

Australian Capital Territory

# **Territory Records (Records Disposal Schedule – Land Development Records) Approval 2006 (No 1)**

**Notifiable instrument NI2006—136**

made under the

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

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## **1. Name of Instrument**

This instrument is the Territory Records (Records Disposal Schedule – Land Development Records) Approval 2006 (No 1)

## **2. Approval**

I approve the Records Disposal Schedule – Land Development Records.

## **3. Commencement**

This instrument commences on the day after notification.

David Wardle  
Director of Territory Records  
13 April 2006



*Records Disposal Schedule  
Land Development Records*

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## **INTRODUCTION**

The *Records Disposal Schedule – Land Development Records* is the official authority for the disposal of records relating to land development in the ACT.

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 records relating to land development and sales 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.



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The *Records Disposal Schedule – Land Development 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 development 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 document functions, activities and transactions.

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

## **GUIDELINES FOR USE**

### **Coverage of authority**

The *Records Disposal Schedule – Land Development Records*:

- covers all Land Development records divided into the following functions:
  - LAND ASSET MANAGEMENT
  - LAND DEVELOPMENT
  - LAND SALES
- 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 (e.g. 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,
- Plans,
- 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:

*Freedom of Information Act 1989*

*Planning and Land Act 2002*

*Land Act 1991*

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*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

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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**

***LAND ASSET MANAGEMENT***

The function of managing land and built assets between development and sale. Includes maintenance of land inventory, site control and monitoring.

***Acquisition***

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

***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.

***Arrangements***

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

***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.

***Budgeting***

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

***Cases***

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





***Claims***

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

***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.

***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.

***Conservation***

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

***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.

***Disposal***

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

***Enquiries***

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

***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.

***Financial Statements***

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

***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.

***Inquiries***

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

***Inspections***

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

***Insurance***

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

***Inventory***

The activities associated with listing and preparing lists of items and assets in the possession of the agency.

***Joint Ventures***

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

***Leasing***

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

***Leasing-out***

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

***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.

***Payments***

The activities involved in the preparation and payment of money.

***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 agency according to formulated policy.

***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.

***Reviewing***

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

***Risk Management***

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

***Security***

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

***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.

***LAND DEVELOPMENT***

The function of developing land for sale. Includes forecasting, planning, project definition, acquisition, surveying, site assessment, designing, approving, determining lease and development conditions, constructing infrastructure and arranging valuations.

***Agreements***

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

***Arrangements***

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

***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.

***Budgeting***

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

***Cases***

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

***Ceremonies***

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

***Certification (Construction)***

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



***Claims***

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

***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.

***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.

***Conservation***

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

***Construction***

The process of making or building something.

***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.

***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.



***Disposal***

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

***Distribution***

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

***Drafting***

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

***Enquiries***

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

***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.

***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.

***Financial Statements***

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

***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.

***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.

***Inquiries***

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

***Inspections***

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

***Installation***

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

***Insurance***

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

***Inventory***

The activities associated with listing and preparing lists of items and assets in the possession of the agency.

***Joint Ventures***

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

***Leasing***

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

***Leasing-out***

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

***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.

***Payments***

The activities involved in the preparation and payment of money.

***Planning***

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

***Planning & Development Conditions***

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

***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 agency according to formulated policy.

***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.

***Representatives***

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

***Research***

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

***Reviewing***

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

***Risk Management***

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

***Security***

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

***Site Selection Co-ordination***

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

***Submissions***

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



***Suggestions***

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



***LAND SALES***

The function of selling land. Includes marketing, site releases, sales of greenfields, commercial and industrial land and sales of individual allotments by auction, ballot, tender or direct grant.

***Acquisition***

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

***Addresses (presentations)***

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

***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.

***Arrangements***

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

***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.

***Budgeting***

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

***Cases***

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

***Ceremonies***

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

***Claims***

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

***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.

***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.

***Customer Service***

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

***Distribution***

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

***Drafting***



## ***Records Disposal Schedule – Land Development Records April 2006***

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

### ***Enquiries***

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

### ***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.

### ***Events***

The activities relating to the arrangements, bookings and support for local suppliers to attend, display or promote events such as trade displays, event participation, open days, etc.

### ***Exhibitions***

The activities associated with using agency material in mounted displays for the purpose of informing or educating the viewer, or promoting the activities, services, projects or programs of the agency.

### ***Financial Statements***

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

### ***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.

### ***Inquiries***

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

***Inspections***

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

***Installation***

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

***Insurance***

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

***Joint Ventures***

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

***Leasing***

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

***Leasing-out***

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

***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.

***Marketing***

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

***Media Relations***

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

***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.

***Payments***

The activities involved in the preparation and payment of money.

***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 agency according to formulated policy.

***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.

***Representatives***

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

***Research***

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

***Reviewing***

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

***Risk Management***

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

***Security***

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

***Selling (land)***

The activities associated with selling land by auction, ballot, tender or direct grant.

***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.

***Visits***

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



**RECORDS DISPOSAL SCHEDULE**


- *Records Disposal Schedule - Land Development Records April 2006*

## **LAND ASSET MANAGEMENT**

The function of managing land and built assets between development and sale. Includes maintenance of land inventory, site control and monitoring.




### **Acquisition**

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

<b>Entry No.</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1.1.1 	Acquisition of goods and services where there is no tender or contracting-out process (i.e. where the cost of the acquisition is below the threshold for tendering or where a purchase is made against a period contract).  <i>[For the acquisition of goods and services through a tender process, use Land Asset Management- Tendering  For the management of contracted out services, Use Land Asset Management - Contracting-out.]</i>	Destroy 7 years after last action

### **Advice**

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

<b>Entry No.</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1.2.1 	Receipt of advice that resulted in major changes to the organisation or management. Includes advice provided by consultants.	Retain as Territory Archives
1.2.2 	Receipt and provision of all other advice on land asset management. Includes advice provided by consultants.	Destroy 5 years after last action
1.2.3 	Working papers documenting the development of advice.	Destroy 2 years after last action





- *Records Disposal Schedule - Land Development Records April 2006*

## **LAND ASSET MANAGEMENT**

The function of managing land and built assets between development and sale. Includes maintenance of land inventory, site control and monitoring.


### **Agreements**

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

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1.3.1 	Final version of significant agreements with government bodies or private organisations with implications for major liabilities or obligations.	Retain as Territory Archives
1.3.2 	Negotiations, establishment, maintenance and review of significant agreements.	Retain as Territory Archives
1.3.3 	Final version of other agreements.	Destroy 7 years after completion or other termination of agreement or contract
1.3.4 	Negotiations, establishment, maintenance and review of other agreements.	Destroy 7 years after signing of agreement

### **Arrangements**

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

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1.4.1 	Travel and accommodation arrangements.	Destroy 1 year after last action




- *Records Disposal Schedule - Land Development Records April 2006*

## **LAND ASSET MANAGEMENT**

The function of managing land and built assets between development and sale. Includes maintenance of land inventory, site control and monitoring.


### **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.

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1.5.1 	Final report of an external audit (e.g. conducted by an external authority such as the ACT Auditor General's Office) where: <ul style="list-style-type: none"> <li>• the audit report is qualified by the Auditor-General</li> <li>• there are major or significant changes to practices.</li> </ul>	Retain as Territory Archives
1.5.2 	Final report of an internal or external audit of where: <ul style="list-style-type: none"> <li>• the audit report has been accepted by the Auditor-General</li> <li>• there are no changes or only minor or routine changes to practices.</li> </ul> Includes recommendations and implementation plans.	Destroy 10 years after last action
1.5.3 	Planning and conduct of internal and external audits.	Destroy 7 years after last action

### **Authorisation**

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

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1.6.1 	Delegations of powers to agency staff to authorise administrative action.	Destroy 7 years after delegation expires



- *Records Disposal Schedule - Land Development Records April 2006*

## **LAND ASSET MANAGEMENT**

The function of managing land and built assets between development and sale. Includes maintenance of land inventory, site control and monitoring.

### **Budgeting**

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

<b>Entry No.</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1.7.1 ████████████████████	Budget estimates and associated records.	Destroy 7 years after last action
1.7.2 ████████████████████	Spending progress or revenue collection against allocations.	Destroy 3 years after last action

### **Cases**

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

<b>Entry No.</b>	<b>Description of Records</b>	<b>Disposal Action</b>
N/A	[Use this activity descriptor when there is a need to keep records relating to a number of activities together on one file. Can be used where it is considered necessary to keep records relating to particular parcels of land together (for example identified by Parcel, Block and Section numbers). In such cases sentence the file with the longest retention period for any activity on the file.]	N/A

### **Claims**

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

<b>Entry No.</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1.8.1 ████████████████████	Insurance claims for injury, damage and/or loss.  <i>[For insurance policies and annual renewal for events and festivals, use Land Asset Management - Insurance.]</i>	Destroy 7 years after finalisation or withdrawal of claim




- *Records Disposal Schedule - Land Development Records April 2006*

## **LAND ASSET MANAGEMENT**

The function of managing land and built assets between development and sale. Includes maintenance of land inventory, site control and monitoring.

### **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.

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1.9.1 	External committees formed to manage or advise. Includes final of documents: <ul style="list-style-type: none"> <li>• Establishing the committee</li> <li>• Terms of reference</li> <li>• Appointment of members</li> <li>• Minutes</li> <li>• Reports</li> <li>• Recommendations</li> <li>• Supporting documents such as briefing papers and discussion papers.</li> </ul>	Retain as Territory Archives
1.9.2 	Internal committees formed to manage or advise. Includes final of documents: <ul style="list-style-type: none"> <li>• Establishing the committee</li> <li>• Terms of reference</li> <li>• Appointment of members</li> <li>• Minutes</li> <li>• Reports</li> <li>• Recommendations</li> <li>• Supporting documents such as briefing papers and discussion papers.</li> </ul>	Destroy 7 years after last action
1.9.3 	Working papers and administration of committees. Includes: <ul style="list-style-type: none"> <li>• Agenda</li> <li>• Notices of meetings</li> <li>• Draft minutes</li> <li>• Room bookings</li> </ul>	Destroy 6 months after last action

- *Records Disposal Schedule - Land Development Records April 2006*

## **LAND ASSET MANAGEMENT**

The function of managing land and built assets between development and sale. Includes maintenance of land inventory, site control and monitoring.

### **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.

<b>Entry No.</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1.10.1 [Barcode]	Compliance with mandatory or optional standards or with statutory requirements.	Destroy 7 years after last action

### **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.

<b>Entry No.</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1.11.1 [Barcode]	Conferences arranged by agency. Includes: Program development; Invitations to speakers; Promotion activities; Registrations; Venue bookings.	Destroy 3 years after last action
1.11.2 [Barcode]	Reports commenting on and assessing conferences.	Destroy 3 years after last action
1.11.3 [Barcode]	Master of unpublished proceedings and reports, speeches and papers from conferences.	Destroy 3 years after last action
1.11.4 [Barcode]	Published proceedings from conferences.	Destroy 6 months after last action
1.11.5 [Barcode]	Attendance of staff at conferences arranged by other organisations. Includes conference promotion material, programs and registration forms.	Destroy 6 months after last action

*[For travel and accommodation arrangements made for staff to attend conferences, use Land Asset Management - Arrangements.]*

- *Records Disposal Schedule - Land Development Records April 2006*




## **LAND ASSET MANAGEMENT**

The function of managing land and built assets between development and sale. Includes maintenance of land inventory, site control and monitoring.

