

Australian Capital Territory

Territory Records (Records Disposal Schedule—Land, Planning and Building Records) Approval 2004 (No 1)*

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made under the

Territory Records Act 2002, s 19

I approve the Records Disposal Schedule – Land, Planning and Building Records.

David Wardle
Director of Territory Records
25 March 2004

*Name amended under Legislation Act 2001 s 60



*Records Disposal Schedule
Land, Planning and Building Records*

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INTRODUCTION

The *Records Disposal Schedule – Land, Planning and Building Records* is the official authority for the disposal of records relating to Land, Planning and Building.

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 Land, Planning and Building 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 - Land, Planning and Building 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 Land, Planning and Building 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 – Land, Planning and Building Records*: covers all Land, Planning and Building records divided into the following functions:

- **Building Services and Control**
- **Customer And Commercial Services**
- **Land Management & Development Controls**
- **Territory Plan & Strategic Planning Policy**
- is intended to cover most Land, Planning and Building 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:

Architects Act 1959

Australian Capital Territory (Planning and Land Management) Act 1988 (Cwlth), sections 16, 19, 25, 29 and part 10

Building Act 1972

Common Boundaries Act 1981 Community

Construction Practitioners Registration Act 1998

Districts Act 2002 Electricity Safety Act 1971

Enclosed Lands Protection Act 1943

Energy Efficiency Ratings (Sale of Premises) Act 1997, except sections 6 and 7

Freedom of Information Act 1989

Gas Safety Act 2000 Land (Planning and Environment) Act 1991, except part 3 and section 254

Lands Acquisition Act 1994 Planning and Land Act 2002, except chapter 4

Occupational Health and Safety Act 1989

Occupational Health and Safety Regulations 1991

Plumbers, Drainers and Gasfitters Board Act 1982

Public Place Names Act 1989

Public Roads Act 1902

Recovery of Lands Act 1929

Surveyors Act 2001

Territory Records Act 2002

Title Act 2001

Unit Titles Act 2001

Utilities (Telecommunication Installations) Act 2001

Utilities Act 2000, part 5 and division 10.3

Water and Sewerage Act 2000

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

BUILDING SERVICES CONTROL

The function of regulating the building, electrical and plumbing industry in the ACT. Includes development and review of legislation affecting the industry; licensing and registration of professional tradespeople, architects and building certifiers; audit and enforcement activities to ensure standards are being adhered to; investigation of electrical accidents, issuing of safety warnings, and product recalls.

Approvals (electrical)

The activities associated with testing and certifying that electrical equipment meets safety standards. Also includes records relating to the issue of product recalls for unsafe items.

Audits (Licences)

The activities associated with auditing electrical, building and plumbing work performed by accredited licence holders, including the investigation of electrical accidents.

Committees

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

Licensing & Registration

The activities association with the registration and licensing of tradespeople and professionals in the ACT. Includes:

Construction Practitioners;
Builders;
Architects;
Electricians and Electrical Contractors; and
Plumbers, Drainers and Gasfitters.

Standards

The process of implementing industry or organisational benchmarks for services and processes to enhance the quality and efficiency of the agency.

CUSTOMER & COMMERCIAL SERVICES

The function of supporting the provision of services by Territory agencies where they compete commercially or provide services on a fee for service basis. Activities may be undertaken on consultancy or contract basis.

Agreements

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

Awards & Presentations

Activities relating to recognising outstanding customer services provided by agency staff.

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.

Corporate Style

The activity of compiling and administering guidelines on the consistency in written style, graphic design etc within the agency's documents. Includes designing logos, letterhead, stationery, publications etc that incorporate the corporate image of the agency.

Marketing

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

Meetings

The activities associated with adhoc gatherings held to formulate, discuss, update or resolve issues and matters pertaining to managing the section, department, or agency as a whole. Includes arrangements, agenda, taking of minutes etc. Excludes committee meetings.

Planning

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

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.

Procedures

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

Proposals (Customer Services)

Activities relating to the assessment of proposals to provide customer services.

Public Reaction

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

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.

Service Delivery

The processes associated with the assessment, measurement and implementation of services delivered to the public

Standards

The process of implementing industry or organisational benchmarks for services and processes to enhance the quality and efficiency of the agency.

LAND MANAGEMENT & DEVELOPMENT CONTROLS

The function of managing the land development process in the jurisdiction. Includes the regulation and approval of building and other development applications for specific properties, buildings, fences, signs and other structures covered by the Building Code of Australia and the Land (Planning and Environment) Act 1991. Covers the provision of land information through the ACT Land Information Centre. Land management relates to a specific parcel of land, a site, address or location.

Appointments (Land Management)

Activities relating to the selection of persons to fill a vacancy or designating a person or position as holder of specific power.

Authorisations

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

Certification (Construction)

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

Committees

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

Decisions Review

The activities associated with the review of decisions referred to external bodies, for example, the Commissioner for Land and Planning and the ACT Administrative Appeals Tribunal.

Development Assessment

The process of receiving, assessing, managing and determining applications for approvals for the development and use of Territory land through the planning and legislative processes under the Land (Planning and Environment Act) Act, 1991.

Environmental Impact Assessment

The activities associated with undertaking environmental impact assessments. This includes determination of the need for, and conduct of, Environmental Impact Assessments of all types.

Fees Determination

The activities associated with determining fees for assessing applications for development.

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.

Procedures

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

Process Improvement

The activities associated with quality control of business processes to optimise continuous improvement of processes, products and services to meet performance requirements and adhere to standards and benchmarks.

Registration

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

Site Selection Co-ordination

The process of negotiating and assisting in the site selection processes for new developments such as industrial or commercial developments.

Surveying

The activities associated with the division of land and recording that division, and for surveying the ACT. Includes provision and maintenance of survey control infrastructure, examination of survey plans, audit of unit plans, cadastral advice including land tenure and Native Title issues.

Territory Lease Administration

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

TERRITORY PLAN & STRATEGIC PLANNING POLICY

The function of developing a long-term planning framework and responsible land management strategies. Includes maintenance of planning instruments (Territory Plan) which provide a framework for the provision of services and facilities, land use and development decisions, and the overall management of natural and built environments and heritage values.

Advice

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

Committees

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

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.

Environmental Impact Assessment

The activities associated with undertaking environmental impact assessments. This includes determination of the need for, and conduct of, Environmental Impact Assessments of all types.

Infrastructure Implementation & Co-ordination

The activities associated with engineering, investigation, design, construction and management of physical infrastructure for ACT estate development. Implementation of work is undertaken through a capital works program for major infrastructure and through developers via conditions contained in development leases.

Land Data & Mapping

The activities associated with providing advice on the collection of land data and production of maps.

Land Tenure

The activities associated with providing advice on the land tenure.

Legislation

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

Mapping Programs

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

Place Names Assessment

The activities associated with researching and providing advice on the proposals for naming on Territory suburbs, streets and other geographical features.

Planning & Development Conditions

The activities associated with providing advice on the land release and development program.

Planning Strategy

The activities associated with the developing long-term strategic directions for land, infrastructure and development of the ACT. Includes the development of area plans and variations to plans such as master plans, town centre plans, group centre plans, local area plans and regional area plans.

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.

Procedures

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

Registration

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

Standards

The process of implementing industry or organisational benchmarks for services and processes to enhance the quality and efficiency of the agency.

Surveying

The activities associated with the division of land and recording that division, and for surveying the ACT. Includes provision and maintenance of survey control infrastructure, examination of survey plans, audit of unit plans, cadastral advice including land tenure and Native Title issues.

Tendering

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

Territory Plan Management

The activities associated with maintaining the Territory Plan including review and development of policies contained in the Territory Plan and administration of the statutory processes involved in varying the plans.

Transport Strategy

Activities associated with the development of long terms strategies for high quality and sustainable transport for the Territory.

RECORDS DISPOSAL SCHEDULE

BUILDING SERVICES CONTROL

The function of regulating the building, electrical and plumbing industry in the ACT. Includes development and review of legislation affecting the industry; licensing and registration of professional tradespeople, architects and building certifiers; audit and enforcement activities to ensure standards are being adhered to; investigation of electrical accidents, issuing of safety warnings, and product recalls.

Approvals (electrical)

The activities associated with testing and certifying that electrical equipment meets safety standards. Also includes records relating to the issue of product recalls for unsafe items.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.4.1 *1.4.1*	Test reports and records relating to the approval of electrical equipment.	Destroy 5 years after approval revoked
1.4.2 *1.4.2*	Records relating to product recall.	Destroy 5 years after last action

Audits (Licences)

The activities associated with auditing electrical, building and plumbing work performed by accredited licence holders, including the investigation of electrical accidents.

