Territory Records (Records Disposal Schedule – Sewerage Management Records) Approval 2007 (No 1)

Notifiable instrument NI2007—282

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 – Sewerage Management Records) Approval 2007 (No 1)

2. Approval

I approve the Records Disposal Schedule – Sewerage Management Records.

3. Commencement

This instrument commences on the day after notification.

David Wardle Director of Territory Records 11 September 2007



Records Disposal Schedule Sewerage Management Records

Table of Contents

INTRODUCTION	6
PURPOSE	6
SCOPE	6
AUTHORITY	6
STRUCTURE AND RELATIONSHIP TO THE TERRITORY VERSION OF	
KEYWORD AAA	6
Territory Version of Keyword AAA	7
GUIDELINES FOR USE	
Coverage of authority	7
Layout of the schedule	
FORMAT OF RECORD	
Electronic records	
DESTRUCTION OF RECORDS	
UPDATING THE RECORDS DISPOSAL SCHEDULE	
ASSISTANCE IN USING THE RECORDS DISPOSAL SCHEDULE	
RELATED LEGISLATION	
DEFINITIONS	
Agency	
Appraisal	
Business Classification Scheme	
Principal Officer	
Records	
Records of an Agency	
Records Disposal Schedule	
Records Management Program	
Records Management Frogram	
Scope Note	
•	
Sentencing	
Territory ArchivesBUSINESS CLASSIFICATION SCHEME	
SEWERAGE NETWORK MANAGEMENT 161	
SEWERAGE TREATMENT MANAGEMENT 162	
RECORDS DISPOSAL SCHEDULE	
SEWERAGE NETWORK MANAGEMENT 161	
Acquisition 003	
Advice 005	
Agreements 006	
Committees 020	
Compliance 021	
Construction 024	
Contracting out 025	
Customer service 030	
Enquiries 040	
Evaluation 042	
Inspections 057	
Installation 058	
Leasing-out 064	
Liaison 067	39

Maintenance 069	
Meetings 072	
Planning 079	
Policy 080	
Procedures 082	
Program development 253	
Public reaction 084	
Reporting 088	
Research 091	
Reviewing 093	
Sewerage connections 354	
Sewerage disconnections 350	
Sewerage infrastructure design 337	
Standards 100	
Submissions 102	
Tendering 104	
Trade waste assessing 361	
SEWERAGE TREATMENT MANAGEMENT 162	
Acquisition 003	
Advice 005	
Agreements 006	
Committees 020	
Compliance 021	
Construction 024	
Contracting out 025	
Disposal 034	
Enquiries 040	
Evaluation 042	
Inspections 057	
Installation 058	
Liaison 067	
Maintenance 069	
Meetings 072	
Planning 079	
Policy 080	
Procedures 082	
Program development 253	
Reporting 088	
Research 091	
Reviewing 093	
Security 097	
Sewerage infrastructure design 337	
Sewerage treatment 359	
Standards 100	
Submissions 102	
Tendering 104	
Treated water sampling 358	
Visits 109	
RETAIN AS TERRITORY ARCHIVES	
SEWERAGE NETWORK MANAGEMENT 161	88

Records Disposal Schedule – Sewerage Management Records July 2007

Advice 005	88
Construction 024	89
Contracting out 025	91
Evaluation 042	91
<i>Planning</i> 079	92
Policy 080	92
Procedures 082	93
Reporting 088	93
Research 091	94
Sewerage infrastructure design 337	95
Submissions 102	
Trade waste assessing 361	
SEWERAGE TREATMENT MANAGEMENT 162	98
Construction 024	98
Contracting out 025	100
Enquiries 040	
Evaluation 042	101
Planning 079	101
Policy 080	102
Procedures 082	102
Reporting 088	103
Research 091	103
Security 097	104
Sewerage infrastructure design 337	
Submissions 102	

INTRODUCTION

The *Records Disposal Schedule - Sewerage Management Records* is the official authority for the disposal of records relating to Sewerage Management 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 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 Sewerage records created or maintained by ACT Government Agencies.

