

Australian Capital Territory

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

Notifiable instrument NI2006—347

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 – Industry Development Records) Approval 2006 (No 1)

2. Approval

I approve the Records Disposal Schedule – Industry Development Records.

3. Commencement

This instrument commences on the day after notification.

David Wardle
Director of Territory Records
21 September 2006



*Records Disposal Schedule
Industry Development Records*

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INTRODUCTION

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

It is one of a series of Records Disposal Schedules authorised by the Director of Territory Records in accordance with the provisions of the *Territory Records Act 2002*. It is to be used in conjunction with the *Territory Administrative Records Disposal Schedule (TARDiS)*.

PURPOSE

The purpose of this Records Disposal Schedule is to provide for the authorised disposal of Industry 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 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 The schedule does not take effect until it has been incorporated into an agency's Records Management Program that has been replaced by the Principal Officer of the agency.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 – Industry 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 Industry 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 – Industry Development Records* covers all Industry Development records and:

- is intended to cover most Industry Development records common to all ACT Government agencies;
- is intended to be used in conjunction with TARDiS;
- specifies the minimum period records should be kept (retention periods);
- specifies whether, upon the expiry of the retention periods, the records may be destroyed or are required as Territory Archives; and
- is applicable to records created and maintained in any format, including electronic or formats such as microfiche.

Layout of the schedule

This Records Disposal Schedule begins with an introduction incorporating definitions and the business classification scheme. Then each of the functions and activity disposal sets or 'disposal classes' relating to the functions are described. These are followed by a composite list of classes designated 'Retain as Territory Archives'. The functions and activity disposal sets show the following details:

Function.

This is the broad level business function and is displayed in bold capital letters at the top of each page. It is the highest level in the business classification scheme. It is followed by the scope note, which provides definitions of the function and a collective view of the business activities that make that function unique.

Activity.

Activities are the processes or operations that make up the business function. They are set in bold and italics below the function statement. This is the second level of the business classification scheme. The scope of the activity encompasses all of the transactions that take place in relation to the 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 re-recording) does not 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 and codes of practice are related to the records classes covered by this Records Disposal Schedule:

Evidence Act 1971

Financial Management Act 1986

Freedom of Information Act 1989

Limitation Act 1985

Mutual Recognition (Australian Capital Territory) Act 1992

Privacy Act 1998 (Commonwealth)

Public Sector Management Act 1994

Small Business Commissioner Act 2004

Territory Records Act 2002

Trans-Tasman Mutual Recognition Act 1997

and subordinate legislation.

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;
- determine 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 transition 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 that 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 that 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 that 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

INDUSTRY DEVELOPMENT

The function of encouraging the development and growth of industry in the Territory and region aiming to stimulate economic growth, create new jobs and attract business investment. Includes developing policy, administering program funding initiatives and managing joint ventures, marketing activities and managing events to promote business in the region. Also includes official representation at industry events, establishing relationships with business sectors to promote industry engagement and reviewing business assistance programs.

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 activities 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 et. Also includes arrangements made for the delivery of equipment or goods and the usage made of facilities, vehicles, equipment and space.

Audit

The activities 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, financial audits, operational audits, recordkeeping audits, skills audits, system audits and quality assurance audits.

Ceremonies

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

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.

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.

Enquiries

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

Evaluation

The activities 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.

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.

Functions (social)

The process of organising and managing an official or formal social occasion conducted by the agency to enhance its internal and external relationships, or to promote its services and image.

Grant funding

The activities associated with the application for and receipt of grants.

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.

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.

Meetings

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

Planning

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

Policy

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

Procedures

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

Reporting

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

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 organisational programs, projects, working papers, literature searches etc.

Reviewing

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

Submissions

The preparation and submission of a formal statement (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.

Tendering

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





RECORDS DISPOSAL SCHEDULE

INDUSTRY DEVELOPMENT

The function of encouraging the development and growth of industry in the Territory and region aiming to stimulate economic growth, create new jobs and attract business investment. Includes developing policy, administering program funding initiatives and managing joint ventures, marketing activities and managing events to promote business in the region. Also includes official representation at industry events, establishing relationships with business sectors to promote industry engagement and reviewing business assistance programs.

Addresses (presentations)

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




<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.1.1 	Final version of addresses made by the Chief Minister or portfolio Minister or senior agency officers at major public occasions. [For addresses relating to community or government relations refer to the TARDiS].	Retain as Territory Archives
1.1.2 	Final versions of addresses presented by Chief Minister or portfolio Ministers or senior agency officers at government occasions	Retain as Territory Archives
1.1.3 	Final versions of other addresses delivered in the routine promotion of the agency's services, events or products.	Destroy 7 years after last action.
1.1.4 	Working papers documenting the development of addresses, including drafts.	Destroy 6 months after last action.

