

Australian Capital Territory

Territory Records (Records Disposal Schedule – Tourism Records) Approval 2003*

Notifiable instrument NI2003—455

made under the

Territory Records Act 2002, s 19

I approve the Records Disposal Schedule – Tourism Records.

David Wardle
Director of Territory Records
10 November 2003

*Name amended under Legislation Act 2001 s 60



Records Disposal Schedule

Tourism Records

INTRODUCTION	3
PURPOSE	3
SCOPE	3
AUTHORITY	3
STRUCTURE AND RELATIONSHIP TO THE TERRITORY VERSION OF KEYWORD AAA	3
Territory Version of Keyword AAA.....	4
GUIDELINES FOR USE	5
Coverage of authority	5
FORMAT OF RECORD	7
Electronic records	7
DESTRUCTION OF RECORDS	7
UPDATING THE RECORDS DISPOSAL SCHEDULE	7
ASSISTANCE IN USING THE RECORDS DISPOSAL SCHEDULE	7
RELATED LEGISLATION	8
DEFINITIONS	9
Agency	9
Appraisal	9
Business Classification Scheme.....	9
Principal Officer.....	9
Records	9
Records of an Agency.....	9
Records Disposal Schedule.....	9
Records Management Program.....	9
Recordkeeping Systems	10
Scope Note	10
Sentencing.....	10
Territory Archives.....	10
BUSINESS CLASSIFICATION SCHEME	11
Tourism Events	12
Tourism Management	13
Tourism Marketing	14
RECORDS DISPOSAL SCHEDULE	15
CLASSES FOR RETENTION AS TERRITORY ARCHIVES	124

INTRODUCTION

The *Records Disposal Schedule – Tourism Records* is the official authority for the disposal of records relating to ACT tourism matters.

It is one of a series of Records Disposal Schedules authorised by the Director of Territory Records in accordance with the provisions of the *Territory Records Act 2002*. It is to be used in conjunction with the *Territory Administrative Records Disposal Schedule (TARDiS)*.

PURPOSE

The purpose of this Records Disposal Schedule is to provide for the authorised disposal of tourism records created or maintained by ACT Government agencies.

SCOPE

This Records Disposal Schedule applies to all ACT Government agencies as defined in the *Territory Records Act 2002*.

It applies to records in any format, including electronic records.

AUTHORITY

The Director of Territory Records, in consultation with stakeholders and the Territory Records Advisory Council, has approved this Records Disposal Schedule for use. The schedule does not take effect until it has been incorporated into an agency's Records Management program that has been signed off by the Principal Officer of the agency.

Even so, officers using this Records Disposal Schedule should apply it with caution. They should be aware that the authorisations for disposal are given in terms of the *Territory Records Act 2002* only. Officers must not dispose of records in contravention of this Records Disposal Schedule or other requirements.

This Records Disposal Schedule will remain in force until a new schedule supersedes it or the Director of Territory Records withdraws it from use.

STRUCTURE AND RELATIONSHIP TO THE TERRITORY VERSION OF KEYWORD AAA

A Records Disposal Schedule generally specifies retention periods. That is, how long records are to be retained by the agency before being destroyed or retained as Territory Archives.

Retention periods set down in this schedule are minimum periods only and an agency may keep records for a longer period if considered necessary for business requirements. Reasons for longer retention could include legal requirements, administrative need or agency directives. An agency must not dispose of any records where it is aware of possible legal action for which the records may be required as evidence.

The *Records Disposal Schedule – Tourism Records* has a hierarchical structure that reflects its arrangement according to functions and activities, rather than by subject, and its close relationship to the Territory Version of Keyword AAA. The Records Disposal Schedule is designed to be applicable to all tourism records regardless of titling conventions used, so that records, which have not been titled using the terminology represented by this Records Disposal Schedule, may still be sentenced with relative ease.

Territory Version of Keyword AAA

The Territory Version of Keyword AAA is the general administrative thesaurus produced by the Territory Records Office. The structure and terms used in this Records Disposal Schedule are closely related to those used in the Territory Version of Keyword AAA, which is based on functional analysis of business activity. This methodology (ie. the analysis of business activity) produces a hierarchical model of an organisation's business activity. The hierarchical model also represents a classification scheme for the records that document functions, activities and transactions.

The disposal actions listed in this Records Disposal Schedule were determined through the process of appraisal in accordance with *Territory Records Office Standard for Records Management No.2 - Appraisal*. Appraisal is based upon the same type of analysis of business activity employed in the classification scheme used in the Territory Version of Keyword AAA. Essentially, appraisal involves attaching record retention periods and disposal decisions (and even records creation requirements and rules) to the same classification scheme.

GUIDELINES FOR USE

Coverage of authority

The *Records Disposal Schedule – Tourism Records*:

- covers all Tourism records divided into the following functions:
 - TOURISM EVENTS,
 - TOURISM MANAGEMENT, and
 - TOURISM MARKETING.
- is intended to cover most tourism records common to all ACT Government agencies;
- is intended to be used in conjunction with TARDiS;
- specifies the minimum period records should be kept (retention periods);
- specifies whether, upon the expiry of the retention periods, the records may be destroyed or are required as Territory Archives; and
- is applicable to records created and maintained in any format, including electronic or formats such as microfiche.

Layout of the schedule

This Records Disposal Schedule begins with an introduction incorporating definitions and the business classification scheme. Then each of the functions and activity disposal sets or ‘disposal classes’ relating to the functions are described. These are followed by a composite list of classes designated ‘Retain as Territory Archives’. The functions and activity disposal sets show the following details:

Function This is the broad level business function and is displayed in bold capital letters at the top of each page. It is the highest level in the business classification scheme. It is followed by the scope note, which provides definitions of the function and a collective view of the business activities that make that function unique.

Activity Activities are the processes or operations that make up the business function. They are set in bold and italics below the function statement. This is the second level of the business classification scheme. The scope of the activity encompasses all of the transactions that take place in relation to this activity. Activities can relate to many functions with the scope notes covering all of these relationships (eg the activity ‘Policy’ is linked to all of the functions. However, each function and activity set represents a unique unit.

Entry No. This is the disposal class number allocated based on the function and activity set and the class number of the record. The barcode is the same as the Entry No. and may be used in an automated recordkeeping system.

Description of Records

This is the description of the records documenting the business function, activity and transactions. The descriptions can relate to one record such as a register or a group of records documenting a particular set of transactions.

Disposal Action

This is the minimum period a record must be kept for and is the trigger event from which the disposal date can be calculated.

FORMAT OF RECORD

This Records Disposal Schedule is applicable to any record that performs the function prescribed, irrespective of format. Records may include:

- cards,
- registers,
- files,
- microfilm,
- microfiche,
- COM (computer output microfiche),
- electronic records, including various electronic media, and
- any other formats.

Electronic records

Refers to records created, communicated and maintained by means of electronic equipment. Information could be maintained/stored in a number of ways - on the database (the main database, or a special archives database); on magnetic media; on optical disks; or on separate hardcopy (paper, COM).

Electronic records must be readily accessible for the length of the specified retention period. Routine treatment (such as wiping, updating, alterations or rerecording) does constitute disposal.

DESTRUCTION OF RECORDS

When the approved disposal date for the destruction of records has been reached, appropriate arrangements for their destruction should be made. It is the responsibility of each agency to ensure that its records are destroyed in a secure and appropriate manner as indicated in the agency Records Management Program.

UPDATING THE RECORDS DISPOSAL SCHEDULE

Records Disposal Schedules are reviewed and updated from time to time. For suggested amendments or alterations to this schedule please contact the Director of Territory Records.

ASSISTANCE IN USING THE RECORDS DISPOSAL SCHEDULE

Agencies requiring any assistance in the interpretation or implementation of any Records Disposal Schedule are encouraged to contact the Director of Territory Records.

RELATED LEGISLATION

The following legislation is related to the record classes covered by this Records Disposal Schedule:

Territory Records Act 2002

Canberra Tourism and Events Corporation Amendment Act 2003

Australian Capital Tourism Corporation Act 1997

Freedom of Information Act 1989

Occupational Health and Safety Act 1989

Occupational Health and Safety Regulations 1991

DEFINITIONS

Agency

The Executive, an ACT Court, the Legislative Assembly Secretariat, an administrative unit, a Board of Inquiry, a Judicial or Royal Commission, any other prescribed authority, or an entity declared under the regulations of the *Territory Records Act 2002* to be an agency.

Appraisal

The process of evaluating business activities to:

- determine which records need to be captured;
- how long the records need to be kept to meet business needs; and
- meet the requirements of organisational accountability and community expectations.

Business Classification Scheme

A hierarchical scheme for identifying and defining the functions, activities and transactions an agency performs in the conduct of its business, and the relationships between them.

Principal Officer

The Chief Executive of an administrative unit, or its equivalent in other types of agencies.

Records

Information created, received, and maintained as evidence and information by an organisation or person, in pursuance of legal obligations or in the transaction of business. This recorded information must be maintained or managed by the agency to provide evidence of their business activities. Records can be in written, electronic or any other form.

Records of an Agency

Records, in writing, electronic or any other form, under the control of an agency or to which it is entitled to control, kept as a record of its activities, whether it was created or received by the agency.

Records Disposal Schedule

A document approved by the Director of Territory Records, which sets out the types of records an agency must make and how long they must be kept.

Records Management Program

A document which complies with section 16 of the *Territory Records Act 2002* by setting out the means by which an agency will manage its records, and is approved by the agency's Principal Officer.

Recordkeeping Systems

Information systems that capture, maintain and provide access to records over time. While the term is often associated with computer software, Recordkeeping Systems also encompass policies, procedures, practices and resources which are applied within an agency to ensure that full and accurate records of business activity are made and kept.

Scope Note

An explanation of terms used in describing the records and the context in which they were made and used.

Sentencing

The process of applying appraisal decisions to individual records by determining the part of a Records Disposal Schedule which applies to the record and assigning a retention period consistent with that part.

Territory Archives

Records preserved for the benefit of present and future generations.

BUSINESS CLASSIFICATION SCHEME

Tourism Events

The function of arranging, approving and supporting tourist events and festivals. Includes identifying, approving, managing, enhancing and providing support to events and festivals which are conducted in order to attract tourists.

Accidents (events)	Acquisition	Addresses (presentations)
Advice	Agreements	Arrangements
Audit	Authorisation	Enquiries
Budgeting	Cases	Celebrations
Ceremonies	Claims	Committees
Compliance	Conferences	Conservation
Construction	Contracting-out	Disposal
Distribution	Drafting	Evaluation
Financial Statements	Grant Funding	Implementation
Inquiries	Inspections	Installation
Insurance	Joint Ventures	Leasing
Leasing-out	Liaison	Marketing
Media Relations	Meetings	Payments
Planning	Policy	Procedures
Public Reaction	Reporting	Representatives
Research	Reviewing	Risk Management
Security	Submissions	Suggestions
Tendering		

Tourism Management

The function of managing tourism. Includes identifying tourist opportunities, encouraging the sustainable development of tourism, constructing and operating tourist facilities, providing tourism and travel information and booking services, advising the tourist and travel industries.

Acquisition	Addresses (presentations)	Advice
Agreements	Arrangements	Audit
Authorisation	Bookings (tourism)	Cases
Celebrations	Ceremonies	Claims
Committees	Compliance	Conferences
Conservation	Construction	Contracting-out
Data Administration	Database Management	Disposal
Distribution	Drafting	Enquiries
Evaluation	Financial Statements	Grant Funding
Implementation	Inquiries	Inspections
Installation	Insurance	Joint Ventures
Leasing	Leasing-out	Liaison
Marketing	Media Relations	Meetings
Payments	Planning	Policy
Procedures	Public Reaction	Reporting
Representatives	Research	Reviewing
Risk Management	Security	Standards
Submissions	Suggestions	Tendering
Visits		

Tourism Marketing

The function of analysing, creating and selling tourism and tourist and travel related products and services. Includes market research, sales forecasting, advertising, media releases, promotion, pricing and product evaluation.

Acquisition	Agreements	Enquiries
Addresses	Advice	Arrangements
Audit	Authorisation	Budgeting
Cases	Celebrations	Committees
Compliance	Conferences	Contracting-out
Distribution	Drafting	Evaluation
Financial Statements	Grant Funding	Implementation
Inquiries	Joint Ventures	Liaison
Media Relations	Meetings	Payments
Planning	Policy	Procedures
Production	Public Reaction	Reporting
Representatives	Research	Reviewing
Submissions	Suggestions	Tendering

RECORDS DISPOSAL SCHEDULE

TOURISM EVENTS

The function of arranging, approving and supporting tourist events and festivals. Includes identifying, approving, managing, enhancing and providing support to events and festivals which are conducted in order to attract tourists.

Accidents (Events)

The activities involved in dealing with mishaps causing injury or damage during events and festivals. Includes damage or injury to people and property during events and festivals. Also includes measures to prevent accidents occurring.


