

Australian Capital Territory

Territory Records (Records Disposal Schedule – Electoral Records) Approval 2004 (No 1)*

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made under the

Territory Records Act 2002, s 19

I approve the Records Disposal Schedule – Electoral Records.

David Wardle
Director of Territory Records
15 June 2004

*Name amended under Legislation Act, s 60



Records Disposal Schedule
Electoral Records

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INTRODUCTION

The *Records Disposal Schedule – Electoral Records* is the official authority for the disposal of records relating to elections.

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 election 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 – Elections 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 Elections 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 documents 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 – Elections Records:

- covers all election records divided into the following functions:
 - Election And Referendum Services to Other Agencies
 - Elections And Referendums for the Act Legislative Assembly
 - Electoral Act Staff
 - Electoral Education
 - Electoral Enrolment
 - Electoral Information and Advice
 - Funding and Disclosure
 - Party Registration
 - Redistributions
- is intended to cover most election 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:

Australian Capital Territory (Self-Government) Act 1988

Electoral Act 1992

Electoral Regulations 1993

Freedom of Information Act 1989

Health Professions Boards (Elections) Act 1980

Occupational Health and Safety Act 1989

Occupational Health and Safety Regulations 1991

Proportional Representation (Hare-Clark) Entrenchment Act 1994

Referendum (Machinery Provisions) Act 1994

Territory Records Act 2002

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. The ACT Electoral Commission is an agency under this definition.

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.

Commencement of the pre-election period.

As defined in the Electoral Act.

Completion of an election.

Unless otherwise defined by the election rules of the organisation, means after the last date that any challenge to the election results can be made and completion of any action resulting from a legal or other challenge to the results of the election.

Principal Officer

The Chief Executive of an administrative unit, or its equivalent in other types of agencies. The ACT Electoral Commissioner is the Principal Officer under this definition.

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.

Subsequent relevant election.

Means the completion of the next election of the same type for the same organisation.

Territory Archives

Records preserved for the benefit of present and future generations.

BUSINESS CLASSIFICATION SCHEME

ELECTION AND REFERENDUM SERVICES TO OTHER AGENCIES

This function covers all activities undertaken regarding elections and referendums other than those for the ACT Legislative Assembly.

Interstate elections

This activity covers all assistance provided to interstate electoral authorities during the conduct of their elections.

Statutory and fee-for-service elections

This activity covers elections that are conducted for other bodies for which a fee is charged for services provided. These elections may be prescribed in legislation (*Health Professions Boards (Elections) Act 1980*) or any other.

ELECTIONS AND REFERENDUMS FOR THE ACT LEGISLATIVE ASSEMBLY

This function covers the activities involved in the planning and conduct of an ACT Legislative Assembly election or referendum.

Ballot papers

This activity includes tendering for the provision of the ballot papers, estimating the number of ballot papers needed at each polling location and estimating the total number of ballot papers to print, typesetting the ballot papers to conform with the Robson rotation requirements, printing the ballot papers, storing ballot papers securely before distribution to polling locations and distributing ballot papers to polling locations.

Electoral complaints

The activity of responding to complaints, either from clients regarding ACT Electoral Commission staff or processes, or from registered political parties, candidates and other election participants about the conduct of other parties, candidates or election participants.

Electoral rolls

This activity deals with all requirements concerning electoral rolls, including close of rolls arrangements and printing and scanning certified lists. Part 5 of the Electoral Act applies.

Forms and materials

This activity covers all processes to do with materials required for the election, including estimating quantities of materials, updating forms, acquiring materials and delivery to and collection from polling places of cardboard equipment, furniture and other material.

Marketing

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

Multiple voters

This activity covers all aspects involving the investigation of apparent cases of multiple voting.

Nominations

Processing of nominations of candidates for ACT Legislative Assembly elections is prescribed by Division 1 Part 9 of the Electoral Act. See the candidate's handbook for a plain-English description of the nomination process.

Non-voters

The process of dealing with non-voters in accordance with Part 10 Voting, Division 6 Failure to vote, sections 161 to 166 Electoral Act.

Polling

The activity of providing polling facilities for voters. Refer to sections 119 to 160 and 167 to 177 of the Electoral Act.

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.

Scrutiny and election results

This activity includes the declaration vote scrutiny, the initial count of ordinary votes, the count of electronic votes, posting the results on the internet and the tally room, data entry of ballot papers, recounts, announcing the final results, declaring the polls and publishing the final results. This also includes casual vacancies.

Vote estimates

Before arranging polling places it is necessary to estimate the number of votes likely to be taken at each polling place and whether the existing numbers and locations of polling places are appropriate. From these estimates, staffing and material requirements are calculated.

ELECTORAL ACT STAFF

Casual and temporary staff may be employed under sections 32 and 33 of the Electoral Act. These staff are generally employed for ACT Legislative Assembly elections, but may be employed for minor elections or other activities. Note: for anything not covered in this section, refer to Personnel in TARDiS.

Employment Conditions

The activities associated with managing the general conditions of employment for personnel.

Recruitment

The process of recruiting which includes applying for approval to fill existing vacancies, advertising vacant positions and handling applications, interviews, selection, culling and appointment. Also includes recruiting volunteers.

Salaries

The process of managing the payment of salaries to personnel.

Training

The activities associated with all aspects of training (external/internal) available to staff.

ELECTORAL EDUCATION

The Electoral Commission provides electoral education to school, community and professional groups. This program is aimed primarily at raising community awareness of the ACT's electoral system and the Legislative Assembly.

Educational publications

The Commission has developed a range of printed electoral education resources for distribution to schools and community groups. This activity covers the production and dissemination of this material.

Educational services

The Commission's education sessions are often conducted in cooperation with the Legislative Assembly education officer. Students visit the Assembly and are shown how the Members of the Legislative Assembly are elected by participating in a mock election and then how the Assembly functions. These sessions can be conducted in a school setting. Also includes setting up of displays, for example at the Canberra Show.

ELECTORAL ENROLMENT

The function of enrolment described by parts 5 and 6 of the Electoral Act.

Continuous Roll Update (CRU)

CRU is the electoral roll maintenance method adopted by the Electoral Council of Australia (ECA) to replace the old Electoral Roll Review (or habitation review) doorknock method.

