLIC HEALTH - Planning for records of strategic and operational plans for the provision and management of health care services.	
24.15.1		Records relating to the day-to-day management and routine operation of health care services by or on behalf of the organisation. Records include schedules and operating hours, referrals, appointment diaries, inspection reports etc.	Retain minimum of 10 years after action completed, then destroy
24.15.2		Records relating to arrangements and bookings for services, including mobile blood banks, legionnaire's disease monitoring, screening services and immunisation.	Retain minimum of 5 years after action completed, then destroy
24.15.3		Records relating to the provision of non-inpatient treatment and care to community	Retain minimum of 7

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
<i>PUBLIC HEALTH - Service Provision</i>			
		based clients, e.g. screening services, immunisation, etc. Records include: • patient files • infant history cards/registers • enrolment records • child transfer records • screening/test results • immunisation consent records • immunisation cards for individual clients • copies of medical certificates issued to patients and clients.	years after last attendance or official contact or access by or on behalf of the patient or until patient reaches or would have reached 25 years of age, whichever is the longer, then destroy
24.15.4		Records relating to requests for admission to health, nursing or aged care services, including waiting lists.	Retain minimum of 2 years after action completed, then destroy
24.15.5		Records of clients of nursing homes and aged care hostel services, including client files.	Retain minimum of 10 years after client leaves the service, then destroy
24.15.6		Records of treatment and care provided to patients at hospitals operated by or on behalf of the organisation.	Dispose of in accordance with the <i>General Retention and Disposal Authority - Public Health Services: Patient/Client Records</i> (GDA17)
25.0.0	RATES AND VALUATIONS	The function of managing, regulating, setting and collecting income through the valuation of rateable land and other charges. See COMMUNITY RELATIONS - Enquiries for records relating to the handling of enquiries concerning rates, e.g. amounts payable, methods of payment, etc. See CORPORATE MANAGEMENT for records relating to the conduct of audits,	

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
----	-------------------	-------------	-----------------

RATES AND VALUATIONS - Abandonments

		tenders and contracts for the outsourcing or provision of services, committees, meetings, policies (other than those relating to the determination of rating status and the classification of land for rating purposes), procedures and standards concerning rates and valuations or the conduct of operational processes.	
25.1.0	Abandonments	See GRANTS AND SUBSIDIES - Programs for records relating to Government subsidies for rates abandonments. See LEGAL SERVICES - Litigation for records of legal actions taken to recover outstanding and unpaid rates, including those arising from the sale of land. See RATES AND VALUATIONS - Notifications for records of certificates issued for the sale of land to recover rates. See RATES AND VALUATIONS - Payments for records relating to sales of land to recover outstanding rates.	
25.3.0	Certification	The activity of providing a statement which is by law evidence of the truth of the facts stated. See RATES AND VALUATIONS - Notifications for records relating to the issue of certificates for the sale of land for overdue rates.	
25.3.1		Records relating to certificates showing amounts for rates outstanding, e.g. S602 and s.603 certificates.	Retain minimum of 7 years after action completed, then destroy
25.3.2		Requests for certificates showing amounts for rates outstanding.	Retain minimum of 1 year after action completed, then destroy
25.4.0	Fees and Charges	See FINANCIAL MANAGEMENT - Fees and charges for records relating to the setting of rates and waiving or variations of rates.	

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
----	-------------------	-------------	-----------------

RATES AND VALUATIONS - Notifications

		See RATES AND VALUATIONS - Payments for records relating to arrangements to pay rates.	
25.5.0	Notifications	The activity of issuing or receiving notices regarding a failure of or a requirement for compliance, inappropriate practices, or of an intention to take action. Includes information notices received or sent by the organisation. See RATES AND VALUATIONS - Rate Classifications for records relating to determinations of and objections to land classifications.	
25.5.1		Records relating to arrangements for the sale of land to recover outstanding and unpaid rates and to notices and certificates issued in relation to the sale of land for overdue rates. Note: Summary records relating to the sale of land to recover outstanding and unpaid rates are required as State archives (see RATES AND VALUATIONS - Registration). Appropriate records should be maintained to enable the repayment of the balance of any monies held in trust.	Retain minimum of 7 years after action completed, then destroy
25.5.2		Records of rate notices issued, including notices for overdue rates, rate or reminder notices returned to the organisation when ratepayer no longer at address, and affidavits of service.	Retain minimum of 7 years after end of financial year in which record was created, then destroy
25.5.3		Records relating to requests to reissue rates notices.	Retain minimum of 6 months after action completed, then destroy
25.5.4		Records of notices issued to ratepayers in relation to valuations, rates and charges, rate remissions, classification of land, etc.	Retain minimum of 10 years after the year in which the valuation was made, then destroy
25.5.5		Records relating to rates notice appeals or objections.	Retain minimum of 7 years after

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
----	-------------------	-------------	-----------------

RATES AND VALUATIONS - Notifications

			finalisation of the matter, then destroy
25.5.6		Lists of notices issued and properties for which notice is current.	Retain until administrative or reference use ceases, then destroy
25.5.7		Records advising of the transfer, sale or change of status of property (i.e. advices of changes of ownership, notifications of licences, permits, etc. affecting permitted uses of land received for the purpose of adjustment of rates).	Retain minimum of 2 years after action completed, then destroy
25.5.8		Records relating to valuation notices.	Retain minimum of 2 years after action completed, then destroy
25.5.9		Records relating to change of address notifications to the Valuer-General.	Retain minimum of 1 year after action completed, then destroy
25.5.10		Records relating to advices of change of address for delivery of rate notices. Includes elections to receive rate notices electronically.	Retain until administrative or reference use ceases, then destroy
25.6.0	Payments	The activity of managing the payment of rates. See FINANCIAL MANAGEMENT - Authorisation for records of direct debit and other authorisations for rates payments. See LEGAL SERVICES - Litigation for records relating to prosecutions for non-payment of rates.	
25.6.1		Summary records of rate payments received and records relating to the transfer of land in lieu of rates (where the transfer takes place) and to the grant of waiver of requirement to pay rates.	Retain minimum of 10 years after action completed, then destroy

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
----	-------------------	-------------	-----------------

RATES AND VALUATIONS - Payments

25.6.2		Records relating to applications for waiver of requirement to pay that are not granted.	Retain minimum of 2 years after action completed, then destroy
25.6.3		Records relating to applications for and the approval of rebates, such as pensioner rebates, or reductions under incentive schemes, and to debt recovery transactions (including bankruptcy proceedings and transactions for the recovery of arrears). Records include: • debtors' balances carried forward • rebate applications • agreements for payment of rates • correspondence regarding payments, etc. Note: Action is not completed for records relating to the approval of rebates until the rebate no longer applies or until all other requirements for retention are met.	Retain minimum of 7 years after action completed, then destroy
25.6.4		Debt recovery listings.	Retain until administrative or reference use ceases, then destroy
25.6.5		Records relating to requests for exemptions or postponements of rates, to pay by instalments (including instalment and interest calculations), ex-gratia payments in lieu of rates and offers for the transfer of land in lieu of payment that are not acted on.	Retain minimum of 7 years after action completed, then destroy
25.6.6		Reminders of payments due.	Retain minimum of 6 months after action completed, then destroy
25.6.7		Records relating to the sale of land for the purposes of rate recovery. Includes records relating to title searches, advertisements of sale, searches and advertisements for unknown owners.	Retain minimum of 7 years after action

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
----	-------------------	-------------	-----------------

RATES AND VALUATIONS - Payments

			completed, then destroy
25.6.8		Records relating to the sale of land where the sale does not proceed.	Retain minimum of 2 years after action completed, then destroy
25.6.9		Unknown owners' suspense account listings.	Retain minimum of 7 years after action completed, then destroy
25.6.10		Records relating to objections against the inclusion of land owned or managed by a public organisation in the rates rebate list. Records include objections and determinations.	Retain minimum of 7 years after action completed, then destroy
25.7.0	Property History	The activity of managing the numbering and history of a property. Also includes the amendment of street numbers to properties.	
25.7.1		Summary records relating to the recognition of a unique property identification number, including street numbering and re-numbering.	Required as State archives
25.7.2		Records relating to the numbering and re-numbering of properties, including street, house, rural road and property numbering. Records include notifications of new addresses and numbers to owners and residents.	Retain minimum of 2 years after action completed, then destroy
25.8.0	Rate Classifications	The activity of categorising land for rating purposes.	
25.8.1		Records relating to the policies used to determine rating status and the classification of land, e.g. as farmland, rural, residential, commercial or industrial etc., for rating purposes.	Required as State archives
25.8.2		Records relating to challenges to or appeals against a property's classification status for rating purposes that are precedent setting.	Required as State archives

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
<i>RATES AND VALUATIONS - Rate Classifications</i>			
25.8.3		Records relating to challenges to or appeals against a property's classification status for rating purposes that are not precedent setting.	Retain minimum of 7 years after action completed, then destroy
25.2.0	Rates	See FINANCIAL MANAGEMENT - Accounting for records relating to rates balances, listings and reconciliations. See RATES AND VALUATIONS - Payments for records relating to the payments of rates and recovery of debts.	
25.9.0	Registration	Compiled registers and summary records.	
25.9.1		Registers or equivalent summary records of rateable property including rate books, rate cards.	Required as State archives
25.9.2		Registers and summary records of notices of sale and transfer of property.	Retain minimum of 10 years after action completed, then destroy
25.9.3		Registers and summary records of sale of land for overdue rates.	Required as State archives
25.10.0	Reporting	The processes associated with initiating or providing a formal response to a situation or request or providing formal statements or findings of the results of an examination or investigation. See CORPORATE MANAGEMENT - Reporting for rating reports and returns submitted to external organisations.	
25.10.1		Returns relating to the valuation or rating status or classification of properties. This includes valuation and rating returns, returns of rateable properties, change of property status listings (e.g. non-rateable properties becoming rateable), rebates listings (other than annual), register of valuation notices sent.	Retain minimum of 2 years after action completed, then destroy
25.10.2		Listings of properties of unknown owners and of rateable properties by status including property code/type listings.	Retain until administrative or reference

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
----	-------------------	-------------	-----------------

RATES AND VALUATIONS - Reporting

			use ceases, then destroy
25.10.3		Listings of non-rateable properties, rate paying lessees, rural ratings and strata assessments.	Retain until superseded, then destroy
25.10.4		Annual rebates listings, including pensioner rebate listings.	Retain minimum of 7 years after action completed, then destroy
25.11.0	Valuations	The activities associated with the valuing of land for the purpose of determining a rate to be levied on the property owner. See PROPERTY MANAGEMENT (COUNCIL PROPERTY) - Valuations for records relating to valuations of the organisation's property.	
25.11.1		Records relating to authorisations to alter valuation lists.	Retain minimum of 20 years after action completed, then destroy
25.11.2		Certified land valuation statements.	Retain minimum of 7 years after action completed, then destroy
25.11.3		Reports on property valuations.	Retain minimum of 10 years after the year in which the valuation was made, then destroy
25.11.4		Records relating to objections to valuations.	Retain minimum of 10 years after action completed, then destroy
25.11.5		Records relating to requests for valuations.	Retain minimum of 2

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
----	-------------------	-------------	-----------------

RATES AND VALUATIONS - Valuations

			years after action completed, then destroy
25.11.6		Supplementary valuation lists.	Retain until superseded, then destroy
25.11.7		Valuation books (master copies) compiled by council prior to the <i>Valuation of Land Act</i> applying in the area. Note: See the Historical Notes to the <i>Valuation of Land Act</i> for details of when the Act applied to each Council area.	Required as State archives
25.11.8		Valuation books, lists and checklists provided by the Valuer-General.	Retain until reference use ceases, then destroy
26.0.0	RECREATION AND CULTURAL SERVICES	The function of arranging, promoting or encouraging programs and events in visual arts, craft, music, performing arts, sports and recreation, cultural activities and services. See CORPORATE MANAGEMENT for records of audits, reports, contracts, tenders, policies, procedures and reviews relating to the administration and provision of sporting, recreational and cultural services and programs. See PERSONNEL – Discipline for records to handling and investigations of complaints or allegations involving staff members, volunteers etc See PROPERTY MANAGEMENT (COUNCIL PROPERTY) - Design and Construction for records relating to the design and installation of temporary equipment and structures for events held on property owned, managed or occupied by the organisation. See PROPERTY MANAGEMENT (COUNCIL PROPERTY) - Leasing-Out for records relating to the bookings for the hiring and use of properties.	
26.1.0	Arrangements	See RECREATION AND CULTURAL SERVICES - Event Management for records relating to the arrangement and	

