

Summary of changes to Retention periods and the Scope of application of disposal classes

The following tables map entries from GDA10 to the corresponding entries in GA39 where:

- Retention periods have increased (Table 1)
- Retention periods have decreased (Table 2)
- there has been a change in the Scope of application of the disposal class only (e.g. the Scope of records covered by the class has narrowed or broadened but the Retention period has not changed.) (Table 3)

Table 1: Increased Retention periods

GDA10 reference	GA39 reference	Function / Activity	Comments
GDA10 1.1.1	4.11.3	CORPORATE MANAGEMENT - Planning	commercial management plans. Retention increased from 5 to 7 years after superseded.
GDA10 1.1.1	12.9.2	FINANCIAL MANAGEMENT - Fees and charges	setting of fees and charges. Retention increased from 5 years after action completed to 7 years after superseded
GDA10 1.2.2	1.2.2	COMMERCIAL ACTIVITIES - Joint Ventures	Retention changed to 12/7 years after expiry or termination of contract or 5 years after action completed where there is no contract
GDA10 1.3.1	1.3.1	COMMERCIAL ACTIVITIES - Marketing	Retention increased from 2 to 5 years after action completed
GDA10 1.4.2	1.4.2	COMMERCIAL ACTIVITIES - Projects	Retention increased from retain until reference ceases to 10 years after action completed
GDA10 1.6.1	4.14.1	CORPORATE MANAGEMENT - Reporting	for substantial reports relating to commercial activities. Retention increased from 20 years to State archives.
GDA10 2.3.2	2.3.2	COMMUNITY RELATIONS - Awards (Honours)	administration of award programs. Retention increased from 2 to 5 years after action completed
GDA10 2.8.1	2.8.1	COMMUNITY RELATIONS - Enquiries	Retention increased from 5 to 7 years after action completed
GDA10 2.11.2	2.11.2	COMMUNITY RELATIONS - Marketing	Scope widened to include promotional material on websites. Retention changed from retain for 2 years after action completed to retain until withdrawn or

GDA10 reference	GA39 reference	Function / Activity	Comments
			superseded
GDA10 2.14.1	5.3.7	PROPERTY MANAGEMENT (COUNCIL PROPERTY) - Design and Construction	design and construction of minor equipment and structures. Retention increased from 5 to 7 years after equipment is replaced or installation is removed
GDA10 2.15.2	2.15.2	COMMUNITY RELATIONS - Sponsorships and Donations	Scope narrowed to donations and Retention period increased from 6 years after last action to 7 years after donation is received and finalised, or until terms have been fulfilled
GDA10 2.16.2	2.16.2	COMMUNITY RELATIONS - Visits and Tours	Retention increased from 2 to 3 years
GDA10 3.7.3	3.7.3	COMMUNITY SERVICES - Service Provision	for client details. Retention amended from 10 years after action completed to until client reaches 25 years of age or 7 years after action completed
GDA10 3.7.5	3.7.3	COMMUNITY SERVICES - Service Provision	for client records, Retention amended from 7 years after action completed to until client reaches 25 years of age or 7 years after action completed
GDA10 3.8.1	3.8.1	COMMUNITY SERVICES - Library and Public Information Access	retention increased from retain until superseded to 7 years after expiry or termination of agreement
GDA10 3.8.8	3.8.8	COMMUNITY SERVICES - Library and Public Information Access	retention increased from retain until superseded to retain 5 years after superseded
GDA10 3.8.10	3.8.10	COMMUNITY SERVICES - Library and Public Information Access	retention increased from retain until items disposed of to 7 years after donation is received and finalised, or until terms have been fulfilled, whichever is later
GDA10 3.8.11	3.8.10	COMMUNITY SERVICES - Library and Public Information Access	for gifts and donations of publications, retention increased from 2 years after action completed to 7 years after donation is received and finalised, or until terms have been fulfilled, whichever is later
GDA10 4.4.1	4.4.1	CORPORATE MANAGEMENT - Contracting-Out	retention period for speciality or non-standard contracts increased from 7 to 12 years

GDA10 reference	GA39 reference	Function / Activity	Comments
			after expiry of agreement
GDA10 4.4.2	4.4.1	CORPORATE MANAGEMENT - Contracting-Out	retention increased from 2 years after last action to 7 or 12 years after expiry of agreement
GDA10 4.4.3	4.4.1	CORPORATE MANAGEMENT - Contracting-Out	retention period for speciality or non-standard contracts increased from 7 to 12 years after expiry of agreement
GDA10 4.4.4	4.4.1	CORPORATE MANAGEMENT - Contracting-Out	retention period for speciality or non-standard contracts increased from 7 to 12 years after expiry of agreement
GDA10 4.4.7	4.4.1	CORPORATE MANAGEMENT - Contracting-Out	Retention increased from 2 years after last action to 7 or 12 years after expiry of agreement
GDA10 4.7.1	4.13.1	CORPORATE MANAGEMENT - Procedures	Retention increased from retain until superseded to retain 10 years after superseded
GDA10 4.7.1	4.13.2	CORPORATE MANAGEMENT - Procedures	Scope narrowed to guidelines for strategic cross functional or organisation-wide areas. Retention increased from retain until superseded to retain 7 years after superseded
GDA10 4.11.2	4.11.2	CORPORATE MANAGEMENT - Planning	Scope widened to include background research and developmental records and Retention period increased from 5 to 7 years after superseded
GDA10 4.12.3	4.12.1	CORPORATE MANAGEMENT - Policy	Retention increased from 2 years to required as State archives
GDA10 4.12.3	4.12.2	CORPORATE MANAGEMENT - Policy	Retention increased from 2 to 10 years after superseded
GDA10 4.12.3	4.12.3	CORPORATE MANAGEMENT - Policy	Retention increased from 2 to 7 years after superseded
GDA10 4.12.3	4.12.4	CORPORATE MANAGEMENT - Policy	Retention increased from 2 to 5 years after superseded
GDA10 4.13.1	4.13.1	CORPORATE MANAGEMENT - Procedures	Scope narrowed to procedures manuals for industrial relations and functional areas and retention increased from 5 years after action completed to 10 years after superseded
GDA10 4.13.1	4.13.2	CORPORATE MANAGEMENT - Procedures	Scope narrowed to guidelines for strategic cross functional

GDA10 reference	GA39 reference	Function / Activity	Comments
			or organisation-wide areas. Retention increased from 5 years after action completed to 7 years after superseded
GDA10 4.13.2	4.13.1	CORPORATE MANAGEMENT - Procedures	Scope narrowed to procedures manuals for industrial relations and functional areas and retention increased from 2 to 10 years after superseded
GDA10 4.13.2	4.13.2	CORPORATE MANAGEMENT - Procedures	Scope narrowed to guidelines for strategic cross functional or organisation-wide areas. Retention increased from 2 to 7 years after superseded
GDA10 4.13.2	4.13.3	CORPORATE MANAGEMENT - Procedures	Scope narrowed to procedures manuals for common administrative functions. Retention increased from 2 to 5 years after superseded.
GDA10 4.14.4	4.14.1	CORPORATE MANAGEMENT - Reporting	substantial ad hoc reports for external bodies. Retention increased from 10 years after action completed to required as State archives
GDA10 4.14.6	4.14.3	CORPORATE MANAGEMENT - Reporting	retention increased from 2 to 6 years after action completed
GDA10 4.17.1	4.17.1	CORPORATE MANAGEMENT - Tendering	arrangements for advertising of tenders. Retention increased from 2 years after last action to 7 years after tender process completed
GDA10 4.17.2	4.17.1	CORPORATE MANAGEMENT - Tendering	retention increased from 6 years after action completed to 7 years after tender process completed
GDA10 4.17.4	4.17.2	CORPORATE MANAGEMENT - Tendering	retention increased from 6 years after last action to 7 or 12 years after expiry or termination of agreement
GDA10 4.17.7	4.17.4	CORPORATE MANAGEMENT - Tendering	retention increased from 6 to 7 years after action completed
GDA10 5.1.1	5.14.3	PROPERTY MANAGEMENT (COUNCIL PROPERTY) - Compliance	Scope widened to include other forms of compliance and retention increased from 5 to 6 years after action completed
GDA10 5.2.2	5.2.2	PROPERTY MANAGEMENT (COUNCIL PROPERTY) - Acquisition and Disposal	scope widened to acquisition and disposal. Retention

GDA10 reference	GA39 reference	Function / Activity	Comments
			changed from 10 years after action completed to 7 or 12 years after disposal of property
GDA10 5.2.3	5.2.3	PROPERTY MANAGEMENT (COUNCIL PROPERTY) - Acquisition and Disposal	retention increased from 7 to 10 years after action completed
GDA10 5.2.4	5.2.2	PROPERTY MANAGEMENT (COUNCIL PROPERTY) - Acquisition and Disposal	retention period for speciality contracts increased from 7 to 12 years after disposal of property
GDA10 5.2.7	5.2.1	PROPERTY MANAGEMENT (COUNCIL PROPERTY) - Acquisition and Disposal	for records relating to evaluations and negotiations for acquisition of significant properties. Retention increased from retain for 7 years after action completed to required as State archives.
GDA10 5.2.7	5.2.2	PROPERTY MANAGEMENT (COUNCIL PROPERTY) - Acquisition and Disposal	evaluations and negotiations for the acquisition of properties that are not of significance. Retention changed from 7 years after action completed to 7 or 12 years after disposal of property
GDA10 5.2.7	5.2.3	PROPERTY MANAGEMENT (COUNCIL PROPERTY) - Acquisition and Disposal	for records relating to the evaluation and negotiations for the acquisition of properties that do not proceed, retention increased from 7 to 10 years after action completed
GDA10 5.2.9	5.2.1	PROPERTY MANAGEMENT (COUNCIL PROPERTY) - Acquisition and Disposal	acquisition and disposal of significant land - retention increased from 10 years after action completed to required as State archives
GDA10 5.2.9	5.2.6	PROPERTY MANAGEMENT (COUNCIL PROPERTY) - Acquisition and Disposal	development of land. Retention increased from 10 to 12 years after action completed
GDA10 5.3.2	5.3.2	PROPERTY MANAGEMENT (COUNCIL PROPERTY) - Design and Construction	for key design and construction records of non-significant properties. Retention changed to 7 years after property or structure is disposed of or demolished, then destroy or transfer to new owner as required
GDA10 5.3.4	5.3.4	PROPERTY MANAGEMENT (COUNCIL PROPERTY) - Design and Construction	scope expanded to routine design and construction records and retention

GDA10 reference	GA39 reference	Function / Activity	Comments
			increased from 2 to 7 years
GDA10 5.5.2	5.5.2	PROPERTY MANAGEMENT (COUNCIL PROPERTY) - Maintenance	retention increased from retain for 7 years after action completed to retain until property, structure, etc. is disposed of or demolished
GDA10 5.5.4	5.14.3	PROPERTY MANAGEMENT (COUNCIL PROPERTY) - Compliance	water quality testing of pools. Retention increased from 1 to 6 years after action completed
GDA10 5.5.4	5.5.4	PROPERTY MANAGEMENT (COUNCIL PROPERTY) - Maintenance	maintenance of cooling water systems. Retention increased from 1 to 7 years after action completed
GDA10 5.7.1	4.13.3	CORPORATE MANAGEMENT - Procedures	for property management programs procedures. Retention increased from 2 to 5 years after superseded
GDA10 5.7.1	5.6.1	PROPERTY MANAGEMENT (COUNCIL PROPERTY) - Planning	implementation of property management programs. Retention increased from 2 years after action completed to 5 years after superseded
GDA10 5.9.1	5.5.5	PROPERTY MANAGEMENT (COUNCIL PROPERTY) - Maintenance	for damage and fire reports, retention increased from 5 to 7 years after action completed
GDA10 5.9.1	5.9.1	PROPERTY MANAGEMENT (COUNCIL PROPERTY) - Reporting	significant property management reports. Retention increased from 5 to 7 years after action completed
GDA10 5.10.2	5.10.1	PROPERTY MANAGEMENT (COUNCIL PROPERTY) - Security	lists of keys issued. Retention increased from 2 to 7 years
GDA10 5.10.2	5.10.2	PROPERTY MANAGEMENT (COUNCIL PROPERTY) - Security	Retention changed from until superseded to 2 years after action completed
GDA10 6.2.1	6.6.1	CUSTOMER SERVICE - Reporting	reports on customer services. Retention increased from 5 to 7 years after action completed.
GDA10 6.3.1	4.13.3	CORPORATE MANAGEMENT - Procedures	customer service procedures. Retention increased from 2 years after action completed to 5 years after superseded
GDA10 6.4.1	14.3.1	GOVERNMENT RELATIONS - Inquiries	scope amended to formal inquiries and retention increased from 20 years after action completed to required as State archives
GDA10 6.4.2	6.5.1	CUSTOMER SERVICE - Public Reaction	scope amended to complaints requiring investigation.