### **Conservation**


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

*For environmental audits, use Land Development - Audits.*

<b>Entry No.</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1.12.1 	Preservation, protection, maintenance, restoration and enhancement of land which is listed on the ACT Heritage Places Register or which have national significance including natural, historic and indigenous significance and are listed in the Register of the National Estate, by the World Heritage Commission, classified by the National Trust listings.	Retain as Territory Archives
1.12.2 	Restoration of contaminated land. <i>[For inspection to identify the type of contamination, use Land Development - Inspection.]</i>	Retain as Territory Archives
1.12.3 	Preservation, protection, maintenance, restoration and enhancement of land other than land which is listed on the ACT Heritage Places Register or which have national significance including natural, historic and indigenous significance and are listed in the Register of the National Estate, by the World Heritage Commission, classified by the National Trust listings.	Destroy after property is disposed of or transfer to new owners.

### **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.

<b>Entry No.</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1.13.1 	Contract management. Includes: <ul style="list-style-type: none"> <li>• Minutes of meetings with main stakeholders</li> <li>• Performance and evaluation reports.</li> </ul>	Destroy 7 years after completion or other termination of the contract


- *Records Disposal Schedule - Land Development Records April 2006*

## **LAND ASSET MANAGEMENT**

The function of managing land and built assets between development and sale. Includes maintenance of land inventory, site control and monitoring.


### **Disposal**

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

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1.14.1 	Disposal of equipment and goods.  <i>[For disposal of land, use Land Sales - disposal.]</i>	Destroy 7 years after last action




### **Enquiries**

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

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1.15.1 	Handling of public enquiries about land asset management.	Destroy 2 years after last action

### **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.

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1.16.1 	External and internal reports evaluating the land asset management function.	Retain as Territory Archives
1.16.2 	Other records documenting the evaluation and ongoing monitoring.	Destroy 3 years after last action
1.16.3 	Working papers supporting external or internal reports evaluating the land management.	Destroy 6 months after last action


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## **LAND ASSET MANAGEMENT**

The function of managing land and built assets between development and sale. Includes maintenance of land inventory, site control and monitoring.


### **Financial Statements**

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

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1.17.1 	Annual financial statements or formal interim financial statements, and background documentation where these are required to be recorded and/or kept or reported separately from agency 's normal accounting systems. Includes annual statements of assets and liabilities, operating statement of financial position, balance sheets and statements of cash flows for the sporting or entertainment event.  <i>[For normal agency financial statements refer to the TARDiS.]</i>	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.

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1.18.1 	Implementation of developed plans, policies and procedures.	Destroy 3 years after last action

### **Inquiries**

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

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
N/A	<i>[For inquiries into the land asset management function refer to the TARDiS.]</i>	N/A


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## **LAND ASSET MANAGEMENT**

The function of managing land and built assets between development and sale. Includes maintenance of land inventory, site control and monitoring.



### **Inspections**

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

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1.19.1 	Inspections of facilities, equipment and items.  <i>[For formal audits, use Land Asset Management – Audit].</i>	Destroy 3 years after last action

### **Insurance**

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

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1.20.1 	Insurance policies covering property, equipment, etc.  <i>[For insurance claims lodged, use Land Asset Management - Claims.]</i>	Destroy 7 years after policy expires
1.20.2 	Annual renewal of insurance policies.	Destroy 1 year after last action

### **Inventory**

The activities associated with listing and preparing lists of items and assets in the possession of the agency.

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1.21.1 	Inventories.	Destroy 6 months after last action





- *Records Disposal Schedule - Land Development Records April 2006*

## **LAND ASSET MANAGEMENT**

The function of managing land and built assets between development and sale. Includes maintenance of land inventory, site control and monitoring.

### **Joint Ventures**

The activities involved in managing joint operations between departments, either within the agency or with other agencies, or with the government where there is a contract, joint contribution of funds and/or time. Also includes private sector ventures with public sector organisations and co-research or collaboration between inter-departmental units, departments or agencies. Use Advice for formal advisings. Use Agreements for establishing, maintaining, reviewing and negotiating agreements. Use Liaison for other collaboration between organisations that is not considered joint ventures.

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1.22.1 	Final signed version of major joint venture agreements or contracts. Includes those with implications for major liabilities or obligations for agency.	Retain as Territory Archives
1.22.2 	Working papers relating to the establishment and negotiations and management of major joint venture agreements.	Retain as Territory Archives
1.22.3 	Final versions of other joint venture agreements or contracts.	Destroy 7 years after completion or other termination of agreement or contract
1.22.4 	Working papers relating to the establishment, negotiations and management of other joint venture agreements or contracts.	Destroy 7 years after signing of agreement or contract





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## **LAND ASSET MANAGEMENT**

The function of managing land and built assets between development and sale. Includes maintenance of land inventory, site control and monitoring.



### **Leasing**

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

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1.23.1 	Leasing of property, equipment etc. Includes: <ul style="list-style-type: none"> <li>• Negotiations</li> <li>• Cost-benefit analysis</li> <li>• Assessments</li> <li>• Signed leases.</li> </ul>	Destroy 7 years after lease expires or is terminated
1.23.2 	On-going management of leases of property, equipment etc.	Destroy 7 years after lease expires or is terminated

### **Leasing-out**

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

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1.24.1 	Leasing-out of property, equipment etc. Includes: <ul style="list-style-type: none"> <li>• Negotiations</li> <li>• Cost-benefit analysis</li> <li>• Assessments</li> <li>• Signed leases.</li> </ul>	Destroy 7 years after lease expires or is terminated
1.24.2 	On-going management of leases of property, equipment etc.	Destroy 7 years after lease expires or is terminated


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## **LAND ASSET MANAGEMENT**

The function of managing land and built assets between development and sale. Includes maintenance of land inventory, site control and monitoring.



### **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.

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1.25.1 	Liaison activities undertaken with organisations and community groups. Includes collaboration on projects, exchange of information and all the activities of a member of an organisation.	Destroy 3 years after last action

### **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.

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1.26.1 	Final version of minutes and supporting documents tabled at meetings. Includes meetings with external agencies.	Destroy 3 years after last action
1.26.2 	Working papers documenting the conduct and administration of meetings. Includes agenda, notices of meetings and draft minutes.	Destroy 6 months after last action


- *Records Disposal Schedule - Land Development Records April 2006*

## **LAND ASSET MANAGEMENT**

The function of managing land and built assets between development and sale. Includes maintenance of land inventory, site control and monitoring.




### **Payments**

The activities involved in the preparation and payment of money.

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1.27.1 	Preparation and payment of where these are required to be recorded and/or kept or reported separately from agency 's normal accounting systems.  <i>[For cases in which payment is made and recorded through agency 's normal accounting systems refer to the TARDiS.]</i>	Destroy 7 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.

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1.28.1 	Final version of plans for major projects.	Retain as Territory Archives
1.28.2 	Final version of plans for other projects.	Destroy 5 years after last action
1.28.3 	Working papers used to develop plans for projects. Includes draft plans, reports analysing issues, and comments on draft plans.	Destroy 1 year after adoption of the final plan





- *Records Disposal Schedule - Land Development Records April 2006*

## **LAND ASSET MANAGEMENT**

The function of managing land and built assets between development and sale. Includes maintenance of land inventory, site control and monitoring.



### **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.

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1.29.1 	Final version of policies.	Retain as Territory Archives
1.29.2 	Development and establishment of agency's policies. Includes: <ul style="list-style-type: none"> <li>• Policy proposals</li> <li>• Research papers</li> <li>• Results of consultations</li> <li>• Supporting reports</li> <li>• Major drafts.</li> </ul>	Destroy 5 years after policy is superseded
1.29.3 	Comments made on the development of policies.	Destroy 2 years after last action
1.29.4 	Working papers documenting the development of policies.	Destroy 2 years after last action

### **Procedures**

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

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1.30.1 	Master set of agency manuals, handbooks and directives etc detailing procedures.	Destroy 7 years after procedures are superseded
1.30.2 	Development of agency procedures.	Destroy 2 years after procedures are superseded

- *Records Disposal Schedule - Land Development Records April 2006*

## **LAND ASSET MANAGEMENT**

The function of managing land and built assets between development and sale. Includes maintenance of land inventory, site control and monitoring.

### **Public Reaction**

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

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.31.1 ████████████████████	Public reaction and agency responses.	Destroy 6 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 No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.32.1 ████████████████████	Final version of internal formal reports and reports made to external agencies.	Retain as Territory Archives
1.32.2 ████████████████████	Final versions of periodic internal reports used to monitor and document recurring activities. Includes the collection and reporting of statistical information.	Destroy 7 years after last action
1.32.3 ████████████████████	Working papers documenting the development of all reports. Includes drafts and comments received.	Destroy 2 years after last action
1.32.4 ████████████████████	Responses to surveys.	Destroy 2 years after last action

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## **LAND ASSET MANAGEMENT**

The function of managing land and built assets between development and sale. Includes maintenance of land inventory, site control and monitoring.

### **Reviewing**

The activities involved in re-evaluating or re-examining products, processes, procedures, standards and systems. Includes recommendations and advice resulting from these activities. Use Evaluation for initial evaluation and monitoring.

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1.33.1 ████████████████████	Final report of review of agency programs and operations.	Retain as Territory Archives
1.33.2 ████████████████████	Other records documenting a review of agency programs and operations. Includes documents establishing the review, action plan, etc.	Destroy 3 years after last action
1.33.3 ████████████████████	Working papers documenting a review of agency programs and operations.	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.

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1.34.1 ████████████████████	Risk management for land asset management including for each stage of the process, risk assessments and action plans.	Destroy 7 years after next risk assessment
1.34.2 ████████████████████	Risk register.	Destroy 7 years after next risk assessment

### **Security**

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

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1.35.1 ████████████████████	Management of activities undertaken to protect people, infrastructure, buildings and property on land. Includes investigations into incidents and referral of an alleged incident to law enforcement authorities.	Destroy 5 years after last action









## **LAND ASSET MANAGEMENT**

▪ *Records Disposal Schedule - Land Development Records April 2006*

The function of managing land and built assets between development and sale. Includes maintenance of land inventory, site control and monitoring.