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
<i>RECREATION AND CULTURAL SERVICES - Event Management</i>			
		staging of events by the organisation or in conjunction with other organisations, community groups, etc.	
26.2.0	Event Management	The activities associated with the arrangement and staging of sporting, recreational and cultural events for the local area and community. See COMMUNITY RELATIONS - Celebrations, Ceremonies and Functions for records relating to the arrangement and staging of events to honour a particular event, occasion or individual, or to conduct fundraising. See CORPORATE MANAGEMENT - Compliance for records relating to obtaining approvals or licences to carry out activities associated with the staging of events and functions, e.g. liquor licences, etc.	
26.2.1		Records relating to the staging of sporting, recreational or cultural events by or in conjunction with the organisation. Includes the hosting or staging of community festivals or events to mark national occasions or celebrations such as Australia Day, Seniors Week, NAIDOC week, Christmas as well as routinely conducted activities such as markets. Records include: • community liaison regarding the event • applications to hold events and supporting documentation, such as traffic control and management plans • records of promotion and notification of the event, e.g. advertisements • schedules • catering, accommodation, transport, venue and entertainment bookings and arrangements • related correspondence.	Retain minimum of 5 years after action completed, then destroy
26.3.0	Liaison	The activities associated with maintaining regular general contact between the organisation, other private sector organisations, community groups and associations.	
26.3.1		Records relating to liaison with local and customer associations, the local community,	Retain minimum of 5

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
<i>RECREATION AND CULTURAL SERVICES - Museums and Galleries</i>			
		etc. on routine matters concerning the promotion and provision of sporting, recreational and cultural events, activities and services.	years after action completed, then destroy
26.4.0	Museums and Galleries	The activities of operating museums and galleries, including the development and management of collections, exhibitions, and public programs, including retail outlets. See COMMUNITY SERVICES - Library and Public Information Access for private records/manuscripts collections. See CORPORATE MANAGEMENT - Agreements for records relating to formal agreements relating to the operation of museums and galleries, such as exhibitions. See INFORMATION MANAGEMENT - Publications for records relating to the design and production of exhibition catalogues. See PROPERTY MANAGEMENT (COUNCIL PROPERTY) for records relating to the acquisition, construction, maintenance, security and disposal of properties. See RECREATION AND CULTURAL SERVICES - Planning for calendars of events for museums and galleries. See RECREATION AND CULTURAL SERVICES - Service Provision for records relating to the operation of museums and galleries, including operational plans and daily operations.	
26.4.1		Records relating to the establishment and operation of Boards of Trustees to manage museums and galleries. Records include: - records relating to the establishment of the Board and appointment of members - agenda, minutes, resolutions and background papers - submissions, reports and correspondence arising from business discussed or resolutions passed.	Required as State archives
26.4.2		Records relating to collections management, including the acquisition, documentation, control and de-accessioning of items for the permanent collection. Includes items	Required as State archives

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
<i>RECREATION AND CULTURAL SERVICES - Museums and Galleries</i>			
		acquired and disposed of by means of purchase, sale, gift, donation, bequest or permanent loan. Records include: • registers and databases, including the register of corporate artworks • photographs of items • reports and evaluations • disposal and acquisition records, etc.	
26.4.3		Key records of exhibitions developed by the museum/gallery. Records include exhibition briefs, programs and final versions of published catalogues.	Required as State archives
26.4.4		Records of the administration, staging and arrangements of exhibitions, including maintenance, repairs, cleaning, security arrangements for exhibition items etc. Records include background research, exhibitions plans and objectives, records documenting the layout, installation and preparation of items for the exhibition, etc. Note: See PROPERTY MANAGEMENT - Security for records relating to the general security of the building and collection outside of exhibitions and for records relating to security breaches/incidents.	Retain minimum of 5 years after action completed, then destroy
26.4.5		Records relating to the development of materials for public programs such as schools programs, friends programs etc. Records include final, approved versions and significant drafts of educational or information material, etc.	Retain minimum of 1 year after program or materials superseded, then destroy
26.4.6		Records relating to temporary loans of items to or by the organisation. Records include loan requests, agreements, condition reports, records relating to the transport and receipt of the item, etc.	Retain until items have been returned and all conditions of loan agreements or arrangements have been fulfilled, then destroy

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
<i>RECREATION AND CULTURAL SERVICES - Museums and Galleries</i>			
26.4.7		Records relating to proposed acquisitions and loans of items which do not proceed. Records include loan requests, donation offers, draft agreements and evaluations.	Retain minimum of 2 years after action completed, then destroy
26.4.8		Records relating to maintenance and conservation work carried out on items in the collection, including cleaning and repairs.	Retain until item disposed of, then destroy
26.4.9		Records relating to general conservation and preservation activities such as temperature and humidity control and pest treatment for the storage area.	Retain until administrative or reference use ceases, then destroy
26.5.0	Permits	The activity of managing permission to undertake activities or processes. See LAWS AND ENFORCEMENT for records of notifications, infringements, penalties and prosecutions for breaches of licensing conditions or the conduct of unauthorised activities. See PROPERTY MANAGEMENT (COUNCIL PROPERTY) - Leasing-Out for records relating to the leasing out of property owned or managed by the organisation.	
26.5.1		Records relating to the issue of permits, licences, approvals, etc. for the usage of and conduct of activities on the organisation's premises, parks, reserves and beaches etc. for recreational, sporting and entertainment purposes. Records include: - forms and supporting documentation submitted by applicants, including indemnity forms, copies of insurance policies, etc. - copies of permits, licences, approvals, notifications and associated correspondence with applicant.	Retain minimum of 5 years after expiry or termination of approval, permit or licence, then destroy
26.5.2		Records relating to unsuccessful applications for permits, licences, approvals, etc. to conduct activities or for the usage of facilities or premises for recreational, sporting and entertainment purposes. Records include applications, notifications of outcome and associated correspondence.	Retain minimum of 2 years after action completed, then destroy

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
----	-------------------	-------------	-----------------

RECREATION AND CULTURAL SERVICES - Planning

26.6.0	Planning	The process of formulating ways in which objectives can be achieved. Includes the determination of services and needs, and the solution to those needs.	
26.6.1		Final versions of high-level, strategic plans for the provision and promotion of sporting, recreational and cultural activities, programs and services. Includes final calendars of events for museums, galleries and other recreational and cultural centres and facilities.	Required as State archives
26.6.2		Records relating to the development of plans for the provision and promotion of sporting, recreational and cultural activities, programs and services. Records include significant drafts, background research, submissions or proposals and reports on outcomes of consultation.	Retain minimum of 10 years after action completed, then destroy
26.7.0	Programs	The activities associated with the development and provision of sporting, recreational and cultural programs and activities for the local community, including heritage, public art, learn to swim programs, etc. See PERSONNEL for records relating to the recruitment and service of staff and volunteers administering sporting, recreational and cultural programs. See RECREATION AND CULTURAL SERVICES - Service Provision for records relating to daily operations and coordination of programs, such as bookings, schedules, etc. and for records of individual clients/users. See RISK MANAGEMENT - Claims management for records of compensation claims associated with the operation of sporting, recreational and cultural programs, e.g. claims for compensation arising from injuries or accidents.	
26.7.1		Records of program objectives, summaries of proposals, program evaluation and analysis of significant or unique sporting, recreational and cultural programs initiated by the organisation.	Required as State archives

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
<i>RECREATION AND CULTURAL SERVICES - Programs</i>			
26.7.2		Records relating to the administration and implementation of sporting, recreational and cultural programs and activities for the local community. Includes records relating to the development of programs and activities, e.g. fitness programs, etc., notification and promotion of the program, implementation plans, progress reports, etc.	Retain minimum of 5 years after action completed, then destroy
26.8.0	Service Provision	The activities relating to the provision of services by the organisation or by other agencies on behalf of the organisation. See FINANCIAL MANAGEMENT for financial and accounting records relating to the operation of recreational, sporting and cultural facilities, e.g. ticket sales, payments to attend courses or participate in activities, etc. See LAWS AND ENFORCEMENT for records of notifications, infringements, penalties and prosecutions for breaches of water or beach safety regulations or the conduct of unauthorised activities at beaches, pools, etc. See PERSONNEL for records relating to the recruitment, service and training of staff, e.g. lifeguards. See PLANT, EQUIPMENT & STORES for records relating to the acquisition, maintenance and disposal of sporting and recreational equipment, e.g. lifesaving equipment. See PROPERTY MANAGEMENT (COUNCIL PROPERTY) for records relating to the acquisition, construction, maintenance, security, usage and disposal of sporting and recreational facilities, such as swimming pools. See RECREATION AND CULTURAL SERVICES - Programs for records relating to the development and implementation of sporting, recreational and cultural programs and activities for the local community, such as learn to swim programs.	
26.8.1		Records relating to the administration and operation of cultural, sporting and recreational services and facilities provided by or on behalf of the organisation, including museums, galleries, museum and gallery retail outlets, theatres, sporting venues,	Retain minimum of 10 years after action

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
<i>RECREATION AND CULTURAL SERVICES - Service Provision</i>			
		beach and water safety patrols, lifeguards, swimming pools, etc. Records include: - operational and management plans - reports - agreements with operators or other organisations concerning the provision of services or use of facilities - operating policies and procedures - records relating to the inspection, audit or monitoring of services, programs and facilities. Note: Action completed should encompass the fulfilment of all terms and conditions of contracts and agreements.	completed, then destroy
26.8.2		Records relating to service coordination and daily operations of galleries, museums, theatres and other sporting, recreational and cultural facilities and programs. Includes the scheduling and running of daily activities or classes. Records include daily operations checklists, bookings and transport arrangements, schedules and operating hours, etc.	Retain minimum of 1 year after action completed, then destroy
26.8.3		Records relating to the management of clients and users of sporting, recreational and cultural facilities, services and programs such as swimming pools and gyms. Records include: - indemnity waivers and disclaimers signed by clients/users of services, programs and facilities - personal plans - health assessments - attendance records - disclaimers signed by participants in tours and other sporting and recreational programs.	Retain minimum of 7 years after action completed, or, where client is a child, until child reaches or would have reached 25 years of age, then destroy
27.0.0	RISK MANAGEMENT	The function of managing and reducing risks to properties, equipment, personnel and the public, and of providing compensation to personnel and visitors, and for damage to property. Also includes insurance.	