INDUSTRY DEVELOPMENT

The function of encouraging the development and growth of industry in the Territory and region aiming to stimulate economic growth, create new jobs and attract business investment. Includes developing policy, administering program funding initiatives and managing joint ventures, marketing activities and managing events to promote business in the region. Also includes official representation at industry events, establishing relationships with business sectors to promote industry engagement and reviewing business assistance programs.

Advice

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





<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.2.1 	Receipt and provision 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 industry development. Includes advice provided by consultants.	Destroy 7 years after last action.
1.2.3 	Working papers documenting the development of advice.	Destroy 2 years after last action.

INDUSTRY DEVELOPMENT

The function of encouraging the development and growth of industry in the Territory and region aiming to stimulate economic growth, create new jobs and attract business investment. Includes developing policy, administering program funding initiatives and managing joint ventures, marketing activities and managing events to promote business in the region. Also includes official representation at industry events, establishing relationships with business sectors to promote industry engagement and reviewing business assistance programs.

Agreements

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


<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</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
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 last action.

INDUSTRY DEVELOPMENT

The function of encouraging the development and growth of industry in the Territory and region aiming to stimulate economic growth, create new jobs and attract business investment. Includes developing policy, administering program funding initiatives and managing joint ventures, marketing activities and managing events to promote business in the region. Also includes official representation at industry events, establishing relationships with business sectors to promote industry engagement and reviewing business assistance programs.

Arrangements

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




<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.4.1 	Records detailing arrangements carried out to support the industry development function. Includes arrangements for guest speakers.	Destroy 2 years after last action.

INDUSTRY DEVELOPMENT

The function of encouraging the development and growth of industry in the Territory and region aiming to stimulate economic growth, create new jobs and attract business investment. Includes developing policy, administering program funding initiatives and managing joint ventures, marketing activities and managing events to promote business in the region. Also includes official representation at industry events, establishing relationships with business sectors to promote industry engagement and reviewing business assistance programs.

Audit

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




<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
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">• The audit report is qualified by the Auditor-General; or• There are major or significant changes to practices.	Retain as Territory Archives
1.5.2 	Final report of an internal or external audit where: <ul style="list-style-type: none">• The audit report has been accepted by the Auditor-General; or• There are no changes, or only minor or routine changes to practices. 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.

INDUSTRY DEVELOPMENT

The function of encouraging the development and growth of industry in the Territory and region aiming to stimulate economic growth, create new jobs and attract business investment. Includes developing policy, administering program funding initiatives and managing joint ventures, marketing activities and managing events to promote business in the region. Also includes official representation at industry events, establishing relationships with business sectors to promote industry engagement and reviewing business assistance programs.

Ceremonies

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




<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.6.1 	Programs, invitations, guest lists and photographs relating to major ceremonies held to mark a special occasion	Retain as Territory Archives
1.6.2 	Routine arrangements supporting major ceremonies held to mark a special occasion. Includes catering, venue bookings, etc.	Destroy 7 years after last action.
1.6.3 	All arrangement for other ceremonies of lesser significance. Includes programs, invitations, guest lists, catering, venue bookings and entertainment.	Destroy 2 years after last action.

INDUSTRY DEVELOPMENT

The function of encouraging the development and growth of industry in the Territory and region aiming to stimulate economic growth, create new jobs and attract business investment. Includes developing policy, administering program funding initiatives and managing joint ventures, marketing activities and managing events to promote business in the region. Also includes official representation at industry events, establishing relationships with business sectors to promote industry engagement and reviewing business assistance programs.

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. Use STRATEGIC MANAGEMENT – Committees for audit committees.


<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.7.1 	External committees formed to manage or advise. Includes finals 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 and discussion papers.	Retain as Territory Archives
1.7.2 	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 such as briefing papers and discussion papers	Destroy 7 years after last action.
1.7.3 	Working papers and administration of committees. Includes: <ul style="list-style-type: none">• Agenda• Notice of meetings• Draft minutes• Room bookings	Destroy 6 months after last action.

INDUSTRY DEVELOPMENT

The function of encouraging the development and growth of industry in the Territory and region aiming to stimulate economic growth, create new jobs and attract business investment. Includes developing policy, administering program funding initiatives and managing joint ventures, marketing activities and managing events to promote business in the region. Also includes official representation at industry events, establishing relationships with business sectors to promote industry engagement and reviewing business assistance programs.