<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.2.1 ■■■■■■■■■■■■■■■■■■■■	Accident/incident reports and supporting documentation of death, serious personal injury, dangerous occurrences and incapacity to the public during events and festivals. Includes accident registers. <i>[For accident reports for Territory employees refer to the TARDiS]</i>	Destroy 30 years after last action
1.2.2 ■■■■■■■■■■■■■■■■■■■■	Accident/incident reports of personal injuries during events and festivals to members of the public aged less than 18 years, not resulting in claims for compensation. <i>[For copies of accident reports where a claim for compensation is submitted by a member of the public following an accident, use Tourism Events - Claims.]</i>	Destroy when person reaches 25 years of age, or 7 years after last action, whichever is later
1.2.3 ■■■■■■■■■■■■■■■■■■■■	Accident/incident reports of personal injuries during events and festivals to members of the public aged over 18 years, not resulting in claims for compensation. <i>[For copies of accident reports where a claim for compensation is submitted by a member of the public following an accident, use Tourism Events - Claims.]</i>	Destroy 7 years after last action

TOURISM EVENTS

The function of arranging, approving and supporting tourist events and festivals. Includes identifying, approving, managing, enhancing and providing support to events and festivals which are conducted in order to attract tourists.

Acquisition

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.4.1 	<p>Records documenting the acquisition of goods and services required to support events and festivals where there is no tender or contracting-out process (ie where the cost of the acquisition is below the threshold for tendering or where a purchase is made against a period contract).</p> <p><i>[For the acquisition of goods and services through a tender process, use Tourism Events - Tendering.</i></p> <p><i>For the management of contracted out services, Use Tourism Events - Contracting-out.]</i></p>	Destroy 7 years after action completed

TOURISM EVENTS

The function of arranging, approving and supporting tourist events and festivals. Includes identifying, approving, managing, enhancing and providing support to events and festivals which are conducted in order to attract tourists.

Addresses (presentations)

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




<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.5.1 ■■■■■■■■■■■■■■■■■■■■	Final version of addresses made by the Chief Minister or portfolio Minister or senior agency officers at major public events. <i>[For addresses not at or about events or festivals use Tourism Management - addresses (presentations). For addresses relating to community or government relations refer to the TARDiS.]</i>	Retain as Territory Archives
1.5.2 ■■■■■■■■■■■■■■■■■■■■	Final versions of other addresses delivered in the routine promotion of events.	Destroy 2 years after last presentation
1.5.3 ■■■■■■■■■■■■■■■■■■■■	Working papers documenting the development of addresses, including drafts.	Destroy when reference ceases

TOURISM EVENTS

The function of arranging, approving and supporting tourist events and festivals. Includes identifying, approving, managing, enhancing and providing support to events and festivals which are conducted in order to attract tourists.

Advice

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.6.1 	Records documenting the receipt of advice which resulted in major changes to the organisation or management of events and festivals. Includes advice provided by consultants.	Retain as Territory Archives
1.6.2 	Records documenting the receipt and provision of all other advice on events and festivals. Includes advice provided by consultants.	Destroy 5 years after action completed
1.6.3 	Working papers documenting the development of advice relating to events and festivals.	Destroy 2 years after action completed

TOURISM EVENTS

The function of arranging, approving and supporting tourist events and festivals. Includes identifying, approving, managing, enhancing and providing support to events and festivals which are conducted in order to attract tourists.

Agreements

The processes associated with the establishment, maintenance, review and negotiation of agreements.


<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.7.1 ■■■■■■■■■■■■■■■■■■■■	Final version of significant agreements relating to events or festivals with government bodies or private organisations with implications for major liabilities or obligations for agency.	Retain as Territory Archives
1.7.2 ■■■■■■■■■■■■■■■■■■■■	Records relating to the negotiations, establishment, maintenance and review of significant agreements relating to events or festivals.	Retain as Territory Archives
1.7.3 ■■■■■■■■■■■■■■■■■■■■	Final version of other agreements relating to events or festivals.	Destroy 10 years after expiry of the agreement
1.7.4 ■■■■■■■■■■■■■■■■■■■■	Records relating to the negotiations, establishment, maintenance and review of other agreements relating to events or festivals.	Destroy 10 years after expiry of the agreement

TOURISM EVENTS

The function of arranging, approving and supporting tourist events and festivals. Includes identifying, approving, managing, enhancing and providing support to events and festivals which are conducted in order to attract tourists.

Arrangements

The activities involved in arranging for a journey or trip. Includes preparing travel itineraries, authorisations, entitlements etc Also includes arrangements made for the delivery of equipment or goods and the usage made of facilities, vehicles, equipment and space.




<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.12.1 	Records relating to travel and accommodation arrangements made in relation to events and festivals.	Destroy 1 year after action completed

TOURISM EVENTS

The function of arranging, approving and supporting tourist events and festivals. Includes identifying, approving, managing, enhancing and providing support to events and festivals which are conducted in order to attract tourists.

Audit

The activities associated with officially checking financial, quality assurance and operational records to ensure they have been kept and maintained in accordance with agreed or legislated standards and correctly record the events, processes and business of the agency in a specified period. Includes compliance audits, financial audits, operational audits, recordkeeping audits, skills audits, system audits and quality assurance audits.


<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.14.1 	Final report of an external audit of events and festivals (eg conducted by an external authority such as the ACT Auditor General's Office) where: the audit report is qualified by the Auditor-General; there are major or significant changes to agency practices.	Destroy 10 years after action completed
1.14.2 	Final report of an internal or external audit of events and festivals where: the audit report has been accepted by the Auditor-General; there are no changes or only minor or routine changes to agency practices. Includes recommendations and implementation plans.	Destroy 5 years after action completed
1.14.3 	Records documenting the planning and conduct of internal and external audits relating to events and festivals.	Destroy 3 years after action completed

TOURISM EVENTS

The function of arranging, approving and supporting tourist events and festivals. Includes identifying, approving, managing, enhancing and providing support to events and festivals which are conducted in order to attract tourists.



Authorisation

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.15.1 	Delegations of powers to agency staff to authorise administrative action relating to the events and festivals.	Destroy 7 years after delegation expires

Budgeting

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.17.1 	Budget estimates and associated records prepared for events and festivals.	Destroy 7 years after action completed
1.17.2 	Records documenting spending progress or revenue collection against allocations for events and festivals.	Destroy 3 years after action completed

TOURISM EVENTS

The function of arranging, approving and supporting tourist events and festivals. Includes identifying, approving, managing, enhancing and providing support to events and festivals which are conducted in order to attract tourists.

Cases

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
N/A	<i>[Use this activity descriptor when there is a need to keep records relating to a number of activities together on one file. In such cases sentence the file with the longest retention period for any activity on the file.]</i>	Not Applicable

Celebrations

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




<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.19.1 ■■■■■■■■■■■■■■■■■■■■	Programs, invitations, guest lists and photographs relating to major celebrations at Territory events and festivals.	Retain as Territory Archives
1.19.2 ■■■■■■■■■■■■■■■■■■■■	Records documenting routine arrangements supporting major celebrations at Territory events and festivals. Includes catering, venue bookings, etc.	Destroy 2 years after action completed
1.19.3 ■■■■■■■■■■■■■■■■■■■■	Records documenting all arrangements for other celebrations of lesser significance at events and festivals. Includes programs, invitations, guest lists, catering, venue bookings and entertainment.	Destroy 2 years after action completed

TOURISM EVENTS

The function of arranging, approving and supporting tourist events and festivals. Includes identifying, approving, managing, enhancing and providing support to events and festivals which are conducted in order to attract tourists.

Committees

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


<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.22.1 	Records of external committees formed to manage or advise on events and festivals. Includes: documents establishing the committee; final versions of minutes; reports; recommendations; supporting documents such as briefing papers and discussion papers.	Retain as Territory Archives
1.22.2 	Records of internal committees formed to manage or advise on events and festivals. Includes: documents establishing the committee; final versions of minutes; reports; recommendations; supporting documents such as briefing papers and discussion papers.	Destroy 7 years after action completed
1.22.3 	Working papers documenting the conduct and administration of committees formed to manage or advise on events and festivals. Includes: agenda; notices of meetings; draft minutes.	Destroy when reference ceases

TOURISM EVENTS

The function of arranging, approving and supporting tourist events and festivals. Includes identifying, approving, managing, enhancing and providing support to events and festivals which are conducted in order to attract tourists.

Compliance

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.23.1 	Records documenting compliance with mandatory or optional standards or with statutory requirements relating to events or festivals.	Destroy 7 years after action completed

TOURISM EVENTS

The function of arranging, approving and supporting tourist events and festivals. Includes identifying, approving, managing, enhancing and providing support to events and festivals which are conducted in order to attract tourists.

Conferences

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


<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.24.1 ■■■■■■■■■■■■■■■■■■■■	Records documenting conferences arranged by agency related to events and festivals. Includes: program development; invitations to speakers; promotion activities; registrations; venue bookings; copies of financial statements.	Destroy 3 years after action completed
1.24.2 ■■■■■■■■■■■■■■■■■■■■	Reports commenting on and assessing conferences arranged by agency related to events and festivals.	Destroy 3 years after action completed
1.24.3 ■■■■■■■■■■■■■■■■■■■■	Master copies of unpublished proceedings and reports, speeches and papers from conferences arranged by agency related to events and festivals.	Destroy 5 years after action completed
1.24.4 ■■■■■■■■■■■■■■■■■■■■	Published proceedings from conferences arranged by agency related to events and festivals.	Destroy when reference ceases

TOURISM EVENTS

The function of arranging, approving and supporting tourist events and festivals. Includes identifying, approving, managing, enhancing and providing support to events and festivals which are conducted in order to attract tourists.


Conferences - Continued

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.24.5 	Records documenting the attendance of staff at conferences arranged by other organisations related to events and festivals. Includes conference promotion material, programs and registration forms. <i>[For travel and accommodation arrangements made for staff to attend conferences, use Tourism Events - Arrangements.]</i>	Destroy when reference ceases

Conservation

The activities involved in the preservation, protection, maintenance, restoration and enhancement of properties, including buildings and land, and information resources and artefacts.




<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.25.1 	Records documenting activities involved in the preparation, enhancement and/or restoration of properties used for events and festivals. <i>[For activities involving the conservation of properties of Territory significance refer to the TARDiS.]</i>	Destroy 7 years after action completed

TOURISM EVENTS

The function of arranging, approving and supporting tourist events and festivals. Includes identifying, approving, managing, enhancing and providing support to events and festivals which are conducted in order to attract tourists.

Construction

The process of making or building something.


<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.26.1 	Records documenting the construction activities related to events and festivals. Includes: records of consultations (eg with owners and local authorities); specifications; building plans; project management records. <i>[For activities involving construction on properties of Territory significance refer to the TARDiS.]</i>	Destroy when property is disposed of or transfer to new owners
1.26.2 	Records documenting construction activities related to events and festivals not proceeded with.	Destroy 7 years after decision to suspend construction
1.26.3 	Records documenting minor and temporary construction related to events and festivals.	Destroy when reference ceases
1.26.4 	Working papers documenting construction activities related to events and festivals.	Destroy when reference ceases

TOURISM EVENTS

The function of arranging, approving and supporting tourist events and festivals. Includes identifying, approving, managing, enhancing and providing support to events and festivals which are conducted in order to attract tourists.


Contracting out

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.27.1 	Records documenting contract management relating to events and festivals. Includes: minutes of meetings with main stakeholders; performance and evaluation reports.	Destroy 7 years after completion or other termination of


Disposal

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.36.1 	Records documenting the disposal of properties and goods acquired for events and festivals.	Destroy 7 years after action completed

Distribution

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


<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.38.1 	Records documenting the distribution activity relating to events and festivals. Includes address lists.	Destroy when reference ceases

TOURISM EVENTS

The function of arranging, approving and supporting tourist events and festivals. Includes identifying, approving, managing, enhancing and providing support to events and festivals which are conducted in order to attract tourists.


Drafting

The activities associated with preparing preliminary drafts or outlines of addresses, reports, articles, plans, sketches, etc. prior to production.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.40.1 	Records documenting the drafting process for material related to events and festivals.	Destroy when reference ceases

Enquiries

The activities associated with the handling of requests for information about the agency and its services by the general public, agency employees or another agency.




<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.42.1 	Records documenting the handling of public enquiries about events and festivals.	Destroy 2 years after action completed

TOURISM EVENTS

The function of arranging, approving and supporting tourist events and festivals. Includes identifying, approving, managing, enhancing and providing support to events and festivals which are conducted in order to attract tourists.

Evaluation

The process of determining the suitability of potential or existing programs, items of equipment, systems or services in relation to meeting the needs of the given situation. Includes systems analysis and ongoing monitoring.


<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.44.1 	External and internal reports evaluating the Tourism Events function and/or major events and festivals.	Retain as Territory Archives
1.44.2 	Working papers supporting external or internal reports evaluating the Tourism Events function and/or major events and festivals.	Destroy when reference ceases
1.44.3 	Other records documenting the evaluation and ongoing monitoring of events and festivals.	Destroy 3 years after action completed

TOURISM EVENTS

The function of arranging, approving and supporting tourist events and festivals. Includes identifying, approving, managing, enhancing and providing support to events and festivals which are conducted in order to attract tourists.