SCOPE

This Records Disposal Schedule applies to records created or maintained by ACT Government Agencies. 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 – Sewerage Management Records has a hierarchical structure that reflects its arrangements according to functions and activities, rather than by subject, and this also reflects a close relationship to the Territory Version of Keyword AAA. The Records Disposal Schedule is designed to be applicable to all Sewerage 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 - Sewerage Management Records:

- covers all Sewerage 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 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;
- 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 is related to the records classes covered by this Records Disposal Schedule:

ACT Self Government Act 1988 (Commonwealth)

ACTEW/AGL Partnership Facilitation Act 2000

Canberra Water Supply (Googong Dam) Act 1974 (Commonwealth)

Corporations Act 2001

Emergency Management Act 1999

Environment Protection Act 1997

Evidence Act 1971

Executive Document Release Act 2001

Financial Management Act 1996

Freedom of Information Act 1989

Land (Planning and Environment) Act 1991

Occupational Health and Safety Act 1989

Territory Records Act 2002

Privacy Act 1998 (Commonwealth)

Public Health Act 1997

Public Interest Disclosure Act 1994

Public Sector Management Act 1994

Public Sector Management Act 1994

Seat of Government Acceptance Act 1909 (Commonwealth)

Territory Owned Corporations Act 1990

Trade Practices Act 1974 (Commonwealth)

Utilities Act 2000

Water and Sewerage Act 2000

Water Resources Act

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

The function of managing the operations of the region's sewerage network systems and ancillary assets.

Includes negotiating, establishing and maintaining non-domestic waste contracts with commercial and industrial discharger's, planned and reactive maintenance of reticulation networks, pump stations, trunk and outfall sewers etc and providing advice on applicable laws, industry practice, trends in trade waste control. Also includes connecting and disconnecting sewerage mains, complying with legislative and industry requirements, managing the performance of service providers, and preparing plans.

Acquisition 003

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

[TARDiS]

Advice 005

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

Agreements 006

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

Committees 020

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. [TARDiS]

Compliance 021

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

Construction 024

The process of making or building something. [TARDiS]

The function of managing the operations of the region's sewerage network systems and ancillary assets.

Includes negotiating, establishing and maintaining non-domestic waste contracts with commercial and industrial discharger's, planned and reactive maintenance of reticulation networks, pump stations, trunk and outfall sewers etc and providing advice on applicable laws, industry practice, trends in trade waste control. Also includes connecting and disconnecting sewerage mains, complying with legislative and industry requirements, managing the performance of service providers, and preparing plans.

Contracting out 025

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. [TARDiS]

Customer service 030

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

Enquiries 040

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

Evaluation 042

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. [TARDiS]

Inspections 057

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

Installation 058

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

The function of managing the operations of the region's sewerage network systems and ancillary assets.

Includes negotiating, establishing and maintaining non-domestic waste contracts with commercial and industrial discharger's, planned and reactive maintenance of reticulation networks, pump stations, trunk and outfall sewers etc and providing advice on applicable laws, industry practice, trends in trade waste control. Also includes connecting and disconnecting sewerage mains, complying with legislative and industry requirements, managing the performance of service providers, and preparing plans.

Leasing-out 064

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

Liaison 067

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. [TARDiS]

Maintenance 069

The activities associated with the upkeep, repair, servicing, modification and preservation of internal/external conditions of premises, equipment, vehicles etc. [TARDiS]

Meetings 072

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. [TARDiS]

Planning 079

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

The function of managing the operations of the region's sewerage network systems and ancillary assets.

Includes negotiating, establishing and maintaining non-domestic waste contracts with commercial and industrial discharger's, planned and reactive maintenance of reticulation networks, pump stations, trunk and outfall sewers etc and providing advice on applicable laws, industry practice, trends in trade waste control. Also includes connecting and disconnecting sewerage mains, complying with legislative and industry requirements, managing the performance of service providers, and preparing plans.