Contracting out

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.8.1 	Contract management. Includes: <ul style="list-style-type: none">• Minutes of meetings with main stakeholders• Performance and evaluation reports	Destroy 7 years after completion or other termination of the contract

Enquiries

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




<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.9.1 	Records documenting the handling of public enquiries about industry development programs, products and services.	Destroy 2 years after last action.

INDUSTRY DEVELOPMENT

The function of encouraging the development and growth of industry in the Territory and region aiming to stimulate economic growth, create new jobs and attract business investment. Includes developing policy, administering program funding initiatives and managing joint ventures, marketing activities and managing events to promote business in the region. Also includes official representation at industry events, establishing relationships with business sectors to promote industry engagement and reviewing business assistance programs.

Evaluation

The activities 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.


<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.10.1 	Records documenting the external and internal evaluation and ongoing monitoring of industry development.	Retain as Territory Archives
1.10.2 	Other records documenting the evaluation and ongoing monitoring of industry development.	Destroy 5 years after last action.
1.10.3 	Working papers supporting external or internal evaluation of industrial development.	Destroy 6 months after last action.

INDUSTRY DEVELOPMENT

The function of encouraging the development and growth of industry in the Territory and region aiming to stimulate economic growth, create new jobs and attract business investment. Includes developing policy, administering program funding initiatives and managing joint ventures, marketing activities and managing events to promote business in the region. Also includes official representation at industry events, establishing relationships with business sectors to promote industry engagement and reviewing business assistance programs.


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.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.11.1 	Records documenting the mounting of displays. Includes exhibition brief and design, and arrangements for setting up a display.	Destroy 3 years after last action.

Functions (social)

The process of organising and managing an official or formal social occasion conducted by the agency to enhance its internal and external relationships, or to promote its services and image.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.12.1 	Records documenting the organisation and management of an official or social occasion. Includes venue bookings, guest lists, invitations and catering.	Destroy 5 years after last action.

INDUSTRY DEVELOPMENT



The function of encouraging the development and growth of industry in the Territory and region aiming to stimulate economic growth, create new jobs and attract business investment. Includes developing policy, administering program funding initiatives and managing joint ventures, marketing activities and managing events to promote business in the region. Also includes official representation at industry events, establishing relationships with business sectors to promote industry engagement and reviewing business assistance programs.

Grant funding

The activities associated with the application for and receipt of grants.

Use TARDiS FINANCIAL MANAGEMENT – Grant funding for records documenting the administration of grant funds received by the agency.

Use TARDiS STRATEGIC MANAGEMENT – Grant funding for the development of strategies for managing processes associated with the agency applying for grants.





<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.13.1 	Records documenting successful applications made to the agency for grant funding.	Destroy 10 years after last action.
1.13.2 	Records documenting unsuccessful applications made to the agency for grant funding.	Destroy 2 years after last action.

INDUSTRY DEVELOPMENT

The function of encouraging the development and growth of industry in the Territory and region aiming to stimulate economic growth, create new jobs and attract business investment. Includes developing policy, administering program funding initiatives and managing joint ventures, marketing activities and managing events to promote business in the region. Also includes official representation at industry events, establishing relationships with business sectors to promote industry engagement and reviewing business assistance programs.

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</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.14.1 	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
1.14.2 	Working papers relating to the establishment and negotiations and negotiations and management of major joint venture agreements.	Retain as Territory Archives
1.14.3 	Final versions of other joint venture agreements or contracts.	Destroy 7 years after completion or other termination of agreement or contract.
1.14.4 	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.

INDUSTRY DEVELOPMENT

The function of encouraging the development and growth of industry in the Territory and region aiming to stimulate economic growth, create new jobs and attract business investment. Includes developing policy, administering program funding initiatives and managing joint ventures, marketing activities and managing events to promote business in the region. Also includes official representation at industry events, establishing relationships with business sectors to promote industry engagement and reviewing business assistance programs.


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</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.15.1 	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

Marketing

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



<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.16.1 	Marketing industry development. Includes records covering arrangements for advertising campaigns and related material <i>[For the development of a marketing plan use Industry Development – Planning]</i>	Destroy 5 years after last action

INDUSTRY DEVELOPMENT

The function of encouraging the development and growth of industry in the Territory and region aiming to stimulate economic growth, create new jobs and attract business investment. Includes developing policy, administering program funding initiatives and managing joint ventures, marketing activities and managing events to promote business in the region. Also includes official representation at industry events, establishing relationships with business sectors to promote industry engagement and reviewing business assistance programs.