Electoral Council of Australia

The Electoral Council of Australia (ECA) is a consultative council of Electoral Commissioners and Chief Electoral Officers from the electoral authorities of the Commonwealth, the States and Territories. The ECA considers issues about the development and maintenance of the electoral roll for Commonwealth State, Territory and Local Government elections and matters of electoral administration, which have implication for Australian electoral authorities. This activity covers all dealings with the ECA.

Joint Roll Arrangement

Covers all activities regarding management of the Joint Roll Arrangement between the Commonwealth and the ACT.

Monitor roll accuracy

In order to assess the effectiveness of the AEC's implementation of the Joint Roll Arrangement and Continuous Roll Update methods, it is important to monitor roll accuracy.

Provision of roll information

Access to electoral roll information is governed by Part 5—Electoral Rolls of the Electoral Act and by the *Privacy Act 1988*. Limited access to personal electoral roll details is provided to MLA's, political parties, ACT agencies and the general public.

ELECTORAL INFORMATION AND ADVICE

This function covers the provision of information and advice to a range of clients.

Advice

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

Customer Service

The activities associated with the planning, monitoring and evaluation of services provided to customers by the agency.

FUNDING AND DISCLOSURE

The Funding and Disclosure (FAD) scheme has two parts. The first relates to providing election funding to election participants. The second relates to financial disclosure by election participants. Part 14 of the Electoral Act applies.

Annual and Election Returns

The activity of processing annual and election returns, releasing these returns to the public and liaising with the media.

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.

Election funding

The process of providing election funding to registered political parties and candidates in an election under section 207 of the Electoral Act.

Providing information

This activity includes all processes involved in providing information to FAD clients.

Register reporting agents

The FAD scheme operates through a system of reporting agents. This activity covers all processes required for maintaining the register of reporting agents under section 203 of the Electoral Act.

PARTY REGISTRATION

This function covers all processes required to register a new political party or ballot group, and to change, or add to, the particulars registered in relation to the party or ballot group and cancellation of a party or ballot group.

Registration

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

REDISTRIBUTIONS

The process of redistributing electoral boundaries, which must commence two years before each election is due. Refer to Part 4 (sections 34 to 56) of the Electoral Act.

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.

RECORDS DISPOSAL SCHEDULE

ELECTION AND REFERENDUM SERVICES TO OTHER AGENCIES

This function covers all activities undertaken regarding elections and referendums other than those for the ACT Legislative Assembly.

Interstate elections

This activity covers all assistance provided to interstate electoral authorities during the conduct of their elections.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.19.1 ■■■■■■■■■■■■■■■■■■■■	All records relating to the conduct of an election for an interstate electoral authority, including forms appointing staff, timesheets, records of postal votes and total votes issued.	Destroy after the subsequent relevant election

Statutory and fee-for-service elections

This activity covers elections that are conducted for other bodies for which a fee is charged for services provided. These elections may be prescribed in legislation (Health Professions Boards (Elections) Act 1980) or any other.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.37.1 ■■■■■■■■■■■■■■■■■■■■	Lists of eligible voters.	Destroy according to the rules for the election, or, if not specified in the rules, 3 months after the election has been finalised
1.37.2 ■■■■■■■■■■■■■■■■■■■■	All other records relating to the conduct of an election for an organisation, including quotes, memorandums of understanding, details of meetings, phone calls and emails, timesheets, nomination forms, records of votes issued, invoices.	Destroy after the subsequent relevant election
1.37.3 ■■■■■■■■■■■■■■■■■■■■	All records relating to the acquisition of goods and services, whether or not a contracting process was undertaken.	Destroy 7 years after completion of the election
	<i>[See also Territory Administrative Records Disposal Schedule (TARDiS) EQUIPMENT & STORES - Acquisition]</i>	

ELECTIONS AND REFERENDUMS FOR THE ACT LEGISLATIVE ASSEMBLY

This function covers the activities involved in the planning and conduct of an ACT Legislative Assembly election or referendum.

Ballot papers

This activity includes tendering for the provision of the ballot papers, estimating the number of ballot papers needed at each polling location and estimating the total number of ballot papers to print, typesetting the ballot papers to conform with the Robson rotation requirements, printing the ballot papers, storing ballot papers securely before distribution to polling locations and distributing ballot papers to polling locations.

See also - Materials.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.6.1 ■■■■■■■■■■■■■■■■■■■■	All records relating to the tendering and contracting process, including development and issue of tender documents, statements of requirements, requests for proposal or tender, expressions of interest, draft contracts, evaluation of tenders against selection criteria and signed contracts. <i>[See also Territory Administrative Records Disposal Schedule (TARDiS) EQUIPMENT & STORES - Tendering]</i>	Destroy 7 years after completion of the election
2.6.2 ■■■■■■■■■■■■■■■■■■■■	All records relating to the acquisition of goods and services where no contracting process was undertaken, including records documenting the production, printing, storage and distribution of forms and other material. <i>[See also Territory Administrative Records Disposal Schedule (TARDiS) EQUIPMENT & STORES - Acquisition]</i>	Destroy 7 years after completion of the election
2.6.3 ■■■■■■■■■■■■■■■■■■■■	Used and unused ballot papers. <i>[Note: refer to section 335 of the Electoral Act]</i>	Destroy after the commencement of the pre-election period for the subsequent relevant election.
2.6.4 ■■■■■■■■■■■■■■■■■■■■	All other records, including ballot paper surveys.	Destroy after the subsequent relevant election

ELECTIONS AND REFERENDUMS FOR THE ACT LEGISLATIVE ASSEMBLY

This function covers the activities involved in the planning and conduct of an ACT Legislative Assembly election or referendum.

Electoral complaints

The activity of responding to complaints, either from clients regarding ACT Electoral Commission staff or processes, or from registered political parties, candidates and other election participants about the conduct of other parties, candidates or election participants.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.13.1 ████████████████████	All records relating to a complaint, including the written complaint or written record of a verbal complaint, results of any investigation, decisions made or changes made to procedures as a result of the complaint. <i>[See also Territory Administrative Records Disposal Schedule (TARDiS) COMMUNITY RELATIONS - Public Reaction]</i>	Destroy after two subsequent relevant elections.