**Tendering**

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

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.36.1 	Signed contracts under seal resulting from tenders.	Destroy 12 years after completion or other termination of contract
1.36.2 	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.
1.36.3 	Evaluation of tenders received against selection criteria. Includes records documenting arrangements for carrying out the evaluation process, evaluation report, recommendations, final report and public notices.	Destroy 7 years after tender process completed.
1.36.4 	Post-offer negotiations and due diligence checks for tenders.	Destroy 7 years after tender process completed.
1.36.5 	Tender register.	Destroy 7 years after last entry
1.36.6 	Signed simple contracts and agreements resulting from tenders.	Destroy 7 years after completion or other termination of agreement or contract
1.36.7 	Contract register.	Destroy 7 years after last entry
1.36.8 	Unsuccessful tenders where there is no suitable bidder, or where the tender process has been discontinued. Includes submissions, notification of outcome and reports on debriefing sessions.	Destroy 2 years after tender process completed or decision made not to continue with the tender

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## **LAND DEVELOPMENT**

The function of developing land for sale. Includes forecasting, planning, project definition, , acquisition, surveying, site assessment, designing, approving, determining lease and development conditions, constructing infrastructure and arranging valuations.

### **Acquisition**

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

<b>Entry No.</b>	<b>Description of Records</b>	<b>Disposal Action</b>
2.1.1 ████████████████████	Acquisition of land.	Retain as Territory Archives
2.1.2 ████████████████████	Acquisition of goods and services where there is no tender or contracting-out process (i.e. where the cost of the acquisition is below the threshold for tendering or where a purchase is made against a period contract). [For the acquisition of goods and services through a tender process, use Land development- Tendering. For the management of contracted out services, Use Land Development - Contracting-out.]	Destroy 7 years after last action

### **Addresses (presentations)**

The activity of giving addresses for training, professional, community relations or sales purposes. Includes speeches and multi-media presentations. Use Celebrations for arranging festivities to honour a particular occasion.

<b>Entry No.</b>	<b>Description of Records</b>	<b>Disposal Action</b>
2.2.1 ████████████████████	Final version of addresses made by the Chief Minister or portfolio Minister or senior agency officers at major public events.	Retain as Territory Archives
2.2.2 ████████████████████	[For addresses relating to community or government relations refer to the TARDiS]. Final versions of other addresses delivered in the routine promotion of events.	Destroy 7 years after last presentation
2.2.3 ████████████████████	Working papers documenting the development of addresses, including drafts.	Destroy 6 months after last action






- *Records Disposal Schedule - Land Development Records April 2006*

## **LAND DEVELOPMENT**

The function of developing land for sale. Includes forecasting, planning, project definition, procurement, acquiring, surveying, site assessment, designing, approving, determining lease and development conditions, constructing infrastructure and arranging valuations.





### **Advice**

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

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
2.3.1 	Receipt of advice that resulted in major changes to the organisation or management of land development. Includes advice provided by consultants.	Retain as Territory Archives
2.3.2 	Receipt and provision of all other advice on land development. Includes advice provided by consultants.	Destroy 5 years after last action
2.3.3 	Working papers documenting the development of advice.	Destroy 2 years after last action

### **Agreements**

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

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
2.4.1 	Final version of significant agreements with government bodies or private organisations with implications for major liabilities or obligations.	Retain as Territory Archives
2.4.2 	Negotiations, establishment, maintenance and review of significant agreements.	Retain as Territory Archives
2.4.3 	Final version of other agreements.	Destroy 7 years after completion or other termination of agreement or contract
2.4.4 	Negotiations, establishment, maintenance and review of other agreements.	Destroy 7 years after signing of agreement or contract


## **LAND DEVELOPMENT**

▪ *Records Disposal Schedule - Land Development Records April 2006*

The function of developing land for sale. Includes forecasting, planning, project definition, procurement, acquiring, surveying, site assessment, designing, approving, determining lease and development conditions, constructing infrastructure and arranging valuations.




**Arrangements**

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

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.5.1 	Travel and accommodation arrangements.	Destroy 2 years after last action

**Audit**

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

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.6.1 	Final report of an external audit (e.g. conducted by an external authority such as the ACT Auditor General's Office) where: <ul style="list-style-type: none"> <li>• The audit report is qualified by the Auditor-General</li> <li>• There are major or significant changes to practices.</li> </ul>	Retain as Territory Archive
2.6.2 	Final report of an internal or external audit where: <ul style="list-style-type: none"> <li>• The audit report has been accepted by the Auditor-General</li> <li>• There are no changes or only minor or routine changes to practices.</li> </ul> <p>Includes recommendations and implementation plans.</p>	Destroy 10 years after last action
2.6.3 	Planning and conduct of internal and external audits relating to land development.	Destroy 7 years after last action


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## **LAND DEVELOPMENT**

The function of developing land for sale. Includes forecasting, planning, project definition, procurement, acquiring, surveying, site assessment, designing, approving, determining lease and development conditions, constructing infrastructure and arranging valuations.



### **Authorisation**

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

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
2.7.1 	Delegations of powers to agency staff to authorise administrative action.	Destroy 7 years after delegation expires

### **Budgeting**

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

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
2.8.1 	Budget estimates and associated records.	Destroy 7 years after last action
2.8.2 	Spending progress or revenue collection against allocations.	Destroy 3 years after last action

### **Cases**

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

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
N/A	[Use this activity descriptor when there is a need to keep records relating to a number of activities together on one file. Can be used where it is considered necessary to keep records relating to particular parcels of land together (for example identified by Parcel, Block and Section numbers). . In such cases sentence the file with the longest retention period for any activity on the file.]	N/A




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## **LAND DEVELOPMENT**

The function of developing land for sale. Includes forecasting, planning, project definition, procurement, acquiring, surveying, site assessment, designing, approving, determining lease and development conditions, constructing infrastructure and arranging valuations.


### **Ceremonies**

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

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
2.9.1 	Programs, invitations, guest lists and photographs relating to major ceremonies held to mark a special occasion (e.g. the opening of new land developments.)	Retain as Territory Archives
2.9.2 	Routine arrangements supporting major ceremonies held to mark a special occasion. Includes catering, venue bookings, etc.	Destroy 2 years after last action
2.9.3 	All arrangements for other ceremonies of lesser significance. Includes programs, invitations, guest lists, catering, venue bookings and entertainment.	Destroy 2 years after last action

### **Certification (Construction)**

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

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
2.10.1 	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


- *Records Disposal Schedule - Land Development Records April 2006*

## **LAND DEVELOPMENT**

The function of developing land for sale. Includes forecasting, planning, project definition, procurement, acquiring, surveying, site assessment, designing, approving, determining lease and development conditions, constructing infrastructure and arranging valuations.




### **Claims**

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

<b>Entry No.</b>	<b>Description of Records</b>	<b>Disposal Action</b>
2.11.1 	Insurance claims for injury, damage and/or loss.  <i>[For insurance policies and annual renewal for events and festivals, use Land Development - Insurance.]</i>	Destroy 7 years after finalisation or withdrawal of claim

### **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.

<b>Entry No.</b>	<b>Description of Records</b>	<b>Disposal Action</b>
2.12.1 	External committees: <ul style="list-style-type: none"> <li>• Documents establishing the committee</li> <li>• Final versions of minutes</li> <li>• Reports</li> <li>• Recommendations</li> <li>• Supporting documents such as briefing papers and discussion papers.</li> </ul>	Retain as Territory Archives
2.12.2 	Internal committees. Includes: <ul style="list-style-type: none"> <li>• Documents establishing the committee</li> <li>• final versions of minutes</li> <li>• Reports</li> <li>• Recommendations</li> <li>• Supporting documents such as briefing papers and discussion papers.</li> </ul>	Destroy 7 years after last action
2.12.3 	Working papers documenting the conduct and administration of committees. Includes: <ul style="list-style-type: none"> <li>• Agenda</li> <li>• Notices of meetings</li> <li>• Draft minutes.</li> </ul>	Destroy 6 months after last action

## **LAND DEVELOPMENT**

▪ *Records Disposal Schedule - Land Development Records April 2006*

The function of developing land for sale. Includes forecasting, planning, project definition, procurement, acquiring, surveying, site assessment, designing, approving, determining lease and development conditions, constructing infrastructure and arranging valuations.

**Compliance**

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

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.13.1 [Barcode]	Compliance with mandatory or optional standards or with statutory requirements.	Destroy 7 years after last action

**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 No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.14.1 [Barcode]	Conferences arranged by the agency related to land development. Includes: <ul style="list-style-type: none"> <li>• Program development;</li> <li>• Invitations to speakers;</li> <li>• Promotion activities;</li> <li>• Registrations;</li> <li>• Venue bookings.</li> </ul>	Destroy 3 years after last action
2.14.2 [Barcode]	Reports commenting on and assessing conferences related to land development.	Destroy 3 years after last action
2.14.3 [Barcode]	Master of unpublished proceedings and reports, speeches and papers from conferences related to land development.	Destroy 3 years after last action
2.14.4 [Barcode]	Published proceedings from conferences.	Destroy 6 months after last action
2.14.5 [Barcode]	Records documenting the attendance of staff at conferences arranged by other organisations related to land development. Includes conference promotion material, programs and registration forms. <i>[For travel and accommodation arrangements made for staff to attend conferences, use Land Developments - Arrangements.]</i>	Destroy 6 months after last action

**LAND DEVELOPMENT**




▪ *Records Disposal Schedule - Land Development Records April 2006*

The function of developing land for sale. Includes forecasting, planning, project definition, procurement, acquiring, surveying, site assessment, designing, approving, determining lease and development conditions, constructing infrastructure and arranging valuations.

**Conservation**

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

*For environmental audits, use Land Development - Audits.*

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
2.15.1 	Activities involved in the preservation, protection, maintenance, restoration and enhancement of land which is listed on the ACT Heritage Places Register or which have national significance including natural, historic and indigenous significance and are listed in the Register of the National Estate, by the World Heritage Commission, classified by the National Trust listings.	Retain as Territory Archives
2.15.2 	Restoration of contaminated land.  <i>[For inspection to identify the type of contamination, use Land Development - Inspection.]</i>	Retain as Territory Archives
2.15.3 	Activities involved in the preservation, protection, maintenance, restoration and enhancement of land other than land which is listed on the ACT Heritage Places Register or which have national significance including natural, historic and indigenous significance and are listed in the Register of the National Estate, by the World Heritage Commission, classified by the National Trust listings.	Destroy after property is disposed of or transfer to new owners.

- *Records Disposal Schedule - Land Development Records April 2006*





## **LAND DEVELOPMENT**

The function of developing land for sale. Includes forecasting, planning, project definition, procurement, acquiring, surveying, site assessment, designing, approving, determining lease and development conditions, constructing infrastructure and arranging valuations.

### **Construction**

The process of making or building something.