Financial Statements

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.47.1 	Annual financial statements or formal interim financial statements, and background documentation for events or festivals where these are required to be recorded and/or kept or reported separately from agency's normal accounting systems. Includes annual statements of assets and liabilities, operating statement of financial position, balance sheets and statements of cash flows for the event or festival. <i>[For normal agency financial statements refer to the TARDiS.]</i>	Destroy 7 years after action completed

Grant Funding

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


<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.51.1 	Records documenting successful applications made by agency for grant funding for events or festivals. <i>[For the management of grant money received by CTEC refer to the TARDiS.]</i>	Destroy 7 years after action completed
1.51.2 	Records documenting unsuccessful applications made by agency for grant funding for events or festivals.	Destroy 2 years after action completed

TOURISM EVENTS

The function of arranging, approving and supporting tourist events and festivals. Includes identifying, approving, managing, enhancing and providing support to events and festivals which are conducted in order to attract tourists.

Implementation

The activities associated with carrying out or putting into action, plans, policies, procedures or instructions, all of which could be internally or externally driven. Includes manual or automated databases, applications or systems, but excludes installation of equipment. Also includes monitoring to ensure the implementation goes according to schedule and that standards are met and includes first aid treatment.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.55.1 	Records documenting the implementation of plans, policies and procedures developed to support events and festivals.	Destroy 3 years after action completed

Inquiries

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


<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
N/A	<i>[For inquiries into the Tourism Events function refer to the TARDiS.]</i>	Not Applicable

TOURISM EVENTS

The function of arranging, approving and supporting tourist events and festivals. Includes identifying, approving, managing, enhancing and providing support to events and festivals which are conducted in order to attract tourists.



Inspections

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.59.1 	Records documenting inspections of facilities, equipment and items related to events and festivals. <i>[For formal audits, use Tourism Events - Audit.]</i>	Destroy 3 years after action completed

Installation

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



<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.60.1 	Records documenting the installation and initial configuration of equipment for events and festivals.	Destroy 2 years after action completed
1.60.2 	Records documenting the reconfiguration and adjustment of equipment after initial installation.	Destroy 1 year after either the next reconfiguration or when the equipment is disposed of, whichever is the earlier

TOURISM EVENTS

The function of arranging, approving and supporting tourist events and festivals. Includes identifying, approving, managing, enhancing and providing support to events and festivals which are conducted in order to attract tourists.

Insurance

The process of taking out premiums to cover loss or damage to property or premises, and to cover customers and staff against injury or death resulting from incidents on the agency's premises or whilst engaged during employment.





<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.61.1 	Insurance policies covering property, equipment, etc for events and festivals. <i>[For insurance claims lodged, use Tourism Events – Claims]</i>	Destroy 7 years after policy expires
1.61.2 	Records documenting the annual renewal of insurance policies.	Destroy 1 year after action completed

TOURISM EVENTS

The function of arranging, approving and supporting tourist events and festivals. Includes identifying, approving, managing, enhancing and providing support to events and festivals which are conducted in order to attract tourists.

Joint Ventures

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



<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.64.1 	Final signed version of joint venture agreements or contracts relating to events or festivals of major significance to agency and the Territory. Includes those with implications for major liabilities or obligations for agency.	Retain as Territory Archives
1.64.2 	Working papers relating to the establishment and negotiations and management of joint venture agreements relating to events or festivals of major significance.	Retain as Territory Archives
1.64.3 	Final versions of other joint venture agreements or contracts relating to events or festivals.	Destroy 7 years after completion or other termination of agreement or contract
1.64.4 	Working papers relating to the establishment, negotiations and management of other joint venture agreements or contracts relating to events or festivals.	Destroy 7 years after completion or other termination of agreement or contract

TOURISM EVENTS

The function of arranging, approving and supporting tourist events and festivals. Includes identifying, approving, managing, enhancing and providing support to events and festivals which are conducted in order to attract tourists.

Leasing

The activities involved in leasing items, equipment, accommodation, premises or real estate from another agency. Includes the process of chartering.



<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.65.1 	Records documenting the leasing of property, equipment etc for events and festivals. Includes: negotiations; cost-benefit analysis; assessments; signed leases.	Destroy 7 years after lease expires or is terminated
1.65.2 	Records documenting the on-going management of leases of property, equipment etc for events and festivals.	Destroy 7 years after lease expires or is terminated

TOURISM EVENTS

The function of arranging, approving and supporting tourist events and festivals. Includes identifying, approving, managing, enhancing and providing support to events and festivals which are conducted in order to attract tourists.


Leasing-out

The activities involved in leasing-out items, equipment, accommodation, premises or real estate to another agency or person for a specified period and agreed price. Includes the formal documentation setting out conditions, rights, responsibilities etc of both parties. Also includes subleasing.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.66.1 	Records documenting the leasing-out of agency property, equipment etc for events and festivals. Includes: negotiations; cost-benefit analysis; assessments; signed leases.	Destroy 7 years after lease expires or is terminated
1.66.2 	Records documenting the on-going management of leases of agency property, equipment etc for events and festivals.	Destroy 7 years after lease expires or is terminated

Liaison

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


<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.69.1 	Records documenting liaison activities undertaken with organisations and community groups relating to events and festivals. Includes collaboration on projects, exchange of information and all the activities of a member of an organisation.	Destroy 3 years after action completed

TOURISM EVENTS

The function of arranging, approving and supporting tourist events and festivals. Includes identifying, approving, managing, enhancing and providing support to events and festivals which are conducted in order to attract tourists.

Marketing

The process of analysing, creating and selling products and services. Includes market research, sales forecasting, advertising, media releases, promotion, pricing and product evaluation.




<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.72.1 	Records documenting the marketing of events and festivals. Includes records covering arrangements for advertising campaigns and promotional photographs. <i>[For marketing of ACT tourism in general use Tourism Marketing</i> <i>For media releases related to events and festivals use Tourism Events - Media relations.]</i>	Destroy 5 years after action completed

TOURISM EVENTS

The function of arranging, approving and supporting tourist events and festivals. Includes identifying, approving, managing, enhancing and providing support to events and festivals which are conducted in order to attract tourists.

Media Relations

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





<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.73.1 	Master set of agency media releases relating to events and festivals.	Retain as Territory Archives
1.73.2 	Records documenting administrative arrangements with the media relating to events and festivals. Includes the issuing of media releases, organizing interviews and providing information and assistance to support media coverage of an event or festival.	Destroy 2 years after action completed
1.73.3 	Copies of media items specifically relating to events or festivals. Includes newscuttings, transcripts and electronic items.	Destroy when reference ceases

TOURISM EVENTS

The function of arranging, approving and supporting tourist events and festivals. Includes identifying, approving, managing, enhancing and providing support to events and festivals which are conducted in order to attract tourists.

Planning

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






<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.81.1 	Final version of plans for major events and festivals.	Retain as Territory Archives
1.81.2 	Final version of plans for other events and festivals.	Destroy when plan superseded or 5 years after action completed whichever comes first
1.81.3 	Working papers used to develop plans for other events and festivals. Includes draft plans, reports analysing issues, and comments on draft plans.	Destroy 1 year after adoption of the final plan
1.81.4 	Copies of plans for events and festivals.	Destroy when reference ceases

TOURISM EVENTS

The function of arranging, approving and supporting tourist events and festivals. Includes identifying, approving, managing, enhancing and providing support to events and festivals which are conducted in order to attract tourists.

Policy

The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making, as the basis from which the agency's operating procedures are determined.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.82.1 	Final version of policies for events and festivals.	Retain as Territory Archives
1.82.2 	Records documenting the development and establishment of agency's policies for events and festivals. Includes: policy proposals; research papers; results of consultations; supporting reports.	Destroy 5 years after policy is superseded
1.82.3 	Records documenting comments made on the development of policies for events and festivals.	Destroy 3 years after promulgation of the new policy
1.82.4 	Working papers documenting the development of policies for events and festivals.	Destroy 3 years after promulgation of the new policy
1.82.5 	Copies of policy documents for events and festivals and supporting papers.	Destroy when reference ceases

TOURISM EVENTS

The function of arranging, approving and supporting tourist events and festivals. Includes identifying, approving, managing, enhancing and providing support to events and festivals which are conducted in order to attract tourists.

Procedures

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.84.1 ■■■■■■■■■■■■■■■■■■■■	Master set of agency manuals, handbooks, directives etc detailing procedures supporting events and festivals.	Destroy 7 years after procedures are superseded
1.84.2 ■■■■■■■■■■■■■■■■■■■■	Records documenting the development of agency procedures supporting events and festivals.	Destroy 2 years after procedures are superseded
1.84.3 ■■■■■■■■■■■■■■■■■■■■	Copies of manuals, handbooks, directives etc.	Destroy when reference ceases

Public Reaction

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




<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.86.1 ■■■■■■■■■■■■■■■■■■■■	Records documenting public reaction and agency responses.	Destroy 6 years after action completed

TOURISM EVENTS

The function of arranging, approving and supporting tourist events and festivals. Includes identifying, approving, managing, enhancing and providing support to events and festivals which are conducted in order to attract tourists.

Reporting

The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of the results of the examination or investigation. Includes agenda, briefing, business, discussion papers, proposals, reports, reviews and returns.




<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.90.1 	Final version of internal formal reports and reports made to external agencies relating to events and festivals.	Retain as Territory Archives
1.90.2 	Final versions of periodic internal reports used to monitor and document recurring activities to support events and festivals. Includes the collection and reporting of statistical information.	Destroy 3 years after action completed
1.90.3 	Working papers documenting the development of all reports relating to events and festivals. Includes drafts and comments received.	Destroy when reference ceases
1.90.4 	Copies of reports relating to events and festivals.	Destroy when reference ceases
1.90.5 	Responses to surveys carried out in relation to events and festivals.	Destroy 3 years after action completed

TOURISM EVENTS

The function of arranging, approving and supporting tourist events and festivals. Includes identifying, approving, managing, enhancing and providing support to events and festivals which are conducted in order to attract tourists.

Reviewing

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



<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.95.1 	Final report of reviews of agency programs and operations supporting events and festivals.	Retain as Territory Archives
1.95.2 	Other records documenting a review of agency programs and operations supporting events and festivals. Includes documents establishing the review, action plan, etc.	Destroy 3 years after action completed
1.95.3 	Working papers documenting a review of agency programs and operations supporting events and festivals.	Destroy 1 year after action completed

TOURISM EVENTS

The function of arranging, approving and supporting tourist events and festivals. Includes identifying, approving, managing, enhancing and providing support to events and festivals which are conducted in order to attract tourists.


Risk Management

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.97.1 	Records documenting risk management for events and festivals including each stage of the process, risk assessments, treatment schedules and action plans.	Destroy 7 years after next risk assessment
1.97.2 	Risk register for events and festivals.	Destroy 7 years after next risk assessment

Security

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




<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.99.1 	Records documenting the management of activities undertaken to protect people, premises and property during events and festivals. Includes investigations into incidents and referral of an alleged incident to law enforcement authorities.	Destroy 5 years after action completed

TOURISM EVENTS

The function of arranging, approving and supporting tourist events and festivals. Includes identifying, approving, managing, enhancing and providing support to events and festivals which are conducted in order to attract tourists.


Submissions

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.104.1 	Final version of successful agency submissions relating to events and festivals.	Destroy 7 years after action completed
1.104.2 	Final version of unsuccessful agency submissions relating to events and festivals.	Destroy 3 years after action completed
1.104.3 	Working papers documenting the development of submissions relating to events and festivals. Includes draft submissions.	Destroy when reference ceases

Suggestions

The process of using suggestions from personnel and the public to improve the services and processes of the agency.







<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.105.1 	Suggestions received from the public relating to events and festivals. <i>[For feedback received from the public, use Tourism Events - Public Reaction.]</i>	Destroy 3 years after action completed

TOURISM EVENTS

The function of arranging, approving and supporting tourist events and festivals. Includes identifying, approving, managing, enhancing and providing support to events and festivals which are conducted in order to attract tourists.

Tendering

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



<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.106.1 	Records documenting the development and issue of tender documentation relating to events and festivals. Includes Statement of Requirements, Request for Proposals, Expression of Interest, Request for Tender (RFT) and draft contract.	Destroy 7 years after tender process completed
1.106.2 	Evaluation of tenders relating to events and festivals received against selection criteria. Includes records documenting arrangements for carrying out the evaluation process, evaluation report, recommendations, final report and public notices.	Destroy 7 years after tender process completed
1.106.3 	Records documenting post-offer negotiations and due diligence checks for tenders relating to events and festivals.	Destroy 7 years after tender process completed
1.106.4 	Records of unsuccessful tenders relating to events and festivals or a tender process where there is no suitable bidder, or where the tender process has been discontinued. Includes submissions, notification of outcome and reports on debriefing sessions.	Destroy 2 years after tender process completed or decision made not to continue with the tender
1.106.5 	Tender register for tenders relating to events and festivals.	Destroy 7 years after last entry
1.106.6 	Signed contracts under seal resulting from tenders relating to events and festivals and supporting records.	Destroy 12 years after completion or other termination of contract

TOURISM EVENTS

The function of arranging, approving and supporting tourist events and festivals. Includes identifying, approving, managing, enhancing and providing support to events and festivals which are conducted in order to attract tourists.