Electoral complaints

The activity of responding to complaints, either from clients regarding ACT Electoral Commission staff or processes, or from registered political parties, candidates and other election participants about the conduct of other parties, candidates or election participants.


<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.13.1 ████████████████████	All records relating to a complaint, including the written complaint or written record of a verbal complaint, results of any investigation, decisions made or changes made to procedures as a result of the complaint. <i>[See also Territory Administrative Records Disposal Schedule (TARDiS) COMMUNITY RELATIONS - Public Reaction]</i>	Destroy after two subsequent relevant elections.

ELECTIONS AND REFERENDUMS FOR THE ACT LEGISLATIVE ASSEMBLY

This function covers the activities involved in the planning and conduct of an ACT Legislative Assembly election or referendum.

Electoral rolls - Continued

This activity deals with all requirements concerning electoral rolls, including close of rolls arrangements and printing and scanning certified lists. Part 5 of the Electoral Act applies.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.15.6 	All other records, including close of rolls arrangements with the Australian Electoral Commission, Australia Post and other agencies, registers of silent electors and general postal voters and details of polling place usage.	Destroy after the subsequent relevant election

ELECTIONS AND REFERENDUMS FOR THE ACT LEGISLATIVE ASSEMBLY

This function covers the activities involved in the planning and conduct of an ACT Legislative Assembly election or referendum.

Forms and materials

This activity covers all processes to do with materials required for the election, including estimating quantities of materials, updating forms, acquiring materials and delivery to and collection from polling places of cardboard equipment, furniture and other material. This section refers to all election materials apart from ballot papers and certified lists.




<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.18.1 ■■■■■■■■■■■■■■■■■■■■	Notification advices for approved forms.	Retain as Territory Archives
2.18.2 ■■■■■■■■■■■■■■■■■■■■	Records of the destruction of electoral papers under section 335 of the Electoral Act.	Retain as Territory Archives
2.18.3 ■■■■■■■■■■■■■■■■■■■■	All records relating to the tendering and contracting process, including development and issue of tender documents, statements of requirements, requests for proposal or tender, expressions of interest, draft contracts, evaluation of tenders against selection criteria or signed contracts. <i>[See also Territory Administrative Records Disposal Schedule (TARDiS) EQUIPMENT & STORES - Tendering]</i>	Destroy 7 years after completion of the election
2.18.4 ■■■■■■■■■■■■■■■■■■■■	All records relating to the acquisition of goods and services where no contracting process was undertaken, including records documenting the production, printing, storage and distribution of forms and other material. <i>[See also Territory Administrative Records Disposal Schedule (TARDiS) EQUIPMENT & STORES - Acquisition]</i>	Destroy 7 years after completion of the election
2.18.5 ■■■■■■■■■■■■■■■■■■■■	All other records, including the list of forms, inventories, records documenting the drafting of forms and other material.	Destroy after the subsequent relevant election

ELECTIONS AND REFERENDUMS FOR THE ACT LEGISLATIVE ASSEMBLY

This function covers the activities involved in the planning and conduct of an ACT Legislative Assembly election or referendum.

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>
2.21.1 	Media releases. <i>[See also Territory Administrative Records Disposal Schedule (TARDiS) COMMUNITY RELATIONS - Media Relations]</i>	Retain as Territory Archives
2.21.2 	Final versions of publications in all formats, including printed, electronic, audio, video or other. <i>[See also Territory Administrative Records Disposal Schedule (TARDiS) PUBLICATIONS - Production]</i>	Lodge with NLA according to legal deposit requirements and retain master set in the agency as a Territory Archive. Contact ACT Government and Assembly Library to ascertain their requirements for these publications.
2.21.3 	All records relating to the tendering and contracting process, including development and issue of tender documents, statements of requirements, requests for proposal or tender, expressions of interest, draft contracts, evaluation of tenders against selection criteria or signed contracts. <i>[See also Territory Administrative Records Disposal Schedule (TARDiS) COMMUNITY RELATIONS - Tendering]</i>	Destroy 7 years after completion of the election

ELECTIONS AND REFERENDUMS FOR THE ACT LEGISLATIVE ASSEMBLY

This function covers the activities involved in the planning and conduct of an ACT Legislative Assembly election or referendum.

Marketing - Continued

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>
2.21.4 ■■■■■■■■■■■■■■■■■■■■	All records relating to the acquisition of goods and services where no contracting process was undertaken. <i>[See also Territory Administrative Records Disposal Schedule (TARDiS) COMMUNITY RELATIONS - Acquisition]</i>	Destroy 7 years after completion of the election
2.21.5 ■■■■■■■■■■■■■■■■■■■■	Records relating to media events (declaration of nominations and the draw for positions on ballot papers, the tally room and the declaration of the poll). <i>[Note: refer to Nominations]</i>	Destroy after the subsequent relevant election
2.21.6 ■■■■■■■■■■■■■■■■■■■■	All records relating to reports from market research and other surveys. <i>[See also Territory Administrative Records Disposal Schedule (TARDiS) COMMUNITY RELATIONS - Reporting]</i>	Destroy after the subsequent relevant election
2.21.7 ■■■■■■■■■■■■■■■■■■■■	All records related to the election enquiry service.	Destroy after the subsequent relevant election
2.21.8 ■■■■■■■■■■■■■■■■■■■■	All other records.	Destroy after the subsequent relevant election

ELECTIONS AND REFERENDUMS FOR THE ACT LEGISLATIVE ASSEMBLY

This function covers the activities involved in the planning and conduct of an ACT Legislative Assembly election or referendum.

Nominations

Processing of nominations of candidates for ACT Legislative Assembly elections is prescribed by Division 1 Part 9 of the Electoral Act. See the candidate's handbook for a plain-English description of the nomination process.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.24.1 ■■■■■■■■■■■■■■■■■■■■	Completed nomination forms.	Retain as Territory Archives
2.24.2 ■■■■■■■■■■■■■■■■■■■■	All financial records relating to the nomination process, including receipts, bank deposit details and return of deposits, including calculations for determining eligibility for return of deposits. <i>[See also Territory Administrative Records Disposal Schedule (TARDiS) FINANCIAL MANAGEMENT - Accounting]</i>	Destroy 7 years after completion of the election
2.24.3 ■■■■■■■■■■■■■■■■■■■■	All records relating to arrangements for declaring nominations and the draw for positions on ballot papers. <i>[Note: refer to Marketing]</i>	Destroy after the subsequent relevant election
2.24.4 ■■■■■■■■■■■■■■■■■■■■	All other records.	Destroy after the subsequent relevant election

ELECTIONS AND REFERENDUMS FOR THE ACT LEGISLATIVE ASSEMBLY

This function covers the activities involved in the planning and conduct of an ACT Legislative Assembly election or referendum.

