

Australian Capital Territory

Territory Records (Records Disposal Schedule – Development Approval and Asset Acceptance Records) Approval 2005 (No 1)

Notifiable instrument NI2005—400

made under the

Territory Records Act 2002, s 19 (Approval of schedules for the disposal of records)

1. Name of Instrument

This instrument is the Territory Records (Records Disposal Schedule – Development Approval and Asset Acceptance Records) Approval 2005 (No 1)

2. Approval

I approve the Records Disposal Schedule – Development Approval and Asset Acceptance Records.

3. Commencement

This instrument commences on the day after notification.

David Wardle
Director of Territory Records
24 October 2005



*Records Disposal Schedule
Development Approval & Asset Acceptance
Records*

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INTRODUCTION

The *Records Disposal Schedule – Development Approval & Asset Acceptance Records* is the official authority for the disposal of records relating to Development Approval & Asset Acceptance Records.

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 Development Approval & Asset Acceptance 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 – Development Approval & Asset Acceptance 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 Development Approval & Asset Acceptance 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 (i.e. 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 – Development Approval & Asset Acceptance Records* covers all Development Approval & Asset Acceptance Records.

- is intended to cover most Development Approval & Asset Acceptance 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:

Administrative Appeals Tribunal Act 1989
Administrative Decision (Judicial Review) Act 1989
Building Act 2004
Environment Protection Act 1997
Freedom of Information Act 1989
Land (Planning and Environment) Act 1991
Planning and Land Act 2002
Privacy Act 1988
Territory Records Act 2002

DEFINITIONS

Agency

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

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

DEVELOPMENT APPROVAL & ASSET ACCEPTANCE

The function of managing the acceptance of assets, land development works and other minor works affecting roads, stormwater, community paths, street lighting, open spaces, verges, and waste collection.

Includes the approval of infrastructure works such as roads and bridges, stormwater systems, pedestrian and cycling facilities, traffic control devices, street lighting, waste facilities and landscape works, including parks and playgrounds building and other development applications for specific properties, buildings, fences, signs and other structures and works issuing of certificates of operational and final acceptances.

Advice

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

Agreements

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

Appeals (decisions)

The activities involved in the process of appeals against decisions by application to a higher authority.

Approvals

The activities involved in giving or obtaining approval.

Audit

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

Authorisation

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

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.

Use STRATEGIC MANAGEMENT - Committees for audit committees.

Compliance

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

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.

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.

Decisions Review

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

Evaluation

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

Implementation

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

Liaison

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

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.

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.

Risk Management

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

Standards

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

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.

RECORDS DISPOSAL SCHEDULE

DEVELOPMENT APPROVAL & ASSET ACCEPTANCE

The function of managing the acceptance of assets, land development works and other minor works affecting roads, stormwater, community paths, street lighting, open spaces, verges, and waste collection.

Includes the approval of infrastructure works such as roads and bridges, stormwater systems, pedestrian and cycling facilities, traffic control devices, street lighting, waste facilities and landscape works, including parks and playgrounds building and other development applications for specific properties, buildings, fences, signs and other structures and works issuing of certificates of operational and final acceptances.

Appeals (decisions)

The activities involved in the process of appeals against decisions by application to a higher authority.

Entry No. Description of Records

1.3.1
■■■■■■■■■■ Appeals relating to developments and assets of significance to the Territory, e.g. major town centres.

Disposal Action

Retain as Territory Archives

1.3.2
■■■■■■■■■■ Appeals relating to developments and assets that are routine, minor or not of significance to the Territory.

Destroy 10 years after last action

Approvals

The activities involved in giving or obtaining approval.

Entry No. Description of Records

1.4.1
■■■■■■■■■■ Activities involved in approving infrastructure works and other development works relating to significant Territory assets and developments of significance to the Territory, e.g. major town centres, roads. Includes issuing of certificates of operational and final acceptances approving “gifted” assets for acceptance on behalf of the Territory.

Disposal Action

Retain as Territory Archives

1.4.2
■■■■■■■■■■ Activities involved in approving infrastructure works and other development works relating to minor Territory assets and routine developments or developments not of significance to the Territory.