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
----	-------------------	-------------	-----------------

RISK MANAGEMENT - Claims management

		See CORPORATE MANAGEMENT - Planning for records relating to risk management planning.	
27.1.0	Claims management	The process of administering and managing claims lodged after an incident as compensation for injury, death or denial of rights as a person, or damage to or destruction of property. Includes claims for recompense for stolen or lost property and professional indemnity claims. Includes self-insured organisations. See PERSONNEL - Occupational Health & Safety for records relating to accidents or injuries to employees that do not result in a claim.	
27.1.1		Records relating to an employee's claim for workers' compensation where an incident has resulted in serious personal injury or incapacity. Records include: • incident/injury records • notifications to insurer, employer's reports of injury and supporting documents • records of acceptance or denial of provisional liability from insurer and arrangement for payments when accepted • claims for compensation and other related documentation, e.g. statements of witnesses • records of acceptance or denial of claim from insurer • correspondence and advice regarding the case, including minutes or notes of meetings • reports • medical certificates and other medical reports • claim reviews • records of disputes, including medical disputes, and conciliation • records of the outcomes of appeals, e.g. orders • agreements between parties	Retain minimum of 75 years after date of birth or 7 years after action completed, whichever is longer, then destroy

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
<i>RISK MANAGEMENT - Claims management</i>			
		- records relating to payment by the insurer - records of acquisition of services of case managers - injury management plans for injured employee - rehabilitation providers' reports - details of vocational retraining or workplace adjustment if required - medical certificates and reports - return to work plans - records of disputes over injury management or return to work, and mediation - records regarding fitness to continue assessment and medical retirement.	
27.1.2		Records relating to compensation claims for personal injury made by members of the public, including work experience students and volunteers or other persons who are not employees. Records include: - incident/injury records - notifications to insurer, reports of injury and supporting documents - records of acceptance or denial of provisional liability from insurer and arrangement for payments when accepted - claims for compensation and other related documentation, e.g. statements of witnesses - records of acceptance or denial of claim from insurer - correspondence and advice regarding the case, including minutes or notes of meetings - reports - medical certificates and other medical reports - claim reviews - records of disputes, including medical disputes, and conciliation	Retain minimum of 15 years after action completed, or upon expiry of statutory limitation periods, whichever is longer, then destroy

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
----	-------------------	-------------	-----------------

RISK MANAGEMENT - Claims management

		- records of the outcomes of appeals, e.g. orders - agreements between parties - records relating to payment.	
27.1.3		Records relating to a claim for compensation in relation to an incident resulting in the death of an employee.	Retain minimum of 25 years after date of death, or 7 years after action completed, whichever is longer, then destroy
27.1.4		Records relating to an employee's claim for workers' compensation where an incident has not resulted in death, serious personal injury or incapacity. Records include: - incident/injury records - notifications to insurer, employer's reports of injury and supporting documents - claims for compensation and other related documentation e.g. statements of witnesses - correspondence, advice and reports regarding the case, including minutes or notes of meetings - medical certificates and other medical reports - records of disputes and conciliation - records of the outcomes of appeals, e.g. orders - agreements between parties - injury management plans and rehabilitation - records regarding fitness to continue assessment and medical retirement.	Retain minimum of 25 years after action completed, then destroy
27.1.5		Records relating to compensation claims for damage to personal property or loss suffered as a result of the organisation's actions and claims made by the organisation for damages or loss. Records include copies of claims, reports and related correspondence.	Retain minimum of 7 years after finalisation or withdrawal of

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
----	-------------------	-------------	-----------------

RISK MANAGEMENT - Claims management

			claim, then destroy
27.1.6		Records relating to the provision of first aid treatment. Records include first aid registers and forms/records detailing treatment given. Use 27.1.1 - 4 in cases where first aid treatment is documented together with incident/injury records. Use 27.3.3 where first aid registers function as the equivalent of registers of injuries.	Retain minimum of 5 years after action completed, then destroy
27.1.7		Routine activity reports sent from insurers to the organisation regarding premiums and claims made under their insurance policy.	Retain until administrative or reference use ceases, then destroy
27.1.8		Records relating to accidents or incidents involving members of the public, including work experience students and volunteers or other persons who are not employees, that do not result in a claim. Records include incident/injury records, notifications to insurer, records of investigation by organisation/WorkCover NSW into incident. Note: Consideration may need to be given to retaining these records longer in some circumstances. When an accident results in a compensation claim, relevant records should be copied to the compensation claim file.	Retain minimum of 15 years after action completed, or upon expiry of statutory limitation periods, whichever is longer, then destroy
27.1.9		Records relating to obtaining a licence for the organisation to self-insure and/or manage its own compensation liabilities. Records include: - records regarding the application process and advice of its outcome - records of audits as part of the process of seeking accreditation.	Retain minimum of 7 years after expiry or termination of licence, then destroy
27.1.10		Records relating to the administration of insurance policies. Records include notices of renewals, details of amounts of cover, advice on premiums payable, correspondence etc.	Retain minimum of 1 year after action completed, then destroy
27.1.11		Insurance policies taken out to protect against risk of claims for personal injury, property damage or other loss and damages,	Retain minimum of 7 years after

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
----	-------------------	-------------	-----------------

RISK MANAGEMENT - Claims management

		e.g. workers compensation insurance, professional indemnity insurance, including information provided for renewals. Note: The <i>Workers Compensation Act 1987</i> states that policies should be retained until (a) there are no longer any workers in respect of whom the policy is in force, or (b) the policy is at least 7 years old, whichever occurs later (161(4)). This may also be a consideration for policies relating to other matters.	expiry of policy, then destroy
27.1.12		Copies or details of records of all incidents and/or hazards in an organisation kept or compiled together for occupational health and safety assessment or monitoring purposes. Use 27.3.3 for registers of injuries. Note: Ensure records of incidents relevant to a claim are retained on PERSONNEL - Occupational health & safety and RISK MANAGEMENT - Claims management files.	Retain until administrative or reference use ceases, then destroy
27.2.0	Planning	See CORPORATE MANAGEMENT - Planning for records relating to counter disaster planning.	
27.3.0	Registration	Compiled registers and summary records.	
27.3.1		Summary records facilitating the management of insurance policies, e.g. registers of insurance policies.	Retain minimum of 7 years after expiry of policy, then destroy
27.3.2		Registers of claims.	Retain until administrative or reference use ceases, then destroy
27.3.3		Registers of injuries.	Retain minimum of 75 years after action completed, then destroy
27.5.0	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), and	

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
----	-------------------	-------------	-----------------

RISK MANAGEMENT - Reporting

		providing formal statements or findings of the results of the examination or investigation.	
27.5.1		Final versions of reports regarding incidents/disasters that result in or have the potential to result in significant damage to assets or operating capabilities. Records include reports detailing: • plans that had been in place prior to the disaster • action taken to manage disasters • damage sustained, e.g. to records or property • effectiveness of plans • remedial action identified and taken.	Required as State archives
27.5.2		Final versions of reports that do not relate to incidents/disasters that result in or have the potential to result in significant damage to assets or the operating capabilities of the organisation.	Retain minimum of 7 years after action completed, then destroy
27.4.0	Risk assessment	The process involving the identification of risks and hazards, and the implementation of appropriate practices and procedures to reduce the number and/or severity of incidents and the impact of incidents on the organisation.	
27.4.1		Records relating to the identification and assessment of risks, including areas of potential liability, in order to assist planning, and the implementation of strategies to minimise their impact. Records include risk assessments, action plans, risk registers etc.	Retain minimum of 7 years after action completed, then destroy
27.4.2		Records relating to the development and review of policies and strategies relating to fraud control and the prevention of corruption, and associated correspondence indicating who the policies apply to and responsibilities for their implementation.	Retain minimum of 7 years after superseded, then destroy
27.4.3		Records relating to risk management of occupational health and safety hazards where risk assessments indicate risk to employees and where health surveillance and/or monitoring of employees are necessary, and	Retain minimum of 75 years after action

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
<i>RISK MANAGEMENT - Risk assessment</i>			
		where the severity of risk is high. Records include: - records identifying and assessing hazards and risks associated with them including hazard reports - reviews of relevant health and safety information related to hazards/risks - records of decisions and reports developed to eliminate or control risks, e.g. health surveillance, changes to facilities, systems or methods of work or plan or substances used for work - reviews of hazards/risks - records of consultation with committees/representatives and affected employees on hazards/risks.	completed, then destroy
27.4.4		Records relating to risk management of occupational health and safety hazards where risk assessments indicate risk to employees and where ongoing health surveillance and/or monitoring of employees are necessary, but where the severity of risk is low. Records include: - records identifying and assessing hazards and risks associated with them including hazard reports - reviews of relevant health and safety information related to hazards/risks - records of decisions and reports developed to eliminate or control risks, e.g. health surveillance, changes to facilities, systems or methods of work or plans or substances used for work - reviews of hazards/risks - records of consultation with committees/representatives and affected employees on hazards/risks.	Retain minimum of 40 years after action completed or until expiry of statutory limitation periods, whichever is longer, then destroy
27.4.5		Records relating to risk management of occupational health and safety hazards where risk assessments indicate minimal or no risk to employees and where health surveillance and/or monitoring is not required. Records include:	Retain minimum of 5 years after action completed, then destroy

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
----	-------------------	-------------	-----------------

RISK MANAGEMENT - Risk assessment

		- records identifying and assessing hazards and risks associated with them including hazard reports - reviews of relevant health and safety information related to hazards/risks - reviews of hazards/risks - records of consultation with committees/representatives and affected employees on hazards/risks.	
27.4.6		Records relating to the monitoring of atmospheric contaminants when a risk assessment indicates that it should be undertaken.	Retain minimum of 30 years after action completed, then destroy
28.0.0	ROADS	The provision of road construction and maintenance and associated street services to property owners within the local area. Includes the design, construction and maintenance of roads and associated infrastructure, such as kerbing, guttering and footpaths. Also includes the acquisition and installation of street furniture, decorations and road signs. See CORPORATE MANAGEMENT for records of audits, reports, contracts, tenders, policies, procedures and standards relating to the management of roads. See ENVIRONMENTAL MANAGEMENT for records relating to the control and eradication of noxious plants/weeds on roadsides. See LAWS AND ENFORCEMENT for records relating to the issue of notices, orders, infringements and penalty notices for breaches of road regulations. See PLANT, EQUIPMENT & STORES - Acquisition for records relating to the acquisition of plant and equipment for roads, such as safety barriers, signs, etc. See PROPERTY MANAGEMENT (COUNCIL PROPERTY) for records relating to the management and disposal of hazardous substances associated with the construction and maintenance of roads. See RISK MANAGEMENT - Claims management for records relating to claims	

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
----	-------------------	-------------	-----------------

ROADS - Acquisition and Disposal

		made that involve road and footpath maintenance. See TRAFFIC AND TRANSPORT for records relating to the design, construction and management of traffic and transport infrastructure, roads and traffic signs, and liaison with external organisations concerning transport planning.	
28.1.0	Acquisition and Disposal	See PROPERTY MANAGEMENT (COUNCIL PROPERTY) for records relating to the acquisition and disposal of roads, associated infrastructure and land for roads, etc.	
28.2.0	Agreements	The processes associated with the establishment, maintenance, review and negotiation of agreements.	
28.2.1		Records relating to the establishment, negotiation, maintenance and review of agreements relating to roads, including relocations, construction and maintenance, with external organisations, such as the Roads and Traffic Authority (RTA). Records include: - correspondence and records of negotiations and reviews of agreements - final, approved versions and significant drafts of agreements.	Retain minimum of 10 years after expiry or termination of agreement, then destroy
28.3.0	Applications	The activity of managing applications and approvals for road and street services, applications for new roads and the opening of closed roads. Includes requests to alter the direction of traffic in streets. See ROADS - Certification for road classification certificates. See ROADS - Road Closures for records relating to the closure of roads, including applications. See ROADS - Road Hierarchy for guidelines on road classification.	
28.3.1		Records relating to successful applications for new roads and street realignments. Records include applications, determinations and submissions.	Required as State archives

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
<i>ROADS - Applications</i>			
28.3.2		Records relating to unsuccessful applications for new roads and street realignments. Records include applications, determinations and submissions.	Retain minimum of 10 years after action completed, then destroy
28.3.3		Records relating to applications for road classification, including objections to new classifications. Records include applications, determinations, submissions and objections.	Retain minimum of 10 years after action completed, then destroy
28.3.4		Records relating to applications and requests for roads, road services and associated infrastructure.	Retain minimum of 7 years after action completed, then destroy
28.4.0	Certification	The activity of providing a statement which is by law evidence of the truth of the facts stated.	
28.4.1		Road classification certificates.	Retain minimum of 10 years after last action or certificate is superseded, whichever is longer, then destroy
28.5.0	Design and Construction	The activity of designing and constructing roads and associated infrastructure and facilities, such as bridges, kerbing, road signs, roundabouts etc. See COMMERCIAL ACTIVITIES - Projects for records relating to the construction of private works by the organisation on a cost recovery basis. See CORPORATE MANAGEMENT - Tendering for records of contracts and tenders for the design and construction of roads and associated infrastructure. See GRANTS AND SUBSIDIES for records of grant and funding submissions for the design and construction of roads and associated infrastructure.	