Meetings

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.17.1 	Final version of minutes and supporting documents tabled at meetings. Includes meetings with external agencies.	Destroy 3 years after last action.
1.17.2 	Working papers documenting the conduct and administration of meetings. Includes agenda, notices of meetings and draft minutes.	Destroy 6 months after last action.

Planning

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


<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.18.1 	Final version of plans for major projects, programs or operational activities.	Retain as Territory Archives
1.18.2 	Final version of plans for other projects, programs and operational activities.	Destroy 5 years after last action.
1.18.3 	Working papers used to develop plans for projects, programs and operational activities. Includes draft plans, reports analysing issues, and comments on draft plans.	Destroy 1 year after adoption of final plan

INDUSTRY DEVELOPMENT

The function of encouraging the development and growth of industry in the Territory and region aiming to stimulate economic growth, create new jobs and attract business investment. Includes developing policy, administering program funding initiatives and managing joint ventures, marketing activities and managing events to promote business in the region. Also includes official representation at industry events, establishing relationships with business sectors to promote industry engagement and reviewing business assistance programs.

Policy

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



<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.19.1 	Final version of policies.	Retain as Territory Archives
1.19.2 	Development and establishment of agency's policies. Includes: <ul style="list-style-type: none">• Policy proposals;• Results of consultations and comments on proposals;• Supporting reports; and• Significant drafts.	Destroy 5 years after policy is superseded
1.19.3 	Comments made on the development of policies.	Destroy 3 years after the promulgation of the new policy
1.19.4 	Working papers documenting the development of policies	Destroy 3 years after the promulgation of the new policy

INDUSTRY DEVELOPMENT

The function of encouraging the development and growth of industry in the Territory and region aiming to stimulate economic growth, create new jobs and attract business investment. Includes developing policy, administering program funding initiatives and managing joint ventures, marketing activities and managing events to promote business in the region. Also includes official representation at industry events, establishing relationships with business sectors to promote industry engagement and reviewing business assistance programs.

Procedures

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





<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.20.1 	Master set of agency manuals, handbooks, and directives etc detailing procedures.	Destroy 2 years after procedures are superseded
1.20.2 	Records documenting the development of agency procedures.	Destroy 2 years after procedures are superseded

INDUSTRY DEVELOPMENT

The function of encouraging the development and growth of industry in the Territory and region aiming to stimulate economic growth, create new jobs and attract business investment. Includes developing policy, administering program funding initiatives and managing joint ventures, marketing activities and managing events to promote business in the region. Also includes official representation at industry events, establishing relationships with business sectors to promote industry engagement and reviewing business assistance programs.

Reporting

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


<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.21.1 	Final version of internal formal reports and reports made to external agencies.	Retain as Territory Archives
1.21.2 	Final version of periodic internal reports used to monitor and document recurring activities to support industry development. Includes the collection and reporting of statistical information.	Destroy 3 years after last action.
1.21.3 	Responses to surveys.	Destroy 5 years after last action.
1.21.4 	Working papers documenting the development of all reports. Includes drafts and comments received.	Destroy 6 months after last action.

INDUSTRY DEVELOPMENT

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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.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.22.1 	Nomination, appointment and resignation from and/or termination of agency representatives on external committees and organisations.	Destroy 3 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 organisational programs, projects, working papers, literature searches etc.




<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.23.1 	Detailed research.	Retain as Territory Archives
1.23.2 	Routine research.	Destroy 5 years after last action.

INDUSTRY DEVELOPMENT

The function of encouraging the development and growth of industry in the Territory and region aiming to stimulate economic growth, create new jobs and attract business investment. Includes developing policy, administering program funding initiatives and managing joint ventures, marketing activities and managing events to promote business in the region. Also includes official representation at industry events, establishing relationships with business sectors to promote industry engagement and reviewing business assistance programs.




Reviewing

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.24.1 	Final report of review of programs and operations.	Retain as Territory Archives
1.24.2 	Other records documenting a review of programs and operations. Includes documents establishing the review, action plan, etc.	Destroy 3 years after last action.
1.24.3 	Working papers documenting a review of agency programs and operations.	Destroy 2 years after last action.

Submissions

The preparation and submission of a formal statement (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.






<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.25.1 	Final version of successful agency submissions.	Destroy 7 years after last action
1.25.2 	Final version of unsuccessful agency submissions.	Destroy 3 years after last action
1.25.3 	Working papers documenting the development of submissions. Includes draft submissions.	Destroy 6 months after last action.