Destroy 10 years after last action

DEVELOPMENT APPROVAL & ASSET ACCEPTANCE

The function of managing the acceptance of assets, land development works and other minor works affecting roads, stormwater, community paths, street lighting, open spaces, verges, and waste collection.

Includes the approval of infrastructure works such as roads and bridges, stormwater systems, pedestrian and cycling facilities, traffic control devices, street lighting, waste facilities and landscape works, including parks and playgrounds building and other development applications for specific properties, buildings, fences, signs and other structures and works issuing of certificates of operational and final acceptances.

Audit

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

Entry No. Description of Records

1.5.1 Final internal and external audit reports. Includes the final reports
from audits conducted by the ACT Auditor General's Office.

Disposal Action

Destroy 5 years after last action

1.5.2 Planning and conduct of internal and external audits.
Includes:
Liaison with the auditing body,
Notes taken at opening and exit interviews, and
Draft report comments.

Destroy 5 years after last action

Authorisation

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

Entry No. Description of Records

1.6.1 Delegations of power.

Disposal Action

Destroy 7 years after delegation expires

1.6.2 Authorisations for actions.

Destroy 7 years after authorisation expires

DEVELOPMENT APPROVAL & ASSET ACCEPTANCE

The function of managing the acceptance of assets, land development works and other minor works affecting roads, stormwater, community paths, street lighting, open spaces, verges, and waste collection.

Includes the approval of infrastructure works such as roads and bridges, stormwater systems, pedestrian and cycling facilities, traffic control devices, street lighting, waste facilities and landscape works, including parks and playgrounds building and other development applications for specific properties, buildings, fences, signs and other structures and works issuing of certificates of operational and final acceptances.

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.

Use STRATEGIC MANAGEMENT - Committees for audit committees.

Entry No. Description of Records

1.7.1 Establishment and operation of committees.
████████████████████

Disposal Action

Destroy 7 years after last action

1.7.2 Participation in committees.
████████████████████

Destroy 1 year after term of office expires or resignation of officer

Compliance

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

Entry No. Description of Records

1.8.1 Agency compliance with mandatory or optional standards or with statutory requirements.
████████████████████

Disposal Action

Destroy 7 years after last action

DEVELOPMENT APPROVAL & ASSET ACCEPTANCE

The function of managing the acceptance of assets, land development works and other minor works affecting roads, stormwater, community paths, street lighting, open spaces, verges, and waste collection.

Includes the approval of infrastructure works such as roads and bridges, stormwater systems, pedestrian and cycling facilities, traffic control devices, street lighting, waste facilities and landscape works, including parks and playgrounds building and other development applications for specific properties, buildings, fences, signs and other structures and works issuing of certificates of operational and final acceptances.

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.

Entry No. Description of Records

Disposal Action

1.9.1 Activities involved in arranging conferences held by the agency.
■■■■■■■■■■ Includes: Program development, invitation to speakers, promotion activities, registrations, venue bookings, copies of financial statements, reports commenting on and assessing conferences and master of unpublished proceedings and reports, speeches and papers from conferences.

Destroy 7 years after last action

1.9.2 Activities involved in attending conferences held by other agencies. Includes: Conference promotion material, programs, registration forms, reports commenting on and assessing conferences.

Destroy when reference ceases

Contracting out

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

Entry No. Description of Records

Disposal Action

1.10.1 Contract management.
■■■■■■■■■■ Includes:
Minutes of meetings with main stakeholders
Performance and evaluation reports

Destroy 7 years after completion or other termination of contract

DEVELOPMENT APPROVAL & ASSET ACCEPTANCE

The function of managing the acceptance of assets, land development works and other minor works affecting roads, stormwater, community paths, street lighting, open spaces, verges, and waste collection.

Includes the approval of infrastructure works such as roads and bridges, stormwater systems, pedestrian and cycling facilities, traffic control devices, street lighting, waste facilities and landscape works, including parks and playgrounds building and other development applications for specific properties, buildings, fences, signs and other structures and works issuing of certificates of operational and final acceptances.

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.