Non-voters

The process of dealing with non-voters in accordance with Part 10 Voting, Division 6 Failure to vote, sections 161 to 166 Electoral Act.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.25.1 ■■■■■■■■■■■■■■■■■■■■	<p>All records relating to individual cases of apparent non-voting that result in court action, including reports generated from scanning, letters and notices to and from apparent non-voters, including emails and records of telephone conversations.</p> <p><i>[See also Territory Administrative Records Disposal Schedule (TARDiS) LEGAL SERVICES - Litigation]</i></p>	Retain as Territory Archives
2.25.2 ■■■■■■■■■■■■■■■■■■■■	<p>All records relating to individual cases of apparent non-voting that do not result in court action, including reports generated from scanning, letters and notices to and from apparent non-voters, including emails and records of telephone conversations.</p> <p><i>[See also Territory Administrative Records Disposal Schedule (TARDiS) LEGAL SERVICES - Infringements]</i></p>	Destroy 7 years after the completion of all non-voter and multiple voter action from the election
2.25.3 ■■■■■■■■■■■■■■■■■■■■	<p>All financial records relating to the non-voter process, including receipts and bank deposit details, and arrangements for payment of penalties via external agencies and any reports from those agencies.</p> <p><i>[See also Territory Administrative Records Disposal Schedule (TARDiS) FINANCIAL MANAGEMENT - Accounting]</i></p>	Destroy 7 years after the completion of the election

ELECTIONS AND REFERENDUMS FOR THE ACT LEGISLATIVE ASSEMBLY

This function covers the activities involved in the planning and conduct of an ACT Legislative Assembly election or referendum.

Non-voters - Continued

The process of dealing with non-voters in accordance with Part 10 Voting, Division 6 Failure to vote, sections 161 to 166 Electoral Act.



<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.25.4 ■■■■■■■■■■■■■■■■■■■■	All records relating to the acquisition of goods and services, whether or not a contracting process was undertaken, including printing and mailing services. <i>[See also Territory Administrative Records Disposal Schedule (TARDiS) FINANCIAL MANAGEMENT - Acquisition]</i>	Destroy 7 years after the completion of the election
2.25.5 ■■■■■■■■■■■■■■■■■■■■	All other records, including staffing arrangements, internal reports on non-voting for the election. <i>[See also Territory Administrative Records Disposal Schedule (TARDiS) LEGAL SERVICES - Reporting]</i>	Destroy after the subsequent relevant election

ELECTIONS AND REFERENDUMS FOR THE ACT LEGISLATIVE ASSEMBLY

This function covers the activities involved in the planning and conduct of an ACT Legislative Assembly election or referendum.

Polling

The activity of providing polling facilities for voters. Refer to sections 119 to 160 and 167 to 177 of the Electoral Act.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
N/A	All records relating to staff employed to assist with polling. <i>[USE Electoral Act Staff]</i>	N/A
2.27.1 	All records relating to the acquisition of goods and services, whether or not a contracting process was undertaken, including records documenting the production, printing, storage and distribution of forms and other material. <i>[See also Territory Administrative Records Disposal Schedule (TARDiS) EQUIPMENT & STORES - Acquisition]</i>	Destroy 7 years after completion of the election
2.27.2 	All other records related to the appointment and conduct of polling places, including pre-poll centres, interstate voting centres, mobile polling, Antarctic voting and Interstate Electoral Authorities. This includes postal vote applications and lists of registered declaration voters, voting arrangements for Australian Defence Force personnel and overseas missions. This also includes OIC's returns, excluding those pages related to staffing details. <i>[See also Electoral Act Staff.]</i>	Destroy after the subsequent relevant election

ELECTIONS AND REFERENDUMS FOR THE ACT LEGISLATIVE ASSEMBLY

This function covers the activities involved in the planning and conduct of an ACT Legislative Assembly election or referendum.

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>
2.34.1 ■■■■■■■■■■■■■■■■■■■■	Final version of election-specific reports. <i>[See also Territory Administrative Records Disposal Schedule (TARDiS) GOVERNMENT RELATIONS - Reporting]</i>	Lodge with NLA according to legal deposit requirements and retain master set in the agency as a Territory Archive. Contact ACT Government and Assembly Library to ascertain their requirements for these publications.
2.34.2 ■■■■■■■■■■■■■■■■■■■■	All working papers documenting the development and publication of such reports.	Destroy after the subsequent relevant election
2.34.3 ■■■■■■■■■■■■■■■■■■■■	All records relating to internal evaluation of election processes, including formal and informal staff surveys.	Destroy after the subsequent relevant election

ELECTIONS AND REFERENDUMS FOR THE ACT LEGISLATIVE ASSEMBLY

This function covers the activities involved in the planning and conduct of an ACT Legislative Assembly election or referendum.

Scrutiny and election results

This activity includes the declaration vote scrutiny, the initial count of ordinary votes, the count of electronic votes, posting the results on the internet and the tally room, data entry of ballot papers, recounts, announcing the final results, declaring the polls and publishing the final results. This also includes casual vacancies.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.36.1 ■■■■■■■■■■■■■■■■■■■■	All published final election results, in print or electronic format. <i>[See also Reporting]</i>	Lodge with NLA according to legal deposit requirements and retain master set in the agency as a Territory Archive. Contact ACT Government and Assembly Library to ascertain their requirements for these publications.
2.36.2 ■■■■■■■■■■■■■■■■■■■■	All records relating to the tendering and contracting process, including development and issue of tender documents, statements of requirements, requests for proposal or tender, expressions of interest, draft contracts, evaluation of tenders against selection criteria or signed contracts. <i>[See also Territory Administrative Records Disposal Schedule (TARDiS) EQUIPMENT & STORES - Tendering]</i>	Destroy 7 years after completion of the election
2.36.3 ■■■■■■■■■■■■■■■■■■■■	All records relating to the acquisition of goods and services where no contracting process was undertaken. <i>[See also Territory Administrative Records Disposal Schedule (TARDiS) EQUIPMENT & STORES - Acquisition]</i>	Destroy 7 years after completion of the election
2.36.4 ■■■■■■■■■■■■■■■■■■■■	All other records regarding the scrutiny, except employment of staff. <i>[See also Electoral Act Staff]</i>	Destroy after the subsequent relevant election

ELECTIONS AND REFERENDUMS FOR THE ACT LEGISLATIVE ASSEMBLY

This function covers the activities involved in the planning and conduct of an ACT Legislative Assembly election or referendum.