[See LAND MANAGEMENT & DEVELOPMENT CONTROLS for records related to the certification of plans, buildings and structures relating to specific developments performed by licence holders.]

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.5.1 *1.5.1*	Records relating to bookings and time schedules and reports of audit work undertaken.	Destroy 5 years after last action
1.5.2 *1.5.2*	Investigations into electrical accidents and licensees.	Destroy 10 years after investigation completed

BUILDING SERVICES CONTROL

The function of regulating the building, electrical and plumbing industry in the ACT. Includes development and review of legislation affecting the industry; licensing and registration of professional tradespeople, architects and building certifiers; audit and enforcement activities to ensure standards are being adhered to; investigation of electrical accidents, issuing of safety warnings, and product recalls.

Committees

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.9.1 *1.9.1*	Records relating to arrangements for the organisation of committee and board meetings.	Destroy 5 years after last action
1.9.2 *1.9.2*	Meeting papers of the licensing and registration boards such as the: Architects Board; Electrical Licensing Board; Plumbers, Drainers and Gasfitters Board; and Surveyors Board.	Retain as Territory Archives

BUILDING SERVICES CONTROL

The function of regulating the building, electrical and plumbing industry in the ACT. Includes development and review of legislation affecting the industry; licensing and registration of professional tradespeople, architects and building certifiers; audit and enforcement activities to ensure standards are being adhered to; investigation of electrical accidents, issuing of safety warnings, and product recalls.

Licensing & Registration

The activities associated with the registration and licensing of tradespeople and professionals in the ACT.

Includes:

- Construction Practitioners;
- Builders;
- Architects;
- Electricians and Electrical Contractors;
- Plumbers, Drainers and Gasfitters; and
- Surveyors.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.21.1 *1.21.1*	Successful applications and supporting documentation, including: Licence/registration documents and permits; Certified copies of qualifications, certificates, registration papers with professional associations (e.g. Institute of Engineers) and curriculum vitae; Personal and professional references; and Mutual recognition certificates and documents.	Retain as Territory Archive
1.21.2 *1.21.2*	Unsuccessful applications for registration.	Destroy 10 years after determination
1.21.3 *1.21.3*	Records relating to periodic renewals, payments and administration of contact and address details of certified persons. Includes: Change of address forms; Licence/Registration fees; and Copies of licence/registration documents issued and requests for display style licences.	Destroy 5 years after last action
1.21.4 *1.21.4*	Appeals of decisions of the licensing and registration boards and committees.	Destroy 10 years after determination

BUILDING SERVICES CONTROL

The function of regulating the building, electrical and plumbing industry in the ACT. Includes development and review of legislation affecting the industry; licensing and registration of professional tradespeople, architects and building certifiers; audit and enforcement activities to ensure standards are being adhered to; investigation of electrical accidents, issuing of safety warnings, and product recalls.

Licensing & Registration (continued)

The activities associated with the registration and licensing of tradespeople and professionals in the ACT. Includes:

- Architects;
- Builders;
- Construction Practitioners;
- Electricians and Electrical Contractors;
- Plumbers, Drainers and Gasfitters; and
- Surveyors.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.21.5 *1.21.5*	Records relating to the determination of fees and charges for licensing/registration.	Destroy 10 years after last action
1.21.6 *1.21.6*	Register of licences issued for Construction Practitioners.	Retain as Territory Archives

BUILDING SERVICES CONTROL

The function of regulating the building, electrical and plumbing industry in the ACT. Includes development and review of legislation affecting the industry; licensing and registration of professional tradespeople, architects and building certifiers; audit and enforcement activities to ensure standards are being adhered to; investigation of electrical accidents, issuing of safety warnings, and product recalls.

Standards

The process of implementing industry or organisational benchmarks for services and processes to enhance the quality and efficiency of the agency.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.38.1 *1.38.1*	Standards and Rules. Advice and interpretation on building, electrical, gas and plumbing standards relevant to the ACT.	Destroy 50 years after last action
1.38.2 *1.38.2*	Records relating to participation in and liaising with inter-government (eg Australian Building Codes Board, Builders Licensing Australia, National Plumbing Regulators Forum, Gas Technical Regulators Committee), professional and industry bodies on the development of industry standards - eg Standards Australia, and Electricity Supply Association of Australia (ESAA). Includes: Minutes; Agenda; Terms of Reference; and Membership.	Destroy 10 years after last action

CUSTOMER AND COMMERCIAL SERVICES

The function of supporting the provision of services by Territory agencies where they compete commercially or provide services on a fee for service basis. Activities may be undertaken on consultancy or contract basis.

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>
2.2.1 *2.2.1*	Agreements and supporting documents. Includes: Contracts; and Project Scope documents.	Destroy 7 years after agreement expires

Awards & Presentations

Activities relating to recognising outstanding customer services provided by agency staff.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.7.1 *2.7.1*	Records relating to awards presented to staff for customer service.	Destroy 5 years after last action

Contracting-Out

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.11.1 *2.11.1*	Records relating to contracts to provide services.	Destroy 7 years after contract expires

CUSTOMER AND COMMERCIAL SERVICES

The function of supporting the provision of services by Territory agencies where they compete commercially or provide services on a fee for service basis. Activities may be undertaken on consultancy or contract basis.

Corporate Style

The activity of compiling and administering guidelines on the consistency in written style, graphic design etc within the agency's documents. Includes designing logos, letterhead, stationery, publications etc that incorporate the corporate image of the agency.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.12.1 *2.12.1*	Records relating to the design of corporate images, logos, corporate wardrobe, signage etc.	Destroy 5 years after last action
2.12.2 *2.12.2*	Records relating to the production of merchandise, uniforms, etc relating to corporate image.	Destroy 10 years after last action

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>
2.23.1 *2.23.1*	Records relating to sales of land, data mapping and building plan information.	Destroy 7 years after last action

CUSTOMER AND COMMERCIAL SERVICES

The function of supporting the provision of services by Territory agencies where they compete commercially or provide services on a fee for service basis. Activities may be undertaken on consultancy or contract basis.

Meetings

The activities associated with adhoc gatherings held to formulate, discuss, update or resolve issues and matters pertaining to managing the section, department, or agency as a whole. Includes arrangements, agenda, taking of minutes etc. Excludes committee meetings.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.24.1 *2.24.1*	Records of meetings relating to customer service.	Destroy 5 years after last action

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>
2.26.1 *2.26.1*	Customer management and service plans.	Destroy 5 years after plan superseded

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>
2.29.1 *2.29.1*	Records relating to customer service, service delivery and performance target policies.	Destroy 5 years after superseded

CUSTOMER AND COMMERCIAL SERVICES

The function of supporting the provision of services by Territory agencies where they compete commercially or provide services on a fee for service basis. Activities may be undertaken on consultancy or contract basis.

Procedures

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.30.1 *2.30.1*	Records relating to customer service and service delivery procedures.	Destroy 7 years after superseded

Proposals (Customer Services)

Activities relating to the assessment of proposals to provide customer services.

[See Contracting-Out for proposal agreements that result in a contract.]

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.32.1 *2.32.1*	Unsuccessful proposals.	Destroy 2 years after last action

CUSTOMER AND COMMERCIAL SERVICES

The function of supporting the provision of services by Territory agencies where they compete commercially or provide services on a fee for service basis. Activities may be undertaken on consultancy or contract basis.

Public Reaction

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.33.1 *2.33.1*	Records of public comment, complaints and requests. Originals of significant issues are filed on the subject matter files.	Destroy 2 years after last action
2.33.2 *2.33.2*	Copies of issues of significant public concern are filed in chronological order. Originals of significant issues are filed on the subject matter files.	Destroy 7 years after last action
2.33.3 *2.33.3*	Register of all complaints, public reaction received.	Destroy 10 years after last action

Reporting

The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), 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>
2.35.1 *2.35.1*	Records relating to customer and/or service reports.	Destroy 10 years after last action

CUSTOMER AND COMMERCIAL SERVICES

The function of supporting the provision of services by Territory agencies where they compete commercially or provide services on a fee for service basis. Activities may be undertaken on consultancy or contract basis.

Service Delivery

The processes associated with the assessment, measurement and implementation of services delivered to the public.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.36.1 *2.36.1*	Records relating to the methods and operation of services to the public such as call centres, help/information desks, interpreters, on-line service delivery and searches for information and plans, fees for services.	Destroy 2 years after last action
2.36.2 *2.36.2*	Records relating to routine enquiries, normally requests for information, made to services.	Destroy 10 years after last action

Standards

The process of implementing industry or organisational benchmarks for services and processes to enhance the quality and efficiency of the agency.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.38.1 *2.38.1*	Records relating to the development and delivery of staff courses relating to standards.	Destroy 5 years after last action

LAND MANAGEMENT & DEVELOPMENT CONTROLS

The function of managing the land development process in the jurisdiction. Includes the regulation and approval of building and other development applications for specific properties, buildings, fences, signs and other structures covered by the Building Code of Australia and the *Land (Planning and Environment) Act 1991*. Covers the provision of land information through the ACT Land Information Centre. Land management relates to a specific parcel of land, a site, address or location.