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
----	-------------------	-------------	-----------------

ROADS - Design and Construction

		See PROPERTY MANAGEMENT (COUNCIL PROPERTY) - Design and Construction for records relating to the management of hazardous materials encountered during construction work.	
28.5.1		Key records relating to the design, construction, major renovation or restoration of roads and associated structures that are of significance due to the fact that they are: • an important local, regional, State or national landmark • heritage listed • ministerial approvals cases. Records include: • records relating to the determination of specifications and conditions • building and development applications and construction certificates, including supporting documentation recording reviews of environmental factors such as environmental impact statements, archaeological or heritage impact statements • reports, including consulting engineers' reports, reports on flood prone land, etc. • proposals • records demonstrating public reaction to the construction • plans/designs as approved • plans/designs as executed and variations • specifications • photographs • drawings, including drawings of road sections and road levels • maps, including original road maps and index maps • engineers', works or site diaries and plans • ministerial approvals and directives.	Required as State archives
28.5.2		Key records relating to the design, construction, major renovation or restoration	Retain minimum of 7

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
----	-------------------	-------------	-----------------

ROADS - Design and Construction

		of roads and associated structures that are not of significance due to the fact that they are not: • an important local, regional, State or national landmark, or • heritage listed • ministerial approvals cases. Records include: • records relating to the determination of specifications and conditions • building and development applications and construction certificates, including supporting documentation recording reviews of environmental factors such as environmental impact statements, archaeological or heritage impact statements • reports, including consulting engineers' reports, reports on flood prone land, etc. • proposals • records demonstrating public reaction to the construction • plans/designs as approved • plans/designs as executed and variations • specifications • photographs • drawings, including drawings of road sections and road levels • maps, including original road maps and index maps • engineers', works and/or site diaries. Note: Plans of portions of structures such as footings, that are retained when the rest of the structure is demolished, should be retained for the lifetime of the new or replacement structure.	years after structure is demolished or removed, whichever is longer, then destroy
28.5.3		Records relating to the design and construction of minor structures/works associated with roads, such as paving, kerbing, driveways/vehicular crossings, line markings, pedestrian crossings, alternative crossings for bridge construction projects,	Retain minimum of 7 years after action completed, then destroy

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
----	-------------------	-------------	-----------------

ROADS - Design and Construction

		public gates, road sealing and resealing, etc. Records include: • building and development applications and construction certificates • plans and specifications • engineers' drawings, etc.	
28.5.4		Records relating to project management for construction works. Records include: • records of budget and costs • records of client liaison on non technical matters • records of contractual matters such as variations, payment and sign off on construction • records of logistics • site procedures • records of quality and performance measurements • reports, including progress and inspection reports, completion updates and work outstanding reports • project risk management records and schedules • records of consultations • job sheets • work orders, work requests and authorities.	Retain minimum of 12 years after action completed, then destroy
28.5.5		Records of construction works undertaken by external organisations, such as the Roads and Traffic Authority (RTA), forwarded to the organisation for information purposes. Records include drafts and duplicates of plans and specifications. Note: where work is carried out by another organisation and then handed over to the Council for ongoing maintenance and management see classes above.	Retain until administrative or reference use ceases, then destroy
28.5.6		Records for projects or proposals proceeded with relating to the construction of property (other than key construction records, project management or records of hazardous materials) such as correspondence with builders, temporary traffic control plans and	Retain minimum of 7 years after construction work

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
----	-------------------	-------------	-----------------

ROADS - Design and Construction

		records relating to minor day-to-day repairs or maintenance of site.	completed, then destroy
28.5.7		Records relating to construction projects or proposals not proceeded with.	Retain minimum of 7 years after action completed, then destroy
28.6.0	Liaison	The activities associated with maintaining regular general contact between the organisation, other private sector organisations, community groups and associations.	
28.6.1		Records relating to liaison with other organisations and community groups on matters of major public interest or controversy with regard to roads, including the development of local roads. Records include petitions, associated correspondence, etc.	Required as State archives
28.6.2		Records relating to liaison with professional organisations, other organisations and community groups on routine matters concerning roads, including road maintenance.	Retain minimum of 5 years after action completed, then destroy
28.7.0	Maintenance	The activities associated with the upkeep, repair, servicing and preservation of conditions of roads and associated infrastructure and facilities, such as bridges, kerbing, road signs, etc. See ROADS - Design and Construction for records relating to major maintenance work involving structural changes.	
28.7.1		Records relating to major maintenance work, not involving structural changes, carried out on roads, bridges, etc. Includes major repairs of damage caused by flooding, natural disasters and traffic. Records include: - plans, specifications and drawings of major maintenance work undertaken - records of inspections of structures carried out to ensure that they are safe to use and in good working order - daily diaries of road work teams	Retain minimum of 7 years after structure is demolished or removed, then destroy

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
<i>ROADS - Maintenance</i>			
		records of outcomes of consultations, etc.	
28.7.2		Records relating to minor and routine maintenance works on roads and associated structures, including notifications of required maintenance. Records include daily diaries of road work teams, reports, records of inspections of structures carried out to ensure that they are safe to use and in good working order etc.	Retain minimum of 7 years after action completed, then destroy
28.8.0	Monitoring	Activities that check, observe or record the operation of equipment, infrastructure, services or systems. See TRAFFIC AND TRANSPORT - Monitoring for records relating to the monitoring of traffic accidents and safety.	
28.8.1		Records relating to testing of road surfaces, including sealing and resealing test results.	Retain minimum of 2 years after action completed, then destroy
28.9.0	Naming	The activities associated with managing titles by which a road, bridge or other related facility or infrastructure is designated or known.	
28.9.1		Records relating to the naming and re-naming of streets, roads and associated structures, including correspondence with external organisations such as the Geographical Names Board. Records include Gazette notices, notifications, submissions and suggestions, etc.	Required as State archives
28.9.2		Records relating to administrative records relating to the naming of roads. Includes letters of acknowledgement for suggestions, etc.	Retain minimum of 2 years after action completed, then destroy
28.10.0	Notifications	The activity of issuing or receiving notices regarding a failure of or a requirement for compliance, inappropriate practices, or of an intention to take action. Includes information notices received or sent by the organisation.	

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
<i>ROADS - Notifications</i>			
28.10.1		Declarations of main roads.	Required as State archives
28.10.2		Notices of alteration of road levels by roads authorities, including the organisation. Records include: - proposals to fix or vary the levels of a public road - submissions regarding proposed road levels (received or submitted by the organisation) - notifications.	Retain minimum of 10 years after action completed, then destroy
28.10.3		Notices of entry to private or enclosed lands, for the purpose of conducting surveys, obtaining materials, etc.	Retain minimum of 2 years after action completed, then destroy
28.10.4		Records relating to administrative arrangements for road closures, openings, reinstatements, alterations of private roads. Records include notices and associated correspondence.	Retain minimum of 2 years after action completed, then destroy
28.11.0	Permits	The activity of managing permission to undertake activities or processes. See ROADS - Maintenance for records relating to the reinstatement of road openings. See ROADS - Notifications for notices of road openings. See ROADS - Road Closures for records of permanent road closures.	
28.11.1		Records of permits for road openings, hoardings, erection of gates across public roads and the construction of a by-pass around a road gate. Records include applications and determinations, copies of permits and associated correspondence.	Retain minimum of 10 years after expiry or termination of permit, then destroy
28.11.2		Records of permits for bill posting, posters, level crossing permits, crane permits, erection of public stands, stock movements and grazing over roads, temporary road	Retain minimum of 2 years after expiry or termination of

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
<i>ROADS - Planning</i>			
		closures for street marches etc. Records include: • applications and determinations • copies of permits • associated correspondence.	permit, then destroy
28.12.0	Planning	The process of formulating ways in which objectives can be achieved. Includes the determination of services and needs, and the solution to those needs.	
28.12.1		Records of long term plans for road construction and development, including identification of easements, land acquisitions, etc. Records include background research, significant drafts and final versions of plans.	Retain minimum of 5 years after superseded, then destroy
28.13.0	Programs	The activities related to the management of projects and programs undertaken to promote and encourage road safety. See TRAFFIC AND TRANSPORT - Programs for records of traffic safety programs, e.g. pedestrian and school safety, etc.	
28.13.1		Summary records of road safety programs such as reducing black spots, speed control, traffic calming measures on local roads, etc. Records include program objectives, reports and evaluations.	Required as State archives
28.13.2		Records relating to the administration and implementation of road safety programs. Records include implementation plans, progress reports, notification and promotion of the program, etc.	Retain minimum of 5 years after action completed, then destroy
28.14.0	Registration	Compiled registers and summary records.	
28.14.1		Plan/map registers and indexes of roads and associated structures, including private works, survey peg/marks, bridges, public gates and roads.	Required as State archives
28.14.2		Summary records, including registers, of road works, maintenance, sealing, resealing etc.	Retain minimum of 10 years after action completed, then destroy

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
<i>ROADS - Registration</i>			
28.14.3		Summary records, including registers, of: • construction cards/works location index, including line marking • road openings (list of applications) • erection of public stands register/list of approvals.	Retain minimum of 2 years after action completed, then destroy
28.14.4		Street index/list of streets.	Retain until administrative or reference use ceases, then destroy
28.15.0	Road Closures	The activity of managing the closures of roads. See ROADS - Notifications for notifications of road closures. See ROADS - Permits for records relating to permits for temporary road closures.	
28.15.1		Records of successful applications for permanent road closures. Records include applications, determinations, supporting documentation and associated correspondence with external parties, including the responsible State government department.	Required as State archives
28.15.2		Records of unsuccessful applications for permanent road closures. Records include applications, determinations, supporting documentation and associated correspondence with external parties, including the responsible State government department.	Retain minimum of 7 years after action completed, then destroy
28.16.0	Road Hierarchy	The activities associated with the classification of roads and the allocation of responsibility for the management and maintenance of roads. See ROADS - Applications for records relating to road classification applications.	
28.16.1		Guidelines for road classification and the system of roads within the area.	Retain until superseded, then destroy

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
----	-------------------	-------------	-----------------

ROADS - Service Provision

28.17.0	Service Provision	The activities relating to the provision of services by the organisation or by other agencies on behalf of the organisation.	
28.17.1		Records relating to the management and operation of quarries for the supply of construction materials. Records include: - management, service and operational plans, including emergency and safety plans - reports of monitoring, audits and inspections - directives or notifications concerning operations.	Retain minimum of 10 years after action completed, then destroy
28.17.2		Records relating to service coordination. Includes details of customers, schedules, bookings, pricing information etc.	Retain minimum of 5 years after action completed, then destroy
28.18.0	Street Management	The activity of managing permission and control of the use of roadside facilities. See PROPERTY MANAGEMENT (COUNCIL PROPERTY) - Leasing-Out for records relating to the leasing out of unused public roads and of air space above and land below public roads owned by the organisation.	
28.18.1		Records relating to the leasing, installation of and advertising rights on kiosks, street furniture, stalls, clothing collection bins, driveways, footpaths, right of ways, roundabouts, traffic humps, etc. Records include: - applications and determinations - leases, licences and permits, including footpath occupation permits - supporting documentation - associated correspondence. Note: Action completed should encompass the fulfilment of all terms and conditions of leases, contracts and agreements.	Retain minimum of 7 years after action completed, then destroy
28.18.2		Records relating to the provision of street decorations.	Retain minimum of 2 years after

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
<i>SEWERAGE AND DRAINAGE</i>			
			action completed, then destroy
29.0.0	SEWERAGE AND DRAINAGE	The function of managing the provision of sewerage and drainage services and associated infrastructure. See CORPORATE MANAGEMENT for records relating to the conduct of audits, tenders and contracts for the outsourcing or provision of services, committees, meetings, reports and standards concerning the management of sewerage and drainage systems or the conduct of operational processes. See CORPORATE MANAGEMENT - Compliance for records relating to licenses issued to operate waste treatment plants. See ENVIRONMENTAL MANAGEMENT for records relating to the protection and conservation of natural waterways, rivers and coasts, and foreshores. See WASTE MANAGEMENT for records relating to the removal of solid waste.	
29.1.0	Agreements	The processes associated with the establishment, maintenance, review and negotiation of agreements.	
29.1.1		Records relating to the establishment, negotiation, maintenance and review of agreements or contracts with other organisations to supply or provide sewerage and drainage services. Includes agreements to run water supply infrastructure, e.g. pipelines, over land not owned/controlled by the organisation. Records include: - correspondence and records of negotiations - final versions and significant drafts or revisions of agreements.	Retain minimum of 10 years after expiry or termination of agreement or after action completed, whichever is longer, then destroy
29.1.2		Records relating to agreements or contracts for discharge of trade waste into the organisation's drains. Records include agreements and associated correspondence etc.	Retain minimum of 7 years after expiry or termination of agreement or after action completed,