Vote estimates

Before arranging polling places it is necessary to estimate the number of votes likely to be taken at each polling place and whether the existing numbers and locations of polling places are appropriate. From these estimates, staffing and material requirements are calculated.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.40.1 	All records.	Destroy after the subsequent relevant election

ELECTORAL ACT STAFF

Casual and temporary staff may be employed under sections 32 and 33 of the Electoral Act. These staff are generally employed for ACT Legislative Assembly elections, but may be employed for minor elections or other activities.

Note: for anything not covered in this section, refer to Personnel in TARDiS.

Employment Conditions

The activities associated with managing the general conditions of employment for personnel.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
3.16.1 ████████████████████	All records related to the determination of pay rates and conditions, including minutes of Commission meetings, advice to the Minister, notifiable instruments.	Retain as Territory Archives

Recruitment

The process of recruiting which includes applying for approval to fill existing vacancies, advertising vacant positions and handling applications, interviews, selection, culling and appointment. Also includes recruiting volunteers.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
3.31.1 ████████████████████	List of staff and positions, including staff rating pages from OICs returns.	Retain as Territory Archives
3.31.2 ████████████████████	All records relating to the acquisition of goods and services, whether or not a contracting process was undertaken, including printing and mailing services. <i>[See also Territory Administrative Records Disposal Schedule (TARDiS) FINANCIAL MANAGEMENT - Acquisition]</i>	Destroy 7 years after completion of the election
3.31.3 ████████████████████	Records relating to the appointment of individual staff, including applications for employment, availability letters, offers of employment and other forms, time sheets for hourly rate staff, attendance records for package staff.	Destroy after the subsequent relevant election

ELECTORAL ACT STAFF

Casual and temporary staff may be employed under sections 32 and 33 of the Electoral Act. These staff are generally employed for ACT Legislative Assembly elections, but may be employed for minor elections or other activities.

Note: for anything not covered in this section, refer to Personnel in TARDiS.

Salaries

The process of managing the payment of salaries to personnel.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
3.35.1 ■■■■■■■■■■■■■■■■■■■■	Records relating to payment of staff. <i>[See also Territory Administrative Records Disposal Schedule (TARDiS) PERSONNEL - Salaries]</i>	Destroy 60 years after the completion of the election

Training

The activities associated with all aspects of training (external/internal) available to staff.





<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
3.39.1 ■■■■■■■■■■■■■■■■■■■■	Final versions of all manuals. <i>[See also Territory Administrative Records Disposal Schedule (TARDiS) PUBLICATIONS - Procedures]</i>	Destroy when superseded
3.39.2 ■■■■■■■■■■■■■■■■■■■■	All records relating to the acquisition of goods and services, whether or not a contracting process was undertaken, including printing of manuals and mailing services. <i>[See also Territory Administrative Records Disposal Schedule (TARDiS) FINANCIAL MANAGEMENT - Acquisition]</i>	Destroy 7 years after completion of the election
3.39.3 ■■■■■■■■■■■■■■■■■■■■	All other records.	Destroy after the subsequent relevant election

ELECTORAL EDUCATION

The Electoral Commission provides electoral education to school, community and professional groups. This program is aimed primarily at raising community awareness of the ACT's electoral system and the Legislative Assembly.

Educational publications

The Commission has developed a range of printed electoral education resources for distribution to schools and community groups. This activity covers the production and dissemination of this material.




<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
4.10.1 	Final versions of professionally produced publications. <i>[See also Territory Administrative Records Disposal Schedule (TARDiS) PUBLICATIONS - Production]</i>	Lodge with NLA according to legal deposit requirements and retain master set in the agency as a Territory Archive. Contact ACT Government and Assembly Library to ascertain their requirements for these publications.
4.10.2 	Final versions of internally produced publications, such as fact sheets. <i>[See also Territory Administrative Records Disposal Schedule (TARDiS) PUBLICATIONS - Procedures]</i>	Destroy when superseded
4.10.3 	All records relating to the acquisition of goods and services, whether or not a contracting process was undertaken. <i>[See also Territory Administrative Records Disposal Schedule (TARDiS) COMMUNITY RELATIONS- Acquisition]</i>	Destroy 7 years after last action
4.10.4 	All other records.	Destroy when reference ceases

ELECTORAL EDUCATION

The Electoral Commission provides electoral education to school, community and professional groups. This program is aimed primarily at raising community awareness of the ACT's electoral system and the Legislative Assembly.

Educational services

The Commission's education sessions are often conducted in cooperation with the Legislative Assembly education officer. Students visit the Assembly and are shown how the Members of the Legislative Assembly are elected by participating in a mock election and then how the Assembly functions. These sessions can be conducted in a school setting. Also includes setting up of displays, for example at the Canberra Show.


<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
4.11.1 	All records relating to the acquisition of goods and services, whether or not a contracting process was undertaken. <i>[See also Territory Administrative Records Disposal Schedule (TARDiS) COMMUNITY RELATIONS- Acquisition]</i>	Destroy 7 years after last action
4.11.2 	Records documenting arrangements for setting up displays. <i>[See also Territory Administrative Records Disposal Schedule (TARDiS) COMMUNITY RELATIONS- Exhibitions]</i>	Destroy 4 years after action completed
4.11.3 	All other records.	Destroy 4 years after action completed

ELECTORAL ENROLMENT

The function of enrolment described by parts 5 and 6 of the Electoral Act.