*For tendering of work to support construction activities, use Land Development - Tendering. For managing the performance of contracted-out services to support the construction process, use Land Development - Contracting-out. For the planning of construction programs, use Land Development - Planning.*

<b>Entry No.</b>	<b>Description of Records</b>	<b>Disposal Action</b>
2.16.1 	Construction activities carried out on land which is listed on the ACT Heritage Places Register or which have national significance including natural, historic and indigenous significance and are listed in the Register of the National Estate, by the World Heritage Commission, classified by the National Trust listings. Includes: <ul style="list-style-type: none"> <li>• Records of consultations (eg with owners and local authorities)</li> <li>• Specifications</li> <li>• Building plans</li> <li>• Project management records.</li> </ul>	Retain as Territory Archives
2.16.2 	Construction activities carried out on land other than land which is listed on the ACT Heritage Places Register or which have national significance including natural, historic and indigenous significance and are listed in the Register of the National Estate, by the World Heritage Commission, classified by the National Trust listings. Includes: <ul style="list-style-type: none"> <li>• Records of consultations (eg with owners and local authorities)</li> <li>• Specifications</li> <li>• Building plans</li> <li>• Project management records.</li> </ul>	Destroy after property is disposed of or transfer to new owners.
2.16.3 	Construction activities not proceeded with.	Destroy 7 years after decision to suspend construction activities
2.16.4 	Working papers documenting construction activities	Destroy 6 months after last action




- *Records Disposal Schedule - Land Development Records April 2006*

## **LAND DEVELOPMENT**

The function of developing land for sale. Includes forecasting, planning, project definition, procurement, acquiring, surveying, site assessment, designing, approving, determining lease and development conditions, constructing infrastructure and arranging valuations.



### **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 No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.17.1 	Contract management. Includes: <ul style="list-style-type: none"> <li>• Minutes of meetings with main stakeholders</li> <li>• Performance and evaluation reports.</li> </ul>	Destroy 7 years after completion or other termination of the contract

### **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 No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.18.1 	Appeals against development decisions.	Retain as Territory Archives
2.18.2 	Planning and development decisions of other agencies and jurisdictions. Copies of rulings; and reference material	Destroy 5 years after last action

- *Records Disposal Schedule - Land Development Records April 2006*

## **LAND DEVELOPMENT**

The function of developing land for sale. Includes forecasting, planning, project definition, procurement, acquiring, surveying, site assessment, designing, approving, determining lease and development conditions, constructing infrastructure and arranging valuations.

### **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.

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
2.19.1 	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
2.19.2 	Development applications for structures that are registered as historical or heritage structures	Retain as Territory Archives
2.19.3 	Unsuccessful Development Applications and pre-application proceedings that do not proceed	Destroy 20 years after last action



- *Records Disposal Schedule - Land Development Records April 2006*

## **LAND DEVELOPMENT**

The function of developing land for sale. Includes forecasting, planning, project definition, procurement, acquiring, surveying, site assessment, designing, approving, determining lease and development conditions, constructing infrastructure and arranging valuations.


### **Disposal**

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

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
2.20.1 	Disposal of land acquired for land development but not actually developed.  <i>[For disposal of land following land development, use Land Sales - disposal.]</i>	Retain as Territory Archives
2.20.2 	Disposal of equipment and goods acquired to support land development.	Destroy 7 years after disposal of asset


### **Distribution**

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

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
2.21.1 	Distribution activity relating to land development. Includes address lists.	Destroy 6 months after last action

### **Drafting**

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

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
2.22.1 	Drafting process for material related to land development.	Destroy 6 months after last action


- *Records Disposal Schedule - Land Development Records April 2006*

## **LAND DEVELOPMENT**

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### **Enquiries**

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

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
2.23.1 	Handling of public enquiries about land development.	Destroy 2 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.

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
2.24.1 	Conduct of the Environmental Impact Assessment Environmental Impact Statements; consultations with the community and reports; and pre-application proceedings that proceed to an application. Includes: Environmental Impact Statements; Consultations with the community and reports; and Pre-application proceedings.	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.

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
2.25.1 	External and internal reports evaluating the land development function.	Retain as Territory Archives
2.25.2 	Other records documenting the evaluation and ongoing monitoring of land development.	Destroy 3 years after last action
2.25.3 	Working papers supporting external or internal reports evaluating the land development function.	Destroy 6 months after last action


- *Records Disposal Schedule - Land Development Records April 2006*

## **LAND DEVELOPMENT**

The function of developing land for sale. Includes forecasting, planning, project definition, procurement, acquiring, surveying, site assessment, designing, approving, determining lease and development conditions, constructing infrastructure and arranging valuations.

### **Financial Statements**


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

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
2.26.1 	Annual financial statements or formal interim financial statements, and background documentation relating to land development where these are required to be recorded and/or kept or reported separately from agency's normal accounting systems. Includes annual statements of assets and liabilities, operating statement of financial position, balance sheets and statements of cash flows for the sporting or entertainment event.	Destroy 7 years after last action

*[For normal agency financial statements refer to the TARDiS.]*

### **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.

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
2.27.1 	Implementation of plans, policies and procedures developed to land development.	Destroy 3 years after last action





- *Records Disposal Schedule - Land Development Records April 2006*

## **LAND DEVELOPMENT**

The function of developing land for sale. Includes forecasting, planning, project definition, procurement, acquiring, surveying, site assessment, designing, approving, determining lease and development conditions, constructing infrastructure and arranging valuations.

### **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 No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.28.1 	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
2.28.2 	Agency Co-ordination, Capital Works Program Management, co-ordination of multiple projects.	Destroy 10 years after last action
2.28.3 	Capital Works Projects (Asset Creation Management). Records relating to project management and control, after project completed. Including: Budget Management; Co-ordination (of projects); Feasibility Studies; Progress payments; and Needs Assessment.	Destroy 10 years after last action
2.28.4 	Unsuccessful bids.	Destroy 5 years after last action

- *Records Disposal Schedule - Land Development Records April 2006*

## **LAND DEVELOPMENT**

The function of developing land for sale. Includes forecasting, planning, project definition, procurement, acquiring, surveying, site assessment, designing, approving, determining lease and development conditions, constructing infrastructure and arranging valuations.


### **Inquiries**

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

<b>Entry No.</b>	<b>Description of Records</b>	<b>Disposal Action</b>
N/A	<i>[For inquiries into the land development function refer to the TARDiS.]</i>	N/A



### **Inspections**

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

<b>Entry No.</b>	<b>Description of Records</b>	<b>Disposal Action</b>
2.29.1 	Inspections of facilities, equipment and items. <i>[For formal audits, use Land Development – Audit].</i>	Destroy 3 years after last action

### **Installation**

Activities involved in placing equipment in position and connecting and adjusting it for use. Use Implementation for checking that the system meets required standards.

<b>Entry No.</b>	<b>Description of Records</b>	<b>Disposal Action</b>
2.30.1 	Installation and initial configuration of equipment.	Destroy 2 years after last action
2.30.2 	Reconfiguration and adjustment of equipment after initial installation.	Destroy 2 years after last action



- *Records Disposal Schedule - Land Development Records April 2006*

## **LAND DEVELOPMENT**

The function of developing land for sale. Includes forecasting, planning, project definition, procurement, acquiring, surveying, site assessment, designing, approving, determining lease and development conditions, constructing infrastructure and arranging valuations.


### **Insurance**

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

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
2.31.1 	Insurance policies covering property, equipment, etc.  <i>[For insurance claims lodged, use Land Development - Claims.]</i>	Destroy 7 years after policy expires
2.31.2 	Annual renewal of insurance policies.	Destroy 1 year after last action

### **Inventory**

The activities associated with listing and preparing lists of items and assets in the possession of the agency.

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
2.32.1 	Inventories relating to the land development function.	Destroy 6 months after last action



- *Records Disposal Schedule - Land Development Records April 2006*

## **LAND DEVELOPMENT**

The function of developing land for sale. Includes forecasting, planning, project definition, procurement, acquiring, surveying, site assessment, designing, approving, determining lease and development conditions, constructing infrastructure and arranging valuations.

### **Joint Ventures**

The activities involved in managing joint operations between departments, either within the agency or with other agencies, or with the government where there is a contract, joint contribution of funds and/or time. Includes private sector ventures with public sector organisations and co-research or collaboration between inter-departmental units, departments or agencies. Use Advice for formal advisings. Use Agreements for establishing, maintaining, reviewing and negotiating agreements. Use Liaison for other collaboration between organisations that is not considered joint ventures.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.33.1 ████████████████████	Final signed version of major joint venture agreements or contracts. Includes those with implications for major liabilities or obligations for agency.	Retain as Territory Archives
2.33.2 ████████████████████	Working papers relating to the establishment and negotiations and management of major joint venture agreements.	Retain as Territory Archives
2.33.3 ████████████████████	Final versions of other joint venture agreements or contracts.	Destroy 7 years after completion or other termination of agreement or contract
2.33.4 ████████████████████	Working papers relating to the establishment, negotiations and management of other joint venture agreements or contracts.	Destroy 7 years after signing of agreement or contract



- *Records Disposal Schedule - Land Development Records April 2006*

## **LAND DEVELOPMENT**

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### **Leasing**

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

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
2.34.1 	Leasing of property, equipment etc. Includes: <ul style="list-style-type: none"> <li>• Negotiations</li> <li>• Cost-benefit analysis</li> <li>• Assessments</li> <li>• Signed leases.</li> </ul>	Destroy 7 years after lease expires or is terminated
2.34.2 	On-going management of leases of property, equipment etc.	Destroy 7 years after lease expires or is terminated

### **Leasing-out**

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

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
2.35.1 	Leasing-out of property, equipment etc. Includes: <ul style="list-style-type: none"> <li>• Negotiations</li> <li>• Cost-benefit analysis</li> <li>• Assessments</li> <li>• Signed leases.</li> </ul>	Destroy 7 years after lease expires or is terminated
2.35.2 	On-going management of leases of property, equipment etc.	Destroy 7 years after lease expires or is terminated

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## **LAND DEVELOPMENT**

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### **Liaison**

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

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.36.1 [Barcode]	Liaison activities undertaken with organisations and community groups. Includes collaboration on projects, exchange of information and all the activities of a member of an organisation.	Destroy 3 years after last action

### **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 No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.37.1 [Barcode]	Minutes and supporting documents tabled at meetings held. Includes meetings with external agencies.	Destroy 3 years after last action
2.37.2 [Barcode]	Working papers documenting the conduct and administration of meetings. Includes agenda, notices of meetings and draft minutes.	Destroy 6 months after last action


- *Records Disposal Schedule - Land Development Records April 2006*

## **LAND DEVELOPMENT**

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### **Payments**

The activities involved in the preparation and payment of money.

<b>Entry No.</b>	<b>Description of Records</b>	<b>Disposal Action</b>
2.38.1 	Preparation and payment of money in relation to land development where these are required to be recorded and/or kept or reported separately from agency 's normal accounting systems.  <i>[For cases in which payment is made and recorded through agency 's normal accounting systems refer to the TARDiS.]</i>	Destroy 7 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.