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
----	-------------------	-------------	-----------------

SEWERAGE AND DRAINAGE - Agreements

			whichever is longer, then destroy
29.1.3		Records relating to the negotiation of agreements that do not proceed. Records include notes of meetings, routine correspondence etc.	Retain minimum of 2 years after action completed, then destroy
29.2.0	Applications	The activity of managing applications and approvals for sewerage and drainage services. See INFORMATION MANAGEMENT - Cases for records relating to requests for sewerage diagrams. See SEWERAGE AND DRAINAGE - Supply and Distribution for records relating to applications to connect to drainage and sewerage systems.	
29.2.1		Records relating to approved applications to discharge waste into the organisation's sewers. Includes liquid trade waste and septic waste.	Retain minimum of 7 years after expiry of approval, then destroy
29.2.2		Records relating to applications to discharge waste into the organisation's sewers that are not approved.	Retain minimum of 2 years after action completed, then destroy
29.2.3		Records relating to the provision of on-site waste treatments by or on behalf of the organisation. Includes arrangements for emptying septic tanks etc.	Retain minimum of 1 year after action completed, then destroy
29.2.4		Records relating to applications and approvals to install and operate on-site sewage management systems and domestic waste water systems, e.g. greywater management systems. Includes septic systems, composting toilets and other activities such as the conversion of septic tanks to rainwater tanks.	Retain minimum of 2 years after approval expires or last action, whichever is longer, then destroy

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
<i>SEWERAGE AND DRAINAGE - Design and Construction</i>			
29.3.0	Design and Construction	The activity of designing, constructing and commissioning specifically designed and/or purpose built buildings, structures, plant and equipment used to manage the liquid waste system, including drainage, sewerage collection and treatment, stormwater and flood mitigation works. See COMMERCIAL ACTIVITIES - Projects for records relating to private sewerage and drainage works undertaken by the organisation on a commercial basis. See PROPERTY MANAGEMENT (COUNCIL PROPERTY) - Design and Construction for records relating to the management of hazardous materials encountered during construction work and for records relating to the design and construction of non-specialised buildings and facilities.	
29.3.1		Key records relating to the design, construction, major renovation or restoration of sewerage and drainage works and structures, that are significant due to the fact that they are: • a recipient of a prestigious State, national or international architectural or design award • an important local or regional landmark, or • heritage listed. Records include: • certified plans, maps and surveys • specifications • photographs • engineer's drawings • pipe layouts • system design • processing plant locations and design diagrams • connection plans • contracts.	Required as State archives
29.3.2		Key records relating to the design, construction, major renovation or restoration	Retain minimum of 7 years after

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
<i>SEWERAGE AND DRAINAGE - Design and Construction</i>			
		of sewerage and drainage works and structures, that are not: • a recipient of a prestigious State, national or international architectural or design award • an important local or regional landmark, or • heritage listed. Records include: • certified plans, maps and surveys • specifications • photographs • engineer's drawings • pipe layouts • system design • processing plant locations and design diagrams • connection plans • contracts.	lifetime of structure or system replaced, then destroy or transfer to new owner as required
29.3.3		Records relating to project management for construction works. Records include: • records of budget and costs • records of client liaison • records of logistics • site procedures • records of quality and performance measurements • periodic reports • records of contractual matters such as variations, extensions of time, payment and sign off on construction. • project risk management records and schedules • records of consultations.	Retain minimum of 12 years after action completed, then destroy
29.3.4		Records for projects or proposals proceeded with relating to the construction of sewerage and drainage works (other than key construction records, project management or records of hazardous materials) such as correspondence, works orders, and records relating to minor day-to-day repairs or	Retain minimum of 7 years after construction work

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
<i>SEWERAGE AND DRAINAGE - Design and Construction</i>			
		maintenance of the site, rosters, equipment requests.	completed, then destroy
29.3.5		Records relating to construction projects or proposals not proceeded with.	Retain minimum of 7 years after action completed, then destroy
29.4.0	Fees and charges	The activities associated with the determination of fees and charges for items or services provided by the organisation and the management of customer accounts. See FINANCIAL MANAGEMENT - Fees and charges for records relating to the setting and waiving of fees and charges for sewerage and drainage services.	
29.4.1		Records relating to accounts and charges for the provision of sewerage and drainage services, including exemptions, terms and conditions.	Retain minimum of 7 years after end of financial year in which transaction was completed, then destroy
29.4.2		Records relating to agreements to levy rates relating to sewerage and drainage.	Retain minimum of 7 years after expiry or termination of agreement or after action completed, whichever is longer, then destroy
29.5.0	Inspections	The process of officially examining facilities, properties and equipment to ensure compliance with standards. See SEWERAGE AND DRAINAGE - Notifications for records relating to inspections which result in a notice being issued.	
29.5.1		Records relating to inspections of sewerage and drainage constructions and infrastructure carried out by the responsible body, including inspections of septic tanks etc. Records	Retain minimum of 7 years after action

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
<i>SEWERAGE AND DRAINAGE - Liaison</i>			
		include inspection reports and related correspondence.	completed, then destroy
29.6.0	Liaison	The activities associated with maintaining regular general contact between the organisation, other private sector organisations, community groups and associations. See SEWERAGE AND DRAINAGE - Planning for records relating to consultation for planning purposes. See SEWERAGE AND DRAINAGE - Policy for records relating to consultations relating to the development of policy. See SEWERAGE AND DRAINAGE - Service Providers for records relating to liaison with service providers.	
29.6.1		Records relating to liaison with other organisations and community groups on matters of major public interest or controversy with regard to sewerage and drainage. Records include petitions, associated correspondence, etc.	Required as State archives
29.6.2		Records relating to liaison with industry, professional and customer associations, the local community, etc. on routine matters regarding sewerage and drainage services.	Retain minimum of 5 years after action completed, then destroy
29.7.0	Maintenance	The activities associated with the upkeep, repair, servicing and preservation of the conditions of premises, equipment, infrastructure, and facilities. See PROPERTY MANAGEMENT (COUNCIL PROPERTY) - Maintenance for records relating to the storage, removal and disposal of hazardous substances and chemicals. See SEWERAGE AND DRAINAGE - Design and Construction for records relating to major maintenance work involving structural changes.	
29.7.1		Records relating to major maintenance work carried out during the lifetime of sewerage and drainage infrastructure and plant, e.g. sometimes referred to as the maintenance history, that does not involve structural	Retain minimum of 7 years after system is replaced or plant ceases

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
<i>SEWERAGE AND DRAINAGE - Maintenance</i>			
		changes. Records include plans or details of major maintenance work undertaken.	operation, then destroy
29.7.2		Records relating to minor maintenance works such as routine overhauls, landscaping and works on minor components of systems. Records include maintenance requests and work orders.	Retain minimum of 7 years after action completed, then destroy
29.8.0	Monitoring	Activities that check, observe or record the operation of equipment, infrastructure, services or systems. See CORPORATE MANAGEMENT - Reporting for records relating to reports required to be submitted to external government organisations.	
29.8.1		Records relating to monitoring of flooding and water flow and its effects on the performance of sewerage and drainage infrastructure. Includes monitoring of flooding including flood gauges and flood locations, water flows, rainfall, stormwater flows and peak weather data.	Retain minimum of 20 years after action completed, then destroy
29.8.2		Records relating to monitoring of sewerage and drainage services, including sewerage treatment plants. Includes monitoring of the causes and levels of pollution in stormwater, and sewage treatment data analysis.	Retain minimum of 10 years after action completed, then destroy
29.8.3		Records relating to effluent discharge.	Retain minimum of 2 years after action completed, then destroy
29.9.0	Notifications	The activity of issuing or receiving notices regarding a failure of or a requirement for compliance or of an intention to take action. Includes information notices received or sent by the organisation.	
29.9.1		Records relating to notifications issued by the organisation requiring action or the undertaking of works in relation to sewerage and drainage systems or services.	Retain minimum of 7 years after action completed, then destroy

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
<i>SEWERAGE AND DRAINAGE - Notifications</i>			
29.9.2		Records relating to the receipt of notices by the organisation in relation to sewerage and drainage. Includes notices to connect to sewerage services, to drain private laneways, and to remove or replace pipe fittings.	Retain minimum of 2 years after action completed, then destroy
29.10.0	Permits	The activity of managing permission to undertake activities or processes.	
29.10.1		Records relating to issuing permits by the organisation for sewerage and drainage work. Includes plumbing and draining work, private water meters, and applications for permits submitted after completion of emergency works.	Retain minimum of 2 years after expiry, then destroy
29.10.2		Records relating to permits issued to the organisation relating to sewerage and drainage. Includes permits to discharge trade waste and to enter land to undertake work by the organisation, including pipeline construction etc.	Retain minimum of 2 years after action completed, then destroy
29.11.0	Planning	The process of formulating ways in which objectives can be achieved. Includes the determination of services and needs, and the solution to those needs. See CORPORATE MANAGEMENT for overall planning to achieve corporate objectives and reporting to other government agencies.	
29.11.1		Summary data relating to floodplain and stormwater management, rainfall gauge readings etc.	Retain minimum of 50 years after reference use ceases, then destroy
29.11.2		Information and raw data used in the compilation and analysis of floodplain, stormwater and rainfall statistics. Records include level books and gauge reading field books.	Retain minimum of 20 years after action completed, then destroy
29.11.3		Records relating to strategic planning for the management of sewerage and drainage services, including risk management planning such as flood and landslide mitigation etc. Records include plans, outcomes of research and analysis of sewerage and drainage	Required as State archives

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
<i>SEWERAGE AND DRAINAGE - Policy</i>			
		requirements, comments or submissions relating to proposed plans.	
29.12.0	Policy	The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making and as the basis from which the organisation's procedures are determined.	
29.12.1		Records relating to the development of policy on the management and provision of sewerage and drainage systems. Records include final approved policies, policy proposals, submissions from the public, background research, correspondence, notes of meetings or reports analysing issues and outcomes of consultation with industry, professional and customer associations.	Required as State archives
29.12.2		Records relating to the development of operational policy on the management and provision of sewerage and drainage services.	Retain minimum of 10 years after superseded, then destroy
29.13.0	Procedures	The process of applying standard methods of operation to activities undertaken by the organisation according to formulated policy. See CORPORATE MANAGEMENT - Procedures for manuals, handbooks and guidelines relating to sewerage and drainage procedures. See PERSONNEL - Occupational Health & Safety for records relating to safe work methods.	
29.13.1		Records relating to works instructions for construction, maintenance, installation, service and testing.	Retain minimum of 2 years after superseded, then destroy
29.14.0	Registration	Compiled registers and summary records.	
29.14.1		Summary records or registers of drainage inspections.	Retain minimum of 20 years after action completed, then destroy

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
----	-------------------	-------------	-----------------

SEWERAGE AND DRAINAGE - Registration

29.14.2		Summary records or registers of sewage management systems.	Retain minimum of 2 years after system converted or approval lapses, then destroy
29.14.3		Lists or registers of sewered premises.	Retain until superseded, then destroy
29.15.0	Service Providers	The activity of liaising with agencies or organisations involved in the provision of services to the organisation or to the local community. See SEWERAGE AND DRAINAGE - Agreements for records relating to agreements with service providers.	
29.15.1		Records relating to negotiations with service providers to ensure acceptable levels of service in the local area for drainage, effluent and sewerage services. Records include correspondence, reports, negotiations etc.	Retain minimum of 7 years after action completed, then destroy
29.16.0	Supply and Distribution	The activities relating to the supply and use of plumbing systems, including applications for connections. See SEWERAGE AND DRAINAGE - Applications for records relating to other applications relating to sewerage and drainage services.	
29.16.1		Records relating to applications and approvals for plumbing systems.	Retain until system is replaced or removed, then destroy
29.16.2		Records relating to applications to connect or disconnect to the organisation's sewerage system. Includes approved and refused applications.	Retain minimum of 2 years after action completed, then destroy