Entry No. Description of Records

1.11.1 Appeals against development decisions made by Development
Approval and Asset Acceptance:
Notices of Objection;
Records of discussion;
Notices and draft notices of decisions; and
Briefs and solicitors advice.

Disposal Action

Retain as Territory Archives

Evaluation

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

Entry No. Description of Records

1.12.1 Evaluation of programs and services.

Disposal Action

Destroy 7 years after last action

Implementation

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

Entry No. Description of Records

1.13.1 Implementation of plans, policies, strategies, procedures and instructions.

Disposal Action

Destroy 5 years after last action

DEVELOPMENT APPROVAL & ASSET ACCEPTANCE

The function of managing the acceptance of assets, land development works and other minor works affecting roads, stormwater, community paths, street lighting, open spaces, verges, and waste collection.

Includes the approval of infrastructure works such as roads and bridges, stormwater systems, pedestrian and cycling facilities, traffic control devices, street lighting, waste facilities and landscape works, including parks and playgrounds building and other development applications for specific properties, buildings, fences, signs and other structures and works issuing of certificates of operational and final acceptances.

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.

Entry No. Description of Records

Disposal Action

1.17.1 Final version of policies.

Retain as Territory Archives

1.17.2 Records documenting the development and establishment of agency's policies. Includes
Policy proposals
Research papers
Results of consultations
Supporting reports
Major drafts

Destroy 7 years after policy is superseded

1.17.3 Comments and Working Papers made on the development of policies.

Destroy 3 years after the promulgation of the new policy

Procedures

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

Entry No. Description of Records

Disposal Action

1.18.1 Master set of agency manuals, handbooks etc., detailing procedures.

Retain as Territory Archives

1.18.2 Development of agency procedures.

Destroy 1 year after production of procedures

DEVELOPMENT APPROVAL & ASSET ACCEPTANCE

The function of managing the acceptance of assets, land development works and other minor works affecting roads, stormwater, community paths, street lighting, open spaces, verges, and waste collection.

Includes the approval of infrastructure works such as roads and bridges, stormwater systems, pedestrian and cycling facilities, traffic control devices, street lighting, waste facilities and landscape works, including parks and playgrounds building and other development applications for specific properties, buildings, fences, signs and other structures and works issuing of certificates of operational and final acceptances.

Reporting

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

Entry No. Description of Records

1.19.1 Master copies of final versions of formal internal reports and reports made to external agencies, including statistical reports.

Disposal Action

Retain as Territory Archives

1.19.2 Final version of periodic internal reports on general administrative matters used to monitor and document recurring activities, including statistical reports.

Destroy 3 years after last action

1.19.3 Working papers documenting the development of all reports. Includes drafts, comments received, raw statistical data.

Destroy 1 year after last action

Risk Management

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

Entry No. Description of Records

1.20.1 Analysis of risk and development of associated risk management plans.

Disposal Action

Destroy 7 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.

Entry No. Description of Records

1.21.1 Implementation of standards.

Disposal Action

Destroy 7 years after standards are superseded

DEVELOPMENT APPROVAL & ASSET ACCEPTANCE

The function of managing the acceptance of assets, land development works and other minor works affecting roads, stormwater, community paths, street lighting, open spaces, verges, and waste collection.

Includes the approval of infrastructure works such as roads and bridges, stormwater systems, pedestrian and cycling facilities, traffic control devices, street lighting, waste facilities and landscape works, including parks and playgrounds building and other development applications for specific properties, buildings, fences, signs and other structures and works issuing of certificates of operational and final acceptances.

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.