Appointments (Land Management)

Activities relating to the selection of persons to fill a vacancy or designating a person or position as holder of specific power.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
3.3.1 *3.3.1*	Formal Instruments of appointment for: Building Controllers; Deputy Building Controllers; Building Inspectors; Compliance auditors of construction practitioners; [Electrical] inspectors; [Plumbing] inspectors; and Any other statutory appointments as amended by the Building Act.	Destroy 10 years after appointment superseded
3.3.2 *3.3.2*	Arrangements for appointment eg issuing of identity cards, lost cards etc. Includes: Declarations regarding lost cards; Cards issued; and Cards returned.	Destroy 2 years after last action

Authorisations

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>
3.6.1 *3.6.1*	Delegations under Land Managers, including instruments of authorisation.	Destroy 10 years after last action

LAND MANAGEMENT & DEVELOPMENT CONTROLS

The function of managing the land development process in the jurisdiction. Includes the regulation and approval of building and other development applications for specific properties, buildings, fences, signs and other structures covered by the Building Code of Australia and the *Land (Planning and Environment) Act 1991*. Covers the provision of land information through the ACT Land Information Centre. Land management relates to a specific parcel of land, a site, address or location.

Certification (Construction)

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
3.8.1 *3.8.1*	Records including: Certificates of Electrical Safety; Completion of Building Work; Survey Certificate; Certificate of Occupancy; and Certifications of satisfactory inspection of buildings, drains and electrical installations.	Retain as Territory Archives

LAND MANAGEMENT & DEVELOPMENT CONTROLS

The function of managing the land development process in the jurisdiction. Includes the regulation and approval of building and other development applications for specific properties, buildings, fences, signs and other structures covered by the Building Code of Australia and the *Land (Planning and Environment) Act 1991*. Covers the provision of land information through the ACT Land Information Centre. Land management relates to a specific parcel of land, a site, address or location.

Committees

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
3.9.1 *3.9.1*	Internal committee records relating to land development, including: Agenda papers; Establishment and terms of references; Minutes of meetings; and Elections.	Retain as Territory Archives
3.9.2 *3.9.2*	External committee records where the agency does not provide the secretariat.	Destroy 5 years after last action
3.9.3 *3.9.3*	Administrative arrangements, including: Appointments; Notices of meetings; and Room bookings.	Destroy 5 years after last action

LAND MANAGEMENT & DEVELOPMENT CONTROLS

The function of managing the land development process in the jurisdiction. Includes the regulation and approval of building and other development applications for specific properties, buildings, fences, signs and other structures covered by the Building Code of Australia and the *Land (Planning and Environment) Act 1991*. Covers the provision of land information through the ACT Land Information Centre. Land management relates to a specific parcel of land, a site, address or location.

Decisions Review

The activities associated with the review of decisions referred to external bodies, for example, the Commissioner for Land and Planning and the ACT Administrative Appeals Tribunal.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
3.13.1 * 3 . 13 . 1 *	Records relating to appeals against development decisions: Notices of Objection; Records of discussion; Notices and draft notices of decisions; and Briefs and solicitors advice.	Retain as Territory Archives
3.13.2 * 3 . 13 . 2 *	Records relating to planning and development decisions of other agencies and jurisdictions. Copies of rulings; and Reference material.	Destroy 5 years after last action

LAND MANAGEMENT & DEVELOPMENT CONTROLS

The function of managing the land development process in the jurisdiction. Includes the regulation and approval of building and other development applications for specific properties, buildings, fences, signs and other structures covered by the Building Code of Australia and the *Land (Planning and Environment) Act 1991*. Covers the provision of land information through the ACT Land Information Centre. Land management relates to a specific parcel of land, a site, address or location.

Development Assessment

The process of receiving, assessing, managing and determining applications for approvals for the development and use of Territory land through the planning and legislative processes under the *Land (Planning and Environment Act) Act, 1991*.

[See Lease Administration for records relating to applications to revise Lease and Development.]

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
3.14.1 * 3 . 14 . 1 *	Development applications for structures that: Are registered as historical and heritage structures; Were built prior to 1927.	Retain as Territory Archives
3.14.2 * 3 . 14 . 2 *	Successful development applications. Includes: Application for development; Lodgement Sheets; Plans (including plumbing, drainage, electrical and building); Variations; Stakeholder (government, industry and community) reports and feedback; Assessment Reports; Notices to other agencies, interested parties, adjacent landholders and Planning Advisory Committees; Determinations; Development Application plans; Development Application report; Development Application notice of decision; and Community feedback and objections.	Retain as Territory Archives
3.14.3 * 3 . 14 . 3 *	Unsuccessful Development Applications and pre-application proceedings that do not proceed.	Destroy 20 years after determination

LAND MANAGEMENT & DEVELOPMENT CONTROLS

The function of managing the land development process in the jurisdiction. Includes the regulation and approval of building and other development applications for specific properties, buildings, fences, signs and other structures covered by the Building Code of Australia and the *Land (Planning and Environment) Act 1991*. Covers the provision of land information through the ACT Land Information Centre. Land management relates to a specific parcel of land, a site, address or location.

Development Assessment (continued)

The process of receiving, assessing, managing and determining applications for approvals for the development and use of Territory land through the planning and legislative processes under the *Land (Planning and Environment Act) Act, 1991*.

[See Lease Administration for records relating to applications to revise Lease and Development.]

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
3.14.4 *3.14.4*	Records relating to the assignment and project management of tasks associated with processing the application. Includes: Statistics outputs of development activity; Conference room bookings; Work lists; Projects Lists; and Team Plans.	Destroy 5 years after last action

Environmental Impact Assessment

The activities associated with undertaking environmental impact assessments. This includes determination of the need for, and conduct of, Environmental Impact Assessments of all types.

[Use TERRITORY PLAN & STRATEGIC PLANNING POLICY when assessing the impact of changes to land use or Territory planning policies].

[Use LAND MANAGEMENT & DEVELOPMENT CONTROLS when assessing the impact of individual developments.]

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
3.15.1 *3.15.1*	Records relating to the conduct of the Environmental Impact Assessment. Includes: Environmental Impact Statements; Consultations with the community and reports; and Pre-Application proceedings that proceed to an application.	Retain as Territory Archives

LAND MANAGEMENT & DEVELOPMENT CONTROLS

The function of managing the land development process in the jurisdiction. Includes the regulation and approval of building and other development applications for specific properties, buildings, fences, signs and other structures covered by the Building Code of Australia and the *Land (Planning and Environment) Act 1991*. Covers the provision of land information through the ACT Land Information Centre. Land management relates to a specific parcel of land, a site, address or location.

Fees Determination

The activities associated with determining fees for assessing applications for development.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
3.16.1 *3.16.1*	Fees determination.	Destroy 2 years after fee structure superseded

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>
3.29.1 *3.29.1*	Policies, including: Certifications (Compliance); Inspections; Compliance Monitoring and Enforcement; Development Applications; Development Assessment; Environmental Assessments and Enquiries; Heavy Vehicles; Land Rent Reappraisal; Leasing and land Administration; Quality and Sustainable Development and Design; Trees; and Building, electrical, plumbing, gas and utilities.	Retain as Territory Archives

LAND MANAGEMENT & DEVELOPMENT CONTROLS

The function of managing the land development process in the jurisdiction. Includes the regulation and approval of building and other development applications for specific properties, buildings, fences, signs and other structures covered by the Building Code of Australia and the *Land (Planning and Environment) Act 1991*. Covers the provision of land information through the ACT Land Information Centre. Land management relates to a specific parcel of land, a site, address or location.

Procedures

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
3.30.1 * 3 . 30 . 1 *	Records relating to procedure manuals and proforma.	Destroy 10 years after superseded

Process Improvement

The activities associated with quality control of business processes to optimise continuous improvement of processes, products and services to meet performance requirements and adhere to standards and benchmarks.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
3.31.1 * 3 . 31 . 1 *	Records relating to the review of business processes. Includes consultant reports, benchmarks etc.	Retain as Territory Archives
3.31.2 * 3 . 31 . 2 *	Records relating to the review of individual business unit processes. Includes consultant reports, benchmarks.	Destroy 10 years after last action

LAND MANAGEMENT & DEVELOPMENT CONTROLS

The function of managing the land development process in the jurisdiction. Includes the regulation and approval of building and other development applications for specific properties, buildings, fences, signs and other structures covered by the Building Code of Australia and the *Land (Planning and Environment) Act 1991*. Covers the provision of land information through the ACT Land Information Centre. Land management relates to a specific parcel of land, a site, address or location.