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
<i>TRAFFIC AND TRANSPORT</i>			
30.0.0	TRAFFIC AND TRANSPORT	The function of planning for and managing transport infrastructure and the efficient movement and parking of traffic. See CORPORATE MANAGEMENT for records of agreements, committees, reports, contracts, tenders, policies, procedures and standards relating to the management of traffic and transport. See LAWS AND ENFORCEMENT for records relating to the issue of notices, orders, infringements and penalty notices for breaches of traffic and parking regulations. See PLANT, EQUIPMENT & STORES for records relating to the acquisition and disposal of traffic and transport plant and equipment, such as lights and signals, etc. See PROPERTY MANAGEMENT (COUNCIL PROPERTY) - Acquisition and Disposal for records relating to the acquisition and disposal of traffic and transport facilities and land, etc. See RECREATION AND CULTURAL SERVICES - Event Management for traffic management and control plans submitted by event organisers. See ROADS for records relating to the design, construction and maintenance of roads and associated infrastructure.	
30.1.0	Audit	The activities associated with officially checking operational records, systems or processes to ensure that they are in accordance with legislated requirements or agreed standards.	
30.1.1		Records relating to traffic and transport audits, including airport/road/traffic safety audits, which set a precedent or lead to major changes in policies. Records include significant drafts and final versions of audit reports and studies, minutes or notes of meetings and records of actions taken as a result of audit.	Required as State archives
30.1.2		Records relating to traffic and transport audits, including operational audits, which do not set a precedent or lead to major changes in policies. Records include significant drafts and final versions of audit reports and	Retain minimum of 6 years after action

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
----	-------------------	-------------	-----------------

TRAFFIC AND TRANSPORT - Authorisation

		studies, minutes or notes of meetings and records of actions taken as a result of audit.	completed, then destroy
30.2.0	Authorisation	The process of seeking and granting permission to undertake a requested action.	
30.2.1		Records relating to the delegation of public roads control to the organisation by the State authority responsible for roads.	Required as State archives
30.3.0	Design and Construction	The activity of designing and constructing traffic and transport infrastructure and facilities, such as airports, car parks and traffic facilities, signs and signals, etc. See PROPERTY MANAGEMENT (COUNCIL PROPERTY) - Design and Construction for records relating to the management of hazardous materials encountered during construction work.	
30.3.1		Key records relating to the design, construction, major renovation or restoration of traffic and transport facilities and structures that are of significance due to the fact that they are: • an important local, regional, State or national landmark • a recipient of a prestigious State, national or international architectural or design award, or • heritage listed. Records include: • records relating to the determination of specifications and conditions • building and development applications and construction certificates, including supporting documentation recording reviews of environmental factors such as environmental impact statements, archaeological or heritage impact statements • reports, including consulting engineers' reports, etc. • proposals • records demonstrating public reaction to the construction • plans/designs as approved	Required as State archives

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
----	-------------------	-------------	-----------------

TRAFFIC AND TRANSPORT - Design and Construction

		- plans/designs as executed and variations - specifications - photographs - maps and drawings - site diaries and plans - ministerial approvals and directives.	
30.3.2		Key records relating to the design, construction, major renovation or restoration of traffic and transport facilities and structures that are not of significance due to the fact that they are not: - an important local, regional, State or national landmark - a recipient of a prestigious State, national or international architectural or design award, or - heritage listed. Records include: - records relating to the determination of specifications and conditions - building and development applications and construction certificates, including supporting documentation recording reviews of environmental factors such as environmental impact statements, archaeological or heritage impact statements - reports, including consulting engineers' reports, etc. - proposals - records demonstrating public reaction to the construction - plans/designs as approved - plans/designs as executed and variations - specifications - photographs - maps and drawings - site diaries and plans - ministerial approvals and directives.	Retain minimum of 7 years after structure is demolished or removed, then destroy

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
----	-------------------	-------------	-----------------

TRAFFIC AND TRANSPORT - Design and Construction

30.3.3		Records relating to the provision of on-street and off-street parking facilities by the organisation (not including multi-level car park construction), including liaison with external organisations concerning parking facilities and arrangements.	Retain minimum of 7 years after action completed, then destroy
30.3.4		Records relating to the design and construction of minor traffic and transport works, such as bus shelters, road signs, parking meters, etc. Records include plans, specifications, correspondence with builders and records relating to minor day-to-day repairs or maintenance of site.	Retain minimum of 7 years after action completed, then destroy
30.3.5		Records relating to the development and implementation of controls for the regulation and restriction of traffic in specified areas and traffic flow, such as declaration of Light Traffic Thoroughfares (LTT), one-way streets, local traffic zones, parking restrictions, signage. Records include: • traffic facility instructions • objections and submissions received • certificates, e.g. 0.30d certificates for light traffic thoroughfares, etc.	Retain minimum of 20 years after superseded, then destroy
30.3.6		Records relating to successful and unsuccessful requests for traffic control, signs and changes to traffic flows. Includes notifications of changes to traffic conditions.	Retain minimum of 2 years after action completed, then destroy
30.3.7		Records relating to the determination of parking zones, including residential parking zones. Includes the installation of parking meters, signs and limits.	Retain minimum of 2 years after action completed, then destroy
30.3.8		Records relating to the installation of signage, including traffic and non-traffic signs such as parking, community direction, street names and regulatory and warning signs.	Retain minimum of 2 years after action completed, then destroy
30.3.9		Records relating to project management for construction works. Records include:	Retain minimum of 12 years after

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
----	-------------------	-------------	-----------------

TRAFFIC AND TRANSPORT - Design and Construction

		- records of budget and costs - records of client liaison on non technical matters - records of contractual matters such as variations, payment and sign off on construction - records of logistics - site procedures - records of quality and performance measurements - reports, including progress and inspection reports, completion updates and work outstanding reports - project risk management records and schedules - records of consultations - engineers' and works diaries - job sheets - work orders, work requests and authorities.	action completed, then destroy
30.3.10		Records relating to construction projects or proposals not proceeded with.	Retain minimum of 7 years after action completed, then destroy
30.4.0	Fees and Charges	See FINANCIAL MANAGEMENT - Fees and charges for records relating to the setting of fees and charges for transport and parking.	
30.5.0	Liaison	The activities associated with maintaining regular general contact between the organisation, other private sector organisations, community groups and associations. See TRAFFIC AND TRANSPORT - Service Providers for records of liaison with service providers concerning the provision of transport services.	
30.5.1		Records relating to liaison with local groups such as the Chamber of Commerce, progress associations, industry and consumer associations, the local community, etc. on matters of major public interest or	Required as State archives

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
<i>TRAFFIC AND TRANSPORT - Liaison</i>			
		controversy with regard to traffic and transport.	
30.5.2		Records relating to liaison with industry and consumer associations, the local community, etc. on routine matters relating to traffic and transport.	Retain minimum of 5 years after action completed, then destroy
30.6.0	Maintenance	The activities associated with the upkeep, repair, servicing and preservation of conditions of traffic and transport infrastructure and facilities, such as airports, car parks, etc. See TRAFFIC AND TRANSPORT - Design and Construction for records of major maintenance works involving structural changes.	
30.6.1		Records relating to major maintenance works and repairs, not involving structural changes, carried out on traffic and transport structures and facilities. Records include: - plans, specifications and drawings of major maintenance work undertaken - work orders and requests - daily diaries of work teams - records of outcomes of consultations, etc.	Retain until building or structure is demolished or removed, then destroy
30.6.2		Records relating to minor and routine maintenance works on and periodic inspections of traffic and transport structures and facilities. Records include: - records of inspections of structures and facilities carried out to ensure that they are safe to use and in good working order - work orders and requests - daily diaries of work teams.	Retain minimum of 7 years after action completed, then destroy
30.7.0	Monitoring	Activities that check, observe or record the operation of equipment, infrastructure, services or systems.	
30.7.1		Records relating to road and traffic safety monitoring, including the collection of traffic	Retain until administrative or reference

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
<i>TRAFFIC AND TRANSPORT - Monitoring</i>			
		accident statistics and pedestrian issues. Records include reports.	use ceases, then destroy
30.7.2		Records relating to the routine monitoring of traffic flow including traffic maps.	Retain minimum of 10 years after action completed, then destroy
30.8.0	Permits	The activity of managing permission to undertake activities or processes.	
30.8.1		Records of parking permits, including special parking arrangements and special or temporary parking zones. Records include applications and determinations, copies of permits, renewals, permit numbers and associated correspondence.	Retain until expiry or termination of permit, then destroy
30.8.2		Records of unsuccessful applications for parking permits, special parking zones, signs etc.	Retain minimum of 1 year after action completed, then destroy
30.9.0	Planning	The process of formulating ways in which objectives can be achieved. Includes the determination of services and needs, and the solution to those needs.	
30.9.1		Records of medium and long term plans for the provision of transport and traffic facilities and services and traffic management. Records include significant drafts and final versions of plans, background research and analyses such as investigations, studies or reports of issues and needs.	Required as State archives
30.9.2		Records relating to the organisation's contributions to external plans, studies and reports.	Retain minimum of 10 years after action completed, then destroy
30.9.3		Records relating to planning for traffic flows and transport controls, such as: - on-street kerb side parking controls - parking strategies, including parking in shopping centres	Retain minimum of 7 years after superseded, then destroy

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
<i>TRAFFIC AND TRANSPORT - Programs</i>			
		signage concepts. Records include significant drafts and final versions of plans, background research, etc.	
30.10.0	Programs	The activities related to the management of projects and programs undertaken to promote and encourage traffic and pedestrian safety and the operation of parking schemes.	
30.10.1		Records of policies for the operation of parking control schemes, such as resident and special parking schemes, etc. Records include significant drafts and final versions of policies, background research, etc.	Retain minimum of 10 years after superseded, then destroy
30.10.2		Records relating to the implementation and administration of parking control schemes.	Retain minimum of 2 years after action completed, then destroy
30.10.3		Records of programs and campaigns to improve safety in traffic and transport, such as: - community traffic safety awareness campaigns - schools and pedestrian safety campaigns. Records include implementation plans, progress reports, notification and promotion of the program, etc.	Retain minimum of 5 years after action completed, then destroy
30.11.0	Service Providers	The activity of liaising with agencies or organisations involved in the provision of services to the organisation or to the local community.	
30.11.1		Records relating to the organisation's involvement and liaison with service providers in relation to schedules, routes, facilities and timetabling of transport services such as rail, bus, air, ferry, taxi service etc. Records include correspondence, minutes or notes of meetings, etc.	Retain minimum of 7 years after action completed, then destroy
30.12.0	Service Provision	The activities relating to the provision of services by the organisation or by other agencies on behalf of the organisation.	

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
----	-------------------	-------------	-----------------

TRAFFIC AND TRANSPORT - Service Provision

		See CORPORATE MANAGEMENT - Compliance for records relating to the licensing, registration, certification or issuing of permits for the operation of traffic and transport facilities, such as aerodromes. See FINANCIAL MANAGEMENT for financial and accounting records relating to the provision and operation of traffic and transport services and facilities. See PERSONNEL for records relating to the recruitment and service of staff, including criminal records checks, evidence of qualifications, rosters and attendance records. See TRAFFIC AND TRANSPORT - Audit for records of airport safety audits and inspections conducted by air safety regulators. See TRAFFIC AND TRANSPORT - Maintenance for records of internal inspections of traffic and transport facilities operated by the organisation.	
30.12.1		Records relating to the operation and delivery of traffic and transport services and facilities, such as airports or aerodromes, parking stations, etc, by or on behalf of the organisation. Records include management, service and operational plans, including emergency response plans, testing and exercises, reports of inspections and monitoring, operating manuals and procedures, customer usage records.	Retain minimum of 10 years after action completed, then destroy
30.12.2		Records of landing fees, pavement concessions, allowances and entitlements to use facilities.	Retain minimum of 7 years after action completed, then destroy
31.0.0	WASTE MANAGEMENT	The function of providing services for the removal, destruction or disposal of waste materials. Includes the provision of waste collection and recycling services and operation of waste disposal sites or facilities. See CORPORATE MANAGEMENT for records relating to agreements, tenders and contracts for the outsourcing or provision of services, meetings, policies, reporting, audits and standards concerning the conduct of	

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
----	-------------------	-------------	-----------------

WASTE MANAGEMENT - Campaigns

		operational processes or the provision of services. See CUSTOMER SERVICE - Public Reaction for records relating to the handling of complaints regarding waste management services, dumped rubbish, etc. See ENVIRONMENTAL MANAGEMENT - Monitoring for records relating to the monitoring of environmental conditions and the impact of waste management facilities and operations on the environment. See LAWS AND ENFORCEMENT for records relating to orders, infringements and penalties for breaches of waste management regulations. See PLANT, EQUIPMENT & STORES for records relating to the acquisition and disposal of waste management plant and equipment. See PROPERTY MANAGEMENT (COUNCIL PROPERTY) for records relating to the acquisition, conservation and disposal of waste management facilities, including the storage and disposal of hazardous waste/chemicals, for security of plant and infrastructure and for records relating to the remediation of contaminated land. See SEWERAGE AND DRAINAGE for records relating to the removal of liquid waste.	
31.1.0	Campaigns	Activities associated with raising awareness of a special program to achieve a purpose. See INFORMATION MANAGEMENT - Publications for records relating to the design and production of publications for waste management campaigns.	
31.1.1		Records relating to waste reduction campaigns e.g. to reduce littering and promote clean ups, recycling etc. Records include promotional material such as posters and brochures.	Retain minimum of 5 years after action completed, then destroy
31.2.0	Design and Construction	The activity of designing and constructing specialised waste management facilities and equipment, including major maintenance work involving structural changes.	