<b>Entry No.</b>	<b>Description of Records</b>	<b>Disposal Action</b>
2.39.1 	Final version of plans for major land development projects	Retain as Territory Archives
2.39.2 	Final version of plans for other land development projects.	Destroy 5 years after plan superseded
2.39.3 	Working papers used to develop plans for land development projects. Includes draft plans, reports analysing issues, and comments on draft plans.	Destroy 1 year after adoption of the final plan


- *Records Disposal Schedule - Land Development Records April 2006*

## **LAND DEVELOPMENT**

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### **Planning & Development Conditions**

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

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
2.40.1 	Advice and conditions of land release relating to the land release and development program.	Destroy 7 years after last action

### **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.

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
2.41.1 	Final version of policies.	Retain as Territory Archives
2.41.2 	Development and establishment of agency 's policies. Includes: <ul style="list-style-type: none"> <li>• Policy proposals</li> <li>• Research papers</li> <li>• Results of consultations</li> <li>• Supporting reports</li> <li>• Major drafts.</li> </ul>	Destroy 5 years after policy is superseded
2.41.3 	Comments made on the development of policies.	Destroy 2 years after last action
2.41.4 	Working papers documenting the development of policies.	Destroy 2 years after the promulgation of the new policy

- *Records Disposal Schedule - Land Development Records April 2006*

## **LAND DEVELOPMENT**

The function of developing land for sale. Includes forecasting, planning, project definition, procurement, acquiring, surveying, site assessment, designing, approving, determining lease and development conditions, constructing infrastructure and arranging valuations.

### **Procedures**

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

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.42.1 ████████████████████	Master set of agency manuals, handbooks and directives etc detailing procedures.	Destroy 7 years after procedures are superseded
2.42.2 ████████████████████	Development of agency procedures.	Destroy 2 years after procedures are superseded

### **Public Reaction**

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

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.43.1 ████████████████████	Public reaction and agency responses.	Destroy 6 years after last action

- *Records Disposal Schedule - Land Development Records April 2006*

## **LAND DEVELOPMENT**

The function of developing land for sale. Includes forecasting, planning, project definition, procurement, acquiring, surveying, site assessment, designing, approving, determining lease and development conditions, constructing infrastructure and arranging valuations.

### **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.

<b>Entry No.</b>	<b>Description of Records</b>	<b>Disposal Action</b>
2.44.1 [Barcode]	Final version of internal formal reports and reports made to external agencies.	Retain as Territory Archives
2.44.2 [Barcode]	Final versions of periodic internal reports used to monitor and document recurring activities. Includes the collection and reporting of statistical information.	Destroy 3 years after last action
2.44.3 [Barcode]	Responses to surveys.	Destroy 3 years after last action
2.44.4 [Barcode]	Working papers documenting the development of all reports. Includes drafts and comments received.	Destroy 6 months after last action

### **Representatives**

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

Use LEGAL SERVICES - Advice for legal advice furnished to the organisation by internal or external sources.

<b>Entry No.</b>	<b>Description of Records</b>	<b>Disposal Action</b>
2.45.1 [Barcode]	Nomination, appointment and resignation from and/or termination of agency representatives on external committees and organisations.	Destroy 3 years after last action

## **LAND DEVELOPMENT**

▪ *Records Disposal Schedule - Land Development Records April 2006*

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**Research**

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

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.46.1 	Detailed research.	Retain as Territory Archives
2.46.2 	Routine research.	Destroy 2 years after last action

**Reviewing**

The activities involved in re-evaluating or re-examining products, processes, procedures, standards and systems. Includes recommendations and advice resulting from these activities. Use Evaluation for initial evaluation and monitoring.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.47.1 	Final report of review of agency programs and operations.	Retain as Territory Archives
2.47.2 	Other records documenting a review of agency programs and operations. Includes documents establishing the review, action plan, etc.	Destroy 3 years after last action
2.47.3 	Working papers documenting a review of agency programs and operations.	Destroy 1 year after last action





- *Records Disposal Schedule - Land Development Records April 2006*

## **LAND DEVELOPMENT**

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### **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.

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
2.48.1 	Risk management for land development including for each stage of the process, risk assessments and action plans.	Destroy 7 years after next risk assessment
2.48.2 	Risk register.	Destroy 7 years after last action


### **Security**

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

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
2.49.1 	Management of activities undertaken to protect people, premises and property during land development. Includes investigations into incidents and referral of an alleged incident to law enforcement authorities.	Destroy 5 years after last action

### **Site Selection Co-ordination**

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

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
2.50.1 	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




- *Records Disposal Schedule - Land Development Records April 2006*

## **LAND DEVELOPMENT**

The function of developing land for sale. Includes forecasting, planning, project definition, procurement, acquiring, surveying, site assessment, designing, approving, determining lease and development conditions, constructing infrastructure and arranging valuations.


### **Submissions**

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

<b>Entry No.</b>	<b>Description of Records</b>	<b>Disposal Action</b>
2.51.1 	Final version of successful agency submissions.	Destroy 7 years after last action
2.51.2 	Final version of unsuccessful agency submissions.	Destroy 3 years after last action
2.51.3 	Working papers documenting the development of submissions. Includes draft submissions.	Destroy 6 months after last action


### **Suggestions**

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

<b>Entry No.</b>	<b>Description of Records</b>	<b>Disposal Action</b>
2.52.1 	Suggestions received from the public relating to land development.	Destroy 3 years after last action
	<i>[For feedback received from the public, use Land Development - Public Reaction.]</i>	

### **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.

<b>Entry No.</b>	<b>Description of Records</b>	<b>Disposal Action</b>
2.53.1 	Copies of surveys of land.	Destroy after land sold or transfer to new owner









▪ *Records Disposal Schedule - Land Development Records April 2006*

**LAND DEVELOPMENT**

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**Tendering**

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

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.54.1 	Signed contracts under seal resulting from tenders.	Destroy 12 years after completion or other termination of contract
2.54.2 	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
2.54.3 	Evaluation of tenders relating land development received against selection criteria. Includes records documenting arrangements for carrying out the evaluation process, evaluation report, recommendations, final report and public notices.	Destroy 7 years after tender process completed
2.54.4 	Post-offer negotiations and due diligence checks for tenders.	Destroy 7 years after tender process completed
2.54.5 	Tender register.	Destroy 7 years after last entry
2.54.6 	Signed simple contracts and agreements.	Destroy 7 years after completion or other termination of agreement or contract
2.54.7 	Contract register.	Destroy 7 years after last entry
2.54.8 	Unsuccessful tenders or a tender process where there is no suitable bidder, or where the tender process has been discontinued. Includes submissions, notification of outcome and reports on debriefing sessions.	Destroy 2 years after tender process completed or decision made not to continue with the tender


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## **LAND SALES**

The function of selling land. Includes marketing, site releases, sales of greenfields, commercial and industrial land and sales of individual allotments by auction, ballot, tender or direct grant.




### **Acquisition**

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

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
3.1.1 	Acquisition of goods and services where there is no tender or contracting-out process (i.e. where the cost of the acquisition is below the threshold for tendering or where a purchase is made against a period contract).  [For the acquisition of goods and services through a tender process, use Land Sales- Tendering. <i>For the management of contracted out services, Use Land Sales - Contracting-out.</i> ]	Destroy 7 years after last action

### **Addresses (presentations)**

The activity of giving addresses for training, professional, community relations or sales purposes. Includes speeches and multi-media presentations. Use Celebrations for arranging festivities to honour a particular occasion.

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
3.2.1 	Final version of addresses made by the Chief Minister or portfolio Minister or senior agency officers at major public events.  [For addresses relating to community or government relations refer to the TARDiS.]	Retain as Territory Archives
3.2.2 	Final versions of other addresses delivered in the routine promotion of events.	Destroy 7 years after last presentation
3.2.3 	Working papers documenting the development of addresses, including drafts.	Destroy 6 months after last action

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**Advice**

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

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
3.3.1 [Barcode]	Receipt of advice, which resulted in major changes to the organisation or management of land sales. Includes advice provided by consultants.	Retain as Territory Archives
3.3.2 [Barcode]	Records documenting the receipt and provision of all other advice on land sales. Includes advice provided by consultants.	Destroy 7 years after last action
3.3.3 [Barcode]	Working papers documenting the development of advice on land sales.	Destroy 7 years after last action

**Agreements**

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

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
3.4.1 [Barcode]	Final version of significant agreements with government bodies or private organisations with implications for major liabilities or obligations.	Retain as Territory Archives
3.4.2 [Barcode]	Negotiations, establishment, maintenance and review of significant agreements.	Retain as Territory Archives
3.4.3 [Barcode]	Final version of other agreements.	Destroy 7 years after completion or other termination of agreement or contract
3.4.4 [Barcode]	Negotiations, establishment, maintenance and review of other agreements.	Destroy 7 years after signing agreement or contract


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### **Arrangements**

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

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
3.5.1 	Travel and accommodation arrangements.	Destroy 1 year after last action

### **Audit**

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

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
3.6.1 	Final report of an external audit (eg conducted by an external authority such as the ACT Auditor General's Office) where: <ul style="list-style-type: none"> <li>• The audit report is qualified by the Auditor-General</li> <li>• There are major or significant changes to practices.</li> </ul>	Retain as Territory Archives
3.6.2 	Final report of an internal or external audit where: <ul style="list-style-type: none"> <li>• The audit report has been accepted by the Auditor-General</li> <li>• There are no changes or only minor or routine changes to practices.</li> </ul> <p>Includes recommendations and implementation plans.</p>	Destroy 10 years after last action
3.6.3 	Planning and conduct of internal and external audits.	Destroy 7 years after last action


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### **Authorisation**

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

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
3.7.1 	Delegations of powers to agency staff to authorise administrative action.	Destroy 7 years after delegation expires

### **Budgeting**

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

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
3.8.1 	Budget estimates and associated records.	Destroy 7 years after last action
3.8.2 	Spending progress or revenue collection against allocations.	Destroy 3 years after last action

### **Cases**

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

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
N/A	[Use this activity descriptor when there is a need to keep records relating to a number of activities together on one file. Can be used where it is considered necessary to keep records relating to particular parcels of land together (for example identified by Parcel, Block and Section numbers). In such cases sentence the file with the longest retention period for any activity on the file.]	N/A




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### **Ceremonies**

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

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
3.9.1 	Programs, invitations, guest lists and photographs relating to major ceremonies held to mark a special occasion (eg new land releases.)	Retain as Territory Archives
3.9.2 	Routine arrangements supporting major ceremonies held to mark a special occasion. Includes catering, venue bookings, etc.	Destroy 2 years after last action
3.9.3 	All arrangements for other ceremonies of lesser significance. Includes programs, invitations, guest lists, catering, venue bookings and entertainment.	Destroy 2 years after last action

### **Claims**

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

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
3.10.1 	Insurance claims for injury, damage and/or loss.  <i>[For insurance policies and annual renewal for events and festivals, use Land Development - Insurance.]</i>	Destroy 7 years after finalisation or withdrawal of claim






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### **Committees**

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

<b>Entry No.</b>	<b>Description of Records</b>	<b>Disposal Action</b>
3.11.1 	External committees formed to manage or advise. Includes: <ul style="list-style-type: none"> <li>• Documents establishing the committee</li> <li>• Final versions of minutes</li> <li>• Reports</li> <li>• Recommendations</li> <li>• Supporting documents such as briefing papers and discussion papers.</li> </ul>	Retain as Territory Archives
3.11.2 	Internal committees formed to manage or advise. Includes: <ul style="list-style-type: none"> <li>• Documents establishing the committee</li> <li>• Final versions of minutes</li> <li>• Reports</li> <li>• Recommendations</li> <li>• Supporting documents such as briefing papers and discussion papers.</li> </ul>	Destroy 7 years after last action
3.11.3 	Working papers documenting the conduct and administration of committees formed to manage or advise. Includes: <ul style="list-style-type: none"> <li>• Agenda</li> <li>• Notices of meetings</li> <li>• Draft minutes.</li> </ul>	Destroy 6 months after last action

### **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.

<b>Entry No.</b>	<b>Description of Records</b>	<b>Disposal Action</b>
3.12.1 	Compliance with mandatory or optional standards or with statutory requirements.	Destroy 7 years after last action

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### **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.