Continuous Roll Update (CRU)

CRU is the electoral roll maintenance method adopted by the Electoral Council of Australia (ECA) to replace the old Electoral Roll Review (or habitation review) door knock method.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
5.7.1 	Final versions of agreements with other agencies to provide data used for the maintenance of the electoral roll, as well as records documenting negotiations, establishment, maintenance and review of agreements. <i>[See also Territory Administrative Records Disposal Schedule (TARDiS) TECHNOLOGY & TELECOMMUNICATIONS - Agreements]</i>	Destroy 7 years after expiry or other termination of agreement

Electoral Council of Australia

The Electoral Council of Australia (ECA) is a consultative council of Electoral Commissioners and Chief Electoral Officers from the electoral authorities of the Commonwealth, the States and Territories. The ECA considers issues about the development and maintenance of the electoral roll for Commonwealth State, Territory and Local Government elections and matters of electoral administration, which have implication for Australian electoral authorities. This activity covers all dealings with the ECA.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
5.14.1 	Agenda papers. <i>[See also Territory Administrative Records Disposal Schedule (TARDiS) GOVERNMENT RELATIONS - Committees]</i>	Retain as Territory Archives
5.14.2 	Administrative papers. <i>[See also Territory Administrative Records Disposal Schedule (TARDiS) GOVERNMENT RELATIONS - Committees]</i>	Destroy 7 years after last action

ELECTORAL ENROLMENT

The function of enrolment described by parts 5 and 6 of the Electoral Act.

Joint Roll Arrangement

Covers all activities regarding management of the Joint Roll Arrangement between the Commonwealth and the ACT.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
5.20.1 	All records.	Destroy 7 years after last action



Monitor roll accuracy

In order to assess the effectiveness of the AEC's implementation of the Joint Roll Arrangement and Continuous Roll Update methods, it is important to monitor roll accuracy.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
5.22.1 	All records.	Destroy when reference ceases

Provision of roll information

Access to electoral roll information is governed by Part 5—Electoral Rolls of the Electoral Act and by the Privacy Act 1988. Limited access to personal electoral roll details is provided to MLA's, political parties, ACT agencies and the general public.




<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
5.29.1 	Roll extracts.	Destroy when update received
5.29.2 	All other records, including requests for copies of extracts.	Destroy when reference ceases

ELECTORAL INFORMATION AND ADVICE

This function covers the provision of information and advice to a range of clients.

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>
6.1.1 	Cabinet documents. <i>[See also Territory Administrative Records Disposal Schedule (TARDiS) GOVERNMENT RELATIONS - Advice]</i>	Destroy in accordance with Cabinet Handbook instructions
6.1.2 	All other advice to the Assembly, the Minister or MLAs. <i>[See also Territory Administrative Records Disposal Schedule (TARDiS) GOVERNMENT RELATIONS - Advice]</i>	Retain as Territory Archives
6.1.3 	All records dealing with the legislative process. <i>[See also Territory Administrative Records Disposal Schedule (TARDiS) GOVERNMENT RELATIONS - Advice]</i>	Retain as Territory Archives

ELECTORAL INFORMATION AND ADVICE

This function covers the provision of information and advice to a range of clients.

Advice - Continued

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>
6.1.4 	Advice to agencies not covered elsewhere. <i>[See also Territory Administrative Records Disposal Schedule (TARDiS) GOVERNMENT RELATIONS - Advice]</i>	Destroy 5 years after action completed
6.1.5 	Research.	Destroy 7 years after action completed
6.1.6 	All records relating to the acquisition of goods and services, whether or not a contracting process was undertaken, including printing of reports. <i>[See also Territory Administrative Records Disposal Schedule (TARDiS) FINANCIAL MANAGEMENT - Acquisition]</i>	Destroy 7 years after action completed
6.1.7 	All other records relating to the drafting and publication of reports.	Destroy when reference ceases
6.1.8 	All other records.	Destroy when reference ceases

ELECTORAL INFORMATION AND ADVICE

This function covers the provision of information and advice to a range of clients.

Customer Service

The activities associated with the planning, monitoring and evaluation of services provided to customers by the agency.




<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
6.8.1 	All records. <i>[See also Territory Administrative Records Disposal Schedule (TARDiS) COMMUNITY RELATIONS – Customer Service]</i>	Destroy 4 years after action completed

FUNDING AND DISCLOSURE

The Funding and Disclosure (FAD) scheme has two parts. The first relates to providing election funding to election participants. The second relates to financial disclosure by election participants. Part 14 of the Electoral Act applies.

Annual and Election Returns

The activity of processing annual and election returns, releasing these returns to the public and liaising with the media.




<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
7.4.1 	All returns received.	Retain as Territory Archives
7.4.2 	Media releases. <i>[See also Territory Administrative Records Disposal Schedule (TARDiS) COMMUNITY RELATIONS – Media Relations]</i>	Retain as Territory Archives
7.4.3 	All other records, including correspondence not forming part of the return.	Destroy 4 years after the relevant event

FUNDING AND DISCLOSURE

The Funding and Disclosure (FAD) scheme has two parts. The first relates to providing election funding to election participants. The second relates to financial disclosure by election participants. Part 14 of the Electoral Act applies.

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>
N/A	All records related to legal action taken as a result of an audit. <i>[USE Territory Administrative Records Disposal Schedule (TARDiS) LEGAL SERVICES]</i>	N/A
7.5.1 	Final versions of all audit reports.	Retain as Territory Archives
7.5.2 	All records relating to the acquisition of goods and services, whether or not a contracting process was undertaken, including printing of manuals. <i>[See also Territory Administrative Records Disposal Schedule (TARDiS) FINANCIAL MANAGEMENT - Acquisition]</i>	Destroy 7 years after action completed
7.5.3 	All other records.	Destroy when reference ceases

FUNDING AND DISCLOSURE

The Funding and Disclosure (FAD) scheme has two parts. The first relates to providing election funding to election participants. The second relates to financial disclosure by election participants. Part 14 of the Electoral Act applies.

Election funding

The process of providing election funding to registered political parties and candidates in an election under section 207 of the Electoral Act.




<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
7.12.1 	All financial records relating to election funding, including calculations for determining eligibility for funding and details of actual payments. <i>[See also Territory Administrative Records Disposal Schedule (TARDiS) FINANCIAL MANAGEMENT - Accounting]</i>	Destroy 7 years after completion of the election

FUNDING AND DISCLOSURE

The Funding and Disclosure (FAD) scheme has two parts. The first relates to providing election funding to election participants. The second relates to financial disclosure by election participants. Part 14 of the Electoral Act applies.