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
----	-------------------	-------------	-----------------

WASTE MANAGEMENT - Design and Construction

		See PROPERTY MANAGEMENT (COUNCIL PROPERTY) - Design and Construction for records relating to the design and construction of non-specialised waste management buildings, properties and equipment and projects not proceeded with. See PROPERTY MANAGEMENT (COUNCIL PROPERTY) - Leasing-Out for records relating to agreements to use the organisation's facilities, such as litter bins, for advertising. See WASTE MANAGEMENT - Service Provision for records relating to the development of waste management schemes and services, including waste management schedules.	
31.2.1		Key records relating to the design, construction, major renovation, restoration and conservation work on specialised waste management facilities, plant and infrastructure that is of significance due to the fact that it is: • a recipient of a prestigious State, national or international architectural or design award • a unique or innovative design/technology • an important local or regional landmark, or • heritage listed. Records include: • building and development applications and construction certificates, including supporting documentation recording reviews of environmental factors such as environmental impact statements, archaeological or heritage impact statements • records demonstrating public reaction to the construction • plans/designs as approved, including connection and system plans • plans/designs as executed and variations, including connection and system plans • specifications	Required as State archives

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
<i>WASTE MANAGEMENT - Design and Construction</i>			
		- conservation management plans - photographs - drawings - site plans - archival recordings of demolition - records of structural changes.	
31.2.2		Key records relating to the design, construction, major renovation or restoration of specialised waste management facilities, plant and infrastructure that is not: - a recipient of a prestigious State, national or international architectural or design award - a unique or innovative design/technology - an important local or regional landmark, or - heritage listed. Records include: - building and development applications and construction certificates, including supporting documentation recording reviews of environmental factors such as environmental impact statements, archaeological or heritage impact statements - records demonstrating public reaction to the construction - plans/designs as approved, including connection and system plans - plans/designs as executed and variations, including connection and system plans - specifications - photographs - drawings - site plans - records of structural changes made for installations, fit-outs and maintenance.	Retain minimum of 7 years after structure or plant is disposed of, replaced or ceases operation, then destroy or transfer to new owner as required
31.2.3		Records relating to project management for construction works. Records include:	Retain minimum of 12 years after

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
<i>WASTE MANAGEMENT - Design and Construction</i>			
		- records of budget and costs - records of client liaison on non technical matters - records of contractual matters such as variations, payment and sign off on construction - records of logistics - site procedures - records of quality and performance measurements - periodic reports - project risk management records and schedules - records of consultations.	project completed, then destroy
31.2.4		Records relating to the physical location and construction of landfill sites, including those owned and operated by the organisation, and those managed on behalf of the organisation. Includes records of leachate collection systems, drainage and water management systems and landfill cell lining. Records include: - plans and specifications - photographs - site plans showing physical location - records of structural changes.	Required as State archives
31.3.0	Fees and Charges	See FINANCIAL MANAGEMENT - Accounting for records relating to the management of income received from the provision of waste management services. See FINANCIAL MANAGEMENT - Fees and charges for records relating to the setting of fees and charges for waste management services.	
31.4.0	Guidelines	See CORPORATE MANAGEMENT - Procedures for records relating to waste management procedures. See PERSONNEL - Occupational Health & Safety for records relating to guidelines or procedures specifically addressing safe work practices	

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
----	-------------------	-------------	-----------------

WASTE MANAGEMENT - Liaison

		See WASTE MANAGEMENT - Service Provision for records relating to crew instructions for waste removal.	
31.5.0	Liaison	The activities associated with maintaining regular general contact between the organisation, other private sector organisations, community groups and associations.	
31.5.1		Records relating to liaison with industry, professional and customer associations, the local community, etc. on routine matters concerning waste management, waste minimisation, location of waste management facilities such as tips, etc.	Retain minimum of 5 years after action completed, then destroy
31.5.2		Records relating to liaison with other organisations and community groups on matters of major public interest or controversy with regard to waste management. Records include petitions, associated correspondence, etc.	Required as State archives
31.6.0	Maintenance	The activities associated with the upkeep, repair, servicing and preservation of internal/external conditions of premises, equipment, infrastructure and facilities. See PLANT, EQUIPMENT & STORES - Maintenance for records relating to maintenance of plant and equipment. See WASTE MANAGEMENT - Design and Construction for records relating to major maintenance and conservation work on waste management facilities.	
31.6.1		Records relating to the rehabilitation of landfill sites, including those owned and operated by the organisation, and those managed on behalf of the organisation. Includes records of capping of used landfill sites. Records include reports, photographs, surveys and correspondence.	Required as State archives
31.6.2		Records relating to major maintenance works carried out on waste management buildings and structures. Records include: - plans of major maintenance work undertaken - reports	Retain until property is disposed of, then destroy or transfer to new owner as required.

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
----	-------------------	-------------	-----------------

WASTE MANAGEMENT - Maintenance

		- records relating to work carried out - specifications and plans, etc.	
31.6.3		Records of routine scheduled maintenance carried out on waste management buildings and facilities, including cleaning. Records include work requests and schedules, etc.	Retain minimum of 2 years after action completed, then destroy
31.6.4		Records relating to the replacement, cleaning and repair of public litter and recycling bins.	Retain minimum of 2 years after action completed, then destroy
31.7.0	Notifications	The activity of issuing or receiving notices regarding a failure of or a requirement for compliance, inappropriate practices, or of an intention to take action. Includes information notices received or sent by the organisation. See LEGAL SERVICES - Litigation for records relating to legal proceedings instigated by the organisation for non-compliance with notices, orders and infringement notices.	
31.7.1		Records relating to the issue of notices for dumping of rubbish or littering. Records include notifications, submissions, supporting documentation, etc.	Retain minimum of 7 years after action completed, then destroy
31.8.0	Planning	The process of formulating ways in which objectives can be achieved. Includes the determination of services and needs, and the solution to those needs.	
31.8.1		Records relating to the development of medium to long term plans and strategies to support the delivery of existing waste management services and for the day-to-day management of waste management facilities, e.g. demand management plans, plans for management of waste disposal at large events, etc. Records include: - final versions and significant drafts of plans - background research	Retain minimum of 10 years after superseded, then destroy

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
----	-------------------	-------------	-----------------

WASTE MANAGEMENT - Registration

		associated correspondence indicating who the plans apply to and responsibilities for their implementation.	
31.9.0	Registration	Compiled registers and summary records.	
31.9.1		Summary records of cases of rubbish dumping, graffiti removal and littering.	Retain minimum of 7 years after action completed, then destroy
31.10.0	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), and providing formal statements or findings of the results of the examination or investigation.	
31.10.1		Records of returns of street cleaning water, trade waste receipts, refuse disposal receipts and refuse collection vehicle reports.	Retain minimum of 1 year after action completed, then destroy
31.11.0	Service Provision	The activities relating to the provision of services by the organisation or by other agencies on behalf of the organisation. See COMMERCIAL ACTIVITIES for records relating to the provision of waste management services on a commercial basis, such as agreements, etc. See CORPORATE MANAGEMENT for records relating to the issue of licences to operate waste management facilities, procedures and reporting relating to waste management. See WASTE MANAGEMENT - Maintenance for records relating to the rehabilitation of landfill sites.	
31.11.1		Records relating to the operation and management of waste management facilities by the organisation or by other agencies and contractors on behalf of the organisation. Includes tips and depots, landfill, recycling	Retain minimum of 20 years after facility ceases to operate, then destroy

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
<i>WASTE MANAGEMENT - Service Provision</i>			
		operations and chemical waste disposal sites. Includes records of: - the closure of waste management sites and facilities, including closure plans, etc. - management plans - inspections of specialised waste management equipment - volumetric surveys of landfills - the development and implementation of waste treatment processes at the facility, which are not considered to be innovative or where the process is not patented by the organisation - directions from external organisations, such as the Environment Protection Authority, to undertake certain actions. Note: Where there is potential for long-term health and environmental impacts due to contaminated land, records should be retained in accordance with ENVIRONMENTAL MANAGEMENT - Monitoring (entry 11.5.1) and PROPERTY MANAGEMENT - Conservation (entries 5.15.3 and 5.15.4).	
31.11.2		Records of routine operations, daily volumes and transactions of waste management facilities and waste collection. Includes records of: - waste received and stockpiled - materials transported from the facility for use, recovery, recycling, disposal or processing at another place - waste transport certificates - statistics relating to volume and types of material deposited - consignment authorisations.	Retain minimum of 7 years after action completed, then destroy
31.11.3		Records relating to agreements to provide non-residential and trade waste removal, treatment and disposal services.	Retain minimum of 7 years after expiry or termination of agreement, then destroy

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
<i>WASTE MANAGEMENT - Service Provision</i>			
31.11.4		Records relating to routine operations of domestic, commercial and trade waste collection including clean-ups, collection of garden waste, household items, green and recyclable waste, street cleaning and sweeping, special collections including chemicals, etc. Records include: - work orders and requests - waste collection schedules - crew instructions for waste removal services - job sheets, etc.	Retain minimum of 1 year after action completed, then destroy
31.11.5		Records relating to the provision of waste and recycling containers, programs and graffiti removal services.	Retain minimum of 2 years after action completed, then destroy
32.0.0	WATER SUPPLY	The function of managing the provision of water supplies (potable and non-potable) and associated infrastructure. See CORPORATE MANAGEMENT for records relating to the conduct of audits, tenders and contracts for the outsourcing or provision of services, joint ventures, committees, meetings, reports, standards and operating licences concerning the management of water supply systems. See ENVIRONMENTAL MANAGEMENT - Education for records relating to water saving and reduction campaigns. See GRANTS AND SUBSIDIES - Applications for records relating to rebates for water tank installation.	
32.1.0	Agreements	The processes associated with the establishment, maintenance, review and negotiation of agreements.	
32.1.1		Records relating to the establishment, negotiation, maintenance and review of agreements with other organisations to supply and receive water. Includes the supply of potable and non-potable (reclaimed, grey, black) water. Records include correspondence, negotiations and final approved agreements.	Retain minimum of 10 years after expiry or termination of agreement or after action completed,

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
<i>WATER SUPPLY - Agreements</i>			
			whichever is longer, then destroy
32.1.2		Records relating to agreements to run water supply infrastructure, e.g. pipelines, over land not owned/controlled by the organisation. Records include correspondence, agreements, maps etc.	Retain minimum of 10 years after expiry or termination of agreement or after action completed, whichever is longer, then destroy
32.1.3		Records relating to water supply meter agreements.	Retain minimum of 7 years after expiry or termination of agreement or after action completed, whichever is longer, then destroy
32.1.5		Records relating to negotiations which do not result in an agreement.	Retain minimum of 2 years after action completed, then destroy
32.2.0	Design and Construction	The activity of designing, constructing and commissioning specifically designed and/or purpose built buildings, structures, plant and equipment used for the storage, treatment and supply of water. May include bores, dams, filtration plants, pipelines, pumping stations, reservoirs, water towers etc. See PROPERTY MANAGEMENT (COUNCIL PROPERTY) - Design and Construction for records relating to the design and construction of non-specialised buildings and identification and management of hazardous materials including asbestos used or encountered in construction work. See SEWERAGE AND DRAINAGE - Design and Construction for records relating to the	

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
----	-------------------	-------------	-----------------

WATER SUPPLY - Design and Construction

		design and construction of waste water/sewerage purification facilities.	
32.2.1		Key records relating to the design, construction, commissioning, major renovation or restoration of buildings, structures and plant used for the storage, treatment and supply of water that are significant due to the fact that they are: • a recipient of a prestigious State, national or international architectural or design award • an important local or regional landmark, or • heritage listed. Records include: • building and development applications and construction certificates, including supporting documentation recording reviews of environmental factors such as environmental impact statements, archaeological or heritage impact statements • records demonstrating public reaction to the construction • plans/designs as approved • plans/designs as executed and variations • specifications • photographs • drawings • site plans • archival recordings of demolition.	Required as State archives
32.2.2		Key records relating to the design, construction, commissioning, major renovation or restoration of buildings, structures and plant used for the storage, treatment and supply of water that are not: • a recipient of prestigious State, national or international architectural or design awards • an important local or regional landmark, or • heritage listed.	Retain minimum of 7 years after building or structure is disposed of, then destroy or transfer to new owner as required.