GDA10 reference	GA39 reference	Function / Activity	Comments
			Retention increased from 2 to 7 years after action completed
GDA10 6.5.1	27.1.8	RISK MANAGEMENT - Claims management	potential liability cases. Retention changed from retain for 7 years after action completed to 15 years action completed, or upon expiry of statutory limitation periods, whichever is longer
GDA10 6.5.2	27.1.8	RISK MANAGEMENT - Claims management	potential liability cases involving minors. Retention changed from retain until minor turns 25 to retain 15 years action completed, or upon expiry of statutory limitation periods, whichever is longer
GDA10 6.8.1	12.9.1	FINANCIAL MANAGEMENT - Fees and charges	IPART submissions. Retention increased from retain 5 years after action completed to required as State archives.
GDA10 7.1.2	7.1.2	DEVELOPMENT AND BUILDING CONTROLS - Appeals	retention increased from 5 to 7 years after action completed
GDA10 7.2.3	7.2.1	DEVELOPMENT AND BUILDING CONTROLS - Applications	for significant applications. Retention increased from 3 years after action completed to required as State archives
GDA10 7.2.3	7.2.2	DEVELOPMENT AND BUILDING CONTROLS - Applications	special consent conditions for applications that are not significant. Retention increased from 3 years after conditions are no longer applicable or building removed, to 10 years after last action or until structure is removed or demolished, whichever is later, then destroy
GDA10 8.8.1	8.8.1	ECONOMIC DEVELOPMENT - Programs	retention increased from 20 years after action completed to required as State archives
GDA10 8.9.2	8.9.1	ECONOMIC DEVELOPMENT - Projects	retention increased from retain 10 years after action completed to required as State archives
GDA10 8.11.3	8.11.1	ECONOMIC DEVELOPMENT - Service Provision	retention increased from 7 to 10 years after action completed
GDA10 8.11.5	8.11.2	ECONOMIC DEVELOPMENT - Service Provision	retention increased from 6 months to 2 years after action completed

GDA10 reference	GA39 reference	Function / Activity	Comments
GDA10 8.11.6	24.6.2	PUBLIC HEALTH - Inspections	for records of routine inspections of meat/abattoirs, retention increased from 5 to 7 years after action completed
GDA10 9.4.1	9.12.2	EMERGENCY SERVICES - Service Provision	Scope amended to operational records of emergency control centres during significant incidents. Retention increased from 10 to 25 years after action completed.
GDA10 9.7.1	9.7.1	EMERGENCY SERVICES - Permits	retention increased from 2 to 7 years and disposal trigger changed to after expiry or termination of permit
GDA10 9.8.1	9.8.1	EMERGENCY SERVICES - Planning	retention increased from until superseded to 10 years after superseded
GDA10 9.11.2	9.11.2	EMERGENCY SERVICES - Reporting	retention increased from retain until reference ceases to retain 7 years after action completed
GDA10 9.14.1	22.9.6	PERSONNEL - Establishment	appointment and service of emergency services volunteers. Retention changed from 10 years after action completed to 3 years after service completed, or until the person reaches the age of 25
GDA10 9.14.1	22.19.2	PERSONNEL - Recruitment	successful recruitment of emergency services volunteers. Retention changed from 10 years after action completed to 7 years after employment ceases.
GDA10 10.1.3	10.1.1	ENERGY SUPPLY AND TELECOMMUNICATIONS - Agreements	negotiations for contracts. Retention increased from 2 to 10 years
GDA10 10.1.3	10.1.2	ENERGY SUPPLY AND TELECOMMUNICATIONS - Agreements	negotiations for contracts. Retention increased from 2 to 7 years
GDA10 10.4.1	10.4.1	ENERGY SUPPLY AND TELECOMMUNICATIONS - Connection	Scope widened to include customer connection services and retention increased from 2 to 7 years after action completed.
GDA10 10.5.3	10.5.3	ENERGY SUPPLY AND TELECOMMUNICATIONS - Design and Construction	Retention increased from 7 to 12 years after action completed
GDA10 10.6.1	12.9.1	FINANCIAL MANAGEMENT - Fees and	IPART submissions. Retention

GDA10 reference	GA39 reference	Function / Activity	Comments
		charges	increased from retain 5 years after action completed to required as State archives.
GDA10 10.6.1	12.9.2	FINANCIAL MANAGEMENT - Fees and charges	non IPART submissions. Retention increased from 5 years after action completed to 7 years after superseded.
GDA10 10.6.2	12.9.3	FINANCIAL MANAGEMENT - Fees and charges	waiving of rates and charges. Retention increased from 2 years after action completed to 7 years after end of financial year in which transaction was completed
GDA10 10.6.3	12.1.1	FINANCIAL MANAGEMENT - Accounting	gas and electricity accounts. Retention changed from retain for 6 years after audit to 7 years after end of financial year in which transaction was completed
GDA10 10.7.1	10.7.1	ENERGY SUPPLY AND TELECOMMUNICATIONS - Inspections	retention increased from 6 years after audit to 7 years after action completed
GDA10 10.9.1	10.5.1	ENERGY SUPPLY AND TELECOMMUNICATIONS - Design and Construction	for records relating to major maintenance works involving structural changes carried out on significant infrastructure, retention increased from retain 7 years after lifetime of structure or until plant ceases operation to required as State archives
GDA10 11.3.1	11.3.1	ENVIRONMENTAL MANAGEMENT - Inspections	retention increased from 5 to 7 years after action completed
GDA10 11.4.1	4.19.1	CORPORATE MANAGEMENT - Authorisation	retention increased from 5 to 7 years after authority expires
GDA10 11.5.2	11.5.1	ENVIRONMENTAL MANAGEMENT - Monitoring	retention increased from 70 to 75 years after action completed
GDA10 11.6.3	11.6.3	ENVIRONMENTAL MANAGEMENT - Notifications	retention increased from 4 to 7 years after action completed
GDA10 11.6.5	4.19.1	CORPORATE MANAGEMENT - Authorisation	retention increased from 2 to 7 years
GDA10 11.6.6	11.6.6	ENVIRONMENTAL MANAGEMENT - Notifications	Retention changed from 1 year after last action to until administrative or reference use ceases
GDA10 11.6.8	11.6.5	ENVIRONMENTAL MANAGEMENT - Notifications	retention changed from until superseded to 7 years after tree is removed or order

GDA10 reference	GA39 reference	Function / Activity	Comments
			superseded
GDA10 11.7.1	11.7.1	ENVIRONMENTAL MANAGEMENT - Permits	retention increased from 2 to 7 years after action completed
GDA10 12.1.1	12.10.1	FINANCIAL MANAGEMENT - Financial reporting	retention increased from 6 years after audit to 7 years after end of financial year in which transaction was completed
GDA10 12.1.2	12.10.2	FINANCIAL MANAGEMENT - Financial reporting	retention increased from retain until superseded to retain 1 year after end of financial year in which record was created
GDA10 12.3.1	12.3.1	FINANCIAL MANAGEMENT - Authorisation	Retention increased from 6 years after last action to 7 years after end of financial year in which transaction was completed
GDA10 12.4.1	12.1.1	FINANCIAL MANAGEMENT - Accounting	retention period increased from 6 years after audit to 7 years after end of financial year in which transaction was completed
GDA10 12.4.3	12.1.1	FINANCIAL MANAGEMENT - Accounting	Retention period increased from 6 years after audit to 7 years after end of financial year in which transaction was completed
GDA10 12.4.5	12.1.2	FINANCIAL MANAGEMENT - Accounting	Retention increased from 1 year after audit to 2 years after end of financial year in which transaction was completed
GDA10 12.4.6	12.1.1	FINANCIAL MANAGEMENT - Accounting	Retention period increased from 6 years after audit to 7 years after end of financial year in which transaction was completed
GDA10 12.4.8	12.1.2	FINANCIAL MANAGEMENT - Accounting	Retention increased from 1 year after audit to 2 years after end of financial year in which transaction was completed
GDA10 12.5.4	12.5.2	FINANCIAL MANAGEMENT - Budgeting	retention increased from 2 years after audit to 6 years after preparation
GDA10 12.6.1	12.1.1	FINANCIAL MANAGEMENT - Accounting	Retention period increased from 6 years after audit to 7 years after end of financial year in which transaction was completed

GDA10 reference	GA39 reference	Function / Activity	Comments
GDA10 12.6.3	12.1.2	FINANCIAL MANAGEMENT - Accounting	retention changed from retain until reference ceases to retain 2 years after end of financial year in which transaction was completed
GDA10 12.6.4	12.1.2	FINANCIAL MANAGEMENT - Accounting	retention changed from retain until reference ceases to retain 2 years after end of financial year in which transaction was completed
GDA10 12.6.5	12.1.1	FINANCIAL MANAGEMENT - Accounting	Retention period increased from 6 years after item/asset disposed of to 7 years after end of financial year in which transaction was completed
GDA10 12.6.6	12.1.2	FINANCIAL MANAGEMENT - Accounting	Retention increased from 1 year after action completed to 2 years after end of financial year in which transaction was completed
GDA10 12.7.1	12.1.1	FINANCIAL MANAGEMENT - Accounting	Retention period increased from 6 years after audit to 7 years after end of financial year in which transaction was completed
GDA10 12.7.2	12.1.1	FINANCIAL MANAGEMENT - Accounting	Retention period increased from 6 years after audit to 7 years after end of financial year in which transaction was completed
GDA10 12.7.4	12.1.2	FINANCIAL MANAGEMENT - Accounting	Retention increased from 1 year after action completed to 2 years after end of financial year in which transaction was completed
GDA10 12.8.1	12.16.1	FINANCIAL MANAGEMENT - Policy	retention increased from until reference ceases to 7 years after superseded
GDA10 12.10.2	12.10.2	FINANCIAL MANAGEMENT - Financial reporting	Retention increased from retain until reference ceases to 1 year after end of financial year in which transaction was completed
GDA10 12.11.1	12.16.1	FINANCIAL MANAGEMENT - Policy	investment policy. Retention changed from retain 10 years after investments are liquidated or matured to retain 7 years after superseded
GDA10 12.11.3	12.1.1	FINANCIAL MANAGEMENT - Accounting	Retention period increased from 6 years after audit to 7 years after end of financial year in which transaction was

GDA10 reference	GA39 reference	Function / Activity	Comments
			completed
GDA10 12.12.1	12.1.1	FINANCIAL MANAGEMENT - Accounting	Retention period increased from 6 years after audit to 7 years after end of financial year in which transaction was completed
GDA10 12.12.4	12.1.2	FINANCIAL MANAGEMENT - Accounting	Retention increased from 1 year after action completed to 2 years after end of financial year in which transaction was completed
GDA10 12.13.0	12.1.1	FINANCIAL MANAGEMENT - Accounting	Retention period increased from 6 years after audit to 7 years after end of financial year in which transaction was completed
GDA10 12.14.1	12.14.1	FINANCIAL MANAGEMENT - Loans	Scope widened to include loans by the organisation. Retention period increased from retain until borrowings are repaid or discharged to 7 years after end of financial year in which transaction was completed,
GDA10 12.14.2	12.14.1	FINANCIAL MANAGEMENT - Loans	Retention changed from retain for 6 years after audit to 7 years after end of financial year in which transaction was completed
GDA10 12.14.3	12.10.2	FINANCIAL MANAGEMENT - Financial reporting	Retention increased from retain until reference ceases to 1 year after end of financial year in which transaction was completed
GDA10 12.16.1	12.16.1	FINANCIAL MANAGEMENT - Policy	Scope widened and retention period increased from retain until superseded to retain 7 years after superseded
GDA10 12.17.1	12.1.1	FINANCIAL MANAGEMENT - Accounting	Retention period increased from 6 years after audit to 7 years after end of financial year in which transaction was completed
GDA10 12.17.3	12.1.1	FINANCIAL MANAGEMENT - Accounting	Retention period increased from 6 years after audit to 7 years after end of financial year in which transaction was completed
GDA10 12.18.2	12.1.1	FINANCIAL MANAGEMENT - Accounting	Retention period increased from 6 years after audit to 7 years after end of financial year in which transaction was completed