Entry No. Description of Records

Disposal Action

1.22.1 ■■■■■■■■■■	Development and issue of tender documentation. Includes Statement of Requirements, Request for Proposals, Expression of Interest, Request for Tender (RFT), and draft contract.	Destroy 7 years after tender process completed
1.22.2 ■■■■■■■■■■	Evaluation of tenders received against selection criteria. Includes arrangements for carrying out the evaluation process, evaluation report, recommendations, final report and public notices.	Destroy 7 years after tender process completed
1.22.3 ■■■■■■■■■■	Post-offer negotiations and due diligence checks.	Destroy 7 years after tender process completed
1.22.4 ■■■■■■■■■■	Unsuccessful tenders or a tender process where there is no suitable bidder, or where the tender process has been discontinued. Includes submission, notification of outcome and reports on debriefing sessions.	Destroy 2 years after tender process completed or decision made not to continue with the tender
1.22.5 ■■■■■■■■■■	Tender Register.	Destroy 7 years after last entry
1.22.6 ■■■■■■■■■■	Signed contracts under seal resulting from tenders and supporting records.	Destroy 12 years after completion or other termination of contract
1.22.7 ■■■■■■■■■■	Signed simple contracts and agreements resulting from tenders and supporting records.	Destroy 7 years after completion or other termination of contract
1.22.8 ■■■■■■■■■■	Contract Register.	Destroy 7 years after last entry

CLASSES FOR RETENTION AS TERRITORY ARCHIVES

Classes for retention as Territory Archives

DEVELOPMENT APPROVAL & ASSET ACCEPTANCE

The function of managing the acceptance of assets, land development works and other minor works affecting roads, stormwater, community paths, street lighting, open spaces, verges, and waste collection.

Includes the approval of infrastructure works such as roads and bridges, stormwater systems, pedestrian and cycling facilities, traffic control devices, street lighting, waste facilities and landscape works, including parks and playgrounds building and other development applications for specific properties, buildings, fences, signs and other structures and works issuing of certificates of operational and final acceptances.

Agreements

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

[For managing financial transactions associated with any agreement, use FINANCIAL MANAGEMENT - Accounting and/or FINANCIAL MANAGEMENT - Payment.]

Entry No. Description of Records

1.2.1 Final versions of agreements relating to developments and assets
■■■■■■■■■■ of significance to the Territory, e.g. major town centres.

Disposal Action

Retain as Territory Archives

Appeals (decisions)

The activities involved in the process of appeals against decisions by application to a higher authority.

Entry No. Description of Records

1.3.1 Appeals relating to developments and assets of significance to the
■■■■■■■■■■ Territory, e.g. major town centres.

Disposal Action

Retain as Territory Archives

Approvals

The activities involved in approving infrastructure works and other development works in the Australian Capital Territory. Includes issuing of certificates of operational and final acceptances approving “gifted” assets for acceptance on behalf of the Territory.

Entry No. Description of Records

1.4.1 Activities involved in approving infrastructure works and other
■■■■■■■■■■ development works relating to significant Territory assets and developments of significance to the Territory, e.g. major town centres, roads. Includes issuing of certificates of operational and final acceptances approving “gifted” assets for acceptance on behalf of the Territory.

Disposal Action

Retain as Territory Archives

Classes for retention as Territory Archives

DEVELOPMENT APPROVAL & ASSET ACCEPTANCE

The function of managing the acceptance of assets, land development works and other minor works affecting roads, stormwater, community paths, street lighting, open spaces, verges, and waste collection.

Includes the approval of infrastructure works such as roads and bridges, stormwater systems, pedestrian and cycling facilities, traffic control devices, street lighting, waste facilities and landscape works, including parks and playgrounds building and other development applications for specific properties, buildings, fences, signs and other structures and works issuing of certificates of operational and final acceptances.

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.

Entry No. Description of Records

1.11.1 Appeals against development decisions made by Development
■■■■■■■■■■ Approval and Asset Acceptance:
Notices of Objection;
Records of discussion;
Notices and draft notices of decisions; and
Briefs and solicitors advice.

Disposal Action

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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.

Entry No. Description of Records

1.17.1 Final version of policies.
■■■■■■■■■■

Disposal Action

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Procedures

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

Entry No. Description of Records

1.18.1 Master set of agency manuals, handbooks etc., detailing
■■■■■■■■■■ procedures.

Disposal Action

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Classes for retention as Territory Archives

DEVELOPMENT APPROVAL & ASSET ACCEPTANCE

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Reporting

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

Entry No. Description of Records

1.19.1 Master copies of final versions of formal internal reports and
reports made to external agencies, including statistical reports.

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