INDUSTRY DEVELOPMENT

The function of encouraging the development and growth of industry in the Territory and region aiming to stimulate economic growth, create new jobs and attract business investment. Includes developing policy, administering program funding initiatives and managing joint ventures, marketing activities and managing events to promote business in the region. Also includes official representation at industry events, establishing relationships with business sectors to promote industry engagement and reviewing business assistance programs.

Tendering

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




<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.26.1 	Signed contract under seal resulting from tenders.	Destroy 12 years after completion or other termination of the contract
1.26.2 	Development and issue of tender documentation. Includes Statement of Requirements, Request for Proposal, Expression of Interest, Request for Tender (RFT) and draft contract.	Destroy 7 years after tender process completed
1.26.3 	Evaluation of tenders relating to industry 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
1.26.4 	Tender register.	Destroy 7 years after last entry
1.26.5 	Signed simple contract and agreements	Destroy 7 years after completion or other termination of agreement or contract

INDUSTRY DEVELOPMENT

The function of encouraging the development and growth of industry in the Territory and region aiming to stimulate economic growth, create new jobs and attract business investment. Includes developing policy, administering program funding initiatives and managing joint ventures, marketing activities and managing events to promote business in the region. Also includes official representation at industry events, establishing relationships with business sectors to promote industry engagement and reviewing business assistance programs.

Tendering (Continued)

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.26.6 	Contract register	Destroy 7 years after last entry
1.26.7 	Post-offer negotiations and due diligence checks for tenders.	Destroy 7 years after expiry or other termination of contract
1.26.8 	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 7 years after last action.

CLASSES FOR RETENTION AS TERRITORY ARCHIVES


Classes for Retention as Territory Archives

INDUSTRY DEVELOPMENT

The function of encouraging the development and growth of industry in the Territory and region aiming to stimulate economic growth, create new jobs and attract business investment. Includes developing policy, administering program funding initiatives and managing joint ventures, marketing activities and managing events to promote business in the region. Also includes official representation at industry events, establishing relationships with business sectors to promote industry engagement and reviewing business assistance programs.


Addresses (presentations)

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.1.1 	Final version of addresses made by the Chief Minister or portfolio Minister or senior agency officers at major public occasions. [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 judgment. Includes the process of advising.



<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.2.1 	Receipt and provision of advice that resulted in major changes to the organisation or management. Includes advice provided by consultants.	Retain as Territory Archives

Classes for Retention as Territory Archives
INDUSTRY DEVELOPMENT

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Agreements

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</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 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, financial audits, operational audits, recordkeeping audits, skills audits, system audits and quality assurance audits.


<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
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">• The audit report is qualified by the Auditor-General;• There are major or significant changes to practices.	Retain as Territory Archives

Classes for Retention as Territory Archives
INDUSTRY DEVELOPMENT

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Ceremonies

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.6.1 	Programs, invitations, guest lists and photographs relating to major ceremonies held to mark a special occasion	Retain as Territory Archives


Classes for Retention as Territory Archives

INDUSTRY DEVELOPMENT

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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. Use STRATEGIC MANAGEMENT – Committees for audit committees.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.7.1 	External committees formed to manage or advise. Includes finals 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 and discussion papers.	Retain as Territory Archives


Classes for Retention as Territory Archives

INDUSTRY DEVELOPMENT

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Evaluation

The activities 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.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.10.1 	External and internal reports evaluating industry development.	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</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.14.1 	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
1.14.2 	Working papers relating to the establishment and negotiations and negotiations and management of major joint venture agreements.	Retain as Territory Archives


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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.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.18.1 	Final version of plans for major projects, programs or operational activities.	Retain as Territory Archives

Classes for Retention as Territory Archives

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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.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.19.1 	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</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.21.1 	Final version of internal formal reports and reports made to external agencies.	Retain as Territory Archives

Classes for Retention as Territory Archives

INDUSTRY DEVELOPMENT

The function of encouraging the development and growth of industry in the Territory and region aiming to stimulate economic growth, create new jobs and attract business investment. Includes developing policy, administering program funding initiatives and managing joint ventures, marketing activities and managing events to promote business in the region. Also includes official representation at industry events, establishing relationships with business sectors to promote industry engagement and reviewing business assistance programs.


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</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.23.1 	Detailed research.	Retain as Territory Archives

Reviewing

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
1.24.1 	Final report of review of programs and operations.	Retain as Territory Archives