Tendering - Continued

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


<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.106.7 	Signed simple contracts and agreements resulting from tenders relating to events and festivals and supporting records.	Destroy 7 years after completion or other termination of agreement or contract
1.106.8 	Contract register for contracts relating to events and festivals.	Destroy 7 years after last entry

TOURISM MANAGEMENT

The function of managing tourism. Includes identifying tourist opportunities, encouraging the sustainable development of tourism, constructing and operating tourist facilities, providing tourism and travel information and booking services, advising the tourist and travel industries.

Acquisition

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.4.1 	<p>Records documenting the acquisition of goods and services required to support tourist facilities or tourism management where there is no tender or contracting-out process (i.e. where the cost of the acquisition is below the threshold for tendering or where a purchase is made against a period contract).</p> <p><i>[For the acquisition of goods and services through a tender process, use Tourism Management - Tendering.</i></p> <p><i>For the management of contracted out services, use Tourism Management - Contracting-out.]</i></p>	Destroy 7 years after action completed

TOURISM MANAGEMENT

The function of managing tourism. Includes identifying tourist opportunities, encouraging the sustainable development of tourism, constructing and operating tourist facilities, providing tourism and travel information and booking services, advising the tourist and travel industries.

Addresses (presentations)

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




<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.5.1 ■■■■■■■■■■■■■■■■■■■■	Final version of addresses made by the Chief Minister or portfolio Minister or senior agency officers relating to tourist facilities or tourism management. <i>[For addresses at or about events or festivals use Tourism Events – Addresses</i> <i>For addresses about marketing use Tourism Marketing - Addresses.]</i>	Retain as Territory Archives
2.5.2 ■■■■■■■■■■■■■■■■■■■■	Final versions of other addresses delivered in the routine promotion of tourism.	Destroy 2 years after last presentation
2.5.3 ■■■■■■■■■■■■■■■■■■■■	Working papers documenting the development of addresses, including drafts.	Destroy when reference ceases

TOURISM MANAGEMENT

The function of managing tourism. Includes identifying tourist opportunities, encouraging the sustainable development of tourism, constructing and operating tourist facilities, providing tourism and travel information and booking services, advising the tourist and travel industries.

Advice

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.6.1 	Records documenting the receipt of advice which resulted in major changes to the organisation or management of tourism or tourist facilities. Includes advice provided by consultants.	Retain as Territory Archives
2.6.2 	Records documenting the receipt and provision of all other advice on tourist facilities or tourism management. Includes advice provided by consultants.	Destroy 5 years after action completed
2.6.3 	Working papers documenting the development of advice relating to tourist facilities or tourism management.	Destroy 2 years after action completed

TOURISM MANAGEMENT

The function of managing tourism. Includes identifying tourist opportunities, encouraging the sustainable development of tourism, constructing and operating tourist facilities, providing tourism and travel information and booking services, advising the tourist and travel industries.

Agreements

The processes associated with the establishment, maintenance, review and negotiation of agreements.


<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.7.1 ■■■■■■■■■■■■■■■■■■■■	Final version of significant agreements relating to tourist facilities or tourism management with government bodies or private organisations with implications for major liabilities or obligations for agency.	Retain as Territory Archives
2.7.2 ■■■■■■■■■■■■■■■■■■■■	Records relating to the negotiations, establishment, maintenance and review of significant agreements relating to tourist facilities or tourism management.	Retain as Territory Archives
2.7.3 ■■■■■■■■■■■■■■■■■■■■	Final version of other agreements relating to tourist facilities or tourism management.	Destroy 10 years after the expiry of the agreement
2.7.4 ■■■■■■■■■■■■■■■■■■■■	Records relating to the negotiations, establishment, maintenance and review of other agreements relating to tourist facilities or tourism management.	Destroy 10 years after expiry of the agreement

TOURISM MANAGEMENT

The function of managing tourism. Includes identifying tourist opportunities, encouraging the sustainable development of tourism, constructing and operating tourist facilities, providing tourism and travel information and booking services, advising the tourist and travel industries.

Arrangements

The activities involved in arranging for a journey or trip. Includes preparing travel itineraries, authorisations, entitlements etc. Also includes arrangements made for the delivery of equipment or goods and the usage made of facilities, vehicles, equipment and space.




<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.12.1 	Records relating to travel and accommodation arrangements made in relation to tourist facilities or tourism management.	Destroy 1 year after action completed

TOURISM MANAGEMENT

The function of managing tourism. Includes identifying tourist opportunities, encouraging the sustainable development of tourism, constructing and operating tourist facilities, providing tourism and travel information and booking services, advising the tourist and travel industries.

Audit

The activities associated with officially checking financial, quality assurance and operational records to ensure they have been kept and maintained in accordance with agreed or legislated standards and correctly record the events, processes and business of the agency in a specified period. Includes compliance audits, financial audits, operational audits, recordkeeping audits, skills audits, system audits and quality assurance audits.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.14.1 	Final report of an external audit of tourist facilities or tourism management (eg conducted by an external authority such as the ACT Auditor General's Office) where: the audit report is qualified by the Auditor-General; there are major or significant changes to agency practices.	Destroy 10 years after action completed
2.14.2 	Final report of an internal or external audit of tourist facilities or tourism management where: the audit report has been accepted by the Auditor-General; there are no changes or only minor or routine changes to agency practices. Includes recommendations and implementation plans.	Destroy 5 years after action completed
2.14.3 	Records documenting the planning and conduct of internal and external audits relating to tourist facilities or tourism management.	Destroy 3 years after action completed

TOURISM MANAGEMENT

The function of managing tourism. Includes identifying tourist opportunities, encouraging the sustainable development of tourism, constructing and operating tourist facilities, providing tourism and travel information and booking services, advising the tourist and travel industries.

Authorisation

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.15.1 ■■■■■■■■■■■■■■■■■■■■	Delegations of powers to agency staff to authorise administrative action relating to tourism management.	Destroy 7 years after delegation expires

Bookings (Tourism)

The process of reserving, rooms, seats or services for tourists.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.16.1 ■■■■■■■■■■■■■■■■■■■■	Records documenting the booking of accommodation, transport or services.	Destroy 7 years after action completed

Cases

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
N/A	<i>[Use this activity descriptor when there is a need to keep records relating to a number of activities together on one file. In such cases sentence the file with the longest retention period for any activity on the file.]</i>	Not Applicable

TOURISM MANAGEMENT

The function of managing tourism. Includes identifying tourist opportunities, encouraging the sustainable development of tourism, constructing and operating tourist facilities, providing tourism and travel information and booking services, advising the tourist and travel industries.

Ceremonies

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


<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.20.1 ■■■■■■■■■■■■■■■■■■■■	Programs, invitations, guest lists and photographs relating to major ceremonies held to mark a special occasion (eg opening of major tourist facilities). <i>[For major ceremonies related to events or festivals use Tourism Events - Ceremonies]</i>	Retain as Territory Archives
2.20.2 ■■■■■■■■■■■■■■■■■■■■	Records documenting routine arrangements supporting major ceremonies held to mark a special occasion. Includes catering, venue bookings, etc.	Destroy 2 years after action completed
2.20.3 ■■■■■■■■■■■■■■■■■■■■	Records documenting all arrangements for other ceremonies of lesser significance. Includes programs, invitations, guest lists, catering, venue bookings and entertainment. <i>[For ceremonies related to events or festivals use Tourism Events - Ceremonies]</i>	Destroy 2 years after action completed

TOURISM MANAGEMENT

The function of managing tourism. Includes identifying tourist opportunities, encouraging the sustainable development of tourism, constructing and operating tourist facilities, providing tourism and travel information and booking services, advising the tourist and travel industries.

Claims

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




<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.21.1 	Records documenting insurance claims for injury, damage and/or loss related to tourist facilities or tourism management. <i>[For insurance policies and annual renewal for events and festivals, use Tourism Management - Insurance.]</i>	Destroy 7 years after finalisation or withdrawal of claim

TOURISM MANAGEMENT

The function of managing tourism. Includes identifying tourist opportunities, encouraging the sustainable development of tourism, constructing and operating tourist facilities, providing tourism and travel information and booking services, advising the tourist and travel industries.

Committees

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


<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.22.1 	Records of external committees formed to manage or advise on tourism management. Includes: documents establishing the committee; final versions of minutes; reports; recommendations; supporting documents such as briefing papers and discussion papers.	Retain as Territory Archives
2.22.2 	Records of internal committees formed to manage or advise on tourism management. Includes: documents establishing the committee; final versions of minutes; reports; recommendations; supporting documents such as briefing papers and discussion papers.	Destroy 7 years after action completed
2.22.3 	Working papers documenting the conduct and administration of committees formed to manage or advise on tourism management. Includes: Agenda; notices of meetings; draft minutes.	Destroy when reference ceases

TOURISM MANAGEMENT

The function of managing tourism. Includes identifying tourist opportunities, encouraging the sustainable development of tourism, constructing and operating tourist facilities, providing tourism and travel information and booking services, advising the tourist and travel industries.

Compliance

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.23.1 	Records documenting compliance with mandatory or optional standards or with statutory requirements relating to tourist facilities or tourism management.	Destroy 7 years after action completed

TOURISM MANAGEMENT

The function of managing tourism. Includes identifying tourist opportunities, encouraging the sustainable development of tourism, constructing and operating tourist facilities, providing tourism and travel information and booking services, advising the tourist and travel industries.

Conferences

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


<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.24.1 ■■■■■■■■■■■■■■■■■■■■	Records documenting conferences arranged by agency related to tourism management. Includes: program development; invitations to speakers; promotion activities; registrations; venue bookings; copies of financial statements.	Destroy 3 years after action completed
2.24.2 ■■■■■■■■■■■■■■■■■■■■	Reports commenting on and assessing conferences arranged by agency related to tourism management.	Destroy 3 years after action completed
2.24.3 ■■■■■■■■■■■■■■■■■■■■	Master copies of unpublished proceedings and reports, speeches and papers from conferences arranged by agency related to tourism management.	Destroy 5 years after action completed
2.24.4 ■■■■■■■■■■■■■■■■■■■■	Published proceedings from conferences arranged by agency related to tourism management.	Destroy when reference ceases

TOURISM MANAGEMENT

The function of managing tourism. Includes identifying tourist opportunities, encouraging the sustainable development of tourism, constructing and operating tourist facilities, providing tourism and travel information and booking services, advising the tourist and travel industries.


Conferences (Continued)

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.24.5 	Records documenting the attendance of staff at conferences related to tourism management arranged by other organisations. Includes conference promotion material, programs and conference registration forms. <i>[For travel and accommodation arrangements made for staff to attend conferences, use Tourism Management - Arrangements.]</i>	Destroy when reference ceases

Conservation

The activities involved in the preservation, protection, maintenance, restoration and enhancement of properties, including buildings and land, and information resources and artefacts.





<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.25.1 	Records documenting activities involved in the preparation, enhancement and/or restoration of properties used for tourist facilities and/or tourism management. <i>[For activities involving the conservation of properties of Territory significance refer to the TARDiS. For activities involving the conservation of properties used for events or festivals use Tourism Events – Conservation.]</i>	Destroy 7 years after action completed

TOURISM MANAGEMENT

The function of managing tourism. Includes identifying tourist opportunities, encouraging the sustainable development of tourism, constructing and operating tourist facilities, providing tourism and travel information and booking services, advising the tourist and travel industries.

Construction

The process of making or building something.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.26.1 	Records documenting the construction activities for tourist facilities. Includes: records of consultations (eg with owners and local authorities); specifications; building plans; project management records. <i>[For activities involving construction on properties of Territory significance refer to the TARDiS.]</i>	Destroy when property is disposed of or transfer to new owners
2.26.2 	Records documenting construction activities related to tourist facilities not proceeded with.	Destroy 7 years after decision to suspend construction
2.26.3 	Records documenting minor and temporary construction related to tourist facilities.	Destroy when reference ceases
2.26.4 	Working papers documenting construction activities on tourist facilities.	Destroy when reference ceases

TOURISM MANAGEMENT

The function of managing tourism. Includes identifying tourist opportunities, encouraging the sustainable development of tourism, constructing and operating tourist facilities, providing tourism and travel information and booking services, advising the tourist and travel industries.

Contracting out

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.27.1 ■■■■■■■■■■■■■■■■■■■■	Records documenting contract management relating to tourism management. Includes: minutes of meetings with main stakeholders; performance and evaluation reports.	Destroy 7 years after completion or other termination of contract

Data Administration

The activities associated with maintaining and using the data that is held in a system, either automated or manual. Includes the maintenance of data dictionaries.



<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.33.1 ■■■■■■■■■■■■■■■■■■■■	Records documenting the migration of records relating to tourism between electronic systems and from one electronic medium to another. Includes strategies for the migration and quality assurance checks to confirm accuracy of the migration process.	Destroy 1 year after data is either migrated again or destroyed
2.33.2 ■■■■■■■■■■■■■■■■■■■■	Records documenting the migration of records between formats or from one medium to another eg paper to electronic i.e. scanning of paper records into an electronic system. Includes quality assurance checks to confirm the accuracy of information transfer.	Destroy 1 year after action completed
2.33.3 ■■■■■■■■■■■■■■■■■■■■	Records documenting the maintenance of agency data dictionaries.	Destroy when superseded

TOURISM MANAGEMENT

The function of managing tourism. Includes identifying tourist opportunities, encouraging the sustainable development of tourism, constructing and operating tourist facilities, providing tourism and travel information and booking services, advising the tourist and travel industries.