Providing information

This activity includes all processes involved in providing information to FAD clients.




<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
7.28.1 	Final versions of all manuals. <i>[See also Territory Administrative Records Disposal Schedule (TARDiS) PUBLICATIONS - Procedures]</i>	Destroy 7 years after manual is superseded
7.28.2 	All records relating to the acquisition of goods and services, whether or not a contracting process was undertaken, including printing of manuals. <i>[See also Territory Administrative Records Disposal Schedule (TARDiS) FINANCIAL MANAGEMENT - Acquisition]</i>	Destroy 7 years after last action
7.28.3 	All other records.	Destroy when reference ceases

FUNDING AND DISCLOSURE

The Funding and Disclosure (FAD) scheme has two parts. The first relates to providing election funding to election participants. The second relates to financial disclosure by election participants. Part 14 of the Electoral Act applies.

Register reporting agents

The FAD scheme operates through a system of reporting agents. This activity covers all processes required for maintaining the register of reporting agents under section 203 of the Electoral Act.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
7.32.1 	Final versions of all approved forms notified on the Legislation Register.	Retain as Territory Archives
7.32.2 	Completed appointment forms.	Retain as Territory Archives
7.32.3 	All other records, including correspondence not forming part of the appointment.	Destroy when reference ceases

PARTY REGISTRATION

This function covers all processes required to register a new political party or ballot group, and to change, or add to, the particulars registered in relation to the party or ballot group and cancellation of a party or ballot group.

Registration

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
8.33.1 ■■■■■■■■■■■■■■■■■■■■	Final versions of all approved forms notified on the Legislation Register.	Retain as Territory Archives
8.33.2 ■■■■■■■■■■■■■■■■■■■■	All records related to the registration of a party or ballot group, including completed forms applying for registration, or changing registration details, or cancelling registration, all notifiable instruments, party constitutions, objections, review statements and details of any appeals.	Retain as Territory Archives
8.33.3 ■■■■■■■■■■■■■■■■■■■■	Lists of party members, including all correspondence to and from members.	Destroy as soon as the decision is made to either register or not register the party
8.33.4 ■■■■■■■■■■■■■■■■■■■■	Final version of manuals.	Destroy 7 years after manual is superseded

REDISTRIBUTION

The process of redistributing electoral boundaries, which must commence two years before each election is due. Refer to Part 4 (sections 34 to 56) of the Electoral Act.

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.

Entry	Description of Records	Disposal Action
9.34.1 ■■■■■■■■■■■■■■■■■■■■	Final versions of all maps, notifiable instruments and media releases.	Retain as Territory Archives
9.34.2 ■■■■■■■■■■■■■■■■■■■■	Final versions of all publications, including the redistribution committee's information booklet, statistics, and proposed redistribution, and the augmented commission's final report. <i>[See also Territory Administrative Records Disposal Schedule (TARDiS) PUBLICATIONS - Production]</i>	Lodge with NLA according to legal deposit requirements and retain master set in the agency as a Territory Archive. Contact ACT Government and Assembly Library to ascertain their requirements for these publications.
9.34.3 ■■■■■■■■■■■■■■■■■■■■	All records relating to the acquisition of goods and services, whether or not a contracting process was undertaken, including acquisition of statistics, printing of reports and advertising. <i>See also Territory Administrative Records Disposal Schedule (TARDiS) FINANCIAL MANAGEMENT - Acquisition]</i>	Destroy 7 years after completion of subsequent redistribution
9.34.4 ■■■■■■■■■■■■■■■■■■■■	All other records, including agenda and minutes of meetings, determination of terms and conditions for committee members, drafts of reports, originals of public submissions (provided that copies are reproduced in a report) and details of any investigations.	Destroy after the completion of the subsequent redistribution

CLASSES FOR RETENTION AS TERRITORY ARCHIVES


Classes for retention as Territory Archives

ELECTIONS AND REFERENDUMS FOR THE ACT LEGISLATIVE ASSEMBLY

This function covers the activities involved in the planning and conduct of an ACT Legislative Assembly election or referendum.



Electoral rolls

This activity deals with all requirements concerning electoral rolls, including close of rolls arrangements and printing and scanning certified lists. Part 5 of the Electoral Act applies.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.15.1 	Certified copy of the electoral roll for each electorate.	Retain as Territory Archives

Forms and materials

This activity covers all processes to do with materials required for the election, including estimating quantities of materials, updating forms, acquiring materials and delivery to and collection from polling places of cardboard equipment, furniture and other material. This section refers to all election materials apart from ballot papers and certified lists.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.18.1 	Notification advices for approved forms.	Retain as Territory Archives
2.18.2 	Records of the destruction of electoral papers under section 335 of the Electoral Act.	Retain as Territory Archives



Classes for retention as Territory Archives

ELECTIONS AND REFERENDUMS FOR THE ACT LEGISLATIVE ASSEMBLY

This function covers the activities involved in the planning and conduct of an ACT Legislative Assembly election or referendum.

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>
2.21.1 	Media releases. <i>[See also Territory Administrative Records Disposal Schedule (TARDiS) COMMUNITY RELATIONS - Media Relations]</i>	Retain as Territory Archives
2.21.2 	Final versions of publications in all formats, including printed, electronic, audio, video or other. <i>[See also Territory Administrative Records Disposal Schedule (TARDiS) PUBLICATIONS - Production]</i>	Lodge with NLA according to legal deposit requirements and retain master set in the agency as a Territory Archive. Contact ACT Government and Assembly Library to ascertain their requirements for these publications.


Classes for retention as Territory Archives

ELECTIONS AND REFERENDUMS FOR THE ACT LEGISLATIVE ASSEMBLY

This function covers the activities involved in the planning and conduct of an ACT Legislative Assembly election or referendum.


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>
2.34.1 	Final version of election-specific reports. <i>[See also Territory Administrative Records Disposal Schedule (TARDiS) GOVERNMENT RELATIONS - Reporting]</i>	Lodge with NLA according to legal deposit requirements and retain master set in the agency as a Territory Archive. Contact ACT Government and Assembly Library to ascertain their requirements for these publications.