<b>Entry No.</b>	<b>Description of Records</b>	<b>Disposal Action</b>
3.13.1 	Conferences arranged by agency. Includes: <ul style="list-style-type: none"> <li>• Program development;</li> <li>• Invitations to speakers;</li> <li>• Promotion activities;</li> <li>• Registrations;</li> <li>• Venue bookings.</li> </ul>	Destroy 3 years after last action
3.13.2 	Reports commenting on and assessing conferences.	Destroy 3 years after last action
3.13.3 	Master copy of unpublished proceedings and reports, speeches and papers from conferences.	Destroy 3 years after last action
3.13.4 	Published proceedings from agency.	Destroy 6 months after last action
3.13.5 	Attendance of staff at conferences arranged by other organisations related to land sales. Includes conference promotion material, programs and registration forms.  <i>[For travel and accommodation arrangements made for staff to attend conferences, use Land Sales - Arrangements.]</i>	Destroy 6 months 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.

<b>Entry No.</b>	<b>Description of Records</b>	<b>Disposal Action</b>
3.14.1 	Contract management. Includes: <ul style="list-style-type: none"> <li>• Minutes of meetings with main stakeholders</li> <li>• Performance and evaluation reports.</li> </ul>	Destroy 7 years after completion or other termination of the contract



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### **Customer Service**

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

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
3.15.1 	Planning, monitoring and evaluation of customer services provided to the agency's public clients.  [For records documenting the development of service charters and directives relating to the provision of services to the agency's public clients. use the TARDiS]	Destroy 3 years after last action
3.15.2 	Management of specific customer services provided to the public eg managing an enquiry desk, a telephone information service or interpreter service. Includes planning, monitoring and evaluation of services eg carrying out customer surveys.	Destroy 3 years after last action


### **Distribution**

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

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
3.16.1 	Distribution activity. Includes address lists.	Destroy 6 months after last action

### **Drafting**

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

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
3.17.1 	Drafting material related to land sales.	Destroy 6 months after last action


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### **Enquiries**

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

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
3.18.1 	Handling of public enquiries.	Destroy 2 years after last action


### **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.

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
3.19.1 	External and internal reports evaluating the function.	Retain as Territory Archives
3.19.2 	Other records documenting the evaluation and ongoing monitoring.	Destroy 5 years after last action
3.19.3 	Working papers supporting external or internal reports evaluating the function and/or major sporting or entertainment events.	Destroy 6 months after last action

### **Events (land sales)**

The activities relating to the arrangements, bookings and support for events such as displays, open days, etc. to which potential purchasers of land are invited.

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
3.20.1 	Administrative arrangements, promotion, displays, community liaison, schedules for events	Destroy 5 years after last action


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### **Exhibitions**

The activities associated with using agency material in mounted displays for the purpose of informing or educating the viewer, or promoting the activities, services, projects or programs of the agency.

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
3.21.1 	Documenting the mounting of displays. Includes exhibition brief and design, and arrangements for setting up a display.	Destroy 3 years after last action

### **Financial Statements**

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

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
3.22.1 	Annual financial statements or formal interim financial statements, and background documentation where these are required to be recorded and/or kept or reported separately from agency 's normal accounting systems. Includes annual statements of assets and liabilities, operating statement of financial position, balance sheets and statements of cash flows for the sporting or entertainment event.	Destroy 7 years after last action

*[For normal agency financial statements refer to the TARDiS.]*


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### **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.

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
3.23.1 	Implementation of plans, policies and procedures developed to land sales.	Destroy 3 years after last action


### **Inquiries**

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

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
N/A	<i>[For inquiries into the land development function refer to the TARDiS.]</i>	N/A

### **Inspections**

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

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
3.24.1 	Inspections of facilities, equipment and items.  <i>[For formal audits, use Land Development – Audit].</i>	Destroy 3 years after last action



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### **Installation**

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

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
3.25.1 	Installation and initial configuration of equipment.	Destroy 2 years after last action
3.25.2 	Reconfiguration and adjustment of equipment after initial installation.	Destroy 2 years after last action

### **Insurance**

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

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
3.26.1 	Insurance policies covering property, equipment, etc. [For insurance claims lodged, use Land Development - Claims.]	Destroy 7 years after policy expires
3.26.2 	Annual renewal of insurance policies.	Destroy 1 year after last action



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### **Joint Ventures**

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

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
3.27.1 ████████████████████	Final signed version of major joint venture agreements or contracts. Includes those with implications for major liabilities or obligations for agency.	Retain as Territory Archives
3.27.2 ████████████████████	Working papers relating to the establishment and negotiations and management of major joint venture agreements.	Retain as Territory Archives
3.27.3 ████████████████████	Final versions of other joint venture agreements or contracts.	Destroy 7 years after completion or other termination of agreement or contract
3.27.4 ████████████████████	Working papers relating to the establishment, negotiations and management of other joint venture agreements or contracts.	Destroy 7 years after signing of agreement or contract

### **Leasing**

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

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
3.28.1 ████████████████████	Leasing of property, equipment etc. Includes: <ul style="list-style-type: none"> <li>• Negotiations</li> <li>• Cost-benefit analysis</li> <li>• Assessments</li> <li>• Signed leases.</li> </ul>	Destroy 7 years after lease expires or is terminated



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### **Leasing-out**

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

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
3.29.1 	Leasing-out of property, equipment etc. Includes: <ul style="list-style-type: none"> <li>• Negotiations</li> <li>• Cost-benefit analysis</li> <li>• Assessments</li> <li>• Signed leases.</li> </ul>	Destroy 7 years after lease expires or is terminated
3.29.2 	On-going management of leases of property, equipment etc.	Destroy 7 years after lease expires or is terminated

### **Liaison**

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

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
3.30.1 	Liaison activities undertaken with organisations and community groups. Includes collaboration on projects, exchange of information and all the activities of a member of an organisation.	Destroy 3 years after last action


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### **Marketing**

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

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
3.31.1 	Marketing of land. Includes records covering arrangements for advertising campaigns and related material <i>[For the development of a marketing plan, use Land Sales - Planning.</i>  <i>For media releases relating to marketing activities, use Land Sales - Media Relations.]</i>	Destroy 3 years after last action

### **Media Relations**

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

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
3.32.1 	Master set of media releases. . Includes newscuttings, transcripts and electronic items.  <i>[For the acquisition of media items through a media monitoring service, use the TARDiS]</i>	Retain as Territory Archives
3.32.2 	Administrative arrangements with the media. Includes the issuing of media releases, organizing interviews and providing information and assistance to support media coverage of an event or promotion.	Destroy 2 years after last action



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### **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.

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
3.33.1 	Final version of minutes and supporting documents tabled at meetings. Includes meetings with external agencies.	Destroy 3 years after last action
3.33.2 	Working papers documenting the conduct and administration of meetings. Includes agenda, notices of meetings and draft minutes.	Destroy 6 months after last action

### **Payments**

The activities involved in the preparation and payment of money.

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
3.34.1 	Preparation and payment of money where these are required to be recorded and/or kept or reported separately from agency 's normal accounting systems.  <i>[For cases in which payment is made and recorded through agency 's normal accounting systems refer to the TARDiS.]</i>	Destroy 7 years after last action




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### **Planning**

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

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
3.35.1 	Final version of plans for major projects	Retain as Territory Archives
3.35.2 	Final version of plans for other projects.	Destroy 5 years after plan superseded
3.35.3 	Working papers used to develop plans for projects. Includes draft plans, reports analysing issues, and comments on draft plans.	Destroy 1 year after adoption of the final plan


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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.

<b>Entry No.</b>	<b>Description of Records</b>	<b>Disposal Action</b>
3.36.1 	Final version of policies.	Retain as Territory Archives
3.36.2 	Development and establishment of agency 's policies. Includes: <ul style="list-style-type: none"> <li>• Policy proposals</li> <li>• Research papers</li> <li>• Results of consultations</li> <li>• Supporting reports</li> <li>• Major drafts.</li> </ul>	Destroy 5 years after policy is superseded
3.36.3 	Comments made on the development of policies.	Destroy 3 years after the promulgation of the new policy
3.36.4 	Working papers documenting the development of policies.	Destroy 3 years after the promulgation of the new policy
3.36.5 	Policy documents and supporting papers.	Destroy 6 months after last action



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The function of selling land. Includes marketing, site releases, sales of greenfields, commercial and industrial land and sales of individual allotments by auction, ballot, tender or direct grant.


### **Procedures**

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

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
3.37.1 	Master set of agency manuals, handbooks, and directives etc detailing procedures.	Destroy 7 years after procedures are superseded
3.37.2 	Records documenting the development of agency procedures.	Destroy 2 years after procedures are superseded

### **Public Reaction**

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

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
3.38.1 	Public reaction and agency responses.	Destroy 6 years after last action

- *Records Disposal Schedule - Land Development Records April 2006*

## **LAND SALES**

The function of selling land. Includes marketing, site releases, sales of greenfields, commercial and industrial land and sales of individual allotments by auction, ballot, tender or direct grant.

### **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.

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
3.39.1 [Barcode]	Final version of internal formal reports and reports made to external agencies.	Retain as Territory Archives
3.39.2 [Barcode]	Final versions of periodic internal reports used to monitor and document recurring activities to support land sales. Includes the collection and reporting of statistical information.	Destroy 3 years after last action
3.39.3 [Barcode]	Responses to surveys.	Destroy 3 years after last action
3.39.4 [Barcode]	Working papers documenting the development of all reports. Includes drafts and comments received.	Destroy 6 months after last action

### **Representatives**

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

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
3.40.1 [Barcode]	Nomination, appointment and resignation from and/or termination of agency representatives on external committees and organisations.	Destroy 3 years after last action



- *Records Disposal Schedule - Land Development Records April 2006*

## **LAND SALES**

The function of selling land. Includes marketing, site releases, sales of greenfields, commercial and industrial land and sales of individual allotments by auction, ballot, tender or direct grant.




### **Research**

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

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
3.41.1 	Detailed research.	Retain as Territory Archives
3.41.2 	Routine research.	Destroy 2 year after last action

### **Reviewing**

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

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
3.42.1 	Final report of review of agency programs and operations.	Retain as Territory Archives
3.42.2 	Other records documenting a review of agency programs and operations. Includes documents establishing the review, action plan, etc.	Destroy 5 years after last action
3.42.3 	Working papers documenting a review of agency programs and operations.	Destroy 2 year after last action



- *Records Disposal Schedule - Land Development Records April 2006*

## **LAND SALES**

The function of selling land. Includes marketing, site releases, sales of greenfields, commercial and industrial land and sales of individual allotments by auction, ballot, tender or direct grant.


### **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.

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
3.43.1 	Risk management including for each stage of the process, risk assessments and action plans.	Destroy 7 years after next risk assessment
3.43.2 	Risk register.	Destroy 7 years after next risk assessment

### **Security**

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

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
3.44.1 	Activities undertaken to protect people, premises and property. Includes investigations into incidents and referral of an alleged incident to law enforcement authorities.	Destroy 5 years after last action




- *Records Disposal Schedule - Land Development Records April 2006*

## ***LAND SALES***

The function of selling land. Includes marketing, site releases, sales of greenfields, commercial and industrial land and sales of individual allotments by auction, ballot, tender or direct grant.

### **Selling (land)**

The activities associated with selling land by auction, ballot, tender or direct grant

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
3.45.1 	Registers of land sales	Retain as Territory Archives
3.45.2 	Development applications for structures that: are registered as historical and heritage structures; were built prior to 1927.	Retain as Territory Archives
3.45.3 	Sale of land. Includes: <ul style="list-style-type: none"> <li>• Assessments and valuations</li> <li>• Negotiations</li> <li>• Agreements</li> <li>• Contracts</li> <li>• Transfers</li> </ul>	Retain as Territory Archives









- *Records Disposal Schedule - Land Development Records April 2006*

## **LAND SALES**

The function of selling land. Includes marketing, site releases, sales of greenfields, commercial and industrial land and sales of individual allotments by auction, ballot, tender or direct grant

### **Tendering**

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

<b>Entry No.</b>	<b>Description of Records</b>	<b>Disposal Action</b>
3.46.1 	Signed contracts under seal resulting from tenders.	Destroy 12 years after completion or other termination of contract
3.46.2 	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
3.46.3 	Evaluation of tenders relating land sales received against selection criteria. Includes records documenting arrangements for carrying out the evaluation process, evaluation report, recommendations, final report and public notices.	Destroy 7 years after tender process completed.
3.46.4 	Tender register.	Destroy 7 years after last entry
3.46.5 	Signed simple contracts and agreements.	Destroy 7 years after completion or other termination of agreement or contract
3.46.6 	Contract register.	Destroy 7 years after last entry
3.46.7 	Post-offer negotiations and due diligence checks for tenders.	Destroy 7 years after tender process completed
3.46.8 	Unsuccessful tenders or a tender process where there is no suitable bidder, or where the tender process has been discontinued. Includes submissions, notification of outcome and reports on debriefing sessions.	Destroy 2 years after tender process completed or decision made not to continue with the tender



- *Records Disposal Schedule - Land Development Records April 2006*

## ***LAND SALES***

The function of selling land. Includes marketing, site releases, sales of greenfields, commercial and industrial land and sales of individual allotments by auction, ballot, tender or direct grant.

### **Visits**

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

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
3.47.1 	Visits by staff to community organisations to promote land sales. Includes visit reports.	Destroy 2 years after last action
3.47.2 	Arrangements for visits made to the agency for the purposes of land sales. Includes visit reports.	Destroy 2 years after last action

- *Records Disposal Schedule - Land Development Records April 2006*

## **CLASSES FOR RETENTION AS TERRITORY ARCHIVES**

- *Records Disposal Schedule - Land Development Records April 2006*

## **LAND ASSET MANAGEMENT**

The function of managing land and built assets between development and sale. Includes maintenance of land inventory, site control and monitoring.

### **Advice**

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

<i><b>Entry No.</b></i>	<i><b>Description of Records</b></i>	<i><b>Disposal Action</b></i>
1.2.1 ████████████████████	Receipt of advice that resulted in major changes to the organisation or management. Includes advice provided by consultants.	Retain as Territory Archives

### **Agreements**

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

<i><b>Entry No.</b></i>	<i><b>Description of Records</b></i>	<i><b>Disposal Action</b></i>
1.3.1 ████████████████████	Final version of significant agreements with government bodies or private organisations with implications for major liabilities or obligations.	Retain as Territory Archives
1.3.2 ████████████████████	Negotiations, establishment, maintenance and review of significant agreements.	Retain as Territory Archives

### **Audit**

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

<i><b>Entry No.</b></i>	<i><b>Description of Records</b></i>	<i><b>Disposal Action</b></i>
1.5.1 ████████████████████	Final report of an external audit (e.g. conducted by an external authority such as the ACT Auditor General's Office) where: <ul style="list-style-type: none"> <li>• The audit report is qualified by the Auditor-General</li> <li>• There are major or significant changes to practices.</li> </ul>	Retain as Territory Archives


- *Records Disposal Schedule - Land Development Records April 2006*

## **LAND ASSET MANAGEMENT**

The function of managing land and built assets between development and sale. Includes maintenance of land inventory, site control and monitoring.

### **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.

<b>Entry No.</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1.9.1 	External committees formed to manage or advise. Includes finals of documents: <ul style="list-style-type: none"> <li>• Establishing the committee</li> <li>• Terms of reference</li> <li>• Appointment of members</li> <li>• Minutes</li> <li>• Reports</li> <li>• Recommendations</li> <li>• Supporting documents such as briefing papers and discussion papers.</li> </ul>	Retain as Territory Archives

### **Conservation**

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

*For environmental audits, use Land Development - Audits.*

<b>Entry No.</b>	<b>Description of Records</b>	<b>Disposal Action</b>
1.12.1 	Preservation, protection, maintenance, restoration and enhancement of land which is listed on the ACT Heritage Places Register or which have national significance including natural, historic and indigenous significance and are listed in the Register of the National Estate, by the World Heritage Commission, classified by the National Trust listings.	Retain as Territory Archives
1.12.2 	Restoration of contaminated land. <i>[For inspection to identify the type of contamination, use Land Development - Inspection.]</i>	Retain as Territory Archives




- *Records Disposal Schedule - Land Development Records April 2006*

## **LAND ASSET MANAGEMENT**

The function of managing land and built assets between development and sale. Includes maintenance of land inventory, site control and monitoring.



### **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.

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1.16.1 	External and internal reports evaluating the land asset management function.	Retain as Territory Archives


### **Joint Ventures**

The activities involved in managing joint operations between departments, either within the agency or with other agencies, or with the government where there is a contract, joint contribution of funds and/or time. Also includes private sector ventures with public sector organisations and co-research or collaboration between inter-departmental units, departments or agencies. Use Advice for formal advisings. Use Agreements for establishing, maintaining, reviewing and negotiating agreements. Use Liaison for other collaboration between organisations that is not considered joint ventures.

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1.22.1 	Final signed version of major joint venture agreements or contracts. Includes those with implications for major liabilities or obligations for agency.	Retain as Territory Archives
1.22.2 	Working papers relating to the establishment and negotiations and management of major joint venture agreements.	Retain as Territory Archives

### **Planning**

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

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
1.28.1 	Final version of plans for major projects.	Retain as Territory Archives

- *Records Disposal Schedule - Land Development Records April 2006*

## **LAND ASSET MANAGEMENT**

The function of managing land and built assets between development and sale. Includes maintenance of land inventory, site control and monitoring.


### **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><b>Entry No.</b></i>	<i><b>Description of Records</b></i>	<i><b>Disposal Action</b></i>
1.29.1 	Final version of policies.	Retain as Territory Archives


### **Reporting**

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

<i><b>Entry No.</b></i>	<i><b>Description of Records</b></i>	<i><b>Disposal Action</b></i>
1.32.1 	Final version of internal formal reports and reports made to external agencies.	Retain as Territory Archives

### **Reviewing**

The activities involved in re-evaluating or re-examining products, processes, procedures, standards and systems. Includes recommendations and advice resulting from these activities. Use Evaluation for initial evaluation and monitoring.

<i><b>Entry No.</b></i>	<i><b>Description of Records</b></i>	<i><b>Disposal Action</b></i>
1.33.1 	Final report of review of agency programs and operations.	Retain as Territory Archives

- *Records Disposal Schedule - Land Development Records April 2006*

## **LAND DEVELOPMENT**

The function of developing land for sale. Includes forecasting, planning, project definition, , acquisition, surveying, site assessment, designing, approving, determining lease and development conditions, constructing infrastructure and arranging valuations.


### **Acquisition**

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

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
2.1.1 	Acquisition of land.	Retain as Territory Archives

### **Addresses (presentations)**

The activity of giving addresses for training, professional, community relations or sales purposes. Includes speeches and multi-media presentations. Use Celebrations for arranging festivities to honour a particular occasion.

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
2.2.1 	Final version of addresses made by the Chief Minister or portfolio Minister or senior agency officers at major public events.  [For addresses relating to community or government relations refer to the TARDiS.].	Retain as Territory Archives


- *Records Disposal Schedule - Land Development Records April 2006*

## **LAND DEVELOPMENT**

The function of developing land for sale. Includes forecasting, planning, project definition, procurement, acquiring, surveying, site assessment, designing, approving, determining lease and development conditions, constructing infrastructure and arranging valuations.



### **Advice**

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

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
2.3.1 	Receipt of advice that resulted in major changes to the organisation or management of land development. Includes advice provided by consultants.	Retain as Territory Archives


### **Agreements**

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

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
2.4.1 	Final version of significant agreements with government bodies or private organisations with implications for major liabilities or obligations.	Retain as Territory Archives
2.4.2 	Negotiations, establishment, maintenance and review of significant agreements.	Retain as Territory Archives

### **Audit**

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

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
2.6.1 	Final report of an external audit (e.g. conducted by an external authority such as the ACT Auditor General's Office) where: <ul style="list-style-type: none"> <li>• The audit report is qualified by the Auditor-General</li> <li>• There are major or significant changes to practices.</li> </ul>	Retain as Territory Archive

- *Records Disposal Schedule - Land Development Records April 2006*

## **LAND DEVELOPMENT**

The function of developing land for sale. Includes forecasting, planning, project definition, procurement, acquiring, surveying, site assessment, designing, approving, determining lease and development conditions, constructing infrastructure and arranging valuations.

### **Ceremonies**

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

<i><b>Entry No.</b></i>	<i><b>Description of Records</b></i>	<i><b>Disposal Action</b></i>
2.9.1 ████████████████████	Programs, invitations, guest lists and photographs relating to major ceremonies held to mark a special occasion (e.g. the opening of new land developments.)	Retain as Territory Archives

### **Certification (Construction)**

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

<i><b>Entry No.</b></i>	<i><b>Description of Records</b></i>	<i><b>Disposal Action</b></i>
2.10.1 ████████████████████	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


- *Records Disposal Schedule - Land Development Records April 2006*

## **LAND DEVELOPMENT**

The function of developing land for sale. Includes forecasting, planning, project definition, procurement, acquiring, surveying, site assessment, designing, approving, determining lease and development conditions, constructing infrastructure and arranging valuations.

### **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.

<b>Entry No.</b>	<b>Description of Records</b>	<b>Disposal Action</b>
2.12.1 	External committees: <ul style="list-style-type: none"> <li>• Documents establishing the committee</li> <li>• Final versions of minutes</li> <li>• Reports</li> <li>• Recommendations</li> <li>• Supporting documents such as briefing papers and discussion papers.</li> </ul>	Retain as Territory Archives

### **Conservation**

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

*For environmental audits, use Land Development - Audits.*

<b>Entry No.</b>	<b>Description of Records</b>	<b>Disposal Action</b>
2.15.1 	Activities involved in the preservation, protection, maintenance, restoration and enhancement of land which is listed on the ACT Heritage Places Register or which have national significance including natural, historic and indigenous significance and are listed in the Register of the National Estate, by the World Heritage Commission, classified by the National Trust listings.	Retain as Territory Archives
2.15.2 	Restoration of contaminated land.  <i>[For inspection to identify the type of contamination, use Land Development - Inspection.]</i>	Retain as Territory Archives

- *Records Disposal Schedule - Land Development Records April 2006*


## **LAND DEVELOPMENT**

The function of developing land for sale. Includes forecasting, planning, project definition, procurement, acquiring, surveying, site assessment, designing, approving, determining lease and development conditions, constructing infrastructure and arranging valuations.

### **Construction**


The process of making or building something.

*For tendering of work to support construction activities, use Land Development - Tendering. For managing the performance of contracted-out services to support the construction process, use Land Development - Contracting-out. For the planning of construction programs, use Land Development - Planning.*

<b>Entry No.</b>	<b>Description of Records</b>	<b>Disposal Action</b>
2.16.1 	Construction activities carried out on land which is listed on the ACT Heritage Places Register or which have national significance including natural, historic and indigenous significance and are listed in the Register of the National Estate, by the World Heritage Commission, classified by the National Trust listings. Includes: <ul style="list-style-type: none"> <li>• Records of consultations (eg with owners and local authorities)</li> <li>• Specifications</li> <li>• Building plans</li> <li>• Project management records.</li> </ul>	Retain as Territory Archives

### **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.

<b>Entry No.</b>	<b>Description of Records</b>	<b>Disposal Action</b>
2.18.1 	Appeals against development decisions.	Retain as Territory Archives

- *Records Disposal Schedule - Land Development Records April 2006*

## **LAND DEVELOPMENT**

The function of developing land for sale. Includes forecasting, planning, project definition, procurement, acquiring, surveying, site assessment, designing, approving, determining lease and development conditions, constructing infrastructure and arranging valuations.

### **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.

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
2.19.1 	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
2.19.2 	Development applications for structures that are registered as historical or heritage structures	Retain as Territory Archives




- *Records Disposal Schedule - Land Development Records April 2006*

## **LAND DEVELOPMENT**

The function of developing land for sale. Includes forecasting, planning, project definition, procurement, acquiring, surveying, site assessment, designing, approving, determining lease and development conditions, constructing infrastructure and arranging valuations.


### **Disposal**

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

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
2.20.1 	Disposal of land acquired for land development but not actually developed.	Retain as Territory Archives
	<i>[For disposal of land following land development, use Land Sales - disposal.]</i>	


### **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.

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
2.24.1 	Conduct of the Environmental Impact Assessment Environmental Impact Statements; consultations with the community and reports; and pre-application proceedings that proceed to an application. Includes: Environmental Impact Statements; Consultations with the community and reports; and Pre-application proceedings .	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.

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
2.25.1 	External and internal reports evaluating the land development function.	Retain as Territory Archives

- *Records Disposal Schedule - Land Development Records April 2006*

### **LAND DEVELOPMENT**

The function of developing land for sale. Includes forecasting, planning, project definition, procurement, acquiring, surveying, site assessment, designing, approving, determining lease and development conditions, constructing infrastructure and arranging valuations.

#### **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 No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.28.1 [Barcode]	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

#### **Joint Ventures**

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

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.33.1 [Barcode]	Final signed version of major joint venture agreements or contracts. Includes those with implications for major liabilities or obligations for agency.	Retain as Territory Archives
2.33.2 [Barcode]	Working papers relating to the establishment and negotiations and management of major joint venture agreements.	Retain as Territory Archives

#### **Planning**

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

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.39.1 [Barcode]	Final version of plans for major land development projects	Retain as Territory Archives

- *Records Disposal Schedule - Land Development Records April 2006*

### **LAND DEVELOPMENT**

The function of developing land for sale. Includes forecasting, planning, project definition, procurement, acquiring, surveying, site assessment, designing, approving, determining lease and development conditions, constructing infrastructure and arranging valuations.


#### **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 No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.41.1 	Final version of policies.	Retain as Territory Archives

#### **Reporting**

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

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.44.1 	Final version of internal formal reports and reports made to external agencies.	Retain as Territory Archives


#### **Research**

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

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.46.1 	Detailed research.	Retain as Territory Archives

#### **Reviewing**

The activities involved in re-evaluating or re-examining products, processes, procedures, standards and systems. Includes recommendations and advice resulting from these activities. Use Evaluation for initial evaluation and monitoring.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.47.1 	Final report of review of agency programs and operations.	Retain as Territory Archives

- *Records Disposal Schedule - Land Development Records April 2006*


- *Records Disposal Schedule - Land Development Records April 2006*

## **LAND DEVELOPMENT**

The function of developing land for sale. Includes forecasting, planning, project definition, procurement, acquiring, surveying, site assessment, designing, approving, determining lease and development conditions, constructing infrastructure and arranging valuations.


### **Addresses (presentations)**

The activity of giving addresses for training, professional, community relations or sales purposes. Includes speeches and multi-media presentations. Use Celebrations for arranging festivities to honour a particular occasion.

<i><b>Entry No.</b></i>	<i><b>Description of Records</b></i>	<i><b>Disposal Action</b></i>
3.2.1 	Final version of addresses made by the Chief Minister or portfolio Minister or senior agency officers at major public events.  [For addresses relating to community or government relations refer to the TARDiS.].	Retain as Territory Archives



### **Advice**

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

<i><b>Entry No.</b></i>	<i><b>Description of Records</b></i>	<i><b>Disposal Action</b></i>
3.3.1 	Receipt of advice, which resulted in major changes to the organisation or management of land sales. Includes advice provided by consultants.	Retain as Territory Archives

### **Agreements**

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

<i><b>Entry No.</b></i>	<i><b>Description of Records</b></i>	<i><b>Disposal Action</b></i>
3.4.1 	Final version of significant agreements with government bodies or private organisations with implications for major liabilities or obligations.	Retain as Territory Archives
3.4.2 	Negotiations, establishment, maintenance and review of significant agreements.	Retain as Territory Archives


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## **LAND SALES**

The function of selling land. Includes marketing, site releases, sales of greenfields, commercial and industrial land and sales of individual allotments by auction, ballot, tender or direct grant.


### **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.

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
3.6.1 	Final report of an external audit (eg conducted by an external authority such as the ACT Auditor General's Office) where: <ul style="list-style-type: none"> <li>• The audit report is qualified by the Auditor-General</li> <li>• There are major or significant changes to practices.</li> </ul>	Retain as Territory Archives


### **Ceremonies**

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

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
3.9.1 	Programs, invitations, guest lists and photographs relating to major ceremonies held to mark a special occasion (eg new land releases.)	Retain as Territory Archives

### **Committees**

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

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
3.11.1 	External committees formed to manage or advise. Includes: <ul style="list-style-type: none"> <li>• Documents establishing the committee</li> <li>• Final versions of minutes</li> <li>• Reports</li> <li>• Recommendations</li> <li>• Supporting documents such as briefing papers and discussion papers.</li> </ul>	Retain as Territory Archives

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## **LAND SALES**

The function of selling land. Includes marketing, site releases, sales of greenfields, commercial and industrial land and sales of individual allotments by auction, ballot, tender or direct grant

### **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.

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
3.19.1 ████████████████████	External and internal reports evaluating the function.	Retain as Territory Archives

### **Joint Ventures**

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

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
3.27.1 ████████████████████	Final signed version of major joint venture agreements or contracts. Includes those with implications for major liabilities or obligations for agency.	Retain as Territory Archives
3.27.2 ████████████████████	Working papers relating to the establishment and negotiations and management of major joint venture agreements.	Retain as Territory Archives

### **Media Relations**

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

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
3.32.1 ████████████████████	Master set of media releases. . Includes newscuttings, transcripts and electronic items.	Retain as Territory Archives

*[For the acquisition of media items through a media monitoring service, use the TARDiS]*


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## **LAND SALES**

The function of selling land. Includes marketing, site releases, sales of greenfields, commercial and industrial land and sales of individual allotments by auction, ballot, tender or direct grant.

### **Planning**

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

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
3.35.1 	Final version of plans for major projects	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 No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
3.36.1 	Final version of policies.	Retain as Territory Archives

### **Reporting**

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

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
3.39.1 	Final version of internal formal reports and reports made to external agencies.	Retain as Territory Archives

### **Research**

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

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
3.41.1 	Detailed research.	Retain as Territory Archives




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### **LAND SALES**

The function of selling land. Includes marketing, site releases, sales of greenfields, commercial and industrial land and sales of individual allotments by auction, ballot, tender or direct grant.




#### **Reviewing**

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

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
3.42.1 	Final report of review of agency programs and operations.	Retain as Territory Archives

#### **Selling (land)**

The activities associated with selling land by auction, ballot, tender or direct grant

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
3.45.1 	Registers of land sales	Retain as Territory Archives
3.45.2 	Development applications for structures that: are registered as historical and heritage structures; were built prior to 1927.	Retain as Territory Archives
3.45.3 	Sale of land. Includes: <ul style="list-style-type: none"> <li>• Assessments and valuations</li> <li>• Negotiations</li> <li>• Agreements</li> <li>• Contracts</li> <li>• Transfers</li> </ul>	Retain as Territory Archives