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>
3.34.1 *3.34.1*	Registers including, but not limited to: Development Application Lodgement Register; Register of Lease and Development Conditions; Fences; Place Names/Aboriginal Names; and Heritage Places Register.	Retain as Territory Archives

Site Selection Co-ordination

The process of negotiating and assisting in the site selection processes for new developments such as industrial or commercial developments.

See Development Assessments for records relating to developments that proceed to a formal application.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
3.37.1 *3.37.1*	Records relating to the negotiation and liaison with developers that do not proceed to a development application. Includes: Meeting Notes; and Requests for Information.	Destroy 5 years after last action

LAND MANAGEMENT & DEVELOPMENT CONTROLS

The function of managing the land development process in the jurisdiction. Includes the regulation and approval of building and other development applications for specific properties, buildings, fences, signs and other structures covered by the Building Code of Australia and the *Land (Planning and Environment) Act 1991*. Covers the provision of land information through the ACT Land Information Centre. Land management relates to a specific parcel of land, a site, address or location.

Surveying

The activities associated with the division of land and recording that division, and for surveying the ACT. Includes provision and maintenance of survey control infrastructure, examination of survey plans, audit of unit plans, cadastral advice including land tenure and Native Title issues.

[See BUILDING SERVICES CONTROL - Licensing and Registration for records relating to the assessment of surveyors by the Surveyors Board.]

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
3.39.1 *3.39.1*	Audits and compliance checks. Records relating to the audit of surveyors and their outcomes, such as Unit Title Plans. Includes: Audit reports; and Field Inspections Reports.	Retain as Territory Archives

LAND MANAGEMENT & DEVELOPMENT CONTROLS

The function of managing the land development process in the jurisdiction. Includes the regulation and approval of building and other development applications for specific properties, buildings, fences, signs and other structures covered by the Building Code of Australia and the *Land (Planning and Environment) Act 1991*. Covers the provision of land information through the ACT Land Information Centre. Land management relates to a specific parcel of land, a site, address or location.

Territory Lease Administration

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

[See Development Assessment for records relating to the assessment of the Development.]

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
3.41.1 *3.41.1*	Land Parcel Management (Greenfield developments) Records relating to creation, division and disposal of a parcel of land. Includes: Requests to issue leases; Initial Leases; Holding Leases; Deeds of Agreement; Design Certificates; Final Certificates; Engineering Advice, annexures to the Deed of Agreement or prescribed conditions that determine development outcomes for public infrastructure. Advice to bidders; Bonds and unconditional undertakings; Executed Leases; Advice regarding stamp duty; Requests to issue consequent lease; Application of Unit Title; Unit Title Plans; Practical completion and Final certificates; and Approved plans, schematics and drawings associated with the creation and disposal of the land.	Retain as Territory Archives
3.41.2 *3.41.2*	Records relating to the assignment and project management of tasks associated with creation of the development. Includes: Statistics outputs of development activity; Conference room bookings; Budget and cost; Work lists; Projects Lists; Team Plans; and Tracking Sheets.	Destroy 7 years after final completion certificate issued

LAND MANAGEMENT & DEVELOPMENT CONTROLS

The function of managing the land development process in the jurisdiction. Includes the regulation and approval of building and other development applications for specific properties, buildings, fences, signs and other structures covered by the Building Code of Australia and the *Land (Planning and Environment) Act 1991*. Covers the provision of land information through the ACT Land Information Centre. Land management relates to a specific parcel of land, a site, address or location.

Territory Lease Administration (continued)

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

[See Development Assessment for records relating to the assessment of the Development.]

Entry	Description of Records	Disposal Action
3.41.3 * 3 . 41 . 3 *	Certifications (Compliance) - Lease and Development Conditions. Records relating to applications and security receipt for compliance with lease conditions, including plans, approvals to commence construction.	Retain as Territory Archives
3.41.4 * 3 . 41 . 4 *	Lease and development conditions. Records relating to the establishment and variation of lease and development conditions associated with a parcel of land, estate or subdivision. Includes lease variations (no building work), land rent payouts, home business and signage applications. Records include: Consequent Leases; Lease and Development conditions; Development Application Report; Notices of Decision; Certificates of Occupancy; Compliance Orders; Land Rent Reappraisals; Notices of rent variations; and Requests for rent variations.	Destroy 10 years after lease conditions expire
3.41.5 * 3 . 41 . 5 *	Certifications (Occupancy). Records relating to lease and development conditions for: Agents; Liquor Licences; and Motor Trades.	Destroy 10 years after lease conditions expire

LAND MANAGEMENT & DEVELOPMENT CONTROLS

The function of managing the land development process in the jurisdiction. Includes the regulation and approval of building and other development applications for specific properties, buildings, fences, signs and other structures covered by the Building Code of Australia and the *Land (Planning and Environment) Act 1991*. Covers the provision of land information through the ACT Land Information Centre. Land management relates to a specific parcel of land, a site, address or location.

Territory Lease Administration (continued)

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

[See Development Assessment for records relating to the assessment of the Development.]

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
3.41.6 * 3 . 41 . 6 *	Lease Administration - Compliance Monitoring Orders. Includes records relating to inspections and consents.	Destroy 10 years after lease conditions expire
3.41.7 * 3 . 41 . 7 *	Compliance Monitoring - Complaints - Unsubstantiated. Records relating to unsubstantiated complaints.	Destroy 2 years after last action
3.41.8 * 3 . 41 . 8 *	Compliance Monitoring – Orders Records relating to orders issued following a substantiated complaint or breach of development conditions.	Destroy 10 years after lease conditions expire
3.41.9 * 3 . 41 . 9 *	Compliance Monitoring – Orders Register of orders issued.	Retain as Territory Archives

LAND MANAGEMENT & DEVELOPMENT CONTROLS

The function of managing the land development process in the jurisdiction. Includes the regulation and approval of building and other development applications for specific properties, buildings, fences, signs and other structures covered by the Building Code of Australia and the *Land (Planning and Environment) Act 1991*. Covers the provision of land information through the ACT Land Information Centre. Land management relates to a specific parcel of land, a site, address or location.

Territory Lease Administration (continued)

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

[See Development Assessment for records relating to the assessment of the Development.]

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
3.41.10 * 3 . 41 . 10 *	Lease Variations. Records relating to lease variations, including consolidation of leases, further leases, granting of lease for public lands, grant of relief, lease surrender, lease termination, licensing to occupy public lands, mineral extraction leases, rural leases, subdivisions, unit title leases. Includes: Draft lease and development conditions; Land Management Agreements; Lease documents; Status check; Lease termination notices; Licence to occupy public land; Licence to occupy non-public land; and Minerals lease or agreement.	Retain as Territory Archives
3.41.11 * 3 . 41 . 11 *	Records relating to the assignment and management of tasks routine enquiries and requests for general information, arrangements for co-ordinating with other agencies.	Destroy 5 years after last action
3.41.12 * 3 . 41 . 12 *	Delegations of Authority.	Destroy 20 years after delegation superseded

TERRITORY PLAN & STRATEGIC PLANNING POLICY

The function of developing a long-term planning framework and responsible land management strategies. Includes maintenance of planning instruments (Territory Plan) which provide a framework for the provision of services and facilities, land use and development decisions, and the overall management of natural and built environments and heritage values.

Advice

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
4.1.1 *4.1.1*	Records relating to land use planning programs, such as the energy rating scheme.	Retain as Territory Archives

Committees

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
4.9.1 *4.9.1*	Committee records including: Minutes; Agenda papers; Establishment and terms of reference; and Membership.	Retain as Territory Archives
4.9.2 *4.9.2*	Committee and meeting arrangement records, including: Appointments; and Room bookings.	Destroy 2 years after last action

TERRITORY PLAN & STRATEGIC PLANNING POLICY

The function of developing a long-term planning framework and responsible land management strategies. Includes maintenance of planning instruments (Territory Plan) which provide a framework for the provision of services and facilities, land use and development decisions, and the overall management of natural and built environments and heritage values.

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>
4.10.1 *4.10.1*	Records including: Conference papers; Administrative arrangements; and Proceedings papers and speeches.	Destroy 10 years after last action

Environmental Impact Assessment

The activities associated with undertaking environmental impact assessments. This includes determination of the need for, and conduct of, Environmental Impact Assessments of all types.