GDA10 reference	GA39 reference	Function / Activity	Comments
GDA10 12.18.5	12.1.2	FINANCIAL MANAGEMENT - Accounting	Retention increased from 1 year after audit to 2 years after end of financial year in which transaction was completed
GDA10 12.18.6	12.1.2	FINANCIAL MANAGEMENT - Accounting	Retention increased from 1 year after action completed to 2 years after end of financial year in which transaction was completed
GDA10 12.18.7	12.1.2	FINANCIAL MANAGEMENT - Accounting	retention changed from retain until reference ceases to retain 2 years after end of financial year in which transaction was completed
GDA10 12.18.9	12.24.1	FINANCIAL MANAGEMENT - Corruption	retention increased from 6 to 10 years after action completed
GDA10 12.19.1	2.15.2	COMMUNITY RELATIONS - Sponsorships and Donations	retention period increased from 6 years after last action to 7 years after donation is received and finalised
GDA10 12.20.3	12.23.1	FINANCIAL MANAGEMENT - Compliance	Scope widened and retention increased from 5 years after action completed to 7 years after registration lapses or is superseded, or action completed
GDA10 13.1.2	13.1.1	GOVERNANCE - Amalgamations	for amalgamations and area reviews that do not proceed, retention increased from retain minimum of 20 years to required as State archives
GDA10 13.4.3	4.13.2	CORPORATE MANAGEMENT - Procedures	councillors procedures. Retention increased from 6 to 7 years after superseded
GDA10 13.4.3	13.4.4	GOVERNANCE - Councillors	for records of individual councillors, retention increased from 6 years after superseded to 10 years after term of office ceases
GDA10 13.6.6	4.9.1	CORPORATE MANAGEMENT - Meetings	scope amended to Councillors participation in strategic committees. Retention increased from 5 years after representation ceases to required as State archives
GDA10 13.6.7	4.9.3	CORPORATE MANAGEMENT - Meetings	for appointments, minutes and agendas of external committees that consider operational matters. Retention increased to 5 years after action completed

GDA10 reference	GA39 reference	Function / Activity	Comments
GDA10 13.6.7	13.6.4	GOVERNANCE - Meetings	for appointments, minutes and agendas of external committee meetings, retention increased to 5 years after action completed
GDA10 13.6.8	4.13.2	CORPORATE MANAGEMENT - Procedures	procedures for conduct of meetings of Council and committees of Council. Retention increased from 6 to 7 years after superseded
GDA10 14.6.3	4.9.1	CORPORATE MANAGEMENT - Meetings	nomination to external committees that carry out strategic planning or policy development. Retention increased from 5 years after last action to required as State archives.
GDA10 16.1.3	16.1.3	INFORMATION MANAGEMENT - Access	Scope narrowed to recurring or protracted requests and retention increased from 5 to 10 years after action completed
GDA10 16.3.1	2.17.1	COMMUNITY RELATIONS - Liaison	retention increased from 2 to 3 years after action completed
GDA10 16.4.1	4.13.3	CORPORATE MANAGEMENT - Procedures	user manuals. Retention increased from 2 to 5 years after superseded
GDA10 16.4.1	17.11.3	INFORMATION TECHNOLOGY - Security	updates to system security and access. Retention changed from retain for 2 years after action completed to retain in accordance with the organisation's requirements
GDA10 16.6.2	4.12.4	CORPORATE MANAGEMENT - Policy	privacy codes of practice - retention increased from retain until superseded to retain 10 years after superseded
GDA10 16.6.2	16.14.1	INFORMATION MANAGEMENT - Planning	retention increased from retain until superseded to retain 5 years after superseded
GDA10 16.6.3	16.1.2	INFORMATION MANAGEMENT - Access	retention increased from 10 years to required as State archives
GDA10 16.6.4	16.1.4	INFORMATION MANAGEMENT - Access	retention increased from 2 to 5 years
GDA10 16.7.4	4.14.3	CORPORATE MANAGEMENT - Reporting	drafting of annual reports. Retention increased from 2 to 6 years after action

GDA10 reference	GA39 reference	Function / Activity	Comments
			completed
GDA10 16.8.2	16.8.2	INFORMATION MANAGEMENT - Records Management	scope amended to transfer of records to successor organisations and retention period changed from retain until reference ceases to retain 20 years after action completed
GDA10 16.8.2	16.8.6	INFORMATION MANAGEMENT - Records Management	scope narrowed to temporary transfer of records due to administrative arrangements and retention changed from retain until reference ceases to retain as long as the custodial relationship exists and until the records are returned
GDA10 16.8.2	16.8.7	INFORMATION MANAGEMENT - Records Management	scope narrowed to commercial storage of records and retention changed from retain until references ceases to retain while records remain in commercial storage
GDA10 16.8.2	16.8.11	INFORMATION MANAGEMENT - Records Management	retrieval requests. Retention changed from retain until reference ceases to retain 2 years after return of record
GDA10 16.8.8	16.8.5	INFORMATION MANAGEMENT - Records Management	retention increased from 10 to 20 years after action completed.
GDA10 16.8.9	16.8.9	INFORMATION MANAGEMENT - Records Management	retention increased from 2 to 3 years after action completed
GDA10 16.9.1	16.11.1	INFORMATION MANAGEMENT - Compliance	reporting on compliance. Retention increased from 5 to 6 years after action completed.
GDA10 16.9.1	16.9.1	INFORMATION MANAGEMENT - Reporting	retention increased from 5 to 7 years after action completed
GDA10 16.10.1	16.11.1	INFORMATION MANAGEMENT - Compliance	benchmarking against standards. Retention increased from retain until superseded to 6 years after action completed.
GDA10 17.1.3	17.1.1	INFORMATION TECHNOLOGY - Acquisition	quotes, specifications and investigations into equipment purchase. Retention increased from 2 to 7 years after action completed.
GDA10 17.1.3	17.1.2	INFORMATION TECHNOLOGY -	quotes, specifications and

GDA10 reference	GA39 reference	Function / Activity	Comments
		Acquisition	investigations into equipment purchase. Retention increased from 2 to 7 years after action completed.
GDA10 17.4.1	17.4.1	INFORMATION TECHNOLOGY - Data management	retention changed from retain for 5 years after system closed off or 2 years after migration to successor system, to retain 7 years after system superseded. Scope narrowed to data recovery.
GDA10 17.6.1	17.1.1	INFORMATION TECHNOLOGY - Acquisition	evaluations of systems that are acquired. Retention increased from 5 years after action completed to 7 years after system is superseded
GDA10 17.6.1	17.1.2	INFORMATION TECHNOLOGY - Acquisition	evaluations of systems that are acquired. Retention increased from 5 years after action completed to 7 years after system is superseded
GDA10 17.9.1	17.7.1	INFORMATION TECHNOLOGY - Implementation	monitoring of systems. Retention increased from 3 to 5 years after action completed.
GDA10 18.1.1	7.2.7	DEVELOPMENT AND BUILDING CONTROLS - Applications	land information certificates. Retention increased from 7 to 10 years after action completed.
GDA10 18.2.4	19.6.1	LAWS AND ENFORCEMENT - Notifications	retention increased from 2 to 7 years after action completed
GDA10 18.3.4	18.3.1	LAND USE AND PLANNING - Planning	reports and summaries of responses relating to draft local environment plans. Retention increased from retain until plan is superseded to retain as State archives
GDA10 18.3.4	18.3.3	LAND USE AND PLANNING - Planning	survey forms. Retention changed from retain until superseded to 2 years after action completed
GDA10 18.3.6	18.3.1	LAND USE AND PLANNING - Planning	retention increased from 10 years after superseded to required as State archives
GDA10 18.3.7	18.3.1	LAND USE AND PLANNING - Planning	retention changed from retain until superseded to required as State archives
GDA10 18.3.10	18.10.2	LAND USE AND PLANNING - Zoning	planning certificates. Retention increased from 7

GDA10 reference	GA39 reference	Function / Activity	Comments
			years after expiry to 10 years after action completed.
GDA10 18.8.3	18.8.1	LAND USE AND PLANNING - Subdivisions	Scope amended to include applications for major subdivisions that are refused. Retention increased from 10 years after action completed to required as State archives.
GDA10 18.10.8	18.10.8	LAND USE AND PLANNING - Zoning	retention increased from 2 to 10 years after action completed.
GDA10 19.2.2	19.2.1	LAWS AND ENFORCEMENT - Infringements	retention increased from 5 to 7 years after action completed
GDA10 19.4.3	19.4.1	LAWS AND ENFORCEMENT - Licensing	for legacy licensing records - retention increased from 2 to 5 years after expiry
GDA10 19.8.3	12.1.1	FINANCIAL MANAGEMENT - Accounting	Retention period increased from 6 years after audit to 7 years after end of financial year in which transaction was completed
GDA10 19.8.7	19.8.4	LAWS AND ENFORCEMENT - Registration	retention increased to 7 years after action completed
GDA10 19.9.2	2.10.2	COMMUNITY RELATIONS - Issues Management	retention increased from 1 to 2 years
GDA10 19.9.2	14.10.2	GOVERNMENT RELATIONS - Submissions	retention increased from 1 to 5 years
GDA10 20.2.2	20.2.2	LEGAL SERVICES - Compliance	retention increased from 5 to 7 years after action completed
GDA10 20.3.3	20.3.1	LEGAL SERVICES - Litigation	subpoenas and discovery orders. Retention increased from 2 years to required as State archives for litigation cases required as State archives.
GDA10 20.3.3	20.3.2	LEGAL SERVICES - Litigation	subpoenas and discovery orders. Retention increased from 2 years to 7 years for litigation cases not required as State archives.
GDA10 21.2.3	21.2.3	PARKS AND RESERVES - Agreements	retention increased from 1 to 7 years after expiry or termination of agreement
GDA10 21.4.2	21.3.2	PARKS AND RESERVES - Design and Construction	retention increased from retain until superseded to 7 years after superseded
GDA10 21.4.3	21.3.4	PARKS AND RESERVES - Design and Construction	retention increased from 5 to 7 years after action completed
GDA10 21.5.1	4.20.2	CORPORATE MANAGEMENT -	Retention increased from 1 to

GDA10 reference	GA39 reference	Function / Activity	Comments
		Compliance	7 years after expiry of licence
GDA10 21.7.2	21.7.1	PARKS AND RESERVES - Naming	naming suggestions not accepted. Retention increased from 2 years after action completed to required as State archives.
GDA10 21.9.2	5.10.2	PROPERTY MANAGEMENT (COUNCIL PROPERTY) - Security	Retention changed from until superseded to 2 years after action completed
GDA10 21.10.2	21.10.1	PARKS AND RESERVES - Service Provision	retention increased from 1 to 2 years after action completed
GDA10 22.1.1	22.1.1	PERSONNEL - Arrangements	Retention changed from retain 3 months after last action to retain until administrative or reference use ceases
GDA10 22.4.1	22.4.1	PERSONNEL - Discipline	scope narrowed to cases involving minors (including unsubstantiated cases) and retention increased from 5 to 99 years
GDA10 22.4.1	22.4.2	PERSONNEL - Discipline	Scope amended to cases not involving minors and retention increased from 5 to 25 years after action completed
GDA10 22.4.1	22.4.3	PERSONNEL - Discipline	Scope amended to cases where minor or no disciplinary action taken and retention increased from 5 to 7 years after action completed.
GDA10 22.4.2	22.4.1	PERSONNEL - Discipline	scope narrowed to cases involving minors and retention increased from 2 to 99 years.
GDA10 22.4.2	22.4.4	PERSONNEL - Discipline	Scope amended to cases not involving a minor and retention increased from 2 to 7 years after action completed
GDA10 22.7.1	22.7.1	PERSONNEL - Employment schemes	retention increased from 2 to 7 years after action completed
GDA10 22.8.2	4.11.3	CORPORATE MANAGEMENT - Planning	retention increased from 5 years after action completed to 7 years after superseded
GDA10 22.9.1	22.9.1	PERSONNEL - Establishment	retention changed from retain until superseded to 7 years after action completed
GDA10 22.9.2	22.9.2	PERSONNEL - Establishment	Job applications removed

GDA10 reference	GA39 reference	Function / Activity	Comments
			from scope and retention increased from 70 to 75 years after date of birth
GDA10 22.9.3	22.9.2	PERSONNEL - Establishment	temporary staff where adequate summary record not held. Retention increased from 7 years after last action to 75 years from date of birth, or 7 years after last action, whichever is later
GDA10 22.9.4	22.9.4	PERSONNEL - Establishment	retention increased from 70 to 75 years after date of birth of employee
GDA10 22.11.3	22.11.3	PERSONNEL - Industrial relations	retention increased from retain until superseded to retain 10 years after expiry of agreement
GDA10 22.11.3	22.11.4	PERSONNEL - Industrial relations	industrial relations agreements where organisation does not play significant role. Retention period increased from retain until superseded to retain for 5 years after expiry of agreement.
GDA10 22.11.3	22.11.5	PERSONNEL - Industrial relations	industrial relations agreements within individual workplaces. Retention period increased from retain until superseded to retain for 5 years after expiry of agreement.
GDA10 22.11.4	22.11.4	PERSONNEL - Industrial relations	retention increased from 2 to 5 years
GDA10 22.12.1	22.12.1	PERSONNEL - Leave	retention increased for temporary employees from 7 years after last action to 75 years after date of birth or 7 years after last action
GDA10 22.15.2	22.15.2	PERSONNEL - Occupational Health & Safety	retention increased from retain until superseded to retain 5 years after superseded
GDA10 22.15.3	22.15.3	PERSONNEL - Occupational Health & Safety	retention period increased from 5 to 7 years after action completed
GDA10 22.15.5	22.15.5	PERSONNEL - Occupational Health & Safety	retention increased from 7 to 25 years after action completed
GDA10 22.16.1	22.16.1	PERSONNEL - Payroll	retention increased from 6 years after audit to 7 years after end of financial year in

GDA10 reference	GA39 reference	Function / Activity	Comments
			which record was created
GDA10 22.16.2	22.16.5	PERSONNEL - Payroll	scope narrowed to employees who work with children and retention period increased from 6 to 10 years after action completed
GDA10 22.16.4	22.16.1	PERSONNEL - Payroll	retention increased from 6 years after action completed to 7 years after end of financial year in which record was created
GDA10 22.16.6	22.16.1	PERSONNEL - Payroll	retention increased from 1 year after action to 7 years after end of financial year in which record was created
GDA10 22.17.2	22.17.2	PERSONNEL - Performance appraisal	scope narrowed to senior executive officers on contracts of employment and retention increased from 5 years after last action to 7 years after employment ceases
GDA10 22.19.1	22.19.1	PERSONNEL - Recruitment	Retention period increased from 1 year after last action to 2 years after recruitment has been finalised
GDA10 22.19.3	22.19.3	PERSONNEL - Recruitment	retention period increased from 3 months after last action to 1 year after recruitment has been finalised
GDA10 22.20.1	4.14.4	CORPORATE MANAGEMENT - Reporting	for returns to Australian Bureau of Statistics. Retention increased from 1 to 3 years
GDA10 22.20.1	22.20.1	PERSONNEL - Reporting	Scope amended to internal reports and retention increased from 1 to 3 years after action completed
GDA10 22.23.1	22.23.1	PERSONNEL - Suggestions	retention period increased from 3 months to 2 years after completed
GDA10 22.26.1	12.3.1	FINANCIAL MANAGEMENT - Authorisation	Retention increased from 6 years after last action to 7 years after end of financial year in which transaction was completed
GDA10 22.27.1	22.9.6	PERSONNEL - Establishment	appointment of volunteers - retention increased from retain 2 years after action completed to 3 years after service completed, or until

GDA10 reference	GA39 reference	Function / Activity	Comments
			the person reaches the age of 25
GDA10 22.27.1	22.19.2	PERSONNEL - Recruitment	successful recruitment of volunteers. Retention increased from retain 2 years after action completed to 7 years after employment ceases
GDA10 22.27.1	22.25.1	PERSONNEL - Training and development	training programs for volunteers. Retention increased from 2 to 5 years after action completed.
GDA10 22.27.1	22.25.3	PERSONNEL - Training and development	assessments of volunteer training. Retention increased from 2 to 7 years after action completed.
GDA10 22.28.2	22.28.2	PERSONNEL - Welfare	retention increased from 2 to 5 years
GDA10 22.30.1	22.9.6	PERSONNEL - Establishment	work experience service records. Retention increased from retain 2 years after action completed to 3 years after service completed, or until the person reaches the age of 25
GDA10 23.1.2	23.1.1	PLANT, EQUIPMENT & STORES - Acquisition	scope narrowed to acquisition of vehicles and retention changed from retain until vehicle is disposed to retain minimum of 7 years after disposal of vehicle
GDA10 23.1.4	23.1.1	PLANT, EQUIPMENT & STORES - Acquisition	quotes, specifications and investigations of purchase. Retention increased from 2 years after last action to 7 years after disposal of vehicle.
GDA10 23.1.4	23.1.2	PLANT, EQUIPMENT & STORES - Acquisition	quotes, specifications and investigations of purchase. Retention increased from 2 years after last action to 7 years after end of financial year in which transaction was completed.
GDA10 23.1.5	23.1.1	PLANT, EQUIPMENT & STORES - Acquisition	vehicle orders - retention changed from retain 7 years to retain 7 years after disposal of vehicle.
GDA10 23.1.6	23.1.2	PLANT, EQUIPMENT & STORES - Acquisition	retention increased from 2 years after action completed to 7 years end of financial year in which transaction was completed

GDA10 reference	GA39 reference	Function / Activity	Comments
GDA10 23.3.3	23.3.2	PLANT, EQUIPMENT & STORES - Disposal	retention increased from 1 to 2 years after action completed
GDA10 23.5.5	23.5.2	PLANT, EQUIPMENT & STORES - Fleet management	Retention changed from retain for 2 years after last action to retain until registration has expired, been renewed or vehicle sold
GDA10 23.6.1	23.6.1	PLANT, EQUIPMENT & STORES - Maintenance	scope amended to maintenance records for plant and equipment that are relevant to controlling risks associated with the use or operation of that particular item of plant or equipment and retention increased from 2 years after last action to retain until disposed of
GDA10 23.7.1	23.7.2	PLANT, EQUIPMENT & STORES - Monitoring	scope amended to loss or damage of equipment and stores and retention increased from 2 to 7 years after action completed
GDA10 23.8.2	23.7.1	PLANT, EQUIPMENT & STORES - Monitoring	retention increased from retain until superseded to 2 years after action completed
GDA10 23.9.1	23.9.1	PLANT, EQUIPMENT & STORES - Policy	Scope increased to general equipment, stores and fleet management policies and retention increased from retain until superseded to retain 5 years after superseded
GDA10 23.10.1	23.10.1	PLANT, EQUIPMENT & STORES - Procedures	Scope increased to general equipment, stores and fleet management procedures and retention increased from retain until superseded to retain 5 years after superseded
GDA10 23.12.1	23.12.1	PLANT, EQUIPMENT & STORES - Reporting	Scope amended to formal external reports on equipment and stores. Retention increased from retain until reference ceases to retain 7 years after action completed
GDA10 23.12.1	23.12.3	PLANT, EQUIPMENT & STORES - Reporting	scope amended to routine reports on equipment and stores. retention increased from retain until reference ceases to 3 years after action completed

GDA10 reference	GA39 reference	Function / Activity	Comments
GDA10 23.13.1	23.1.2	PLANT, EQUIPMENT & STORES - Acquisition	ordering of stores. Retention increased from 2 years after action completed to 7 years end of financial year in which transaction was completed
GDA10 23.13.3	23.1.2	PLANT, EQUIPMENT & STORES - Acquisition	goods received books. Retention increased from 1 year after action completed to 7 years end of financial year in which transaction was completed
GDA10 23.13.6	23.1.5	PLANT, EQUIPMENT & STORES - Acquisition	stores issued and returned. Retention increased from 1 to 2 years after last action
GDA10 23.13.6	23.1.6	PLANT, EQUIPMENT & STORES - Acquisition	Scope amended to allocation of equipment for individual use. Retention increased from 1 to 2 years after return, disposal or reallocation
GDA10 23.13.7	23.1.2	PLANT, EQUIPMENT & STORES - Acquisition	retention increased from 2 years after action completed to 7 years end of financial year in which transaction was completed
GDA10 23.14.2	23.14.2	PLANT, EQUIPMENT & STORES - Usage	Scope amended to requests and approval authorising the use of vehicles involving financial arrangements. Retention increased to 7 years after action completed
GDA10 23.14.3	23.14.3	PLANT, EQUIPMENT & STORES - Usage	Retention increased from 1 to 2 years after last action
GDA10 23.14.4	23.6.1	PLANT, EQUIPMENT & STORES - Maintenance	scope amended to maintenance records for plant and equipment that are relevant to controlling risks associated with the use or operation of that particular item of plant or equipment. Retention changed from 2 years after action completed to retain until disposed of
GDA10 23.14.6	23.14.5	PLANT, EQUIPMENT & STORES - Usage	vehicle repairs. Retention changed from retain 2 years after last action to transfer to new owner after sale or 6 months after write off
GDA10 23.14.6	23.14.6	PLANT, EQUIPMENT & STORES - Usage	Scope narrowed to leased vehicles. Retention changed from retain 2 years after last action to transfer to leasing company after lease expires or is terminated, or retain

GDA10 reference	GA39 reference	Function / Activity	Comments
			until expiry or termination or lease
GDA10 24.5.4	21.10.2	PARKS AND RESERVES - Service Provision	retention increased from 6 to 7 years after end of financial year in which transaction was conducted
GDA10 24.5.6	21.12.2	PARKS AND RESERVES - Usage	retention increased from 2 to 7 years after action completed
GDA10 24.6.2	24.6.2	PUBLIC HEALTH - Inspections	retention increased from 5 to 7 years after action completed.
GDA10 24.6.4	24.6.2	PUBLIC HEALTH - Inspections	retention increased from 2 to 7 years after action completed
GDA10 24.7.1	24.15.1	PUBLIC HEALTH - Service Provision	retention increased from 7 to 10 years after action completed
GDA10 24.7.2	24.7.1	PUBLIC HEALTH - Monitoring	retention increased from 2 to 7 years after action completed
GDA10 24.7.3	24.7.1	PUBLIC HEALTH - Monitoring	retention increased from 2 to 7 years after action completed
GDA10 24.8.4	24.6.2	PUBLIC HEALTH - Inspections	retention increased from 2 to 7 years after action completed.
GDA10 24.9.2	24.5.2	PUBLIC HEALTH - Cemeteries (burials and cremations)	exhumation of bodies. Retention for exhumations ordered by a Court increased from 4 to 12 years after exhumation completed
GDA10 24.15.3	24.15.3	PUBLIC HEALTH - Service Provision	retention changed to 7 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
GDA10 24.15.4	24.15.3	PUBLIC HEALTH - Service Provision	retention changed to 7 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
GDA10 24.15.6	24.15.3	PUBLIC HEALTH - Service Provision	retention changed to 7 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