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
<i>WATER SUPPLY - Design and Construction</i>			
		Records include: • building and development applications and construction certificates, including supporting documentation recording reviews of environmental factors such as environmental impact statements, archaeological or heritage impact statements • records demonstrating public reaction to the construction • plans/designs as approved • plans/designs as executed and variations • specifications • photographs • drawings • site plans.	
32.2.3		Records relating to project management for construction works. Records include: • records of budget and costs • records of client liaison on non technical matters • records of contractual matters such as variations, payment and sign off on construction • records of logistics • site procedures • records of quality and performance measurements • periodic reports • project risk management records and schedules • records of consultations.	Retain minimum of 12 years after action completed, then destroy
32.2.4		Records for projects or proposals proceeded with (other than key construction records, project management or records of hazardous materials) such as correspondence with builders and records relating to minor day-to-day repairs or maintenance of the site, rosters, equipment requests.	Retain minimum of 7 years after construction work completed, then destroy

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
<i>WATER SUPPLY - Design and Construction</i>			
32.2.5		Records relating to construction projects or proposals not proceeded with.	Retain minimum of 7 years after action completed, then destroy
32.2.6		Records relating to construction works undertaken by other organisations, adjacent to or that affect water supply infrastructure, e.g. access ramps from the street to a stormwater channel. Records include notices, correspondence, copies of plans and specifications concerning the proposed works.	Retain minimum of 7 years after structure removed, then destroy
32.3.0	Fees and Charges	The activities associated with the determination of fees and charges for items or services provided by the organisation and the management of customer accounts. See FINANCIAL MANAGEMENT - Fees and charges for records relating to the setting of fees and charges for water supply.	
32.3.1		Records relating to water rate accounts. Includes actions taken with respect to overdue payments.	Retain minimum of 7 years after end of financial year in which transaction was completed, then destroy
32.3.2		Records relating to requests for exemptions, postponements or waiving of charges for water supply and infrastructure services. Includes requests to pay by instalments etc. Records include applications and requests, supporting documentation and determinations.	Retain minimum of 7 years after end of financial year in which transaction was completed, then destroy
32.3.3		Water rate assessments listing.	Retain until reference use ceases, then destroy
32.4.0	Inspections	The process of officially examining facilities, properties, equipment and items, to ensure compliance with standards. See PROPERTY MANAGEMENT (COUNCIL PROPERTY) - Inspections for records of	

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
<i>WATER SUPPLY - Inspections</i>			
		inspections carried out to determine the presence of hazardous substances, such as asbestos, in buildings and land.	
32.4.1		Records relating to inspections of the organisation's water supply and treatment constructions and infrastructure carried out by the responsible body, including inspections of dams and surrounds etc. Records include reports and correspondence.	Retain minimum of 7 years after lifetime of the structure, then destroy
32.4.2		Records relating to inspections of water supply and treatment and related works carried out by or on behalf of the organisation. Records include inspection reports and related correspondence. Includes records relating to inspections of water meters, backflow prevention devices, water misuse and consumption of water.	Retain minimum of 2 years after action completed, then destroy
32.5.0	Liaison	The activities associated with maintaining regular general contact between the organisation, other private sector organisations, community groups and associations. See WATER SUPPLY - Policy for records relating to liaison with stakeholders on policy matters. See WATER SUPPLY - Service Providers for records relating to negotiations and liaison with water suppliers or distributors.	
32.5.1		Records relating to liaison with other organisations and community groups on matters of major public interest or controversy with regard to water supply. Records include petitions, associated correspondence, etc.	Required as State archives
32.5.2		Records relating to liaison with industry, professional and customer associations, the local community, etc. on routine water supply matters.	Retain minimum of 5 years after action completed, then destroy
32.6.0	Maintenance	The activities associated with the upkeep, repair, servicing and preservation of the conditions of premises, equipment, infrastructure and facilities. See PROPERTY MANAGEMENT (COUNCIL PROPERTY) - Maintenance for records	

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
<i>WATER SUPPLY - Maintenance</i>			
		relating to the storage, removal and disposal of hazardous substances and chemicals. See SEWERAGE AND DRAINAGE - Maintenance for records relating to the maintenance of waste water/sewerage purification buildings, structures, plant and equipment. See WATER SUPPLY - Design and Construction for records relating to major maintenance work involving structural changes.	
32.6.1		Records relating to major maintenance work carried out during the lifetime of water supply and treatment infrastructure and plant, e.g. sometimes referred to as the maintenance history, other than that involving structural changes. Records include plans or details of major maintenance work undertaken.	Retain minimum of 7 years after the lifetime of the structure or plant ceases operation, then destroy or transfer to new owner as required
32.6.2		Records relating to minor maintenance works such as routine overhauls, landscaping and works on minor components of systems. Records include maintenance requests, work orders etc.	Retain minimum of 7 years after action completed, then destroy
32.6.3		Records relating to maintenance and calibration of customer water meters.	Retain minimum of 3 years after action completed, then destroy
32.7.0	Monitoring	Activities that check, observe or record the operation of equipment, infrastructure, services or systems.	
32.7.1		Records relating to monitoring of performance of water supply and treatment infrastructure, leakages, seepage and activities that might have long term or significant impacts on water storage facilities.	Retain minimum of 7 years after the lifetime of the structure or plant ceases operation, then destroy

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
<i>WATER SUPPLY - Monitoring</i>			
32.7.2		Records relating to monitoring of water supply and treatment services. Records include technical records, hydrographic charts, flow records and charts.	Retain minimum of 10 years after action completed, then destroy
32.7.3		Records relating to monitoring of water quality, including filtration, chlorination, fluoridation etc.	Retain minimum of 10 years after action completed, then destroy
32.7.4		Records of water sample analysis.	Retain until reference ceases, then destroy
32.8.0	Notifications	The activity of issuing or receiving notices regarding a failure of or a requirement for compliance, inappropriate practices, or of an intention to take action. See LAWS AND ENFORCEMENT - Notifications for records relating to notifications issued to repair, alter or remove defective or improper work.	
32.8.1		Records relating to notification of water licences, such as bore and irrigation.	Retain minimum of 2 years after expiry or termination of licence, then destroy
32.9.0	Permits	The activity of managing permission to undertake activities or processes.	
32.9.1		Records relating to permits for the organisation to enter land to undertake works including pipeline construction etc.	Retain minimum of 2 years after action completed, then destroy
32.9.2		Records relating to permits to work on water pipes.	Retain minimum of 2 years after action completed, then destroy

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
<i>WATER SUPPLY - Permits</i>			
32.9.3		Records relating to applications to ship in and use water from external suppliers.	Retain minimum of 2 years after action completed, then destroy
32.10.0	Planning	The process of formulating ways in which objectives can be achieved. Includes the determination of services and needs, and the solution to those needs. See CORPORATE MANAGEMENT for records relating to overall planning to achieve corporate objectives.	
32.10.1		Summary data collected to assist in planning for the management of water supplies.	Retain minimum of 20 years after action completed, then destroy
32.10.2		Records relating to the collection of data relating to water usage, levels, supplies etc.	Retain minimum of 5 years after action completed, then destroy
32.11.0	Policy	The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making and as the basis from which the organisation's procedures are determined.	
32.11.1		Records relating to the development of policy on the management and provision of water supplies. Records include final approved policies, policy proposals, submissions from the public, background research, correspondence, notes of meetings or reports analysing issues and outcomes of consultation with industry, professional and customer associations.	Required as State archives
32.11.2		Records relating to the development of operational policy on the management and provision of water supplies.	Retain minimum of 10 years after superseded, then destroy

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
<i>WATER SUPPLY - Permits</i>			
32.12.0	Procedures	The process of applying standard methods of operation to activities undertaken by the organisation according to formulated policy. See CORPORATE MANAGEMENT - Procedures for records relating to procedures for the management of water supply services.	
32.12.1		Records relating to works instructions for construction, maintenance and installation service and testing.	Retain minimum of 2 years after superseded, then destroy
32.13.0	Registration	Compiled registers and summary records. See WATER SUPPLY - Planning for water gauge reading registers.	
32.13.1		Water supply meter readers' registers.	Retain minimum of 7 years after action completed, then destroy
32.14.0	Service Providers	The activity of liaising with agencies or organisations involved in the provision of services to the organisation or to the local community.	
32.14.1		Records relating to negotiation with water supply and distribution providers to ensure acceptable levels of service. Includes records of correspondence with service providers and reports concerning levels of service.	Retain minimum of 7 years after action completed, then destroy
32.14.2		Records relating to requests to read meters on behalf of other organisations.	Retain minimum of 2 years after action completed, then destroy
32.15.0	Supply and Distribution	The activities relating to the supply and distribution of water to consumers.	
32.15.1		Records relating to applications and approvals for plumbing systems.	Retain until system is replaced or

Local government records

Authority number: GA39

Dates of coverage: 1920+

No	Function/Activity	Description	Disposal Action
<i>WATER SUPPLY - Permits</i>			
			removed, then destroy
32.15.2		Records relating to applications to connect to water supply, including approved and refused applications.	Retain minimum of 2 years after action completed, then destroy
32.15.3		Water supply meter identification forms.	Retain minimum of 1 year after replacement, then destroy
32.15.4		Records relating to the implementation and operation of water restrictions, including exemptions.	Retain minimum of 5 years after action completed, then destroy
33.0.0	PRE-1920 RECORDS		
33.1		Records created wholly or in part prior to 1920.	Required as State archives

Part 3: Acknowledgments

State Archives and Records NSW would like to acknowledge the wide range of individuals and councils who provided assistance and feedback in the development of the authority. In particular we would like to thank the following individuals who provided valuable assistance and feedback on a regular basis:

- members of the SSROC GDA10 Working Group: Byron Cranstone (Waverley Council), Christine Kerr (Canterbury Council), Alison McNamee (Kogarah Council), Natasha Neal (formerly Marrickville Council), and Svemir Popovic (Hurstville Council).
- members of the GDA10 Review Group: Ian Aird (Holroyd City Council), Byron Cranstone (Waverley Council), Julie Fenwick (MidCoast Water), Mary Kirkwood (Lithgow City Council), Steve McGrane (formerly of Coffs Harbour City Council), and Jane Tyrell (Holroyd City Council).
- Glenda Hofland (Wyong Shire Council), Christine Baker (Cobar Shire Council), Rebell Barnes (Rockdale Council), Lienntje Cornelisson (Leichhardt Municipal Council), Gloria Jean (Manly Council), Greg Navin (City of Ryde), Mark Stevens and John Butera (City of Sydney), Diane Crandell (Tamworth Regional Council), Pamela Bourke (Clarence Valley Council), Helena Lovegrove (Walgett Council), Lynne Real (Pittwater Council), Tim Robertson (Lismore Council), Louise Preston (Parramatta City Council), Wayne Doubleday (Charles Sturt University Regional Archives) and Michael Smith (Lord Howe Island Board).
- Mark Dunn (History Council of NSW), Michael Bogle (heritage consultant), and Michelle Richmond (Godden Mackay Logan).