[Use TERRITORY PLAN & STRATEGIC PLANNING POLICY when assessing the impact of changes to land use or Territory planning policies.]

[Use LAND MANAGEMENT & DEVELOPMENT CONTROLS when assessing the impact of individual developments.]

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
4.15.1 *4.15.1*	Records relating to the conduct of the Environmental Impact Assessment. Includes: Environmental Impact Statements; Consultations with the community and reports; and Pre-Application proceedings that proceed to an application.	Retain as Territory Archives

TERRITORY PLAN & STRATEGIC PLANNING POLICY

The function of developing a long-term planning framework and responsible land management strategies. Includes maintenance of planning instruments (Territory Plan) which provide a framework for the provision of services and facilities, land use and development decisions, and the overall management of natural and built environments and heritage values.

Infrastructure Implementation & Co-ordination

The activities associated with engineering, investigation, design, construction and management of physical infrastructure for ACT estate development. Implementation of work is undertaken through a capital works program for major infrastructure and through developers via conditions contained in development leases.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
4.17.1 *4.17.1*	Unsuccessful bids.	Destroy 5 years after last action
4.17.2 *4.17.2*	Agency Co-ordination, Capital Works Program Management, co-ordination of multiple projects.	Destroy 10 years after project completed
4.17.3 *4.17.3*	Capital Works Projects (Asset Creation Management). Records relating to project management and control, including: Budget Management; Co-ordination (of projects); Feasibility Studies; Progress payments; and Needs Assessment.	Destroy 10 years after project completed
4.17.4 *4.17.4*	Records relating to the final as built structure, including: Construction briefs; and Approved plans, schematics and drawings associated with the creation and disposal of the land.	Retain as Territory Archives

TERRITORY PLAN & STRATEGIC PLANNING POLICY

The function of developing a long-term planning framework and responsible land management strategies. Includes maintenance of planning instruments (Territory Plan) which provide a framework for the provision of services and facilities, land use and development decisions, and the overall management of natural and built environments and heritage values.

Infrastructure Implementation & Co-ordination (continued)

The activities associated with engineering, investigation, design, construction and management of physical infrastructure for ACT estate development. Implementation of work is undertaken through a capital works program for major infrastructure and through developers via conditions contained in development leases.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
4.17.5 *4.17.5*	Heritage Structures - records relating to the final as built structures, including: Construction briefs; Approved plans, schematics and drawings associated with the creation and disposal of the land; and Practical completion, design and final certificates.	Retain as Territory Archives

Land Data & Mapping

The activities associated with providing advice on the collection of land data and production of maps.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
4.18.1 *4.18.1*	Advice of land data and mapping.	Retain as Territory Archives
4.18.2 *4.18.2*	Records relating to the management of spatial data, including the administration of the database, provision of access to the database etc.	Destroy 10 years after last action

TERRITORY PLAN & STRATEGIC PLANNING POLICY

The function of developing a long-term planning framework and responsible land management strategies. Includes maintenance of planning instruments (Territory Plan) which provide a framework for the provision of services and facilities, land use and development decisions, and the overall management of natural and built environments and heritage values.

Land Tenure

The activities associated with providing advice on the land tenure.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
4.19.1 * 4 . 19 . 1 *	Advice, including advice on: Native Title; and Land Ownership.	Retain as Territory Archives

Legislation

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
4.20.1 * 4 . 20 . 1 *	Substantial input or response on legislation concerning or affecting planning and land management issues.	Retain as Territory Archives
4.20.2 * 4 . 20 . 2 *	Minor or no response on legislation that does not specifically concern or affect planning and land management issues.	Destroy 5 years after last action

TERRITORY PLAN & STRATEGIC PLANNING POLICY

The function of developing a long-term planning framework and responsible land management strategies. Includes maintenance of planning instruments (Territory Plan) which provide a framework for the provision of services and facilities, land use and development decisions, and the overall management of natural and built environments and heritage values.

Mapping Programs

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

[See Surveying for records relating to the division of land, survey control infrastructure, examination survey plans, audit.]

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
4.22.1 *4.22.1*	Final controlled versions of program outputs. Includes: Aerial photographs; Maps and Plans; Survey Data; Cadastral maps; Topographic maps; Orthophotographic maps; Thematic maps; Indexes; Film and digital images; and Reports or explanatory notes to program outputs.	Retain as Territory Archives
4.22.2 *4.22.2*	Records relating to the project management of mapping programs. Includes: Requests; Reproduction programs; and Maintenance systems.	Destroy 10 years after last action
4.22.3 *4.22.3*	Street addresses and number allocation.	Retain as Territory Archives
4.22.4 *4.22.4*	Plan preparation, including: Architecture; Land management; Surveying; Town planning; and Transport Engineering.	Retain as Territory Archives

TERRITORY PLAN & STRATEGIC PLANNING POLICY

The function of developing a long-term planning framework and responsible land management strategies. Includes maintenance of planning instruments (Territory Plan) which provide a framework for the provision of services and facilities, land use and development decisions, and the overall management of natural and built environments and heritage values.

Place Names Assessment

The activities associated with researching and providing advice on the proposals for naming on Territory suburbs, streets and other geographical features.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
4.25.1 *4.25.1*	Records relating to historical research and proposal and assessments for place names.	Retain as Territory Archives

Planning & Development Conditions

The activities associated with providing advice on the land release and development program.

[See LAND MANAGEMENT & DEVELOPMENT CONTROLS for processes associated with assessing compliance with development conditions for individual developments.]

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
4.27.1 *4.27.1*	Advice and conditions of land release relating to the land release and development program.	Retain as Territory Archives

TERRITORY PLAN & STRATEGIC PLANNING POLICY

The function of developing a long-term planning framework and responsible land management strategies. Includes maintenance of planning instruments (Territory Plan) which provide a framework for the provision of services and facilities, land use and development decisions, and the overall management of natural and built environments and heritage values.

Planning Strategy

The activities associated with the developing long-term strategic directions for land, infrastructure and development of the ACT. Includes the development of area plans and variations to plans such as master plans, town centre plans, group centre plans, local area plans and regional area plans.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
4.28.1 *4.28.1*	Advice to government and stakeholders on: Community Planning; Environmental Planning; Metropolitan Planning; Social Planning; and Spatial Planning.	Retain as Territory Archives
4.28.2 *4.28.2*	Final, master copies, including records of variations, objections and amendments to: Group Centre Plans; Landscape; Local Area Plans; Management Plans; Master Plans - sectional and general; Rural Towns Plans; Town Centre Plans; Urban Land Use – community; Urban Land Use - Urban design; and Urban Land Use - Urban development program.	Retain as Territory Archives
4.28.3 *4.28.3*	Working papers relating to the development of plans, including alternative options considered drafts arrangements and public consultation. Includes: Draft management plans; Media releases; Notifications; Public Comment; Public Launches; Public Meetings; Public Release preliminary assessment; Public Environment Report; and Environmental Impact Statements.	Destroy 50 years after last action

TERRITORY PLAN & STRATEGIC PLANNING POLICY

The function of developing a long-term planning framework and responsible land management strategies. Includes maintenance of planning instruments (Territory Plan) which provide a framework for the provision of services and facilities, land use and development decisions, and the overall management of natural and built environments and heritage values.

Planning Strategy (continued)

The activities associated with the developing long-term strategic directions for land, infrastructure and development of the ACT. Includes the development of area plans and variations to plans such as master plans, town centre plans, group centre plans, local area plans and regional area plans.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
4.28.4 *4.28.4*	Records relating to strategic planning appeals. Includes: Inquiries; and Appeals.	Retain as Territory Archives

TERRITORY PLAN & STRATEGIC PLANNING POLICY

The function of developing a long-term planning framework and responsible land management strategies. Includes maintenance of planning instruments (Territory Plan) which provide a framework for the provision of services and facilities, land use and development decisions, and the overall management of natural and built environments and heritage values.

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>
4.29.1 *4.29.1*	Records relating to the development and implementation of policy on issues such as: Commercial centres; Community Planning; Cultural Planning; Energy and Sustainable development; Greenhouse gases; Land Use - Community Land; Land Use - Industrial Land; Land use - Recreational Land; Land use - Redevelopment and dual occupancy; Land use – Residential; Landscape; Metropolitan Land Use and Data Collection Analysis; Open Space and City Parks; Place Names Committee Decisions; Public Lands Management; Residential; Social Planning; Spatial Planning; Sustainability; Transport Planning; and Urban Design.	Retain as Territory Archives

TERRITORY PLAN & STRATEGIC PLANNING POLICY

The function of developing a long-term planning framework and responsible land management strategies. Includes maintenance of planning instruments (Territory Plan) which provide a framework for the provision of services and facilities, land use and development decisions, and the overall management of natural and built environments and heritage values.