GDA10 reference	GA39 reference	Function / Activity	Comments
			age, whichever is the longer
GDA10 24.15.8	24.15.3	PUBLIC HEALTH - Service Provision	client files. Retention increased from 5 years after action completed to 7 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
GDA10 25.1.1	20.3.1	LEGAL SERVICES - Litigation	precedent setting rate-recovery cases. Retention increased from 30 years after action completed to required as State archives
GDA10 25.1.2	25.6.7	RATES AND VALUATIONS - Payments	retention increased from 2 to 7 years after action completed
GDA10 25.2.1	12.1.1	FINANCIAL MANAGEMENT - Accounting	rates ledgers. Retention increased from 6 years after audit to 7 years after end of financial year in which transaction was completed
GDA10 25.2.1	25.6.9	RATES AND VALUATIONS - Payments	for unknown owner suspense account listings, retention changed from 6 years after audit to 7 years after action completed
GDA10 25.5.2	25.5.2	RATES AND VALUATIONS - Notifications	Retention increased from 6 years after audit to 7 years after end of financial year in which record was created
GDA10 25.5.5	25.3.2	RATES AND VALUATIONS - Certification	Retention increased from 6 months after date of issue to 1 year after action completed
GDA10 25.8.3	25.8.3	RATES AND VALUATIONS - Rate Classifications	retention increased from 6 to 7 years after action completed
GDA10 26.2.3	26.2.1	RECREATION AND CULTURAL SERVICES - Event Management	retention increased from 3 to 5 years after action completed
GDA10 26.5.2	26.5.1	RECREATION AND CULTURAL SERVICES - Permits	retention increased from 2 to 5 years
GDA10 26.7.4	26.7.2	RECREATION AND CULTURAL SERVICES - Programs	retention increased from 2 to 5 years after action completed
GDA10 27.1.1	27.1.1	RISK MANAGEMENT - Claims management	workers' compensation claims involving serious personal injury or incapacity. Criteria relating to precedent setting cases removed, and retention increased from 20 years after action completed to 75 years

GDA10 reference	GA39 reference	Function / Activity	Comments
			after date of birth or 7 years after action completed
GDA10 27.1.1	27.1.2	RISK MANAGEMENT - Claims management	personal injury claims. Criteria relating to precedent setting cases removed, and retention changed from 20 years after action completed to 15 years after action completed, or upon expiry of statutory limitation periods
GDA10 27.1.3	27.1.2	RISK MANAGEMENT - Claims management	scope widened to include work experience students and volunteers and retention increased from 10 to 15 years after action completed, or upon expiry of statutory limitation periods
GDA10 27.1.4	27.1.4	RISK MANAGEMENT - Claims management	Scope narrowed to cases not involving death, serious injury or incapacity. Retention changed to 25 years after last action
GDA10 27.1.7	27.1.1	RISK MANAGEMENT - Claims management	accident and injury reports. Retention changed from 30 years after last action to 7 years after last action or 75 years after date of birth
GDA10 27.1.8	22.15.5	PERSONNEL - Occupational Health & Safety	accidents involving employees that do not result in a claim. Retention increased from 10 to 25 years after action completed.
GDA10 27.1.8	27.1.8	RISK MANAGEMENT - Claims management	Scope narrowed to non-employees and retention increased from retain for 10 years or until expiry of statute of limitations to retain minimum of 15 years after action completed
GDA10 27.2.1	4.11.3	CORPORATE MANAGEMENT - Planning	retention increased from 2 to 7 years after superseded
GDA10 27.3.3	27.3.3	RISK MANAGEMENT - Registration	scope amended to all injuries and retention increased from 7 to 75 years
GDA10 27.3.4	27.3.3	RISK MANAGEMENT - Registration	scope amended to all injuries and retention changed to 75 years after action completed
GDA10 27.5.1	27.5.1	RISK MANAGEMENT - Reporting	reporting on incidents. Scope narrowed to incidents that result in or have potential to result in significant damage and retention increased from 20 years to required as State

GDA10 reference	GA39 reference	Function / Activity	Comments
			archives.
GDA10 28.5.10	28.5.1	ROADS - Design and Construction	engineer's diaries. Retention increased from 20 years to required as State archives for significant roads.
GDA10 28.5.10	28.5.2	ROADS - Design and Construction	engineer's diaries. Retention changed from 20 years after last action to 7 years after structure is demolished or removed.
GDA10 28.5.11	6.5.1	CUSTOMER SERVICE - Public Reaction	requests requiring investigation or specific response. Retention increased from 2 to 7 years after action completed.
GDA10 28.5.12	6.5.2	CUSTOMER SERVICE - Public Reaction	retention increased from 6 months to 2 years after action completed
GDA10 28.12.1	28.12.1	ROADS - Planning	Retention increased from until superseded to 5 years after superseded
GDA10 29.1.3	32.1.3	WATER SUPPLY - Agreements	retention increased from 2 to 7 years after expiry of agreement
GDA10 29.3.3	29.3.3	SEWERAGE AND DRAINAGE - Design and Construction	Scope amended to project management records for all works. Retention increased from 10 years to 12 years after action completed
GDA10 29.4.1	29.4.1	SEWERAGE AND DRAINAGE - Fees and charges	Retention increased from 6 years after action completed to 7 years after end of financial year in which transaction was completed
GDA10 29.4.2	29.4.2	SEWERAGE AND DRAINAGE - Fees and charges	Retention increased from 6 years after action completed to 7 years after end of financial year in which transaction was completed
GDA10 29.5.1	29.5.1	SEWERAGE AND DRAINAGE - Inspections	retention increased from 2 to 7 years after action completed
GDA10 29.9.1	29.9.1	SEWERAGE AND DRAINAGE - Notifications	Scope expanded to include all notifications relating to sewerage and drainage rather than just notices relating to septic tanks. Retention increased from 2 to 7 years after action completed.
GDA10 29.16.1	29.16.1	SEWERAGE AND DRAINAGE - Supply and Distribution	Retention changed from retain 10 years after action completed to retain until

GDA10 reference	GA39 reference	Function / Activity	Comments
			system is replaced or removed
GDA10 30.1.3	30.1.1	TRAFFIC AND TRANSPORT - Audit	airport safety audits that set precedent. Retention increased from retain 5 years to required as State archives
GDA10 30.1.3	30.1.2	TRAFFIC AND TRANSPORT - Audit	airport safety audits that do not set precedent. Retention increased from 5 to 6 years after audit
GDA10 30.6.1	30.3.1	TRAFFIC AND TRANSPORT - Design and Construction	for records of major maintenance works involving structural changes, retention increased from retain until structure is demolished to required as State archives
GDA10 30.6.1	30.3.2	TRAFFIC AND TRANSPORT - Design and Construction	for records of major maintenance works involving structural changes, retention increased from retain until structure is demolished to 7 years after lifetime of structure
GDA10 30.10.1	30.10.1	TRAFFIC AND TRANSPORT - Programs	Retention increased from after superseded to 10 years after superseded
GDA10 30.12.2	30.12.1	TRAFFIC AND TRANSPORT - Service Provision	retention increased from retain until superseded to 10 years after superseded
GDA10 31.2.2	31.2.2	WASTE MANAGEMENT - Design and Construction	Retention increased from retain until equipment or facilities are replaced to 7 years after structure or plant is disposed of, replaced or ceases operation
GDA10 31.2.4	5.4.2	PROPERTY MANAGEMENT (COUNCIL PROPERTY) - Leasing-Out	retention increased from 2 to 7 years after expiry or termination of lease or agreement
GDA10 31.3.1	12.1.1	FINANCIAL MANAGEMENT - Accounting	for primary waste management account records. Retention increased from 2 years after audit to 7 years after end of financial year in which transaction was completed
GDA10 31.6.2	31.6.2	WASTE MANAGEMENT - Maintenance	Retention increased from 7 years after action completed to retain until property is disposed of
GDA10 31.7.2	31.7.1	WASTE MANAGEMENT - Notifications	Retention increased from 3 months to 7 years after

GDA10 reference	GA39 reference	Function / Activity	Comments
			action completed
GDA10 31.8.1	31.8.1	WASTE MANAGEMENT - Planning	Retention increased from 5 to 10 years after superseded
GDA10 32.1.3	32.1.3	WATER SUPPLY - Agreements	Retention increased from 2 to 7 years after expiry of agreement
GDA10 32.1.4	32.1.1	WATER SUPPLY - Agreements	Retention increased from 2 years after action completed to 10 years after expiry of agreement.
GDA10 32.2.3	32.2.3	WATER SUPPLY - Design and Construction	Scope amended to include project management records for all works. Retention increased from 7 to 12 years after action completed.
GDA10 32.2.4	32.2.4	WATER SUPPLY - Design and Construction	retention increased from 2 years after action completed to 7 years after construction work completed
GDA10 32.3.1	12.9.1	FINANCIAL MANAGEMENT - Fees and charges	IPART submissions. Retention increased from retain 5 years after action completed to required as State archives.
GDA10 32.3.1	12.9.2	FINANCIAL MANAGEMENT - Fees and charges	pricing reviews. Retention increased from 5 years after action completed to 7 years after superseded
GDA10 32.3.2	32.3.1	WATER SUPPLY - Fees and Charges	Retention increased from 6 years after audit to 7 years after end of financial year in which transaction was completed
GDA10 32.3.3	32.3.2	WATER SUPPLY - Fees and Charges	Retention increased from 2 years after action completed to 7 years after end of financial year in which transaction was completed
GDA10 32.7.3	32.7.3	WATER SUPPLY - Monitoring	retention increased from 5 to 10 years
GDA10 32.9.2	32.9.2	WATER SUPPLY - Permits	retention increased from 1 to 2 years after action completed
GDA10 32.13.2	32.15.2	WATER SUPPLY - Supply and Distribution	retention increased from 1 to 2 years after action completed
GDA10 32.15.1	32.15.1	WATER SUPPLY - Supply and Distribution	Retention changed from retain 10 years after action completed to retain until system is replaced/r removed
GDA10 32.15.2	32.1.1	WATER SUPPLY - Agreements	retention increased from 7 years after action completed to 10 years after expiry of

GDA10 reference	GA39 reference	Function / Activity	Comments
			agreement or action completed

Table 2: Decreased Retention periods

GDA10 reference	Draft authority reference	Function / Activity	Comments
GDA10 1.4.4	12.1.1	FINANCIAL MANAGEMENT - Accounting	payments for commercial activities. Retention decreased from 10 years after action completed to 7 years after end of financial year in which transaction was completed
GDA10 1.6.1	1.6.1	COMMERCIAL ACTIVITIES - Reporting	retention decreased from 20 to 7 years after action completed
GDA10 2.1.2	2.1.3	COMMUNITY RELATIONS - Addresses	Audio visual recordings. Retention period reduced from retain for 2 years after action completed to retain until ceases to be of administrative or reference use
GDA10 2.2.1	2.4.2	COMMUNITY RELATIONS - Celebrations, Ceremonies and Functions	retention changed from 2 years after action completed to retain until ceases to be of administrative use
GDA10 2.2.2	2.4.2	COMMUNITY RELATIONS - Celebrations, Ceremonies and Functions	retention changed from 2 years after action completed to retain until ceases to be of administrative use
GDA10 2.3.1	2.3.2	COMMUNITY RELATIONS - Awards (Honours)	Scope amended to include routine awards. Retention reduced from required as State archives to retain minimum of 5 years after action completed.
GDA10 2.4.2	2.4.2	COMMUNITY RELATIONS - Celebrations, Ceremonies and Functions	retention changed from 2 years after action completed to until ceases to be of administrative or reference use
GDA10 2.7.2	2.7.2	COMMUNITY RELATIONS - Corporate Image	retention reduced from 10 years to retain until superseded
GDA10 2.7.3	2.7.2	COMMUNITY RELATIONS - Corporate Image	retention reduced from 2 years to retain until superseded

GDA10 reference	Draft authority reference	Function / Activity	Comments
GDA10 2.10.2	2.10.2	COMMUNITY RELATIONS - Issues Management	retention reduced from 5 to 2 years
GDA10 2.12.3	2.12.3	COMMUNITY RELATIONS - Media Liaison	retention reduced from 5 to 2 years after action completed
GDA10 2.14.2	19.4.3	LAWS AND ENFORCEMENT - Licensing	retention reduced from 2 to 1 year after refusal, expiry or cancellation of permit or approval
GDA10 2.15.2	2.15.4	COMMUNITY RELATIONS - Sponsorships and Donations	sponsorship programs. Retention decreased from 6 years after last action to 5 years after the completion of sponsorship or patronage arrangements, or action completed
GDA10 3.2.1	3.2.1	COMMUNITY SERVICES - Licensing	retention reduced from 10 to 7 years after expiry or termination of licence
GDA10 3.6.2	3.6.2	COMMUNITY SERVICES - Service Providers	retention reduced from 20 to 10 years after action completed
GDA10 3.7.1	3.7.1	COMMUNITY SERVICES - Service Provision	management plans of community service programs. Retention reduced from required as State archives to retain 10 years after action completed.
GDA10 3.8.2	3.8.2	COMMUNITY SERVICES - Library and Public Information Access	Retention period for control and tracking records reduced from retain for 2 years after action completed to retain until administrative and reference use ceases
GDA10 3.8.4	3.8.2	COMMUNITY SERVICES - Library and Public Information Access	retention changed from retain for 2 years after action completed to retain until administrative or reference use ceases
GDA10 3.8.6	3.8.6	COMMUNITY SERVICES - Library and Public Information Access	retention reduced from 2 years after membership expires to retain until administrative or reference use ceases
GDA10 4.3.2	4.3.2	CORPORATE MANAGEMENT - Conferences	Retention changed from 2 years after action completed to until ceases to be of administrative or reference use
GDA10 4.3.3	4.3.3	CORPORATE MANAGEMENT - Conferences	Scope narrowed to addresses presented at conferences etc and retention reduced from 5

GDA10 reference	Draft authority reference	Function / Activity	Comments
			to 2 years after action completed
GDA10 4.3.4	4.3.4	CORPORATE MANAGEMENT - Conferences	Scope narrowed to registration forms, programs, proceedings etc and retention reduced from 2 years after action completed to until ceases to be of administrative or reference use
GDA10 4.4.4	4.4.2	CORPORATE MANAGEMENT - Contracting-Out	suppliers register. Retention reduced from 7 years after action completed to retain until ceases to be of administrative or reference use
GDA10 4.4.5	4.17.4	CORPORATE MANAGEMENT - Tendering	contracts register. Retention decreased from 12 years after conditions of contract have been satisfied to 7 years after action completed
GDA10 4.5.1	13.6.6	GOVERNANCE - Meetings	retention changed from retain until reference ceases or 2 years after action completed to retain until administrative or reference use ceases
GDA10 4.6.3	4.6.3	CORPORATE MANAGEMENT - Establishment	retention reduced from 10 to 7 years after superseded
GDA10 4.7.2	4.13.2	CORPORATE MANAGEMENT - Procedures	Scope narrowed to guidelines for strategic cross functional or organisation-wide areas. Retention decreased from 10 to 7 years after action completed
GDA10 4.8.3	14.10.2	GOVERNMENT RELATIONS - Submissions	retention decreased from 10 to 5 years
GDA10 4.9.2	4.9.2	CORPORATE MANAGEMENT - Meetings	Retention changed from retain for 2 years after action completed to until ceases to be of administrative or reference use
GDA10 4.9.5	4.9.5	CORPORATE MANAGEMENT - Meetings	Scope narrowed to exclude internal committees which form part of the consultative arrangements with staff regarding working conditions. Retention decreased from 20 to 5 years after action completed
GDA10 4.9.6	4.9.6	CORPORATE MANAGEMENT - Meetings	Retention period reduced from 2 years after action completed to retain until ceases to be of administrative

GDA10 reference	Draft authority reference	Function / Activity	Comments
			or reference use
GDA10 4.9.7	4.9.2	CORPORATE MANAGEMENT - Meetings	Retention changed from retain for 2 years after action completed to until ceases to be of administrative or reference use
GDA10 4.10.1	4.11.3	CORPORATE MANAGEMENT - Planning	for continuous improvement plans. Retention decreased from 10 to 7 years
GDA10 4.11.3	4.11.3	CORPORATE MANAGEMENT - Planning	operational plans for the Olympics. Retention decreased from 10 to 7 years after superseded.
GDA10 4.12.2	4.12.3	CORPORATE MANAGEMENT - Policy	Scope narrowed to strategic organisation wide policies and retention reduced from 10 to 7 years after superseded
GDA10 4.12.2	4.12.4	CORPORATE MANAGEMENT - Policy	operational policies relating to common administrative functions and retention reduced from 10 to 5 years after superseded
GDA10 4.14.2	22.5.1	PERSONNEL - Disclosure of Interest	for register of designated persons such as General Manager and senior staff. Retention reduced from required as State archives to 7 years after superseded.
GDA10 4.14.4	4.14.4	CORPORATE MANAGEMENT - Reporting	routine reports to external bodies. Retention reduced from 10 to 3 years after action completed
GDA10 4.14.5	4.14.2	CORPORATE MANAGEMENT - Reporting	routine periodic and ad hoc reports. Retention reduced from 10 to 7 years after action completed
GDA10 4.14.7	4.14.4	CORPORATE MANAGEMENT - Reporting	external surveys. Retention reduced from 5 to 3 years after action completed.
GDA10 4.14.7	4.14.5	CORPORATE MANAGEMENT - Reporting	non mandatory surveys. Retention reduced from 5 years after action completed to retain until administrative or reference use ceases
GDA10 4.16.1	4.16.1	CORPORATE MANAGEMENT - Standards	Scope amended to standards for common administrative functions and retention reduced from required as State archives to retain minimum of 5 years after action completed

GDA10 reference	Draft authority reference	Function / Activity	Comments
GDA10 4.17.1	2.8.2	COMMUNITY RELATIONS - Enquiries	routine enquiries about tenders. Retention reduced from 2 years after action completed to retain until administrative or reference use ceases
GDA10 4.17.3	4.17.2	CORPORATE MANAGEMENT - Tendering	reduced from required as State archives to 7 or 12 years after expiry or termination of agreement
GDA10 4.17.6	4.17.4	CORPORATE MANAGEMENT - Tendering	retention decreased from 12 to 7 years after action completed
GDA10 5.2.2	5.2.2	PROPERTY MANAGEMENT - Acquisition and Disposal	Scope widened to acquisition and disposal. Retention changed from 10 years after action completed to 7 or 12 years after disposal of property
GDA10 5.2.10	2.8.2	COMMUNITY RELATIONS - Enquiries	routine enquiries about land development and sales. Retention changed from 2 years after action completed to retain until administrative or reference use ceases
GDA10 5.5.1	5.5.2	PROPERTY MANAGEMENT (COUNCIL PROPERTY) - Maintenance	non conservation maintenance work on heritage buildings. Retention reduced from required as State archives to retain until property is sold or disposed of
GDA10 5.9.1	5.9.3	PROPERTY MANAGEMENT (COUNCIL PROPERTY) - Reporting	routine property management reports. Retention decreased from 5 to 3 years after action completed
GDA10 5.9.1	5.9.4	PROPERTY MANAGEMENT (COUNCIL PROPERTY) - Reporting	developmental records of reports. Retention decreased from 5 to 3 years after action completed
GDA10 6.1.1	6.8.1	CUSTOMER SERVICE - Standards	policies for service delivery. Retention reduced from 5 years after action completed to 2 years after superseded
GDA10 6.1.1	6.8.2	CUSTOMER SERVICE - Standards	procedures for access to services. Retention reduced from 5 to 2 years after action completed
GDA10 6.2.1	2.6.1	COMMUNITY RELATIONS - Contacts	contact details of clients and customers. Retention reduced from retain 5 years after

GDA10 reference	Draft authority reference	Function / Activity	Comments
			action completed to until ceases to be of administrative or reference use.
GDA10 6.4.1	14.3.3	GOVERNMENT RELATIONS - Inquiries	scope amended to matters referred from watchdog bodies. Retention reduced from 20 to 10 years after action completed.
GDA10 6.5.4	6.5.1	CUSTOMER SERVICE - Public Reaction	retention reduced from 25 to 7 years after action completed
GDA10 6.6.1	6.6.1	CUSTOMER SERVICE - Reporting	retention decreased from 10 to 7 years after action completed
GDA10 6.8.1	6.7.1	CUSTOMER SERVICE - Service delivery	with exception of IPART reviews. Retention changed from retain the two most recent reviews, then destroy, to retain 5 years after action completed
GDA10 8.3.2	8.3.2	ECONOMIC DEVELOPMENT - Industries	Retention reduced from 30 to 10 years after action completed
GDA10 8.3.3	8.3.3	ECONOMIC DEVELOPMENT - Industries	retention decreased from 20 to 10 years after action completed
GDA10 8.4.3	8.4.3	ECONOMIC DEVELOPMENT - International and National Relations	retention decreased from required as State archives to 10 years after action completed
GDA10 8.10.2	8.10.2	ECONOMIC DEVELOPMENT - Reporting	retention decreased from 20 to 10 years after action completed
GDA10 8.11.4	4.19.1	CORPORATE MANAGEMENT - Authorisation	authorisation of employees to inspect cattle/animal/meat. Retention reduced from 10 to 7 years after expiry
GDA10 9.4.1	9.4.2	EMERGENCY SERVICES - Communications	Scope amended to routine, operational records of emergency control centres. Retention decreased from 10 to 2 years after action completed
GDA10 9.4.1	9.12.3	EMERGENCY SERVICES - Service Provision	Scope amended to operational records of emergency control centres during incidents. Retention decreased from 10 to 7 years after action completed.
GDA10 9.14.1	22.19.3	PERSONNEL - Recruitment	unsuccessful recruitment of emergency services

GDA10 reference	Draft authority reference	Function / Activity	Comments
			volunteers. Retention reduced from 10 years after action completed to 1 year after recruitment finalised
GDA10 10.1.2	10.11.2	ENERGY SUPPLY AND TELECOMMUNICATIONS - Notifications	Scope amended to notices of works, such as land access and activity notices and Telstra notices, retention reduced from 10 years after agreement expires to 5 years after action completed
GDA10 10.9.1	10.9.1	ENERGY SUPPLY AND TELECOMMUNICATIONS - Maintenance	Scope narrowed to maintenance and retention reduced from retain for 7 years after the lifetime of the structure to retain until property is disposed of, then destroy or transfer to new owner as required
GDA10 12.2.3	12.10.1	FINANCIAL MANAGEMENT - Financial reporting	Retention changed from required as State archives to retain for 7 years after end of financial year in which transaction was completed
GDA10 12.11.1	12.16.1	FINANCIAL MANAGEMENT - Policy	investment policy. Retention changed from retain 10 years after investments are liquidated or matured to retain 7 years after superseded
GDA10 12.15.1	12.15.1	FINANCIAL MANAGEMENT - Planning	retention period reduced from 10 years after last action to 5 years after plan superseded
GDA10 12.18.7	12.1.2	FINANCIAL MANAGEMENT - Accounting	retention changed from retain until reference ceases to retain 2 years after end of financial year in which transaction was completed
GDA10 13.4.3	13.4.3	GOVERNANCE - Councillors	Scope amended to travel arrangements and retention reduced from retain for 6 years after superseded to 2 years after action completed
GDA10 13.4.3	13.4.8	GOVERNANCE - Councillors	Scope amended to administrative arrangements for the development and/or conduct of training courses or attendance at workshops, seminars or conferences by members of governing bodies, and retention decreased from 6 years after

GDA10 reference	Draft authority reference	Function / Activity	Comments
			superseded to retain until ceases to be of administrative or reference use
GDA10 14.1.2	14.1.2	GOVERNMENT RELATIONS - Advice	Retention decreased from 10 to 5 years after action completed
GDA10 14.2.1	4.14.4	CORPORATE MANAGEMENT - Reporting	collection of information for Federal government. Retention decreased from 10 to 3 years.
GDA10 14.2.1	14.10.2	GOVERNMENT RELATIONS - Submissions	liaison with Federal government on routine issues. Retention reduced from 10 to 5 years after action completed.
GDA10 14.6.2	4.9.3	CORPORATE MANAGEMENT - Meetings	retention reduced from 10 to 5 years
GDA10 14.9.1	14.10.2	GOVERNMENT RELATIONS - Submissions	liaison with State government on routine issues. Retention reduced from 10 to 5 years after action completed.
GDA10 14.11.1	14.11.1	GOVERNMENT RELATIONS - Visits	Scope amended to official visits to or by the organisation and retention reduced from required as State archives to 6 years after action completed
GDA10 14.11.2	14.11.2	GOVERNMENT RELATIONS - Visits	Scope amended to encompass visits by employees to other organisations in Australia or overseas. Retention reduced from 7 to 2 years after action completed
GDA10 15.3.1	15.3.1	GRANTS AND SUBSIDIES - Audit	Retention decreased from 7 to 6 years after action completed
GDA10 15.4.1	15.4.1	GRANTS AND SUBSIDIES - Evaluation	Retention decreased from 10 to 5 years after action completed
GDA10 15.5.1	15.3.1	GRANTS AND SUBSIDIES - Audit	monitoring standards. Retention reduced from 7 to 6 years after action completed.
GDA10 15.8.2	15.8.2	GRANTS AND SUBSIDIES - Reporting	retention decreased from 15 to 7 years after action completed
GDA10 16.2.1	16.2.1	INFORMATION MANAGEMENT - Intellectual property	retention decreased from 10 to 5 years after intellectual property rights lapse
GDA10 16.2.2	16.2.2	INFORMATION MANAGEMENT -	scope amended to include