Policy 080

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. [TARDiS]

Procedures 082

Standard methods of operating laid down by the agency according to formulated policy. [TARDiS]

Program development 253

The activities associated with developing programs to meet individual, group and community needs. Includes updating or making amendments to existing programs.

Public reaction 084

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

Reporting 088

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. [TARDiS]

The function of managing the operations of the region's sewerage network systems and ancillary assets.

Includes negotiating, establishing and maintaining non-domestic waste contracts with commercial and industrial discharger's, planned and reactive maintenance of reticulation networks, pump stations, trunk and outfall sewers etc and providing advice on applicable laws, industry practice, trends in trade waste control. Also includes connecting and disconnecting sewerage mains, complying with legislative and industry requirements, managing the performance of service providers, and preparing plans.

Research 091

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. [TARDiS]

Reviewing 093

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

Sewerage connections 354

The activities associated with connecting sewerage mains.

Includes processing applications for supply and temporary disconnection notices.

Sewerage disconnections 350

The activities associated with disconnecting sewerage mains. Includes issuing notices of disconnection and disruption to services.

See Sewerage Connections for issuing temporary disconnection notices.

Sewerage infrastructure design 337

The activities associated with designing sewerage infrastructure.

Standards 100

The process of implementing industry or agency specific benchmarks for services and processes to enhance the quality and efficiency of the agency. [TARDiS]

The function of managing the operations of the region's sewerage network systems and ancillary assets.

Includes negotiating, establishing and maintaining non-domestic waste contracts with commercial and industrial discharger's, planned and reactive maintenance of reticulation networks, pump stations, trunk and outfall sewers etc and providing advice on applicable laws, industry practice, trends in trade waste control. Also includes connecting and disconnecting sewerage mains, complying with legislative and industry requirements, managing the performance of service providers, and preparing plans.

Submissions 102

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

Tendering 104

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. [TARDiS]

Trade waste assessing 361

The processes involved in assessing applications for the discharge of trade waste into sewers. Includes industrial and commercial trade waste applications and approvals.

The function of managing the region's sewerage treatment plans to treat and reuse domestic and trade waste collected from the community and commercial entities. Includes physical, chemical and biological treatment activities, testing and maintaining plant infrastructure. Also includes implementing industry quality standards, conducting research, and arranging visits or tours to the treatment plants.

Acquisition 003

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

Advice 005

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

Agreements 006

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

Committees 020

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. [TARDiS]

Compliance 021

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

Construction 024

The process of making or building something. [TARDiS]

Contracting out 025

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. [TARDiS]

The function of managing the region's sewerage treatment plans to treat and reuse domestic and trade waste collected from the community and commercial entities. Includes physical, chemical and biological treatment activities, testing and maintaining plant infrastructure. Also includes implementing industry quality standards, conducting research, and arranging visits or tours to the treatment plants.

Disposal 034

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

Enquiries 040

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

Evaluation 042

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. [TARDiS]

Inspections 057

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

Installation 058

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

Liaison 067

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. [TARDiS]

Maintenance 069

The activities associated with the upkeep, repair, servicing, modification and preservation of internal/external conditions of premises, equipment, vehicles etc. [TARDiS]

The function of managing the region's sewerage treatment plans to treat and reuse domestic and trade waste collected from the community and commercial entities. Includes physical, chemical and biological treatment activities, testing and maintaining plant infrastructure. Also includes implementing industry quality standards, conducting research, and arranging visits or tours to the treatment plants.

Meetings 072

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. [TARDiS]

Planning 079

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

Policy 080

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. [TARDiS]

Procedures 082

Standard methods of operating laid down by the agency according to formulated policy. [TARDiS]

Program development 253

The activities associated with developing programs to meet individual, group and community needs. Includes updating or making amendments to existing programs.