Database Management

The activities associated with the building, prototyping and testing of databases. Includes the management of user rules, passwords and monitoring usage and response times.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.34.1 	Records documenting the management of tourism databases. Includes requests for changes to schemas, views and configuration management.	Destroy 7 years after action completed
2.34.2 	Ad-hoc requests for information from tourism databases.	Destroy 1 year after action completed

Disposal

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.36.1 	Records documenting the disposal of properties and goods acquired for tourist facilities or tourism management.	Destroy 7 years after action completed

TOURISM MANAGEMENT

The function of managing tourism. Includes identifying tourist opportunities, encouraging the sustainable development of tourism, constructing and operating tourist facilities, providing tourism and travel information and booking services, advising the tourist and travel industries.

Distribution

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.38.1 ■■■■■■■■■■■■■■■■■■■■	Records documenting the distribution activity relating to tourism management. Includes address lists.	Destroy when reference ceases

Drafting

The activities associated with preparing preliminary drafts or outlines of addresses, reports, articles, plans, sketches, etc. prior to production.



<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.40.1 ■■■■■■■■■■■■■■■■■■■■	Records documenting the drafting process for material related to tourism management.	Destroy when reference ceases

TOURISM MANAGEMENT

The function of managing tourism. Includes identifying tourist opportunities, encouraging the sustainable development of tourism, constructing and operating tourist facilities, providing tourism and travel information and booking services, advising the tourist and travel industries.

Enquiries

The activities associated with the handling of requests for information about the agency and its services by the general public, agency employees or another agency.




<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.42.1 	Records documenting information with which to answer common public enquiries about tourism.	Destroy when reference ceases
2.42.2 	Records documenting the handling of public enquiries about tourism. <i>[For enquiries about events and festivals use Tourism Management - Enquiries.]</i>	Destroy 2 years after action completed

TOURISM MANAGEMENT

The function of managing tourism. Includes identifying tourist opportunities, encouraging the sustainable development of tourism, constructing and operating tourist facilities, providing tourism and travel information and booking services, advising the tourist and travel industries.

Evaluation

The process of determining the suitability of potential or existing programs, items of equipment, systems or services in relation to meeting the needs of the given situation. Includes systems analysis and ongoing monitoring.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.44.1 	External and internal reports evaluating the Tourism Management function, tourist facilities and/or the management of tourism.	Retain as Territory Archives
2.44.2 	Working papers supporting external or internal reports evaluating the Tourism Management function, tourist facilities and/or the management of tourism.	Destroy when reference ceases
2.44.3 	Other records documenting the evaluation and ongoing monitoring of tourist facilities or the management of tourism.	Destroy 3 years after action completed

TOURISM MANAGEMENT

The function of managing tourism. Includes identifying tourist opportunities, encouraging the sustainable development of tourism, constructing and operating tourist facilities, providing tourism and travel information and booking services, advising the tourist and travel industries.

Financial Statements

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.47.1 ■■■■■■■■■■■■■■■■■■■■	Annual financial statements or formal interim financial statements, and background documentation for tourist facilities or other activities related to tourist management where these are required to be recorded and/or kept or reported separately from agency's normal accounting systems. Includes annual statements of assets and liabilities, operating statement of financial position, balance sheets and statements of cash flows for the facility or activity. <i>[For normal agency financial statements refer to the TARDiS.]</i>	Destroy 7 years after action completed

Grant Funding

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


<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.51.1 ■■■■■■■■■■■■■■■■■■■■	Records documenting successful applications made by agency for grant funding for tourist facilities or tourism management. <i>[For the management of grant money received by CTEC refer to the TARDiS.]</i>	Destroy 7 years after action completed
2.51.2 ■■■■■■■■■■■■■■■■■■■■	Records documenting unsuccessful applications made by agency for grant funding for tourism management.	Destroy 2 years after action completed

TOURISM MANAGEMENT

The function of managing tourism. Includes identifying tourist opportunities, encouraging the sustainable development of tourism, constructing and operating tourist facilities, providing tourism and travel information and booking services, advising the tourist and travel industries.

Implementation

The activities associated with carrying out or putting into action, plans, policies, procedures or instructions, all of which could be internally or externally driven. Includes manual or automated databases, applications or systems, but excludes installation of equipment. Also includes monitoring to ensure the implementation goes according to schedule and that standards are met and includes first aid treatment.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.55.1 	Records documenting the implementation of plans, policies and procedures developed to support tourism management.	Destroy 3 years after action completed

Inquiries

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
N/A	<i>[For inquiries into the Tourism Management function refer to the TARDiS.]</i>	Not Applicable

TOURISM MANAGEMENT

The function of managing tourism. Includes identifying tourist opportunities, encouraging the sustainable development of tourism, constructing and operating tourist facilities, providing tourism and travel information and booking services, advising the tourist and travel industries.

Inspections

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.59.1 ■■■■■■■■■■■■■■■■■■■■	Records documenting inspections of facilities, equipment and items related to tourist facilities or other facilities, equipment or items related to tourist management. <i>[For formal audits, use Tourism Management - Audit.]</i>	Destroy 3 years after action completed

Installation

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.60.1 ■■■■■■■■■■■■■■■■■■■■	Records documenting the installation and initial configuration of equipment for tourist facilities.	Destroy 2 years after action completed
2.60.2 ■■■■■■■■■■■■■■■■■■■■	Records documenting the reconfiguration and adjustment of equipment after initial installation.	Destroy 1 year after either the next reconfiguration or when the equipment is disposed of, whichever is the earlier

TOURISM MANAGEMENT

The function of managing tourism. Includes identifying tourist opportunities, encouraging the sustainable development of tourism, constructing and operating tourist facilities, providing tourism and travel information and booking services, advising the tourist and travel industries.

Insurance

The process of taking out premiums to cover loss or damage to property or premises, and to cover customers and staff against injury or death resulting from incidents on the agency's premises or whilst engaged during employment.





<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.61.1 ■■■■■■■■■■■■■■■■■■■■	Insurance policies covering property, equipment, etc for tourist facilities. <i>[For insurance claims lodged, use Tourism Management - Claims.]</i>	Destroy 7 years after policy expires
2.61.2 ■■■■■■■■■■■■■■■■■■■■	Records documenting the annual renewal of insurance policies.	Destroy 1 year after action completed

TOURISM MANAGEMENT

The function of managing tourism. Includes identifying tourist opportunities, encouraging the sustainable development of tourism, constructing and operating tourist facilities, providing tourism and travel information and booking services, advising the tourist and travel industries.

Joint Ventures

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



<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.64.1 	Final signed version of joint venture agreements or contracts relating to tourism management of major significance to agency and the Territory. Includes those with implications for major liabilities or obligations for agency.	Retain as Territory Archives
2.64.2 	Working papers relating to the establishment and negotiations and management of joint venture agreements relating to tourism management of major significance.	Retain as Territory Archives
2.64.3 	Final versions of other joint venture agreements or contracts relating to tourism management.	Destroy 7 years after completion or other termination of agreement or contract
2.64.4 	Working papers relating to the establishment, negotiations and management of other joint venture agreements or contracts relating to tourism management.	Destroy 7 years after completion or other termination of agreement or contract

TOURISM MANAGEMENT

The function of managing tourism. Includes identifying tourist opportunities, encouraging the sustainable development of tourism, constructing and operating tourist facilities, providing tourism and travel information and booking services, advising the tourist and travel industries.

Leasing

The activities involved in leasing items, equipment, accommodation, premises or real estate from another agency. Includes the process of chartering.



<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.65.1 	Records documenting the leasing of property, equipment etc for tourist facilities. Includes: negotiations; cost-benefit analysis; assessments; signed leases.	Destroy 7 years after lease expires or is terminated
2.65.2 	Records documenting the on-going management of leases of property, equipment etc for tourist facilities.	Destroy 7 years after lease expires or is terminated

TOURISM MANAGEMENT

The function of managing tourism. Includes identifying tourist opportunities, encouraging the sustainable development of tourism, constructing and operating tourist facilities, providing tourism and travel information and booking services, advising the tourist and travel industries.


Leasing-out

The activities involved in leasing-out items, equipment, accommodation, premises or real estate to another agency or person for a specified period and agreed price. Includes the formal documentation setting out conditions, rights, responsibilities etc of both parties. Also includes subleasing.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.66.1 	Records documenting the leasing-out of agency property, equipment etc for tourist facilities. Includes: negotiations; cost-benefit analysis; assessments; signed leases.	Destroy 7 years after lease expires or is terminated
2.66.2 	Records documenting the on-going management of leases of agency property, equipment etc for tourist facilities.	Destroy 7 years after lease expires or is terminated

Liaison

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


<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.69.1 	Records documenting liaison activities undertaken with organisations and community groups relating to tourism management. Includes collaboration on projects, exchange of information and all the activities of a member of an organisation.	Destroy 3 years after action completed

TOURISM MANAGEMENT

The function of managing tourism. Includes identifying tourist opportunities, encouraging the sustainable development of tourism, constructing and operating tourist facilities, providing tourism and travel information and booking services, advising the tourist and travel industries.

Marketing

The process of analysing, creating and selling products and services. Includes market research, sales forecasting, advertising, media releases, promotion, pricing and product evaluation.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.72.1 	Records documenting the marketing of tourist facilities. Includes records covering arrangements for advertising campaigns and promotional photographs. <i>[For marketing of ACT tourism in general use Tourism Marketing.]</i>	Destroy 5 years after action completed

TOURISM MANAGEMENT

The function of managing tourism. Includes identifying tourist opportunities, encouraging the sustainable development of tourism, constructing and operating tourist facilities, providing tourism and travel information and booking services, advising the tourist and travel industries.

Media Relations

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





<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.73.1 ■■■■■■■■■■■■■■■■■■■■	Master set of agency media releases relating to the tourist facilities. <i>[For media releases relating to events or festivals use Tourism Events - Media relations.</i> <i>For media releases relating to the marketing of tourism use Tourism Marketing - Media relations.]</i>	Retain as Territory Archives
2.73.2 ■■■■■■■■■■■■■■■■■■■■	Records documenting administrative arrangements with the media relating to the tourist facilities. Includes the issuing of media releases, organizing interviews and providing information and assistance to support media coverage of tourist facilities.	Destroy 2 years after action completed
2.73.3 ■■■■■■■■■■■■■■■■■■■■	Copies of media items relating to tourist facilities. Includes newscuttings, transcripts and electronic items. <i>[For copies of media items relating to events or festivals use Tourism Events - Media relations.</i> <i>For copies of media items relating to the marketing of tourism use Tourism Marketing - Media relations.]</i>	Destroy when reference ceases

TOURISM MANAGEMENT

The function of managing tourism. Includes identifying tourist opportunities, encouraging the sustainable development of tourism, constructing and operating tourist facilities, providing tourism and travel information and booking services, advising the tourist and travel industries.

Planning

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





<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.81.1 	Final version of plans for major tourist facilities or major activities related to tourist management.	Retain as Territory Archives
2.81.2 	Final version of plans for other activities related to tourist management.	Destroy when plan superseded or 5 years after act completed whichever comes first
2.81.3 	Working papers used to develop plans for tourist facilities or tourist management. Includes draft plans, reports analysing issues, and comments on draft plans.	Destroy 1 year after adoption of the final plan
2.81.4 	Copies of plans for tourist facilities or tourist management.	Destroy when reference ceases

TOURISM MANAGEMENT

The function of managing tourism. Includes identifying tourist opportunities, encouraging the sustainable development of tourism, constructing and operating tourist facilities, providing tourism and travel information and booking services, advising the tourist and travel industries.

Reporting

The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of the results of the examination or investigation. Includes agenda, briefing, business, discussion papers, proposals, reports, reviews and returns.




<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.90.1 	Final version of internal formal reports and reports made to external agencies relating to tourist facilities and tourism management.	Retain as Territory Archives
2.90.2 	Final versions of periodic internal reports used to monitor and document recurring activities to support tourist facilities and tourism management. Includes the collection and reporting of statistical information.	Destroy 3 years after action completed
2.90.3 	Working papers documenting the development of all reports relating to tourist facilities and tourism management. Includes drafts and comments received.	Destroy when reference ceases
2.90.4 	Copies of reports relating to tourist facilities and tourism management.	Destroy when reference ceases
2.90.5 	Responses to surveys carried out in relation to tourist facilities and tourism management.	Destroy 3 years after action completed

TOURISM MANAGEMENT

The function of managing tourism. Includes identifying tourist opportunities, encouraging the sustainable development of tourism, constructing and operating tourist facilities, providing tourism and travel information and booking services, advising the tourist and travel industries.