Scrutiny and election results

This activity includes the declaration vote scrutiny, the initial count of ordinary votes, the count of electronic votes, posting the results on the internet and the tally room, data entry of ballot papers, recounts, announcing the final results, declaring the polls and publishing the final results. This also includes casual vacancies.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.36.1 	All published final election results, in print or electronic format. <i>[See also Reporting]</i>	Lodge with NLA according to legal deposit requirements and retain master set in the agency as a Territory Archive. Contact ACT Government and Assembly Library to ascertain their requirements for these publications.

Classes for retention as Territory Archives

ELECTORAL ACT STAFF

Casual and temporary staff may be employed under sections 32 and 33 of the Electoral Act. These staff are generally employed for ACT Legislative Assembly elections, but may be employed for minor elections or other activities.

Note: for anything not covered in this section, refer to Personnel in TARDiS.

Employment Conditions

The activities associated with managing the general conditions of employment for personnel.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
3.16.1 ████████████████████	All records related to the determination of pay rates and conditions, including minutes of Commission meetings, advice to the Minister, notifiable instruments.	Retain as Territory Archives

Recruitment

The process of recruiting which includes applying for approval to fill existing vacancies, advertising vacant positions and handling applications, interviews, selection, culling and appointment. Also includes recruiting volunteers.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
3.31.1 ████████████████████	List of staff and positions, including staff rating pages from OICs returns.	Retain as Territory Archives


Classes for retention as Territory Archives

ELECTORAL EDUCATION

The Electoral Commission provides electoral education to school, community and professional groups. This program is aimed primarily at raising community awareness of the ACT's electoral system and the Legislative Assembly.

Educational publications

The Commission has developed a range of printed electoral education resources for distribution to schools and community groups. This activity covers the production and dissemination of this material.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
4.10.1 	Final versions of professionally produced publications. <i>[See also Territory Administrative Records Disposal Schedule (TARDiS) PUBLICATIONS - Production]</i>	Lodge with NLA according to legal deposit requirements and retain master set in the agency as a Territory Archive. Contact ACT Government and Assembly Library to ascertain their requirements for these publications.

Classes for retention as Territory Archives

ELECTORAL ENROLMENT

The function of enrolment described by parts 5 and 6 of the Electoral Act.

Electoral Council of Australia

The Electoral Council of Australia (ECA) is a consultative council of Electoral Commissioners and Chief Electoral Officers from the electoral authorities of the Commonwealth, the States and Territories. The ECA considers issues about the development and maintenance of the electoral roll for Commonwealth State, Territory and Local Government elections and matters of electoral administration, which have implication for Australian electoral authorities. This activity covers all dealings with the ECA.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
5.14.1 	Agenda papers. <i>[See also Territory Administrative Records Disposal Schedule (TARDiS) GOVERNMENT RELATIONS - Committees]</i>	Retain as Territory Archives

Classes for retention as Territory Archives

ELECTORAL INFORMATION AND ADVICE

This function covers the provision of information and advice to a range of clients.

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>
6.1.1 	Cabinet documents. <i>[See also Territory Administrative Records Disposal Schedule (TARDiS) GOVERNMENT RELATIONS - Advice]</i>	Retain permanently unless required to be destroyed in accordance with Cabinet Handbook instructions
6.1.2 	All other advice to the Assembly, the Minister or MLAs. <i>[See also Territory Administrative Records Disposal Schedule (TARDiS) GOVERNMENT RELATIONS - Advice]</i>	Retain as Territory Archives
6.1.3 	All records dealing with the legislative process. <i>[See also Territory Administrative Records Disposal Schedule (TARDiS) GOVERNMENT RELATIONS - Advice]</i>	Retain as Territory Archives



Classes for retention as Territory Archives

FUNDING AND DISCLOSURE

The Funding and Disclosure (FAD) scheme has two parts. The first relates to providing election funding to election participants. The second relates to financial disclosure by election participants. Part 14 of the Electoral Act applies.


Annual and Election Returns

The activity of processing annual and election returns, releasing these returns to the public and liaising with the media.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
7.4.1 	All returns received.	Retain as Territory Archives
7.4.2 	Media releases. <i>[See also Territory Administrative Records Disposal Schedule (TARDiS) COMMUNITY RELATIONS – Media Relations]</i>	Retain as Territory Archives

Audit

The activities associated with officially checking financial, quality assurance and operational records to ensure they have been kept and maintained in accordance with agreed or legislated standards and correctly record the events, processes and business of 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>
7.5.1 	Final versions of all audit reports.	Retain as Territory Archives



Classes for retention as Territory Archives

FUNDING AND DISCLOSURE

The Funding and Disclosure (FAD) scheme has two parts. The first relates to providing election funding to election participants. The second relates to financial disclosure by election participants. Part 14 of the Electoral Act applies.

Register reporting agents

The FAD scheme operates through a system of reporting agents. This activity covers all processes required for maintaining the register of reporting agents under section 203 of the Electoral Act.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
7.32.1 	Final versions of all approved forms notified on the Legislation Register.	Retain as Territory Archives
7.32.2 	Completed appointment forms.	Retain as Territory Archives

Classes for retention as Territory Archives

PARTY REGISTRATION

This function covers all processes required to register a new political party or ballot group, and to change, or add to, the particulars registered in relation to the party or ballot group and cancellation of a party or ballot group.

Registration

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



<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
8.33.1 ████████████████████	Final versions of all approved forms notified on the Legislation Register.	Retain as Territory Archives
8.33.2 ████████████████████	All records related to the registration of a party or ballot group, including completed forms applying for registration, or changing registration details, or cancelling registration, all notifiable instruments, party constitutions, objections, review statements and details of any appeals.	Retain as Territory Archives

Classes for retention as Territory Archives REDISTRIBUTION

The process of redistributing electoral boundaries, which must commence two years before each election is due. Refer to Part 4 (sections 34 to 56) of the Electoral Act.

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>
9.34.1 	Final versions of all maps, notifiable instruments and media releases.	Retain as Territory Archives
9.34.2 	Final versions of all publications, including the redistribution committee's information booklet, statistics, and proposed redistribution, and the augmented commission's final report.	Lodge with NLA according to legal deposit requirements and retain master set in the agency as a Territory Archive. Contact ACT Government and Assembly Library to ascertain their requirements for these publications.