GDA10 reference	Draft authority reference	Function / Activity	Comments
		Intellectual property	applications made by organisation and retention reduced from 10 to 7 years action completed, or permission expires, whichever is later
GDA10 16.4.1	17.11.3	INFORMATION TECHNOLOGY - Security	updates to system security and access. Retention changed from retain for 2 years after action completed to retain in accordance with the organisation's requirements
GDA10 16.5.1	16.7.4	INFORMATION MANAGEMENT - Publications	printing of publications. Retention changed from 2 years after last action to until administrative or reference use ceases
GDA10 16.6.1	4.18.1	CORPORATE MANAGEMENT - Agreements	privacy agreements. Retention reduced from 10 to 7 years after expiry of agreement.
GDA10 16.7.4	16.7.4	INFORMATION MANAGEMENT - Publications	Retention changed from 2 years after last action to until administrative or reference use ceases
GDA10 16.8.1	16.8.1	INFORMATION MANAGEMENT - Records Management	Scope amended to transfer of records as State archives. Retention changed from retain 20 years to retain in agency or transfer to successor organisation
GDA10 16.8.3	16.8.10	INFORMATION MANAGEMENT - Records Management	scope changed to control records for records not required as State archives and retention changed from required as State archives to 20 years
GDA10 17.1.3	17.1.3	INFORMATION TECHNOLOGY - Acquisition	Scope amended to systems not proceeded with. Retention changed from 2 years after action completed to retain until reference or administrative use ceases
GDA10 17.3.1	16.11.1	INFORMATION MANAGEMENT - Compliance	compliance with copyright and licensing requirements. Retention changed from retain 5 years after system closed off or 2 years after to migration to successor system to 6 years after action completed.

GDA10 reference	Draft authority reference	Function / Activity	Comments
GDA10 17.3.1	17.3.1	INFORMATION TECHNOLOGY - Compliance	retention period changed from 5 years after system closed off or 2 years after migration to successor system to 7 years after action completed or permission expires
GDA10 17.3.2	17.3.2	INFORMATION TECHNOLOGY - Compliance	retention reduced from 10 to 5 years after action completed
GDA10 17.3.3	17.3.2	INFORMATION TECHNOLOGY - Compliance	retention reduced from 7 to 5 years after action completed
GDA10 17.4.1	17.4.1	INFORMATION TECHNOLOGY - Data management	retention changed from retain for 5 years after system closed off or 2 years after migration to successor system, to retain 7 years after system superseded. Scope narrowed to data recovery.
GDA10 17.10.1	17.10.1	INFORMATION TECHNOLOGY - Planning	retention decreased from 10 to 5 years after superseded
GDA10 17.11.1	17.11.1	INFORMATION TECHNOLOGY - Security	Retention period changed from 5 years after system closed off or 2 years after migration to successor system, then destroy, to 7 years after action completed
GDA10 19.3.1	19.3.1	LAWS AND ENFORCEMENT - Investigations	retention decreased from 10 to 7 years after action completed
GDA10 19.4.2	19.4.1	LAWS AND ENFORCEMENT - Licensing	Scope amended to provide coverage for legacy records of licensing activities no longer conducted by local government. Retention decreased from 10 to 5 years after expiry.
GDA10 19.4.3	19.4.2	LAWS AND ENFORCEMENT - Licensing	for records of licences where the council is not the licensing/issuing organisation, retention decreased to 1 year after expiry or termination of licence
GDA10 19.4.5	19.4.2	LAWS AND ENFORCEMENT - Licensing	refused or declined applications. Retention reduced from 5 years after action completed to 2 years after refusal.
GDA10 19.4.5	19.4.3	LAWS AND ENFORCEMENT - Licensing	refused or declined applications for temporary

GDA10 reference	Draft authority reference	Function / Activity	Comments
			events or activities. Retention reduced from 5 years after action completed to 1 year after refusal
GDA10 19.8.1	24.12.2	PUBLIC HEALTH - Registration	immunisation register. Retention decreased from required as State archives to 7 years after action completed
GDA10 19.8.2	19.8.4	LAWS AND ENFORCEMENT - Registration	for impounding registers. Retention reduced from 10 to 7 years after action completed
GDA10 19.8.8	19.8.4	LAWS AND ENFORCEMENT - Registration	retention decreased from 10 to 7 years after action completed.
GDA10 20.2.3	4.20.2	CORPORATE MANAGEMENT - Compliance	retention reduced from 10 to 7 years after last action
GDA10 22.1.1	22.1.1	PERSONNEL - Arrangements	Retention changed from retain 3 months after last action to retain until administrative or reference use ceases
GDA10 22.6.1	22.6.1	PERSONNEL - Employment conditions	personnel policies. Retention reduced from 10 to 5 years after superseded
GDA10 22.6.1	22.6.2	PERSONNEL - Employment conditions	management of employment conditions. Retention reduced from 10 years after superseded to 5 years after action completed.
GDA10 22.8.1	4.11.3	CORPORATE MANAGEMENT - Planning	retention decreased from 10 to 7 years after superseded
GDA10 22.9.2	22.9.3	PERSONNEL - Establishment	non summary permanent employee records. Retention reduced from 70 years after date of birth to 7 years after employment ceases.
GDA10 22.9.2	22.19.2	PERSONNEL - Recruitment	successful employment applications for permanent employees. Retention reduced from retain for 70 years from date of birth or 7 years after separation to 7 years after employment ceases
GDA10 22.9.2	22.19.5	PERSONNEL - Recruitment	criminal records checks for permanent employees. Retention changed from retain for 70 years from date of birth or 7 years after

GDA10 reference	Draft authority reference	Function / Activity	Comments
			separation, to retain in accordance with the organisation's requirements
GDA10 22.9.2	22.22.2	PERSONNEL - Separations	separation of permanent employees. Retention period for separation records of permanent employees reduced from 70 years from date of birth or 7 years after separation to 7 years after employment ceases
GDA10 22.9.3	22.19.5	PERSONNEL - Recruitment	criminal records checks for temporary employees. Retention changed from retain for 7 years after separation, to retain in accordance with the organisation's requirements
GDA10 22.10.1	22.10.1	PERSONNEL - Grievances	retention reduced from 20 to 10 years after action completed
GDA10 22.11.2	22.11.2	PERSONNEL - Industrial relations	retention reduced from 10 to 5 years after action completed
GDA10 22.14.1	4.13.3	CORPORATE MANAGEMENT - Procedures	administration of medical examinations for employees. Retention decreased from 10 years after action completed to 5 years after superseded
GDA10 22.15.4	22.15.4	PERSONNEL - Occupational Health & Safety	retention reduced from required as State archives to retain 75 years after action completed
GDA10 22.15.4	27.4.3	RISK MANAGEMENT - Risk assessment	for records relating to exposure to hazardous substances. Retention reduced from required as State archives to 75 years after action completed.
GDA10 22.15.6	22.15.8	PERSONNEL - Occupational Health & Safety	scope amended to safety evaluations and retention reduced from 10 to 7 years after action completed
GDA10 22.16.2	22.16.7	PERSONNEL - Payroll	scope amended to rosters and retention reduced from 6 years after audit to 6 months after action completed
GDA10 22.17.2	22.17.3	PERSONNEL - Performance appraisal	scope narrowed to employees not on contracts of employment and retention decreased from 5 to 3 years after action completed

GDA10 reference	Draft authority reference	Function / Activity	Comments
GDA10 22.18.1	22.18.1	PERSONNEL - Planning	retention decreased from 10 years after last action to 5 years after superseded
GDA10 22.25.2	22.25.6	PERSONNEL - Training and development	staff training material. Retention period changed from retain 2 years after last action to retain until superseded
GDA10 22.27.1	22.19.3	PERSONNEL - Recruitment	unsuccessful recruitment of volunteers. Retention decreased from 2 years after action completed to 1 year after recruitment finalised
GDA10 22.27.1	22.25.6	PERSONNEL - Training and development	volunteer training material. Retention changed from 2 years after action completed to retain until superseded.
GDA10 23.1.2	23.1.2	PLANT, EQUIPMENT & STORES - Acquisition	Scope amended to encompass plant and equipment, excepting vehicles, irrespective of whether major or minor. Retention changed from retain until plant or equipment is disposed of in its entirety to retain 7 years after end of financial year in which transaction was completed
GDA10 23.1.3	23.7.1	PLANT, EQUIPMENT & STORES - Monitoring	retention reduced from 7 to 2 years
GDA10 23.1.5	23.1.5	PLANT, EQUIPMENT & STORES - Acquisition	distribution of equipment and stores. Retention reduced from 7 to 2 years after action completed.
GDA10 23.1.5	23.1.6	PLANT, EQUIPMENT & STORES - Acquisition	Scope amended to allocation of equipment for individual use. Retention reduced from 7 years after action completed to 2 years after return, disposal or reallocation
GDA10 23.13.3	23.1.4	PLANT, EQUIPMENT & STORES - Acquisition	retention changed from 1 year to retain until administrative or reference use ceases
GDA10 23.14.1	23.14.1	PLANT, EQUIPMENT & STORES - Usage	Scope narrowed to bookings and requests. Retention changed from retain 2 years to retain until administrative or reference use ceases
GDA10	23.6.1	PLANT, EQUIPMENT & STORES -	scope amended to

GDA10 reference	Draft authority reference	Function / Activity	Comments
23.14.4		Maintenance	maintenance records for plant and equipment that are relevant to controlling risks associated with the use or operation of that particular item of plant or equipment. Retention changed from 2 years after action completed to retain until disposed of
GDA10 23.14.6	23.14.5	PLANT, EQUIPMENT & STORES - Usage	vehicle repairs. Retention changed from retain 2 years after last action to transfer to new owner after sale or 6 months after write off
GDA10 23.14.6	23.14.6	PLANT, EQUIPMENT & STORES - Usage	Scope narrowed to leased vehicles. Retention changed from retain 2 years after last action to transfer to leasing company after lease expires or is terminated, or retain until expiry or termination or lease
GDA10 24.3.1	24.3.1	PUBLIC HEALTH - Approvals	retention decreased from 10 to 7 years after expiry or termination of accreditation
GDA10 24.12.1	24.12.2	PUBLIC HEALTH - Registration	for summary records of immunisations, retention decreased from required as State archives to 7 years after action completed
GDA10 25.1.1	20.3.2	LEGAL SERVICES - Litigation	non precedent setting legal actions to recover rates. Retention reduced from 30 to 7 years after action completed.
GDA10 25.5.1	25.5.1	RATES AND VALUATIONS - Notifications	retention decreased from 20 years after lodgement of unclaimed money return with Treasury to 7 years after action completed
GDA10 25.5.8	25.5.7	RATES AND VALUATIONS - Notifications	retention decreased from 10 to 2 years after action completed
GDA10 26.4.3	26.4.4	RECREATION AND CULTURAL SERVICES - Museums and Galleries	for records relating to the planning of exhibitions, retention reduced from required as State archives to 5 years after action completed
GDA10 26.4.3	26.4.6	RECREATION AND CULTURAL SERVICES - Museums and Galleries	temporary loans of items for exhibitions, retention decreased from required as