Procedures

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
4.30.1 * 4 . 3 0 . 1 *	Records relating to the development of procedures relating to: Community Safety; Energy; Environmental Impact Assessments; Flora and Fauna; Land Capability; Landscape; and Place names.	Destroy 10 years after last action

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>
4.34.1 * 4 . 3 4 . 1 *	Includes: Place Names Register; and Rural Cadastra.	Retain as Territory Archives

TERRITORY PLAN & STRATEGIC PLANNING POLICY

The function of developing a long-term planning framework and responsible land management strategies. Includes maintenance of planning instruments (Territory Plan) which provide a framework for the provision of services and facilities, land use and development decisions, and the overall management of natural and built environments and heritage values.

Standards

The process of implementing industry or organisational benchmarks for services and processes to enhance the quality and efficiency of the agency.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
4.38.1 *4.38.1*	Records relating to the development and implementation of standards, including inter-governmental agreements, meeting notes etc. Includes: Building Codes; Car Parking Codes; Car Parking Regulations; Easements; Place Names and Dual Naming standards; Service Provision; Urban Design; and Public Domain.	Retain as Territory Archives
4.38.2 *4.38.2*	Records relating to the implementation of standards.	Destroy 5 years after standard superseded

TERRITORY PLAN & STRATEGIC PLANNING POLICY

The function of developing a long-term planning framework and responsible land management strategies. Includes maintenance of planning instruments (Territory Plan) which provide a framework for the provision of services and facilities, land use and development decisions, and the overall management of natural and built environments and heritage values.

Surveying

The activities associated with the division of land and recording that division, and for surveying the ACT. Includes provision and maintenance of survey control infrastructure, examination of survey plans, audit of unit plans, cadastral advice including land tenure and Native Title issues.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
4.39.1 *4.39.1*	Records of requests for access, provision of copies of deposited plans, public inspection copies, requisitions and routine arrangements.	Destroy 2 years after last action
4.39.2 *4.39.2*	Original certified copies of survey plans.	Retain as Territory Archives
4.39.3 *4.39.3*	Register of survey control marks.	Retain as Territory Archives
4.39.4 *4.39.4*	Records relating to the project management of surveying projects, eg: Geocentric Datum of Australia; and Survey marks on the internet.	Destroy 10 years after project completed
4.39.5 *4.39.5*	Records relating to survey site analysis and observations made in the field. Includes: Field Survey Books; and Night Books.	Retain as Territory Archives

TERRITORY PLAN & STRATEGIC PLANNING POLICY

The function of developing a long-term planning framework and responsible land management strategies. Includes maintenance of planning instruments (Territory Plan) which provide a framework for the provision of services and facilities, land use and development decisions, and the overall management of natural and built environments and heritage values.

Tendering

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
4.40.1 *4.40.1*	Records relating to the management of the contracts. For example: Tenders; Contracts; and Progress and other reports.	Destroy 10 years after tender process completed

TERRITORY PLAN & STRATEGIC PLANNING POLICY

The function of developing a long-term planning framework and responsible land management strategies. Includes maintenance of planning instruments (Territory Plan) which provide a framework for the provision of services and facilities, land use and development decisions, and the overall management of natural and built environments and heritage values.

Territory Plan Management

The activities associated with maintaining the Territory Plan including review and development of policies contained in the Territory Plan and administration of the statutory processes involved in varying the plans.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
4.42.1 *4.42.1*	Register of final plans, reviews, variations and advice.	Retain as Territory Archives
4.42.2 *4.42.2*	Variations that proceed to public consultation. Records relating to the variation of Territory Plans. Includes: Draft variation to Territory Plan (DVTP); Background papers; Conservators report and advice; Ministerial and approvals to release plan for public comment; Consultation and submissions by other agencies, other stakeholders and the public; Gazette and newspapers notices; and Advice and feedback from the Legislative Assembly and ACT Executive.	Retain as Territory Archives
4.42.3 *4.42.3*	Variations that do not proceed to public consultation following a recommendation by the Conservator.	Destroy 10 years after last action
4.42.4 *4.42.4*	Records relating to the co-ordination and arrangements for review of the plan. Includes project management and monitoring of tasks to ensure passage through the Legislative Assembly.	Destroy 10 years after last action

TERRITORY PLAN & STRATEGIC PLANNING POLICY

The function of developing a long-term planning framework and responsible land management strategies. Includes maintenance of planning instruments (Territory Plan) which provide a framework for the provision of services and facilities, land use and development decisions, and the overall management of natural and built environments and heritage values.

Territory Plan Management (continued)

The activities associated with maintaining the Territory Plan including review and development of policies contained in the Territory Plan and administration of the statutory processes involved in varying the plans.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
4.42.5 *4.42.5*	Formal Errors. Records relating to the rectification and Gazette notices of formal errors, including approvals from the Minister to exempt them from public consultation. Formal areas, as defined by the Act, means: a clerical error; an error arising from an accidental slip or omission; or a defect of form.	Retain as Territory Archives

TERRITORY PLAN & STRATEGIC PLANNING POLICY

The function of developing a long-term planning framework and responsible land management strategies. Includes maintenance of planning instruments (Territory Plan) which provide a framework for the provision of services and facilities, land use and development decisions, and the overall management of natural and built environments and heritage values.

Transport Strategy

Activities associated with the development of long terms strategies for high quality and sustainable transport for the Territory.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
4.43.1 *4.43.1*	Advice to government and stakeholders on transport planning issues.	Retain as Territory Archives
4.43.2 *4.43.2*	Original records relating to guidelines and management plans for car parking and other transport modes and hubs.	Retain as Territory Archives
4.43.3 *4.43.3*	Records relating the development and implementation of demand management strategies to support sustainable transport outcomes.	Destroy 10 years after adoption of the final plan
4.43.4 *4.43.4*	Working papers relating to the development of plans, including alternative options, considered drafts, arrangements and public consultation.	Retain as Territory Archives
4.43.5 *4.43.5*	Records relating to the management of public lands used for roads, including: Closures; Declarations; Gazette Notices; and Reports to the Minister.	Destroy 10 years after superseded

CLASSES FOR RETENTION AS TERRITORY ARCHIVES

Classes for retention as Territory Archives

BUILDING SERVICES CONTROL

The function of regulating the building, electrical and plumbing industry in the ACT. Includes development and review of legislation affecting the industry; licensing and registration of professional tradespeople, architects and building certifiers; audit and enforcement activities to ensure standards are being adhered to; investigation of electrical accidents, issuing of safety

Committees

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.9.2 *1.9.2*	Meeting papers of the licensing and registration boards such as the: Architects Board; Electrical Licensing Board; Plumbers, Drainers and Gasfitters Board; and Surveyors Board.	Retain as Territory Archives

Licensing & Registration

The activities association with the registration and licensing of tradespeople and professionals in the ACT. Includes:

Construction Practitioners;
Builders;
Architects;
Electricians and Electrical Contractors;
Plumbers, Drainers and Gasfitters; and
Surveyors.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.21.1 *1.21.1*	Successful applications and supporting documentation, including: Licence/registration documents and permits; Certified copies of qualifications, certificates, registration papers with professional associations (e.g. Institute of Engineers) and curriculum vitae; Personal and professional references; and Mutual recognition certificates and documents.	Retain as Territory Archives
1.21.6 *1.21.6*	Register of licences issued for Construction Practitioners.	Retain as Territory Archives

Classes for retention as Territory Archives

LAND MANAGEMENT & DEVELOPMENT CONTROLS

The function of managing the land development process in the jurisdiction. Includes the regulation and approval of building and other development applications for specific properties, buildings, fences, signs and other structures covered by the Building Code of Australia and the *Land (Planning and Environment) Act 1991*. Covers the provision of land information through the ACT Land Information Centre. Land management relates to a specific parcel of land, a site, address or location.

Certification (Construction)

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
3.8.1 * 3 . 8 . 1 *	Records including: Certificates of Electrical Safety; Completion of Building Work; Survey Certificate; Certificate of Occupancy; and Certifications of satisfactory inspection of buildings, drains and electrical installations.	Retain as Territory Archives

Committees

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
3.9.1 * 3 . 9 . 1 *	Internal committee records relating to land development including: Agenda papers; Establishment and terms of references; Minutes of meetings; and Elections.	Retain as Territory Archives

Classes for retention as Territory Archives

LAND MANAGEMENT & DEVELOPMENT CONTROLS

The function of managing the land development process in the jurisdiction. Includes the regulation and approval of building and other development applications for specific properties, buildings, fences, signs and other structures covered by the Building Code of Australia and the *Land (Planning and Environment) Act 1991*. Covers the provision of land information through the ACT Land Information Centre. Land management relates to a specific parcel of land, a site, address or location.

Decisions Review

The activities associated with the review of decisions referred to external bodies, for example, the Commissioner for Land and Planning and the ACT Administrative Appeals Tribunal.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
3.13.1 *3.13.1*	Records relating to appeals against development decisions: Notices of Objection; Records of discussion; Notices and draft notices of decisions; and Briefs and solicitors advice.	Retain as Territory Archives

Development Assessment

The process of receiving, assessing, managing and determining applications for approvals for the development and use of Territory land through the planning and legislative processes under the *Land (Planning and Environment Act) Act, 1991*.

[See Lease Administration for records relating to applications to revise Lease and Development Conditions.]

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
3.14.1 *3.14.1*	Development applications for structures that: Are registered as historical and heritage structures. Were built prior to 1927.	Retain as Territory Archives
3.14.2 *3.14.2*	Successful development applications. Includes: Application for development; Lodgement Sheets; Plans (including plumbing, drainage, electrical and building); Variations; Stakeholder (government, industry and community) reports and feedback; Assessment Reports; Notices to other agencies, interested parties, adjacent landholders and Planning Advisory Committees; Determinations; Development Application plans; Development Application report; Development Application notice of decision; and	Retain as Territory Archives

Community feedback and objections.

Classes for retention as Territory Archives

LAND MANAGEMENT & DEVELOPMENT CONTROLS

The function of managing the land development process in the jurisdiction. Includes the regulation and approval of building and other development applications for specific properties, buildings, fences, signs and other structures covered by the Building Code of Australia and the *Land (Planning and Environment) Act 1991*. Covers the provision of land information through the ACT Land Information Centre. Land management relates to a specific parcel of land, a site, address or location.

Environmental Impact Assessment

The activities associated with undertaking environmental impact assessments. This includes determination of the need for, and conduct of Environmental Impact Assessments of all types.

[Use TERRITORY PLAN & STRATEGIC PLANNING POLICY when assessing the impact of changes to land use or Territory planning policies.]

[Use LAND MANAGEMENT & DEVELOPMENT CONTROLS when assessing the impact of individual developments.]

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
3.15.1 *3.15.1*	Records relating to the conduct of the Environmental Impact Assessment. Includes: Environmental Impact Statements; Consultations with the community and reports; and Pre-Application proceedings that proceed to an application.	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>
3.29.1 *3.29.1*	Policies, including: Certifications (Compliance); Inspections; Compliance Monitoring and Enforcement; Development Applications; Development Assessment; Environmental Assessments and Enquiries; Heavy Vehicles; Land Rent Reappraisal; Leasing and land Administration; Quality and Sustainable Development and Design; Trees; and Building, electrical, plumbing, gas and utilities.	Retain as Territory Archives

Classes for retention as Territory Archives

LAND MANAGEMENT & DEVELOPMENT CONTROLS

The function of managing the land development process in the jurisdiction. Includes the regulation and approval of building and other development applications for specific properties, buildings, fences, signs and other structures covered by the Building Code of Australia and the *Land (Planning and Environment) Act 1991*. Covers the provision of land information through the ACT Land Information Centre. Land management relates to a specific parcel of land, a site, address or location.

Process Improvement

The activities associated with quality control of business processes to optimise continuous improvement of processes, products and services to meet performance requirements and adhere to standards and benchmarks.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
3.31.1	Records relating to the review of business processes.	Retain as Territory
3.31.1	Includes consultant reports, benchmarks etc.	Archives

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>
3.34.1	Registers, including but not limited to:	Retain as Territory
3.34.1	Development Application Lodgement Register; Register of Lease and Development Conditions; Fences; Place Names/Aboriginal Names; and Heritage Places register.	Archives

Surveying

The activities associated with the division of land and recording that division, and for surveying the ACT. Includes provision and maintenance of survey control infrastructure, examination of survey plans, audit of unit plans, cadastral advice including land tenure and Native Title issues.

[See BUILDING SERVICES CONTROL - Licensing and Registration for records relating to the assessment of surveyors by the Surveyors Board.]

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
3.39.1	Audits and compliance checks. Records relating to the audit of surveyors and their outcomes, such as Unit Title Plans. Includes:	Retain as Territory
3.39.1	Audit reports; and Field Inspections Reports.	Archives

Classes for retention as Territory Archives

LAND MANAGEMENT & DEVELOPMENT CONTROLS

The function of managing the land development process in the jurisdiction. Includes the regulation and approval of building and other development applications for specific properties, buildings, fences, signs and other structures covered by the Building Code of Australia and the *Land (Planning and Environment) Act 1991*. Covers the provision of land information through the ACT Land Information Centre. Land management relates to a specific parcel of land, a site, address or location.

Territory Lease Administration

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

[See Development Assessment for records relating to the assessment of the Development Application.]

Entry	Description of Records	Disposal Action
3.41.1 * 3 . 41 . 1 *	Land Parcel Management (Greenfield developments). Records relating to creation, division and disposal of a parcel of land. Includes: Requests to issue leases; Initial Leases; Holding Leases; Deeds of Agreement; Design Certificates; Final Certificates; Engineering Advice, annexures to the Deed of Agreement or prescribed conditions that determine development outcomes for public infrastructure. Advice to bidders; Bonds and unconditional undertakings; Executed Leases; Advice regarding stamp duty; Requests to issue consequent lease; Application of Unit Title; Unit Title Plans; Practical completion and Final certificates; Approved plans, schematics and drawings associated with the creation and disposal of the land.	Retain as Territory Archives
3.41.3 * 3 . 41 . 3 *	Certifications (Compliance) - Lease and Development Conditions. Records relating to applications and security receipt for compliance with lease conditions, including plans, approvals to commence construction.	Retain as Territory Archives
3.41.9 * 3 . 41 . 9 *	Compliance Monitoring – Orders. Register of orders issued.	Retain as Territory Archives

Classes for retention as Territory Archives

LAND MANAGEMENT & DEVELOPMENT CONTROLS

The function of managing the land development process in the jurisdiction. Includes the regulation and approval of building and other development applications for specific properties, buildings, fences, signs and other structures covered by the Building Code of Australia and the *Land (Planning and Environment) Act 1991*. Covers the provision of land information through the ACT Land Information Centre. Land management relates to a specific parcel of land, a site, address or location.

Territory Lease Administration (continued)

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

[See Development Assessment for records relating to the assessment of the Development Application.]

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

Classes for retention as Territory Archives

TERRITORY PLAN & STRATEGIC PLANNING POLICY

The function of developing a long-term planning framework and responsible land management strategies. Includes maintenance of planning instruments (Territory Plan) which provide a framework for the provision of services and facilities, land use and development decisions, and the overall management of natural and built environments and heritage values.

Advice

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
4.1.1 *4.1.1*	Records relating to land use planning programs, such as the energy rating scheme.	Retain as Territory Archives

Committees

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
4.9.1 *4.9.1*	Committee records including: Minutes; Agenda papers; Establishment and terms of reference; and Membership.	Retain as Territory Archives

Classes for retention as Territory Archives

TERRITORY PLAN & STRATEGIC PLANNING POLICY

The function of developing a long-term planning framework and responsible land management strategies. Includes maintenance of planning instruments (Territory Plan) which provide a framework for the provision of services and facilities, land use and development decisions, and the overall management of natural and built environments and heritage values.

Environmental Impact Assessment

The activities associated with undertaking environmental impact assessments. This includes determination of the need for, and conduct of, Environmental Impact Assessments of all types.

[Use TERRITORY PLAN & STRATEGIC PLANNING POLICY when assessing the impact of changes to land use or Territory planning policies.]

[Use LAND MANAGEMENT & DEVELOPMENT CONTROLS when assessing the impact of individual developments.]

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
4.15.1 * 4 . 15 . 1 *	Records relating to the conduct of the Environmental Impact Assessment. Includes: Environmental Impact Statements; Consultations with the community and reports; Pre-Application proceedings that proceed to an application.	Retain as Territory Archives

Infrastructure Implementation & Co-ordination

The activities associated with engineering, investigation, design, construction and management of physical infrastructure for ACT estate development. Implementation of work is undertaken through a capital works program for major infrastructure and through developers via conditions contained in development leases.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
4.17.4 * 4 . 17 . 4 *	Records relating to the final as built structure, including: Construction briefs; and Approved plans, schematics and drawings associated with the creation and disposal of the land.	Retain as Territory Archives
4.17.5 * 4 . 17 . 5 *	Heritage Structures - records relating to the final, as built structures, including: Construction briefs; Approved plans, schematics and drawings associated with the creation and disposal of the land; and Practical completion, design and final certificates.	Retain as Territory Archives

Classes for retention as Territory Archives

TERRITORY PLAN & STRATEGIC PLANNING POLICY

The function of developing a long-term planning framework and responsible land management strategies. Includes maintenance of planning instruments (Territory Plan) which provide a framework for the provision of services and facilities, land use and development decisions, and the overall management of natural and built environments and heritage values.