Reporting 088

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. [TARDiS]

The function of managing the region's sewerage treatment plans to treat and reuse domestic and trade waste collected from the community and commercial entities. Includes physical, chemical and biological treatment activities, testing and maintaining plant infrastructure. Also includes implementing industry quality standards, conducting research, and arranging visits or tours to the treatment plants.

Research 091

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. [TARDiS]

Reviewing 093

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

Security 097

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

Sewerage infrastructure design 337

The activities associated with designing sewerage infrastructure.

Sewerage treatment 359

The activities involved in applying biological and chemical substances etc. to treat raw water and effluent before it enters distribution network systems. Includes monitoring of water filtration, chlorination and fluoridation.

Standards 100

The process of implementing industry or agency specific benchmarks for services and processes to enhance the quality and efficiency of the agency. [TARDiS]

Submissions 102

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

The function of managing the region's sewerage treatment plans to treat and reuse domestic and trade waste collected from the community and commercial entities. Includes physical, chemical and biological treatment activities, testing and maintaining plant infrastructure. Also includes implementing industry quality standards, conducting research, and arranging visits or tours to the treatment plants.

Tendering 104

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. [TARDiS]

Treated water sampling 358

The activities associated with collecting samples of treated water and effluent for monitoring to ensure that it meets health standards. Includes sample analysis data.

Visits 109

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

RECORDS DISPOSAL SCHEDULE

The function of managing the operations of the region's sewerage network systems and ancillary assets.

Includes negotiating, establishing and maintaining non-domestic waste contracts with commercial and industrial discharger's, planned and reactive maintenance of reticulation networks, pump stations, trunk and outfall sewers etc and providing advice on applicable laws, industry practice, trends in trade waste control. Also includes connecting and disconnecting sewerage mains, complying with legislative and industry requirements, managing the performance of service providers, and preparing plans.

Acquisition 003

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

Entry No. 161.003.001

Description of Records

Acquisition of goods and services where there Destroy 7 years after is no contracting-out process (i.e. where the cost of the acquisition is below the threshold for tendering or where a purchase is made against a period contract).

[For the acquisition of goods and services through a tender process, use Sewerage Treatment Management - Tendering

For the management of contracted out services, Use Sewerage Treatment -Contracting-out]

Disposal Action

action completed

The function of managing the operations of the region's sewerage network systems and ancillary assets.

Includes negotiating, establishing and maintaining non-domestic waste contracts with commercial and industrial discharger's, planned and reactive maintenance of reticulation networks, pump stations, trunk and outfall sewers etc and providing advice on applicable laws, industry practice, trends in trade waste control. Also includes connecting and disconnecting sewerage mains, complying with legislative and industry requirements, managing the performance of service providers, and preparing plans.

Advice 005

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

Entry No.	Description of Records	Disposal Action
161.005.001	Receipt of advice that resulted in major changes to the organisation or management. Includes advice provided by consultants.	Retain as Territory Archives
161.005.002	Receipt and provision of all other advice. Includes advice provided by consultants.	Destroy 5 years after action completed
161.005.003	Working papers documenting the development of advice.	Destroy 2 years after action completed

The function of managing the operations of the region's sewerage network systems and ancillary assets.

Includes negotiating, establishing and maintaining non-domestic waste contracts with commercial and industrial discharger's, planned and reactive maintenance of reticulation networks, pump stations, trunk and outfall sewers etc and providing advice on applicable laws, industry practice, trends in trade waste control. Also includes connecting and disconnecting sewerage mains, complying with legislative and industry requirements, managing the performance of service providers, and preparing plans.

Agreements 006

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

Entry No. 161.006.001	Description of Records Records relating to agreements for pipelines to run over private or Commonwealth government-owned land.	Disposal Action Destroy 10 years after agreement expires or is superseded
161.006.002	Final versions of agreements. Includes: - Deeds of agreements - Funding agreements - