

Australian Capital Territory

Territory Records (Records Disposal Schedule – Community Development Records) Approval 2006 (No 1)

Notifiable instrument NI2006—257

made under the

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

1. Name of Instrument

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

2. Approval

I approve the Records Disposal Schedule – Community Development Records.

3. Commencement

This instrument commences on the day after notification.

David Wardle
Director of Territory Records
12 July 2006



Records Disposal Schedule
Community Development Records

INTRODUCTION	5
PURPOSE	5
SCOPE	5
AUTHORITY	5
STRUCTURE AND RELATIONSHIP TO THE TERRITORY VERSION OF	
KEYWORD AAA	5
<i>Territory Version of Keyword AAA</i>	6
GUIDELINES FOR USE	7
<i>Coverage of authority</i>	7
<i>Layout of the schedule</i>	7
FORMAT OF RECORD	8
<i>Electronic records</i>	8
DESTRUCTION OF RECORDS	8
UPDATING THE RECORDS DISPOSAL SCHEDULE	8
ASSISTANCE IN USING THE RECORDS DISPOSAL SCHEDULE	8
RELATED LEGISLATION	9
DEFINITIONS	10
<i>Agency</i>	10
<i>Appraisal</i>	10
<i>Business Classification Scheme</i>	10
<i>Principal Officer</i>	10
<i>Records</i>	10
<i>Records of an Agency</i>	10
<i>Records Disposal Schedule</i>	10
<i>Records Management Program</i>	10
<i>Recordkeeping Systems</i>	11
<i>Scope Note</i>	11
<i>Sentencing</i>	11
<i>Territory Archives</i>	11
BUSINESS CLASSIFICATION SCHEME	12
<i>COMMUNITY DEVELOPMENT</i>	13
RECORDS DISPOSAL SCHEDULE	15
<i>COMMUNITY DEVELOPMENT</i>	16
<i>Addresses (presentations)</i>	16
<i>Advice</i>	16
<i>Celebrations</i>	17
<i>Ceremonies</i>	17
<i>Committees</i>	18
<i>Enquiries</i>	19
<i>Evaluation</i>	19
<i>Funding administration</i>	20
<i>Liaison</i>	21
<i>Meetings</i>	21
<i>Planning</i>	22
<i>Policy</i>	22
<i>Reporting</i>	23
<i>Representatives</i>	24
<i>Research</i>	24
<i>Reviewing</i>	25
CLASSES FOR RETENTION AS TERRITORY ARCHIVES	26
<i>COMMUNITY DEVELOPMENT</i>	27

Records Disposal Schedule – Community Development Records July 2006

<i>Addresses (presentations)</i>	27
<i>Celebrations</i>	27
<i>Ceremonies</i>	28
<i>Committees</i>	28
<i>Planning</i>	29
<i>Policy</i>	29
<i>Reporting</i>	30
<i>Research</i>	30
<i>Reviewing</i>	31

INTRODUCTION

The *Records Disposal Schedule – Community Development Records* is the official authority for the disposal of records relating to community development records 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 community development records created or maintained by ACT Government agencies.

SCOPE

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

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

AUTHORITY

The Director of Territory Records, in consultation with stakeholders and the Territory Records Advisory Council, has approved this Records Disposal Schedule for use. The schedule does not take effect until it has been incorporated into an agency's Records Management program that has been signed off by the Principal Officer of the agency. Even so, officers using this Records Disposal Schedule should apply it with caution. They should be aware that the authorisations for disposal are given in terms of the *Territory Records Act 2002* only. Officers must not dispose of records in contravention of this Records Disposal Schedule or other requirements.

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

STRUCTURE AND RELATIONSHIP TO THE TERRITORY VERSION OF KEYWORD AAA

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

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

The *Records Disposal Schedule – Community 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 tourism records regardless of titling conventions used, so that records, which have not been titled using the terminology represented by this Records Disposal Schedule, may still be sentenced with relative ease.

Territory Version of Keyword AAA

The Territory Version of Keyword AAA is the general administrative thesaurus produced by the Territory Records Office. The structure and terms used in this Records Disposal Schedule are closely related to those used in the Territory Version of Keyword AAA, which is based on functional analysis of business activity. This methodology (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 – Community Development Records:

- covers all Community Development records;
- 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,
- 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

Limitation Act 1985

Privacy Act 1988

Territory Records Act 2002

DEFINITIONS

Agency

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

Appraisal

The process of evaluating business activities to:

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

Business Classification Scheme

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

Principal Officer

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

Records

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

Records of an Agency

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

Records Disposal Schedule

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

Records Management Program

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

Recordkeeping Systems

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

Scope Note

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

Sentencing

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

Territory Archives

Records preserved for the benefit of present and future generations.

BUSINESS CLASSIFICATION SCHEME

COMMUNITY DEVELOPMENT

The function of facilitating a whole-of-government approach to addressing and enhancing the needs of sectors of the Territory community; promoting equity of access to government services and diversity of the community.

Includes developing policy, administering program funding, liaison and consultation with the community. Also includes official representation at community events, providing advice, and responding to public enquiries for information.

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 judgement.

Celebrations

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

Ceremonies

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

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

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.

Funding administration

The activities associated with advertising, receiving, processing applications for grants, subsidies, concessions, and loans. Includes monitoring the terms and conditions of funding assistance given to a person or entity.

Liaison

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

Meetings

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

Planning

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

Policy

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

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 agency or their co- workers as official representatives to organisations, offices, unions, workers participation committees, councils or groups.

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 agency 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.

RECORDS DISPOSAL SCHEDULE

COMMUNITY DEVELOPMENT

The function of facilitating a whole-of-government approach to addressing and enhancing the needs of sectors of the Territory community; promoting equity of access to government services and diversity of the community.

Includes developing policy, administering program funding, liaison and consultation with the community. Also includes official representation at community events, providing advice, and responding to public enquiries for information.

Use ARTS & CULTURAL DEVELOPMENT for arranging, promoting or encouraging arts or cultural events and services.

Use COMMUNITY RELATIONS for raising and maintaining the agency's broad public profile.

Use GOVERNMENT COORDINATION for authorisation for the use of the Territory's flag, symbols and emblems (e.g. Arms and Crest of the City of Canberra) and bestowing of Territory honours and awards.

Use SPORT & RECREATION SERVICES for providing sport and recreation services to the community and industry with the aim of encouraging participation in sport and recreation activities.

Addresses (presentations)

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

Entry No. Description of Records

Disposal Action

1.1.1 *1. 1. 1*	Final version of addresses made by the Chief Minister or portfolio Minister or senior agency officers at major public occasions. E.g. launch of Social Plan, launches of indigenous policies and programs.	Retain as Territory Archives
1.1.2 *1. 1. 2*	Final versions of other addresses delivered in the routine promotion of the agency's service or products.	Destroy 2 years after last action
1.1.3 *1. 1. 3*	Working papers documenting the development of addresses, including drafts.	Destroy 6 months after last action

Advice

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

Entry No. Description of Records

Disposal Action

1.2.1 *1. 2. 1*	Records documenting the receipt and provision of advice on Community Development issues, programs and services.	Destroy 2 years after last action
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COMMUNITY DEVELOPMENT

The function of facilitating a whole-of-government approach to addressing and enhancing the needs of sectors of the Territory community; promoting equity of access to government services and diversity of the community.

Includes developing policy, administering program funding, liaison and consultation with the community. Also includes official representation at community events, providing advice, and responding to public enquiries for information.

Use ARTS & CULTURAL DEVELOPMENT for arranging, promoting or encouraging arts or cultural events and services.

Use COMMUNITY RELATIONS for raising and maintaining the agency's broad public profile.

Use GOVERNMENT COORDINATION for authorisation for the use of the Territory's flag, symbols and emblems (e.g. Arms and Crest of the City of Canberra) and bestowing of Territory honours and awards.

Use SPORT & RECREATION SERVICES for providing sport and recreation services to the community and industry with the aim of encouraging participation in sport and recreation activities.

Celebrations

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

Entry No. Description of Records

Disposal Action

1.3.1 *1. 3. 2*	Records of celebrations, ceremonies or functions to honour an event of major importance to the community. Includes catering, venue bookings and entertainment. Includes programs, invitations, guest lists, catering, venue bookings and entertainment. Includes: Canberra Citizen of the Year Award and Canberra Gold Award.	Retain as Territory Archives
1.3.2 *1. 3. 2*	Records documenting all arrangements for other celebrations, ceremonies and functions not of major significance to the community. Includes programs, invitations, guest lists, catering, venue bookings and entertainment.	Destroy 2 years after last action

Ceremonies

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

Entry No. Description of Records

Disposal Action

1.4.1 *1. 4. 1*	Programs, invitations, guest lists and photographs relating to ceremonies held to mark a special occasion e.g. the opening of a building or major facility, or the conferring of special community awards promoted by the agency.	Retain as Territory Archives
1.4.2 *1. 4. 2*	Records documenting all arrangements for other ceremonies not of major significance to the community. Includes programs, invitations, guest lists, catering, venue bookings and entertainment.	Destroy 2 years after last action

COMMUNITY DEVELOPMENT

The function of facilitating a whole-of-government approach to addressing and enhancing the needs of sectors of the Territory community; promoting equity of access to government services and diversity of the community.

Includes developing policy, administering program funding, liaison and consultation with the community. Also includes official representation at community events, providing advice, and responding to public enquiries for information.

Use ARTS & CULTURAL DEVELOPMENT for arranging, promoting or encouraging arts or cultural events and services.

Use COMMUNITY RELATIONS for raising and maintaining the agency's broad public profile.

Use GOVERNMENT COORDINATION for authorisation for the use of the Territory's flag, symbols and emblems (e.g. Arms and Crest of the City of Canberra) and bestowing of Territory honours and awards.

Use SPORT & RECREATION SERVICES for providing sport and recreation services to the community and industry with the aim of encouraging participation in sport and recreation activities.

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

Entry No. Description of Records

Disposal Action

1.5.1 *1. 5. 1*	External committees formed to manage or advise. Includes final of documents: <ul style="list-style-type: none">• Establishing the committee• Terms of reference• Appointment of members• Minutes• Reports• Recommendations• Supporting documents such as briefing papers and discussion papers	Retain as Territory Archives
1.5.2 *1. 5. 2*	Internal committees formed to manage or advise. Includes final of documents: <ul style="list-style-type: none">• Establishing the committee• Terms of reference• Appointment of members• Minutes• Reports• Recommendations• Supporting documents and administration of committees	Destroy 7 years after last action.
1.5.3 *1. 5. 3*	Working papers and administration of committees. Includes: <ul style="list-style-type: none">• Agenda• Notices of meetings• Draft minutes• Room bookings	Destroy 6 months after last action

COMMUNITY DEVELOPMENT

The function of facilitating a whole-of-government approach to addressing and enhancing the needs of sectors of the Territory community; promoting equity of access to government services and diversity of the community.

Includes developing policy, administering program funding, liaison and consultation with the community. Also includes official representation at community events, providing advice, and responding to public enquiries for information.

Use ARTS & CULTURAL DEVELOPMENT for arranging, promoting or encouraging arts or cultural events and services.

Use COMMUNITY RELATIONS for raising and maintaining the agency's broad public profile.

Use GOVERNMENT COORDINATION for authorisation for the use of the Territory's flag, symbols and emblems (e.g. Arms and Crest of the City of Canberra) and bestowing of Territory honours and awards.

Use SPORT & RECREATION SERVICES for providing sport and recreation services to the community and industry with the aim of encouraging participation in sport and recreation activities.

Enquiries

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

Entry No. Description of Records

Disposal Action

1.6.1 *1. 6. 1*	Records documenting the handling of public enquiries about the community development programs, products and services.	Destroy 2 years after last action
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Evaluation

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

Entry No. Description of Records

Disposal Action

1.7.1 *1. 7. 1*	Records documenting the evaluation and ongoing monitoring of community development programs and services.	Destroy 5 years after last action
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COMMUNITY DEVELOPMENT

The function of facilitating a whole-of-government approach to addressing and enhancing the needs of sectors of the Territory community; promoting equity of access to government services and diversity of the community.

Includes developing policy, administering program funding, liaison and consultation with the community. Also includes official representation at community events, providing advice, and responding to public enquiries for information.

Use ARTS & CULTURAL DEVELOPMENT for arranging, promoting or encouraging arts or cultural events and services.

Use COMMUNITY RELATIONS for raising and maintaining the agency's broad public profile.

Use GOVERNMENT COORDINATION for authorisation for the use of the Territory's flag, symbols and emblems (e.g. Arms and Crest of the City of Canberra) and bestowing of Territory honours and awards.

Use SPORT & RECREATION SERVICES for providing sport and recreation services to the community and industry with the aim of encouraging participation in sport and recreation activities.

Use SPORTING & ENTERTAINMENT EVENTS for arranging, approving and supporting sporting or entertainment events.

Funding administration

The activities associated with advertising, receiving, processing applications for grants, subsidies, concessions, and loans. Includes monitoring the terms and conditions of funding assistance given to a person or entity.

See also COMMUNITY RELATIONS - Grant funding, for the activities associated with the application for, and receipt of, non-government grants by the agency;

FINANCIAL MANAGEMENT - Grant funding, for the activities relating to obtaining grants by the agency and;

STRATEGIC MANAGEMENT - Grant funding, for the overall management of grant applications made by the agency

Entry No. Description of Records

Disposal Action

1.8.1 *1. 8. 1*	Records documenting successful applications made to the agency for grant funding from a non-government source. Includes: Multicultural Community Languages Grants Program Multicultural Grants Program Multicultural Radio Grants ACT Women's Grant Program ACT Seniors Card program Community Inclusion Board Funding Energywise rebates	Destroy 7 years after last action
1.8.2 *1. 8. 2*	Records documenting unsuccessful applications made to the agency from a non-government organisation for grant funding.	Destroy 2 years after last action

COMMUNITY DEVELOPMENT

The function of facilitating a whole-of-government approach to addressing and enhancing the needs of sectors of the Territory community; promoting equity of access to government services and diversity of the community.

Includes developing policy, administering program funding, liaison and consultation with the community. Also includes official representation at community events, providing advice, and responding to public enquiries for information.

Use ARTS & CULTURAL DEVELOPMENT for arranging, promoting or encouraging arts or cultural events and services.

Use COMMUNITY RELATIONS for raising and maintaining the agency's broad public profile.

Use GOVERNMENT COORDINATION for authorisation for the use of the Territory's flag, symbols and emblems (e.g. Arms and Crest of the City of Canberra) and bestowing of Territory honours and awards.

Use SPORT & RECREATION SERVICES for providing sport and recreation services to the community and industry with the aim of encouraging participation in sport and recreation activities.

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.

Entry No. Description of Records

Disposal Action

1.9.1
1. 9. 1 Records documenting liaison activities undertaken with professional associations, private sector organisations and community groups. Includes collaboration on projects, exchange of information and all the activities of a member of an organisation.

Destroy 7 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.

Entry No. Description of Records

Disposal Action

1.10.1
*1. 10*1* Final version of minutes and supporting documents tabled at meetings held to support the function. Includes meetings with external agencies.

Destroy 7 years after last action

1.10.2
1. 10. 2 Working papers documenting the conduct and administration of meetings held to support the function. Includes agenda, notices of meetings and draft minutes.

Destroy 6 months after last action

COMMUNITY DEVELOPMENT

The function of facilitating a whole-of-government approach to addressing and enhancing the needs of sectors of the Territory community; promoting equity of access to government services and diversity of the community.

Includes developing policy, administering program funding, liaison and consultation with the community. Also includes official representation at community events, providing advice, and responding to public enquiries for information.

Use ARTS & CULTURAL DEVELOPMENT for arranging, promoting or encouraging arts or cultural events and services.

Use COMMUNITY RELATIONS for raising and maintaining the agency's broad public profile.

Use GOVERNMENT COORDINATION for authorisation for the use of the Territory's flag, symbols and emblems (e.g. Arms and Crest of the City of Canberra) and bestowing of Territory honours and awards.

Use SPORT & RECREATION SERVICES for providing sport and recreation services to the community and industry with the aim of encouraging participation in sport and recreation activities.

Planning

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

Entry No. Description of Records

Disposal Action

1.11.1 *1. 11. 1*	Final version of plans that support key government initiatives and impact on cross-portfolio administration and/or have far reaching social and economic implications.	Retain as Territory Archives
1.11.2 *1. 11. 2*	Working papers used to develop all plans created to support community development. Includes draft plans, reports analysing issues, and comments received from other areas of the agency.	Destroy 2 years after adoption of final plan

Policy

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

Entry No. Description of Records

Disposal Action

1.12.1 *1. 12. 1*	Records documenting the development and establishment of community development policies. Includes: policy proposals, research papers, results of consultations, supporting reports, major drafts and final policy documents.	Retain as Territory Archives
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COMMUNITY DEVELOPMENT

The function of facilitating a whole-of-government approach to addressing and enhancing the needs of sectors of the Territory community; promoting equity of access to government services and diversity of the community.

Includes developing policy, administering program funding, liaison and consultation with the community. Also includes official representation at community events, providing advice, and responding to public enquiries for information.

Use ARTS & CULTURAL DEVELOPMENT for arranging, promoting or encouraging arts or cultural events and services.

Use COMMUNITY RELATIONS for raising and maintaining the agency's broad public profile.

Use GOVERNMENT COORDINATION for authorisation for the use of the Territory's flag, symbols and emblems (e.g. Arms and Crest of the City of Canberra) and bestowing of Territory honours and awards.

Use SPORT & RECREATION SERVICES for providing sport and recreation services to the community and industry with the aim of encouraging participation in sport and recreation activities.

Reporting

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

Entry No.	Description of Records	Disposal Action
1.13.1 *1. 13. 1*	Final version of internal formal reports made to external agencies relating to the Community Development function.	Retain as Territory Archives
1.13.2 *1. 13. 2*	Final versions of periodic internal reports on general administrative matters used to monitor and document recurring activities to support community development. Includes the collection and reporting of statistical information relating to visits.	Destroy 2 years after last action
1.13.3 *1. 13. 3*	Working papers documenting the development of all reports. Includes drafts and comments received.	Destroy 6 months after last action

COMMUNITY DEVELOPMENT

The function of facilitating a whole-of-government approach to addressing and enhancing the needs of sectors of the Territory community; promoting equity of access to government services and diversity of the community.

Includes developing policy, administering program funding, liaison and consultation with the community. Also includes official representation at community events, providing advice, and responding to public enquiries for information.

Use ARTS & CULTURAL DEVELOPMENT for arranging, promoting or encouraging arts or cultural events and services.

Use COMMUNITY RELATIONS for raising and maintaining the agency's broad public profile.

Use GOVERNMENT COORDINATION for authorisation for the use of the Territory's flag, symbols and emblems (e.g. Arms and Crest of the City of Canberra) and bestowing of Territory honours and awards.

Use SPORT & RECREATION SERVICES for providing sport and recreation services to the community and industry with the aim of encouraging participation in sport and recreation activities.

Representatives

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

Entry No.	Description of Records	Disposal Action
1.14.1 *1. 14. 1*	Records documenting the nomination, appointment and resignation from and/or termination of agency representatives in sporting and community organisations. May include representatives to the Community Inclusion Board, Aboriginal, Torres Strait Islander Community Consultative Council and the ACT Ministerial Advisory Council on Women.	Destroy 2 years after last action

Research

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

Entry No.	Description of Records	Disposal Action
1.15.1 *1. 15. 1*	Records documenting detailed research carried out to support community development. Includes research and consultations done to assist in the creation of the Social Plan.	Retain as Territory Archives

COMMUNITY DEVELOPMENT

The function of facilitating a whole-of-government approach to addressing and enhancing the needs of sectors of the Territory community; promoting equity of access to government services and diversity of the community.

Includes developing policy, administering program funding, liaison and consultation with the community. Also includes official representation at community events, providing advice, and responding to public enquiries for information.

Use ARTS & CULTURAL DEVELOPMENT for arranging, promoting or encouraging arts or cultural events and services.

Use COMMUNITY RELATIONS for raising and maintaining the agency's broad public profile.

Use GOVERNMENT COORDINATION for authorisation for the use of the Territory's flag, symbols and emblems (e.g. Arms and Crest of the City of Canberra) and bestowing of Territory honours and awards.

Use SPORT & RECREATION SERVICES for providing sport and recreation services to the community and industry with the aim of encouraging participation in sport and recreation activities.

Reviewing

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

Entry No. Description of Records

Disposal Action

1.16.1 *1. 16. 1*	Final report of review of agency programs and operations supporting the community development function.	Retain as Territory Archives
1.16.2 *1. 16. 2*	Other records documenting a review of agency programs and operations. Includes documents establishing the review, action plan, etc.	Destroy 3years after last action
1.16.3 *1. 16. 3*	Working papers documenting a review of agency programs and operations supporting the community development function.	Destroy 1 year after last action

CLASSES FOR RETENTION AS TERRITORY ARCHIVES

Classes for Retention as Territory Archives

COMMUNITY DEVELOPMENT

The function of facilitating a whole-of-government approach to addressing and enhancing the needs of sector/s of the Territory community; promoting equity of access to government services and diversity of the community.

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Use COMMUNITY RELATIONS for raising and maintaining the agency's broad public profile.

Use GOVERNMENT COORDINATION for authorisation for the use of the Territory's flag, symbols and emblems (e.g. Arms and Crest of the City of Canberra) and bestowing of Territory honours and awards.

Use SPORT & RECREATION SERVICES for providing sport and recreation services to the community and industry with the aim of encouraging participation in sport and recreation activities.

Addresses (presentations)

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

Entry No. Description of Records

Disposal Action

1.1.1 Final version of addresses made by the Chief Minister or
1. 1. 1 portfolio Minister or senior agency officers at major public occasions. E.g. launch of Social Plan, launches of indigenous policies and programs.

Retain as Territory Archives

Celebrations

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

Entry No. Description of Records

Disposal Action

1.3.1 Records of celebrations, ceremonies or functions to honour an
1. 3. 1 event of major importance to the community. Includes catering, venue bookings and entertainment. Includes programs, invitations, guest lists, catering, venue bookings and entertainment. Includes: Canberra Citizen of the Year Award and Canberra Gold Award.

Retain as Territory Archives

Classes for Retention as Territory Archives

COMMUNITY DEVELOPMENT

The function of facilitating a whole-of-government approach to addressing and enhancing the needs of sectors of the Territory community; promoting equity of access to government services and diversity of the community.

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Use COMMUNITY RELATIONS for raising and maintaining the agency's broad public profile.

Use GOVERNMENT COORDINATION for authorisation for the use of the Territory's flag, symbols and emblems (e.g. Arms and Crest of the City of Canberra) and bestowing of Territory honours and awards.

Use SPORT & RECREATION SERVICES for providing sport and recreation services to the community and industry with the aim of encouraging participation in sport and recreation activities.

Ceremonies

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

Entry No. Description of Records

Disposal Action

1.4.1 *1. 4. 1*	Programs, invitations, guest lists and photographs relating to ceremonies held to mark a special occasion e.g. the opening of a building or major facility, or the conferring of special community awards promoted by the agency.	Retain as Territory Archives
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Committees

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

Use STRATEGIC MANAGEMENT - Committees for audit committees.

Entry No. Description of Records

Disposal Action

1.5.1 *1. 5. 1*	External committees formed to manage or advise. Includes final of documents: <ul style="list-style-type: none">- Establishing the committee- Terms of reference- Appointment of members- Minutes- Reports- Recommendations- Supporting documents such as briefing papers and discussion papers	Retain as Territory Archives
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Classes for Retention as Territory Archives

COMMUNITY DEVELOPMENT

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Includes developing policy, administering program funding, liaison and consultation with the community. Also includes official representation at community events, providing advice, and responding to public enquiries for information.

Use ARTS & CULTURAL DEVELOPMENT for arranging, promoting or encouraging arts or cultural events and services.

Use COMMUNITY RELATIONS for raising and maintaining the agency's broad public profile.

Use GOVERNMENT COORDINATION for authorisation for the use of the Territory's flag, symbols and emblems (e.g. Arms and Crest of the City of Canberra) and bestowing of Territory honours and awards.

Use SPORT & RECREATION SERVICES for providing sport and recreation services to the community and industry with the aim of encouraging participation in sport and recreation activities.

Planning

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

Entry No. Description of Records

Disposal Action

1.11.1	Final version of plans that support key government	Retain as Territory
1.11.1	initiatives and impact on cross-portfolio administration and/or have far reaching social and economic implications.	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.

Entry No. Description of Records

Disposal Action

1.12.1	Records documenting the development and establishment of	Retain as Territory
1.12.1	community development policies. Includes: policy proposals, research papers, results of consultations supporting reports, major drafts and final policy documents.	Archives

Classes for Retention as Territory Archives

COMMUNITY DEVELOPMENT

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Use COMMUNITY RELATIONS for raising and maintaining the agency's broad public profile.

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Use SPORT & RECREATION SERVICES for providing sport and recreation services to the community and industry with the aim of encouraging participation in sport and recreation activities.

Reporting

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

Entry No. Description of Records

Disposal Action

1.13.1	Final version of internal formal reports made to external	Retain as Territory
1. 13. 1	agencies relating to the Community Development function.	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 agency programs, projects, working papers, literature searches etc.

Entry No. Description of Records

Disposal Action

1.15.1	Records documenting detailed research carried out to support	Retain as Territory
1. 15. 1	community development. Includes research and consultations	Archives
	done to assist in the creation of the Social Plan.	

Classes for Retention as Territory Archives

COMMUNITY DEVELOPMENT

The function of facilitating a whole-of-government approach to addressing and enhancing the needs of sectors of the Territory community; promoting equity of access to government services and diversity of the community.

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Use SPORT & RECREATION SERVICES for providing sport and recreation services to the community and industry with the aim of encouraging participation in sport and recreation activities.

Reviewing

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

Entry No. Description of Records

Disposal Action

1.16.1 Final report of review of agency programs and operations
1. 16. 1 supporting the community development function.

Retain as Territory
Archives