Reviewing

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


<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.95.1 	Final report of reviews of agency programs and operations supporting tourist facilities and tourism management.	Retain as Territory Archives
2.95.2 	Other records documenting a review of agency programs and operations supporting tourist facilities and tourism management. Includes documents establishing the review, action plan, etc.	Destroy 3 years after action completed
2.95.3 	Working papers documenting a review of agency programs and operations supporting tourist facilities and tourism management.	Destroy 1 year after action completed

TOURISM MANAGEMENT

The function of managing tourism. Includes identifying tourist opportunities, encouraging the sustainable development of tourism, constructing and operating tourist facilities, providing tourism and travel information and booking services, advising the tourist and travel industries.

Suggestions

The process of using suggestions from personnel and the public to improve the services and processes of the agency.







<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.105.1 	Suggestions received from the public relating to tourist facilities or tourism management. <i>[For feedback received from the public, use Tourism Management - Public Reaction.</i> <i>For suggestions received from the public relating to events and festivals use Tourism Events - Suggestions.]</i>	Destroy 3 years after action completed

TOURISM MANAGEMENT

The function of managing tourism. Includes identifying tourist opportunities, encouraging the sustainable development of tourism, constructing and operating tourist facilities, providing tourism and travel information and booking services, advising the tourist and travel industries.

Tendering

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



<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.106.1 	Records documenting the development and issue of tender documentation relating to tourist facilities and tourism management. Includes Statement of Requirements, Request for Proposals, Expression of Interest, Request for Tender (RFT) and draft contract.	Destroy 7 years after tender process completed
2.106.2 	Evaluation of tenders relating to tourist facilities and tourism management received against selection criteria. Includes records documenting arrangements for carrying out the evaluation process, evaluation report, recommendations, final report and public notices.	Destroy 7 years after tender process completed
2.106.3 	Records documenting post-offer negotiations and due diligence checks for tenders relating to tourist facilities and tourism management.	Destroy 7 years after tender process completed
2.106.4 	Records of unsuccessful tenders relating to tourist facilities and tourism management or a tender process where there is no suitable bidder, or where the tender process has been discontinued. Includes submissions, notification of outcome and reports on debriefing sessions.	Destroy 2 years after tender process completed or decision made not to continue with the tender
2.106.5 	Tender register for tenders relating to tourist facilities and tourism management.	Destroy 7 years after last entry
2.106.6 	Signed contracts under seal resulting from tenders relating to tourist facilities and tourism management and supporting records.	Destroy 12 years after completion or other termination of contract

TOURISM MANAGEMENT

The function of managing tourism. Includes identifying tourist opportunities, encouraging the sustainable development of tourism, constructing and operating tourist facilities, providing tourism and travel information and booking services, advising the tourist and travel industries.



Tendering - Continued

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.106.7 	Signed simple contracts and agreements resulting from tenders relating to tourist facilities and tourism management and supporting records.	Destroy 7 years after completion or other termination of agreement or contract
2.106.8 	Contract register for contracts relating to tourist facilities and tourism management.	Destroy 7 years after last entry

Visits

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.111.1 	Records documenting arrangements for visits or tours made by important tourist industry representatives.	Destroy 5 years after action completed
2.111.2 	Records documenting arrangements for visits or tours by other tourist industry representatives.	Destroy 2 years after action completed

TOURISM MARKETING

The function of analysing, creating and selling tourism and tourist and travel related products and services. Includes market research, sales forecasting, advertising, media releases, promotion, pricing and product evaluation.

Acquisition

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




<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
3.4.1 ■■■■■■■■■■■■■■■■■■■■	<p>Records documenting the acquisition of goods and services required to support the marketing of tourism where there is no tender or contracting-out process (i.e. where the cost of the acquisition is below the threshold for tendering or where a purchase is made against a period contract.</p> <p><i>[For the acquisition of goods and services through a tender process, use Tourism Marketing - Tendering.</i></p> <p><i>For the management of contracted out services, use Tourism Marketing - Contracting-out.]</i></p>	Destroy 7 years after action completed

TOURISM MARKETING

The function of analysing, creating and selling tourism and tourist and travel related products and services. Includes market research, sales forecasting, advertising, media releases, promotion, pricing and product evaluation.

Addresses (presentations)

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
3.5.1 	Final version of addresses made by the Chief Minister or portfolio Minister or senior agency officers for the purpose of marketing tourism. <i>[For addresses in relation to events and festivals use Tourism Events - Addresses (presentations). For addresses not for the purpose of marketing tourism or events or festivals use Tourism Management - Addresses (presentations). For addresses relating to community or government relations refer to the TARDiS.]</i>	Retain as Territory Archives
3.5.2 	Final versions of other addresses delivered in the routine promotion of tourism.	Destroy 2 years after last presentation
3.5.3 	Working papers documenting the development of addresses, including drafts.	Destroy when reference ceases

TOURISM MARKETING

The function of analysing, creating and selling tourism and tourist and travel related products and services. Includes market research, sales forecasting, advertising, media releases, promotion, pricing and product evaluation.

Advice

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
3.6.1 ████████████████████	Records documenting the receipt of advice which resulted in major changes to the marketing of tourism. Includes advice provided by consultants.	Retain as Territory Archives
3.6.2 ████████████████████	Records documenting the receipt and provision of all other advice relating to the marketing of tourism. Includes advice provided by consultants.	Destroy 5 years after action completed
3.6.3 ████████████████████	Working papers documenting the development of advice relating to the marketing of tourism.	Destroy 2 years after action completed

TOURISM MARKETING

The function of analysing, creating and selling tourism and tourist and travel related products and services. Includes market research, sales forecasting, advertising, media releases, promotion, pricing and product evaluation.

Agreements

The processes associated with the establishment, maintenance, review and negotiation of agreements.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
3.7.1 ■■■■■■■■■■■■■■■■■■■■	Final version of significant agreements relating to the marketing of tourism with government bodies or private organisations with implications for major liabilities or obligations for agency.	Retain as Territory Archives
3.7.2 ■■■■■■■■■■■■■■■■■■■■	Records relating to the negotiations, establishment, maintenance and review of significant agreements relating to the marketing of tourism.	Retain as Territory Archives
3.7.3 ■■■■■■■■■■■■■■■■■■■■	Final version of other agreements relating to the marketing of tourism.	Destroy 10 years after expiry of the agreement
3.7.4 ■■■■■■■■■■■■■■■■■■■■	Records relating to the negotiations, establishment, maintenance and review of other agreements relating to the marketing of tourism.	Destroy 10 years after expiry of the agreement

TOURISM MARKETING

The function of analysing, creating and selling tourism and tourist and travel related products and services. Includes market research, sales forecasting, advertising, media releases, promotion, pricing and product evaluation.

Arrangements

The activities involved in arranging for a journey or trip. Includes preparing travel itineraries, authorisations, entitlements etc Also includes arrangements made for the delivery of equipment or goods and the usage made of facilities, vehicles, equipment and space.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
3.12.1 	Records relating to travel and accommodation arrangements made in relating to the marketing of tourism.	Destroy 1 year after action completed

TOURISM MARKETING

The function of analysing, creating and selling tourism and tourist and travel related products and services. Includes market research, sales forecasting, advertising, media releases, promotion, pricing and product evaluation.

Audit

The activities associated with officially checking financial, quality assurance and operational records to ensure they have been kept and maintained in accordance with agreed or legislated standards and correctly record the events, processes and business of the agency in a specified period. Includes compliance audits, financial audits, operational audits, recordkeeping audits, skills audits, system audits and quality assurance audits.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
3.14.1 ████████████████████	Final report of an external audit of the marketing of tourism (eg conducted by an external authority such as the ACT Auditor-General's Office) where: the audit report is qualified by the Auditor-General; there are major or significant changes to agency practices.	Destroy 10 years after action completed
3.14.2 ████████████████████	Final report of an internal or external audit of the marketing of tourism where: the audit report has been accepted by the Auditor-General; there are no changes or only minor or routine changes to agency practices.	Destroy 5 years after action completed
3.14.3 ████████████████████	Records documenting the planning and conduct of internal and external audits relating to the marketing of tourism.	Destroy 3 years after action completed

TOURISM MARKETING

The function of analysing, creating and selling tourism and tourist and travel related products and services. Includes market research, sales forecasting, advertising, media releases, promotion, pricing and product evaluation.

Authorisation

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
3.15.1 ■■■■■■■■■■■■■■■■■■■■	Delegations of powers to agency staff to authorise administrative action relating to the marketing of tourism.	Destroy 7 years after delegation expires

Budgeting

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
3.17.1 ■■■■■■■■■■■■■■■■■■■■	Budget estimates and associated records prepared for the marketing of tourism.	Destroy 7 years after action completed
3.17.2 ■■■■■■■■■■■■■■■■■■■■	Records documenting spending progress or revenue collection against allocations for the marketing of tourism.	Destroy 3 years after action completed

TOURISM MARKETING

The function of analysing, creating and selling tourism and tourist and travel related products and services. Includes market research, sales forecasting, advertising, media releases, promotion, pricing and product evaluation.

Cases

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
N/A	<i>[Use this activity descriptor when there is a need to keep records relating to a number of activities together on one file. In such cases sentence the file with the longest retention period for any activity on the file.]</i>	Not Applicable

Celebrations

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




<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
3.19.1 ■■■■■■■■■■■■■■■■■■■■	Programs, invitations, guest lists and photographs relating to major celebrations relating to the marketing of tourism.	Retain as Territory Archives
3.19.2 ■■■■■■■■■■■■■■■■■■■■	Records documenting routine arrangements supporting major celebrations relating to the marketing of tourism. Includes catering, venue bookings, etc.	Destroy 2 years after action completed
3.19.3 ■■■■■■■■■■■■■■■■■■■■	Records documenting all arrangements for other celebrations of lesser significance relating to the marketing of tourism. Includes programs, invitations, guest lists, catering, venue bookings and entertainment.	Destroy 2 years after action completed

TOURISM MARKETING

The function of analysing, creating and selling tourism and tourist and travel related products and services. Includes market research, sales forecasting, advertising, media releases, promotion, pricing and product evaluation.

Committees

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


<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
3.22.1 	Records of external committees formed to manage or advise on the marketing of tourism. Includes: documents establishing the committee; final versions of minutes; reports; recommendations; supporting documents such as briefing papers and discussion papers.	Retain as Territory Archives
3.22.2 	Records of internal committees formed to manage or advise on the marketing of tourism. Includes: documents establishing the committee; final versions of minutes; reports; recommendations; supporting documents such as briefing papers and discussion papers.	Destroy 7 years after action completed
3.22.3 	Working papers documenting the conduct and administration of committees formed to manage or advise on the marketing of tourism. Includes: agenda; notices of meetings; draft minutes.	Destroy when reference ceases

TOURISM MARKETING

The function of analysing, creating and selling tourism and tourist and travel related products and services. Includes market research, sales forecasting, advertising, media releases, promotion, pricing and product evaluation.

Compliance

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
3.23.1 	Records documenting compliance with mandatory or optional standards or with statutory requirements relating to the marketing of tourism.	Destroy 7 years after action completed

TOURISM MARKETING

The function of analysing, creating and selling tourism and tourist and travel related products and services. Includes market research, sales forecasting, advertising, media releases, promotion, pricing and product evaluation.

Conferences

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
3.24.1 ■■■■■■■■■■■■■■■■■■■■	Records documenting conferences arranged by agency related to the marketing of tourism. Includes: program development; invitations to speakers; promotion activities; registrations; venue bookings; copies of financial statements.	Destroy 3 years after action completed
3.24.2 ■■■■■■■■■■■■■■■■■■■■	Reports commenting on and assessing conferences arranged by agency related to the marketing of tourism.	Destroy 5 years after action completed
3.24.3 ■■■■■■■■■■■■■■■■■■■■	Master copies of unpublished proceedings and reports, speeches and papers from conferences arranged by agency related to the marketing of tourism.	Destroy 5 years after action completed
3.24.4 ■■■■■■■■■■■■■■■■■■■■	Published proceedings from conferences arranged by agency related to the marketing of tourism.	Destroy when reference ceases

TOURISM MARKETING

The function of analysing, creating and selling tourism and tourist and travel related products and services. Includes market research, sales forecasting, advertising, media releases, promotion, pricing and product evaluation.

Conferences (continued)

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
3.24.5 ■■■■■■■■■■■■■■■■■■■■	Records documenting the attendance of staff at conferences arranged by other organisations the marketing of tourism. Includes conference promotion material, programs and conference registration forms. <i>[For travel and accommodation arrangements made for staff to attend conferences, use Tourism Events - Arrangements.]</i>	Destroy when reference ceases

Contracting out

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
3.27.1 ■■■■■■■■■■■■■■■■■■■■	Records documenting contract management relating to the marketing of tourism. Includes: minutes of meetings with main stakeholders; performance and evaluation reports.	Destroy 7 years after completion or other termination of agreement or contract

TOURISM MARKETING

The function of analysing, creating and selling tourism and tourist and travel related products and services. Includes market research, sales forecasting, advertising, media releases, promotion, pricing and product evaluation.