Land Data & Mapping

The activities associated with providing advice on the collection of land data and production of maps.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
4.18.1 *4.18.1*	Advice of land data and mapping.	Retain as Territory Archives

Land Tenure

The activities associated with providing advice on the land tenure.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
4.19.1 *4.19.1*	Advice, including advice on: Native Title; and Land Ownership.	Retain as Territory Archives

Legislation

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
4.20.1 *4.20.1*	Substantial input or response on legislation concerning or affecting planning and land management issues.	Retain as Territory Archives

Classes for retention as Territory Archives

TERRITORY PLAN & STRATEGIC PLANNING POLICY

The function of developing a long-term planning framework and responsible land management strategies. Includes maintenance of planning instruments (Territory Plan) which provide a framework for the provision of services and facilities, land use and development decisions, and the overall management of natural and built environments and heritage values.

Mapping Programs

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

[See Surveying for records relating to the division of land, survey control infrastructure, examination survey plans, audit.]

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
4.22.1 *4.22.1*	Final controlled versions of program outputs. Includes: Aerial photographs; Maps and Plans; Survey Data; Cadastral maps; Topographic maps; Orthophotographic maps; Thematic maps; Indexes; Film and digital images; and Reports or explanatory notes to program outputs.	Retain as Territory Archives
4.22.3 *4.22.3*	Street addresses and number allocation.	Retain as Territory Archives
4.22.4 *4.22.4*	Plan preparation, including: Architecture; Land management; Surveying; Town planning; and Transport Engineering.	Retain as Territory Archives

Classes for retention as Territory Archives

TERRITORY PLAN & STRATEGIC PLANNING POLICY

The function of developing a long-term planning framework and responsible land management strategies. Includes maintenance of planning instruments (Territory Plan) which provide a framework for the provision of services and facilities, land use and development decisions, and the overall management of natural and built environments and heritage values.

Place Names Assessment

The activities associated with researching and providing advice on the proposals for naming on Territory suburbs, streets and other geographical features.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
4.25.1 * 4 . 25 . 1 *	Records relating to historical research and proposal and assessments for place names.	Retain as Territory Archives

Planning & Development Conditions

The activities associated with providing advice on the land release and development program.

[See LAND MANAGEMENT & DEVELOPMENT CONTROLS for processes associated with assessing compliance with development conditions for individual developments.]

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
4.27.1 * 4 . 27 . 1 *	Advice and conditions of land release relating to the land release and development program.	Retain as Territory Archives

Classes for retention as Territory Archives

TERRITORY PLAN & STRATEGIC PLANNING POLICY

The function of developing a long-term planning framework and responsible land management strategies. Includes maintenance of planning instruments (Territory Plan) which provide a framework for the provision of services and facilities, land use and development decisions, and the overall management of natural and built environments and heritage values.

Planning Strategy

The activities associated with the developing long-term strategic directions for land, infrastructure and development of the ACT. Includes the development of area plans and variations to plans such as master plans, town centre plans, group centre plans, local area plans and regional area plans.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
4.28.1 * 4 . 28 . 1 *	Advice to government and stakeholders on: Community Planning; Environmental Planning; Metropolitan Planning; Social Planning; and Spatial Planning.	Retain as Territory Archives
4.28.2 * 4 . 28 . 2 *	Final, master copies, including records of variations, objections and amendments to: Group Centre Plans; Landscape; Local Area Plans; Management Plans; Master Plans - sectional and general; Rural Towns Plans; Town Centre Plans; Urban Land Use – community; Urban Land Use - Urban design; and Urban Land Use - Urban development program.	Retain as Territory Archives
4.28.4 * 4 . 28 . 4 *	Records relating to strategic planning appeals. Includes: Inquiries; and Appeals.	Retain as Territory Archives

Classes for retention as Territory Archives

TERRITORY PLAN & STRATEGIC PLANNING POLICY

The function of developing a long-term planning framework and responsible land management strategies. Includes maintenance of planning instruments (Territory Plan) which provide a framework for the provision of services and facilities, land use and development decisions, and the overall management of natural and built environments and heritage values.

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>
4.29.1 * 4 . 29 . 1 *	Records relating to the development and implementation of policy on issues such as: Commercial centres; Community Planning; Cultural Planning; Energy and Sustainable development; Greenhouse gases; Land Use - Community Land; Land Use - Industrial Land; Land use - Recreational Land; Land use - Redevelopment and dual occupancy; Land use – Residential; Landscape; Metropolitan Land Use and Data Collection Analysis; Open Space and City Parks; Place Names Committee Decisions; Public Lands Management; Residential; Social Planning; Spatial Planning; Sustainability; Transport Planning; and Urban Design.	Retain as Territory Archives

Classes for retention as Territory Archives

TERRITORY PLAN & STRATEGIC PLANNING POLICY

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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>
4.34.1 * 4 . 34 . 1 *	Includes: Place Names Register; and Rural Cadastra.	Retain as Territory Archives

Standards

The process of implementing industry or organisational benchmarks for services and processes to enhance the quality and efficiency of the agency.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
4.38.1 * 4 . 38 . 1 *	Records relating to the development and implementation of standards, including inter-governmental agreements, meeting notes etc. Includes: Building Codes; Car Parking Codes; Car Parking Regulations; Easements; Place Names - and Dual Naming standards; Service Provision; Urban Design; and Public Domain.	Retain as Territory Archives

Classes for retention as Territory Archives

TERRITORY PLAN & STRATEGIC PLANNING POLICY

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Surveying

The activities associated with the division of land and recording that division, and for surveying the ACT. Includes provision and maintenance of survey control infrastructure, examination of survey plans, audit of unit plans, cadastral advice including land tenure and Native Title issues.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
4.39.2 *4.39.2*	Original certified copies of survey plans.	Retain as Territory Archives
4.39.3 *4.39.3*	Register of survey control marks.	Retain as Territory Archives
4.39.5 *4.39.5*	Records relating to survey site analysis and observations made in the field. Includes: Field Survey Books; and Night Books.	Retain as Territory Archives

Classes for retention as Territory Archives

TERRITORY PLAN & STRATEGIC PLANNING POLICY

The function of developing a long-term planning framework and responsible land management strategies. Includes maintenance of planning instruments (Territory Plan) which provide a framework for the provision of services and facilities, land use and development decisions, and the overall management of natural and built environments and heritage values.

Territory Plan Management

The activities associated with maintaining the Territory Plan including review and development of policies contained in the Territory Plan and administration of the statutory processes involved in varying the plans.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
4.42.1 * 4 . 42 . 1 *	Register of final plans, reviews, variations and advice.	Retain as Territory Archives
4.42.2 * 4 . 42 . 2 *	Variations that proceed to public consultation. Records relating to the variation of Territory Plans. Includes: Draft variation to Territory Plan (DVTP); Background papers; Conservators report and advice; Ministerial and approvals to release plan for public comment; Consultation and submissions by other agencies, other stakeholders and the public; Gazette and newspapers notices; Advice and feedback from the Legislative Assembly and ACT Executive.	Retain as Territory Archives
4.42.5 * 4 . 42 . 5 *	Formal Errors. Records relating to the rectification and Gazette notices of formal errors, including approvals from the Minister to exempt them from public consultation. Formal areas, as defined by the Act, means: a clerical error; an error arising from an accidental slip or omission; or a defect of form.	Retain as Territory Archives

Classes for retention as Territory Archives

TERRITORY PLAN & STRATEGIC PLANNING POLICY

The function of developing a long-term planning framework and responsible land management strategies. Includes maintenance of planning instruments (Territory Plan) which provide a framework for the provision of services and facilities, land use and development decisions, and the overall management of natural and built environments and heritage values.

Transport Strategy

Activities associated with the development of long terms strategies for high quality and sustainable transport for the Territory.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
4.43.1 * 4 . 43 . 1 *	Advice to government and stakeholders on transport planning issues.	Retain as Territory Archives
4.43.2 * 4 . 43 . 2 *	Original records relating to guidelines and management plans for car parking and other transport modes and hubs.	Retain as Territory Archives
4.43.4 * 4 . 43 . 4 *	Working papers relating to the development of plans, including alternative options, considered drafts, arrangements and public consultation.	Retain as Territory Archives