GDA10 reference	Draft authority reference	Function / Activity	Comments
			State archives to until items have been returned and all conditions of loan agreements or arrangements have been fulfilled
GDA10 26.7.3	26.7.2	RECREATION AND CULTURAL SERVICES - Programs	retention decreased from 10 to 5 years after action completed
GDA10 27.1.2	27.1.2	RISK MANAGEMENT - Claims management	criteria of litigation removed, scope widened to include work experience students and volunteers and retention reduced to 15 years after action completed, or upon expiry of statutory limitation periods
GDA10 27.1.5	27.1.5	RISK MANAGEMENT - Claims management	retention reduced from 30 to 7 years after finalisation or withdrawal of claim
GDA10 27.1.7	27.1.2	RISK MANAGEMENT - Claims management	accident and injury reports. Retention decreased from 30 to 15 years.
GDA10 27.1.7	27.1.4	RISK MANAGEMENT - Claims management	accident and injury reports. Retention reduced from 30 to 25 years after action completed for non-serious cases
GDA10 27.1.9	27.1.5	RISK MANAGEMENT - Claims management	retention reduced from 10 years after last action to 7 years after finalisation of claim
GDA10 27.1.10	27.1.10	RISK MANAGEMENT - Claims management	insurance brokers and agents. Retention reduced from 7 to 1 year after action completed
GDA10 27.1.11	27.1.11	RISK MANAGEMENT - Claims management	insurance policies - retention reduced from 21 to 7 years
GDA10 27.3.1	27.3.1	RISK MANAGEMENT - Registration	retention reduced from 30 to 7 years after expiry of policy
GDA10 27.3.2	27.3.2	RISK MANAGEMENT - Registration	retention reduced from 30 years from date of incident to until administrative and reference use ceases
GDA10 27.4.3	27.4.2	RISK MANAGEMENT - Risk assessment	retention reduced from required as State archives to retain 7 years after superseded
GDA10 27.5.1	27.5.2	RISK MANAGEMENT - Reporting	reporting on incidents. Scope narrowed to routine incidents and retention decreased from 20 to 7 years after action

GDA10 reference	Draft authority reference	Function / Activity	Comments
			completed
GDA10 27.5.1	27.4.1	RISK MANAGEMENT - Risk assessment	implementation of risk management strategies. Retention reduced from 20 to 7 years after action completed.
GDA10 28.2.1	28.2.1	ROADS - Agreements	retention reduced from 20 to 10 years after expiry or termination of agreement
GDA10 28.3.3	28.3.3	ROADS - Applications	Retention reduced from 20 to 10 years after action completed
GDA10 28.3.4	28.3.4	ROADS - Applications	Retention reduced from 20 to 7 years after action completed
GDA10 28.4.1	28.4.1	ROADS - Certification	Retention reduced from 20 to 10 years after last action or certificate superseded
GDA10 28.5.2	28.5.2	ROADS - Design and Construction	Retention reduced from 20 years after action completed or 7 years after lifetime of structure to 7 years after structure is demolished
GDA10 28.5.3	1.4.2	COMMERCIAL ACTIVITIES - Projects	retention reduced from 7 years after lifetime of structure to 10 years after action completed
GDA10 28.5.4	28.2.1	ROADS - Agreements	retention reduced from 20 to 10 years after expiry or termination of agreement
GDA10 28.5.6	28.5.3	ROADS - Design and Construction	Retention reduced from 20 to 7 years after action completed.
GDA10 28.5.7	28.5.3	ROADS - Design and Construction	Retention reduced from 20 to 7 years after action completed.
GDA10 28.5.8	28.5.4	ROADS - Design and Construction	Retention reduced from 20 to 12 years after action completed
GDA10 28.5.9	28.5.3	ROADS - Design and Construction	Retention reduced from 20 to 7 years after action completed.
GDA10 28.5.9	30.3.4	TRAFFIC AND TRANSPORT - Design and Construction	road signs. Retention reduced from 20 to 7 years after action completed.
GDA10 28.5.10	28.5.4	ROADS - Design and Construction	Retention reduced from 20 to 12 years after action completed
GDA10 28.5.13	28.5.4	ROADS - Design and Construction	Retention reduced from 20 to 12 years after action completed

GDA10 reference	Draft authority reference	Function / Activity	Comments
GDA10 28.5.14	28.5.5	ROADS - Design and Construction	Retention period reduced from 20 years after last action or until reference ceases to until administrative or reference use ceases.
GDA10 28.7.2	1.4.2	COMMERCIAL ACTIVITIES - Projects	maintenance of private roads. Retention reduced from 20 to 10 years after action completed
GDA10 28.7.2	28.7.2	ROADS - Maintenance	Retention reduced from 20 to 7 years after action completed
GDA10 28.7.2	30.6.2	TRAFFIC AND TRANSPORT - Maintenance	maintenance of road signs. Retention reduced from 20 to 7 years.
GDA10 29.3.4	29.3.4	SEWERAGE AND DRAINAGE - Design and Construction	Retention reduced from 10 to 7 years after action completed
GDA10 29.3.5	29.3.4	SEWERAGE AND DRAINAGE - Design and Construction	for working drawings. Retention decreased from 10 to 7 years after action completed
GDA10 30.1.2	30.1.2	TRAFFIC AND TRANSPORT - Audit	Retention reduced from 20 to 6 years after action completed
GDA10 30.4.1	12.9.2	FINANCIAL MANAGEMENT - Fees and charges	retention reduced from 10 years after last action to 7 years after superseded
GDA10 30.8.1	30.8.1	TRAFFIC AND TRANSPORT - Permits	retention reduced from 2 years after action completed to until expiry or termination of permit
GDA10 31.11.6	31.11.4	WASTE MANAGEMENT - Service Provision	retention reduced from 5 to 2 years after action completed.
GDA10 32.2.1	32.2.3	WATER SUPPLY - Design and Construction	project management records. Retention decreased from required as State archives to 12 years after action completed
GDA10 32.2.2	32.2.3	WATER SUPPLY - Design and Construction	for project management records such as work authorities and crew instructions. Retention changed from 7 years after lifetime of structure to 12 years after action completed.

Table 3: Changes in Scope of application only

GDA10 reference	Draft authority reference	Function / Activity	Comments
GDA10 2.1.1	2.1.1	COMMUNITY RELATIONS - Addresses	Scope expanded to include speeches by senior staff
GDA10 2.1.2	2.1.2	COMMUNITY RELATIONS - Addresses	Scope amended to include speeches delivered by non executive staff members.
GDA10 2.3.1	2.3.1	COMMUNITY RELATIONS - Awards (Honours)	Scope narrowed to significant awards
GDA10 2.12.2	2.12.2	COMMUNITY RELATIONS - Media Liaison	Scope widened to include all final versions of media releases
GDA10 2.15.1	2.15.1	COMMUNITY RELATIONS - Sponsorships and Donations	Scope amended to significant donations
GDA10 2.15.3	2.15.3	COMMUNITY RELATIONS - Sponsorships and Donations	Scope amended to include donations
GDA10 5.2.1	5.2.1	PROPERTY MANAGEMENT - Acquisition and Disposal	Scope widened to include disposal
GDA10 2.1.2	2.1.2	COMMUNITY RELATIONS - Addresses	Scope amended to include speeches delivered by non executive staff members.
GDA10 2.3.1	2.3.1	COMMUNITY RELATIONS - Awards (Honours and Prizes)	Scope narrowed to significant awards
GDA10 2.15.1	2.15.1	COMMUNITY RELATIONS - Sponsorships and Donations	Scope narrowed to significant donations
GDA10 4.12.2	4.12.2	CORPORATE MANAGEMENT - Policy	Scope narrowed to policies on industrial relations issues and operational policies for functional areas
GDA10 4.13.1	4.13.3	CORPORATE MANAGEMENT - Procedures	Scope narrowed to procedures manuals for common administrative functions.
GDA10 5.2.1	5.2.1	PROPERTY MANAGEMENT (COUNCIL PROPERTY) - Acquisition and Disposal	scope widened to include disposal
GDA10 5.3.1	5.3.1	PROPERTY MANAGEMENT - Design and Construction	Scope narrowed to key design and construction records of significant properties
GDA10 5.5.1	5.5.1	PROPERTY MANAGEMENT - Maintenance	Scope amended to conservation maintenance work on heritage buildings
GDA10 6.4.2	6.5.2	CUSTOMER SERVICE - Public Reaction	scope amended to routine complaints that result in a routine response or referral
GDA10 6.5.1	6.5.1	CUSTOMER SERVICE - Public Reaction	scope amended to letters of complaint that require an investigation rather than potential liability cases

GDA10 reference	Draft authority reference	Function / Activity	Comments
GDA10 7.2.6	7.2.4	DEVELOPMENT AND BUILDING CONTROLS - Applications	scope amended to cover temporary structures
GDA10 9.4.1	9.4.1	EMERGENCY SERVICES - Communications	Scope amended to establishment of emergency control centres
GDA10 10.1.2	10.1.2	ENERGY SUPPLY AND TELECOMMUNICATIONS - Agreements	Scope amended to agreements only
GDA10 10.1.3	10.1.3	ENERGY SUPPLY AND TELECOMMUNICATIONS - Agreements	Scope narrowed to agreements that do not proceed.
GDA10 11.8.1	11.8.1	ENVIRONMENTAL MANAGEMENT - Planning	scope widened to plans for conservation and management of the environment.
GDA10 13.6.6	4.9.3	CORPORATE MANAGEMENT - Meetings	scope amended to Councillors participation in operational committees
GDA10 14.11.3	14.11.2	GOVERNMENT RELATIONS - Visits	scope amended to invitations accepted.
GDA10 14.11.3	14.11.3	GOVERNMENT RELATIONS - Visits	scope amended to declined invitations and requests.
GDA10 14.11.4	14.11.3	GOVERNMENT RELATIONS - Visits	scope amended to declined invitations and requests.
GDA10 16.8.3	16.8.3	INFORMATION MANAGEMENT - Records Management	scope narrowed to control records which facilitate access
GDA10 17.6.1	17.6.1	INFORMATION TECHNOLOGY - Evaluation	Scope amended to evaluations that do not proceed to purchase
GDA10 18.8.1	18.8.1	LAND USE AND PLANNING - Subdivisions	Scope amended to include applications for major subdivisions that are refused
GDA10 18.8.3	18.8.3	LAND USE AND PLANNING - Subdivisions	Scope amended to include withdrawn and abandoned applications and minor subdivisions that are refused.
GDA10 18.9.1	18.9.1	LAND USE AND PLANNING - Surveys	Scope amended to include records other than survey plans
GDA10 19.4.5	19.4.1	LAWS AND ENFORCEMENT - Licensing	Scope amended to provide coverage for legacy records of licensing activities no longer conducted by local government.
GDA10 20.3.3	20.3.3	LEGAL SERVICES - Litigation	Scope amended to subpoenas and discovery orders where the organisation is not a party to the proceedings.
GDA10 22.11.1	22.11.1	PERSONNEL - Industrial relations	Scope narrowed to industrial disputes

GDA10 reference	Draft authority reference	Function / Activity	Comments
GDA10 24.11.1	24.11.1	PUBLIC HEALTH - Programs	Scope narrowed to administration and implementation of programs
GDA10 24.11.2	24.11.2	PUBLIC HEALTH - Programs	scope amended to public health programs.
GDA10 24.14.3	24.14.3	PUBLIC HEALTH - Reporting	Scope amended to reports produced by the organisation.
GDA10 29.1.1	29.1.1	SEWERAGE AND DRAINAGE - Agreements	Scope widened to include agreements to supply sewerage and drainage services.
GDA10 29.2.4	29.2.4	SEWERAGE AND DRAINAGE - Applications	Scope amended to cover other treatment systems. Trigger changed from after system converted to after last action or system converted
GDA10 29.12.1	29.12.1	SEWERAGE AND DRAINAGE - Policy	Scope amended to include policies other than design and construction policy.
GDA10 30.9.2	30.9.2	TRAFFIC AND TRANSPORT - Planning	Scope amended to exclude copies of reports produced by other organisations as these have disposal coverage under the NAP provisions of the State Records Act
GDA10 32.11.1	32.11.1	WATER SUPPLY - Policy	Scope widened to include policy on the management and provision of water supplies rather than just design and construction.
GDA10 32.11.2	32.11.2	WATER SUPPLY - Policy	Scope widened to include operational policy on the management and provision of water supplies rather than just design and construction