Distribution

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
3.38.1 ■■■■■■■■■■■■■■■■■■■■	Records documenting the distribution activity relating to the marketing of tourism. Includes address lists.	Destroy when reference ceases

Drafting

The activities associated with preparing preliminary drafts or outlines of addresses, reports, articles, plans, sketches, etc. prior to production.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
3.40.1 ■■■■■■■■■■■■■■■■■■■■	Records documenting the drafting process for material related to the marketing of tourism.	Destroy when reference ceases

Enquiries

The activities associated with the handling of requests for information about the agency and its services by the general public, agency employees or another agency.




<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
3.42.1 ■■■■■■■■■■■■■■■■■■■■	Records documenting the handling of public enquiries about the marketing of tourism.	Destroy 2 years after action completed

TOURISM MARKETING

The function of analysing, creating and selling tourism and tourist and travel related products and services. Includes market research, sales forecasting, advertising, media releases, promotion, pricing and product evaluation.

Evaluation

The process of determining the suitability of potential or existing programs, items of equipment, systems or services in relation to meeting the needs of the given situation. Includes systems analysis and ongoing monitoring.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
3.44.1 	External and internal reports evaluating the marketing of tourism.	Retain as Territory Archives
3.44.2 	Working papers supporting external or internal reports evaluating the marketing of tourism.	Destroy when reference ceases
3.44.3 	Other records documenting the evaluation and ongoing monitoring of the marketing of tourism.	Destroy 3 years after action completed

TOURISM MARKETING

The function of analysing, creating and selling tourism and tourist and travel related products and services. Includes market research, sales forecasting, advertising, media releases, promotion, pricing and product evaluation.

Financial Statements

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
3.47.1 ■■■■■■■■■■■■■■■■■■■■	Annual financial statements or formal interim financial statements, and background documentation for the marketing of tourism where these are required to be recorded and/or kept or reported separately from agency's normal accounting systems. Includes annual statements of assets and liabilities, operating statement of financial position, balance sheets and statements of cash flows for the marketing of tourism. <i>[For normal agency financial statements refer to the TARDiS.]</i>	Destroy 7 years after action completed

Grant Funding

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


<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
3.51.1 ■■■■■■■■■■■■■■■■■■■■	Records documenting successful applications made by agency for grant funding for the marketing of tourism. <i>[For the management of grant money received by CTEC refer to the TARDiS.]</i>	Destroy 7 years after action completed
3.51.2 ■■■■■■■■■■■■■■■■■■■■	Records documenting unsuccessful applications made by agency for grant funding for the marketing of tourism.	Destroy 2 years after action completed

TOURISM MARKETING

The function of analysing, creating and selling tourism and tourist and travel related products and services. Includes market research, sales forecasting, advertising, media releases, promotion, pricing and product evaluation.

Implementation

The activities associated with carrying out or putting into action, plans, policies, procedures or instructions, all of which could be internally or externally driven. Includes manual or automated databases, applications or systems, but excludes installation of equipment. Also includes monitoring to ensure the implementation goes according to schedule and that standards are met and includes first aid treatment.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
3.55.1 	Records documenting the implementation of plans, policies and procedures developed to support the marketing of tourism.	Destroy 3 years after action completed

Inquiries

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





<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
N/A	<i>[For inquiries into the Tourism Marketing function refer to the TARDiS.]</i>	Not Applicable

TOURISM MARKETING

The function of analysing, creating and selling tourism and tourist and travel related products and services. Includes market research, sales forecasting, advertising, media releases, promotion, pricing and product evaluation.

Joint Ventures

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


<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
3.64.1 	Final signed version of joint venture agreements or contracts of major significance relating to the marketing of tourism. Includes those with implications for major liabilities or obligations for agency.	Retain as Territory Archives
3.64.2 	Working papers relating to the establishment and negotiations and management of joint venture agreements of major significance relating to the marketing of tourism.	Retain as Territory Archives
3.64.3 	Final versions of other joint venture agreements or contracts relating to the marketing of tourism.	Destroy 7 years after completion or other termination of agreement or contract
3.64.4 	Working papers relating to the establishment, negotiations and management of other joint venture agreements or contracts relating to the marketing of tourism.	Destroy 7 years after completion or other termination of agreement or contract

TOURISM MARKETING

The function of analysing, creating and selling tourism and tourist and travel related products and services. Includes market research, sales forecasting, advertising, media releases, promotion, pricing and product evaluation.

Liaison

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
3.69.1 	Records documenting liaison activities undertaken with organisations and community groups relating to the marketing of tourism. Includes collaboration on projects, exchange of information and all the activities of a member of an organisation.	Destroy 3 years after action completed

TOURISM MARKETING

The function of analysing, creating and selling tourism and tourist and travel related products and services. Includes market research, sales forecasting, advertising, media releases, promotion, pricing and product evaluation.

Media Relations

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





<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
3.73.1 ■■■■■■■■■■■■■■■■■■■■	Master set of agency media releases relating to the marketing of tourism. <i>[For media releases relating to events or festivals use Tourism Events - Media relations.</i> <i>For media releases relating to tourist facilities use Tourism Management - Media relations.]</i>	Retain as Territory Archives
3.73.2 ■■■■■■■■■■■■■■■■■■■■	Records documenting administrative arrangements with the media relating to the marketing of tourism. Includes the issuing of media releases, organizing interviews and providing information and assistance to support media coverage in order to the market tourism.	Destroy 2 years after action completed
3.73.3 ■■■■■■■■■■■■■■■■■■■■	Copies of media items relating to the marketing of tourism. Includes newscuttings, transcripts and electronic items. <i>[For copies of media items relating to events or festivals use Tourism Events - Media relations.</i> <i>For copies of media items relating to tourist facilities use Tourism Management - Media relations.]</i>	Destroy when reference ceases

TOURISM MARKETING

The function of analysing, creating and selling tourism and tourist and travel related products and services. Includes market research, sales forecasting, advertising, media releases, promotion, pricing and product evaluation.

Planning

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





<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
3.81.1 	Final version of major plans for the marketing of tourism.	Retain as Territory Archives
3.81.2 	Final version of other plans for the marketing of tourism.	Destroy when plan superseded or 5 years after action completed whichever comes first
3.81.3 	Working papers used to develop plans for the marketing of tourism. Includes draft plans, reports analysing issues, and comments on draft plans.	Destroy 1 year after adoption of the final plan
3.81.4 	Copies of plans for the marketing of tourism.	Destroy when reference ceases

TOURISM MARKETING

The function of analysing, creating and selling tourism and tourist and travel related products and services. Includes market research, sales forecasting, advertising, media releases, promotion, pricing and product evaluation.

Policy

The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making, as the basis from which the agency's operating procedures are determined.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
3.82.1	Final version of policies for the marketing of tourism.	Retain as Territory Archives
3.82.2 	Records documenting the development and establishment of agency's policies for the marketing of tourism. Includes: policy proposals; research papers; results of consultations; supporting reports; major drafts.	Destroy 5 years after policy is superseded
3.82.3 	Records documenting comments made on the development of policies for the marketing of tourism.	Destroy 3 years after promulgation of the new policy
3.82.4 	Working papers documenting the development of policies for the marketing of tourism.	Destroy 3 years after promulgation of the new policy
3.82.5 	Copies of policy documents for the marketing of tourism and supporting papers.	Destroy when reference ceases

TOURISM MARKETING

The function of analysing, creating and selling tourism and tourist and travel related products and services. Includes market research, sales forecasting, advertising, media releases, promotion, pricing and product evaluation.

Procedures

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
3.84.1 ■■■■■■■■■■■■■■■■■■■■	Master set of agency manuals, handbooks, directives etc detailing procedures supporting the marketing of tourism.	Destroy 7 years after procedures are superseded
3.84.2 ■■■■■■■■■■■■■■■■■■■■	Records documenting the development of agency procedures supporting the marketing of tourism.	Destroy 2 years after procedures are superseded
3.84.3 ■■■■■■■■■■■■■■■■■■■■	Copies of manuals, handbooks, directives etc. relating to the marketing of tourism.	Destroy when reference ceases

TOURISM MARKETING

The function of analysing, creating and selling tourism and tourist and travel related products and services. Includes market research, sales forecasting, advertising, media releases, promotion, pricing and product evaluation.

Production

The process involved in producing material into an end result or output, e.g. a product or publication. Includes design, layout, typesetting, desktop publishing, printing, binding etc.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
3.85.1 ██████████████████	Master copy of agency produced films.	Retain as Territory Archives
3.85.2 ██████████████████	Marketing publications other than those paper publications lodged with the National Library of Australia (NLA) under legal deposit or electronic publications lodged with the NLA's Pandora project eg procedures, manuals and circulars.	Destroy according to disposal action directed under a relevant function in this schedule
3.85.3 ██████████████████	Records documenting the production process for marketing publications. <i>[For details of what the production process includes refer to PUBLICATIONS - Production in the TARDiS.]</i> <i>[For the activities associated with the preparation of drafts prior to publication, use Tourism Marketing – Drafting.]</i>	Destroy 3 years after production

Public Reaction

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






<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
3.86.1 ██████████████████	Records documenting public reaction to the marketing of tourism and agency responses to it.	Destroy 6 years after action completed

TOURISM MARKETING

The function of analysing, creating and selling tourism and tourist and travel related products and services. Includes market research, sales forecasting, advertising, media releases, promotion, pricing and product evaluation.

Reporting

The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of the results of the examination or investigation. Includes agenda, briefing, business, discussion papers, proposals, reports, reviews and returns.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
3.90.1 	Final version of internal formal reports and reports made to external agencies relating to the marketing of tourism.	Retain as Territory Archives
3.90.2 	Final versions of periodic internal reports used to monitor and document recurring activities to support the marketing of tourism. Includes the collection and reporting of statistical information.	Destroy 3 years after action completed
3.90.3 	Working papers documenting the development of all reports relating to the marketing of tourism. Includes drafts and comments received.	Destroy when reference ceases
3.90.4 	Copies of reports relating to the marketing of tourism.	Destroy when reference ceases
3.90.5 	Responses to surveys carried out in relation to the marketing of tourism.	Destroy 3 years after action completed

TOURISM MARKETING

The function of analysing, creating and selling tourism and tourist and travel related products and services. Includes market research, sales forecasting, advertising, media releases, promotion, pricing and product evaluation.

Representatives

The activities associated with the nomination, appointment or resignation of individuals or groups of personnel appointed by the organisation or their co-workers as official representatives to organisations, offices, unions, workers participation committees, councils or groups. Includes organisational legal representatives.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
3.92.1 ■■■■■■■■■■■■■■■■■■■■	Records documenting the nomination, appointment and resignation from and/or termination of agency representatives on external committees and organisations involved in the marketing of tourism.	Destroy 3 years after last action

Research

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
3.93.1 ■■■■■■■■■■■■■■■■■■■■	Records documenting detailed research carried out to support the marketing of tourism.	Destroy 5 years after last action
3.93.2 ■■■■■■■■■■■■■■■■■■■■	Records documenting routine research carried out to support the marketing of tourism.	Destroy when reference ceases

TOURISM MARKETING

The function of analysing, creating and selling tourism and tourist and travel related products and services. Includes market research, sales forecasting, advertising, media releases, promotion, pricing and product evaluation.

Reviewing

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







<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
3.95.1 ████████████████████	Final report of reviews of agency programs and operations supporting the marketing of tourism.	Retain as Territory Archives
3.95.2 ████████████████████	Other records documenting a review of agency programs and operations supporting the marketing of tourism. Includes documents establishing the review, action plan, etc.	Destroy 3 years after action completed
3.95.3 ████████████████████	Working papers documenting a review of agency programs and operations supporting the marketing of tourism.	Destroy 1 year after action completed

TOURISM MARKETING

The function of analysing, creating and selling tourism and tourist and travel related products and services. Includes market research, sales forecasting, advertising, media releases, promotion, pricing and product evaluation.

Tendering

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
3.106.1 	Records documenting the development and issue of tender documentation relating to the marketing of tourism. Includes Statement of Requirements, Request for Proposals, Expression of Interest, Request for Tender (RFT) and draft contract.	Destroy 7 years after tender process completed
3.106.2 	Evaluation of tenders relating to the marketing of tourism received against selection criteria. Includes records documenting arrangements for carrying out the evaluation process, evaluation report, recommendations, final report and public notices.	Destroy 7 years after tender process completed
3.106.3 	Records documenting post-offer negotiations and due diligence checks for tenders relating to the marketing of tourism.	Destroy 7 years after tender process completed
3.106.4 	Records of unsuccessful tenders relating to the marketing of tourism or a tender process where there is no suitable bidder, or where the tender process has been discontinued. Includes submissions, notification of outcome and reports on debriefing sessions.	Destroy 2 years after tender process completed or decision made not to continue with the tender
3.106.5 	Tender register for tenders relating to the marketing of tourism.	Destroy 7 years after last entry
3.106.6 	Signed contracts under seal resulting from tenders relating to the marketing of tourism and supporting records.	Destroy 12 years after completion or other termination of contract

CLASSES FOR RETENTION AS TERRITORY ARCHIVES

Classes for retention as Territory Archives

TOURISM EVENTS

The function of arranging, approving and supporting tourist events and festivals. Includes identifying, approving, managing, enhancing and providing support to events and festivals which are conducted in order to attract tourists.

Addresses (presentations)

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.5.1 ■■■■■■■■■■■■■■■■■■■■	Final version of addresses made by the Chief Minister or portfolio Minister or senior agency officers at major public events. <i>[For addresses not at or about events or festivals use Tourism Management - addresses (presentations). For addresses relating to community or government relations refer to the TARDiS.]</i>	Retain as Territory Archives

Advice

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.6.1 ■■■■■■■■■■■■■■■■■■■■	Records documenting the receipt of advice which resulted in major changes to the organisation or management of events and festivals. Includes advice provided by consultants.	Retain as Territory Archives

Classes for retention as Territory Archives

TOURISM EVENTS

The function of arranging, approving and supporting tourist events and festivals. Includes identifying, approving, managing, enhancing and providing support to events and festivals which are conducted in order to attract tourists.

Agreements

The processes associated with the establishment, maintenance, review and negotiation of agreements.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.7.1 ■■■■■■■■■■■■■■■■■■■■	Final version of significant agreements relating to events or festivals with government bodies or private organisations with implications for major liabilities or obligations for agency.	Retain as Territory Archives
1.7.2 ■■■■■■■■■■■■■■■■■■■■	Records relating to the negotiations, establishment, maintenance and review of significant agreements relating to events or festivals.	Retain as Territory Archives

Celebrations

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.19.1 ■■■■■■■■■■■■■■■■■■■■	Programs, invitations, guest lists and photographs relating to major celebrations at Territory events and festivals.	Retain as Territory Archives

Classes for retention as Territory Archives

TOURISM EVENTS

The function of arranging, approving and supporting tourist events and festivals. Includes identifying, approving, managing, enhancing and providing support to events and festivals which are conducted in order to attract tourists.

Ceremonies

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.20.1 ■■■■■■■■■■■■■■■■■■■■	Programs, invitations, guest lists and photographs relating to major ceremonies held to mark a special occasion (eg the initiation of a new event or festival).	Retain as Territory Archives

Committees

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.22.1 ■■■■■■■■■■■■■■■■■■■■	Records of external committees formed to manage or advise on events and festivals. Includes: documents establishing the committee; final versions of minutes; reports; recommendations; supporting documents such as briefing papers and discussion papers.	Retain as Territory Archives

Classes for retention as Territory Archives

TOURISM EVENTS

The function of arranging, approving and supporting tourist events and festivals. Includes identifying, approving, managing, enhancing and providing support to events and festivals which are conducted in order to attract tourists.

Evaluation

The process of determining the suitability of potential or existing programs, items of equipment, systems or services in relation to meeting the needs of the given situation. Includes systems analysis and ongoing monitoring.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.44.1 ■■■■■■■■■■■■■■■■■■■■	External and internal reports evaluating the Tourism Events function and/or major events and festivals.	Retain as Territory Archives

Joint Ventures

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.64.1 ■■■■■■■■■■■■■■■■■■■■	Final signed version of joint venture agreements or contracts relating to events or festivals of major significance to agency and the Territory. Includes those with implications for major liabilities or obligations for agency.	Retain as Territory Archives
1.64.2 ■■■■■■■■■■■■■■■■■■■■	Working papers relating to the establishment and negotiations and management of joint venture agreements relating to events or festivals of major significance.	Retain as Territory Archives


Classes for retention as Territory Archives

TOURISM EVENTS

The function of arranging, approving and supporting tourist events and festivals. Includes identifying, approving, managing, enhancing and providing support to events and festivals which are conducted in order to attract tourists.


Media Relations

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.73.1 	Master set of agency media releases relating to events and festivals.	Retain as Territory Archives

Planning

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.81.1 	Final version of plans for major events and festivals.	Retain as Territory Archives


Classes for retention as Territory Archives

TOURISM EVENTS

The function of arranging, approving and supporting tourist events and festivals. Includes identifying, approving, managing, enhancing and providing support to events and festivals which are conducted in order to attract tourists.


Policy

The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making, as the basis from which the agency's operating procedures are determined.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.82.1 	Final version of policies for events and festivals.	Retain as Territory Archives

Reporting

The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of the results of the examination or investigation. Includes agenda, briefing, business, discussion papers, proposals, reports, reviews and returns.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.90.1 	Final version of internal formal reports and reports made to external agencies relating to events and festivals.	Retain as Territory Archives


Classes for retention as Territory Archives

TOURISM EVENTS

The function of arranging, approving and supporting tourist events and festivals. Includes identifying, approving, managing, enhancing and providing support to events and festivals which are conducted in order to attract tourists.

Reviewing

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.95.1 	Final report of reviews of agency programs and operations supporting events and festivals.	Retain as Territory Archives

Classes for retention as Territory Archives

TOURISM MANAGEMENT

The function of managing tourism. Includes identifying tourist opportunities, encouraging the sustainable development of tourism, constructing and operating tourist facilities, providing tourism and travel information and booking services, advising the tourist and travel industries.

Addresses (presentations)

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.5.1 ■■■■■■■■■■■■■■■■■■■■	Final version of addresses made by the Chief Minister or portfolio Minister or senior agency officers relating to tourist facilities or tourism management. <i>[For addresses at or about events or festivals use Tourism Events – Addresses.</i> <i>For addresses about marketing use Tourism Marketing - Addresses.]</i>	Retain as Territory Archives

Advice

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.6.1 ■■■■■■■■■■■■■■■■■■■■	Records documenting the receipt of advice which resulted in major changes to the organisation or management of tourism or tourist facilities. Includes advice provided by consultants.	Retain as Territory Archives

Classes for retention as Territory Archives

TOURISM MANAGEMENT

The function of managing tourism. Includes identifying tourist opportunities, encouraging the sustainable development of tourism, constructing and operating tourist facilities, providing tourism and travel information and booking services, advising the tourist and travel industries.

Agreements

The processes associated with the establishment, maintenance, review and negotiation of agreements.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.7.1 ■■■■■■■■■■■■■■■■■■■■	Final version of significant agreements relating to tourist facilities or tourism management with government bodies or private organisations with implications for major liabilities or obligations for agency.	Retain as Territory Archives
2.7.2 ■■■■■■■■■■■■■■■■■■■■	Records relating to the negotiations, establishment, maintenance and review of significant agreements relating to tourist facilities or tourism management.	Retain as Territory Archives

Celebrations

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.19.1 ■■■■■■■■■■■■■■■■■■■■	Programs, invitations, guest lists and photographs relating to major celebrations relating to tourist facilities or tourism management.	Retain as Territory Archives

Classes for retention as Territory Archives

TOURISM MANAGEMENT

The function of managing tourism. Includes identifying tourist opportunities, encouraging the sustainable development of tourism, constructing and operating tourist facilities, providing tourism and travel information and booking services, advising the tourist and travel industries.

Ceremonies

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.20.1 ■■■■■■■■■■■■■■■■■■■■	Programs, invitations, guest lists and photographs relating to major ceremonies held to mark a special occasion (eg opening of major tourist facilities). <i>[For major ceremonies related to events or festivals use Tourism Events – Ceremonies.]</i>	Retain as Territory Archives

Committees

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.22.1 ■■■■■■■■■■■■■■■■■■■■	Records of external committees formed to manage or advise on tourism management. Includes: documents establishing the committee; final versions of minutes; reports; recommendations; supporting documents such as briefing papers and discussion papers.	Retain as Territory Archives


Classes for retention as Territory Archives

TOURISM MANAGEMENT

The function of managing tourism. Includes identifying tourist opportunities, encouraging the sustainable development of tourism, constructing and operating tourist facilities, providing tourism and travel information and booking services, advising the tourist and travel industries.



Evaluation

The process of determining the suitability of potential or existing programs, items of equipment, systems or services in relation to meeting the needs of the given situation. Includes systems analysis and ongoing monitoring.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.44.1 	External and internal reports evaluating the Tourism Management function, tourist facilities and/or the management of tourism.	Retain as Territory Archives

Joint Ventures

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.64.1 	Final signed version of joint venture agreements or contracts relating to tourism management of major significance to agency and the Territory. Includes those with implications for major liabilities or obligations for agency.	Retain as Territory Archives
2.64.2 	Working papers relating to the establishment and negotiations and management of joint venture agreements relating to tourism management of major significance.	Retain as Territory Archives

Classes for retention as Territory Archives

TOURISM MANAGEMENT

The function of managing tourism. Includes identifying tourist opportunities, encouraging the sustainable development of tourism, constructing and operating tourist facilities, providing tourism and travel information and booking services, advising the tourist and travel industries.

Media Relations

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.73.1 ■■■■■■■■■■■■■■■■■■■■	Master set of agency media releases relating to the tourist facilities. <i>[For media releases relating to events or festivals use Tourism Events - Media relations.</i> <i>For media releases relating to the marketing of tourism use Tourism Marketing - Media relations.]</i>	Retain as Territory Archives

Planning

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.81.1 ■■■■■■■■■■■■■■■■■■■■	Final version of plans for major tourist facilities or major activities related to tourist management.	Retain as Territory Archives


Classes for retention as Territory Archives

TOURISM MANAGEMENT

The function of managing tourism. Includes identifying tourist opportunities, encouraging the sustainable development of tourism, constructing and operating tourist facilities, providing tourism and travel information and booking services, advising the tourist and travel industries.


Policy

The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making, as the basis from which the agency's operating procedures are determined.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.82.1 	Final version of policies for tourist facilities and tourism management.	Retain as Territory Archives

Reporting

The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of the results of the examination or investigation. Includes agenda, briefing, business, discussion papers, proposals, reports, reviews and returns.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.90.1 	Final version of internal formal reports and reports made to external agencies relating to tourist facilities and tourism management.	Retain as Territory Archives


Classes for retention as Territory Archives

TOURISM MANAGEMENT

The function of managing tourism. Includes identifying tourist opportunities, encouraging the sustainable development of tourism, constructing and operating tourist facilities, providing tourism and travel information and booking services, advising the tourist and travel industries.

Reviewing

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.95.1 	Final report of reviews of agency programs and operations supporting tourist facilities and tourism management.	Retain as Territory Archives

Classes for retention as Territory Archives

TOURISM MARKETING

The function of analysing, creating and selling tourism and tourist and travel related products and services. Includes market research, sales forecasting, advertising, media releases, promotion, pricing and product evaluation.

Addresses (presentations)

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
3.5.1 ■■■■■■■■■■■■■■■■■■■■	Final version of addresses made by the Chief Minister or portfolio Minister or senior agency officers for the purpose of marketing tourism. <i>[For addresses in relation to events and festivals use Tourism Events - Addresses (presentations). For addresses not for the purpose of marketing tourism or events or festivals use Tourism Management - Addresses (presentations). For addresses relating to community or government relations refer to the TARDiS.]</i>	Retain as Territory Archives

Advice

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
3.6.1 ■■■■■■■■■■■■■■■■■■■■	Records documenting the receipt of advice which resulted in major changes to the marketing of tourism. Includes advice provided by consultants.	Retain as Territory Archives

Classes for retention as Territory Archives

TOURISM MARKETING

The function of analysing, creating and selling tourism and tourist and travel related products and services. Includes market research, sales forecasting, advertising, media releases, promotion, pricing and product evaluation.

Agreements

The processes associated with the establishment, maintenance, review and negotiation of agreements.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
3.7.1 ■■■■■■■■■■■■■■■■■■■■	Final version of significant agreements relating to the marketing of tourism with government bodies or private organisations with implications for major liabilities or obligations for agency.	Retain as Territory Archives
3.7.2 ■■■■■■■■■■■■■■■■■■■■	Records relating to the negotiations, establishment, maintenance and review of significant agreements relating to the marketing of tourism.	Retain as Territory Archives

Celebrations

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
3.19.1 ■■■■■■■■■■■■■■■■■■■■	Programs, invitations, guest lists and photographs relating to major celebrations relating to the marketing of tourism.	Retain as Territory Archives


Classes for retention as Territory Archives

TOURISM MARKETING

The function of analysing, creating and selling tourism and tourist and travel related products and services. Includes market research, sales forecasting, advertising, media releases, promotion, pricing and product evaluation.


Committees

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
3.22.1 	Records of external committees formed to manage or advise on the marketing of tourism. Includes: documents establishing the committee; final versions of minutes; reports; recommendations; supporting documents such as briefing papers and discussion papers.	Retain as Territory Archives

Evaluation

The process of determining the suitability of potential or existing programs, items of equipment, systems or services in relation to meeting the needs of the given situation. Includes systems analysis and ongoing monitoring.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
3.44.1 	External and internal reports evaluating the marketing of tourism.	Retain as Territory Archives


Classes for retention as Territory Archives

TOURISM MARKETING

The function of analysing, creating and selling tourism and tourist and travel related products and services. Includes market research, sales forecasting, advertising, media releases, promotion, pricing and product evaluation.


Planning

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
3.81.1 	Final version of major plans for the marketing of tourism.	Retain as Territory Archives


Policy

The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making, as the basis from which the agency's operating procedures are determined.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
3.82.1 	Final version of policies for the marketing of tourism.	Retain as Territory Archives

Production

The process involved in producing material into an end result or output, e.g. a product or publication. Includes design, layout, typesetting, desktop publishing, printing, binding etc.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
3.85.1 	Master copy of agency produced films.	Retain as Territory Archives

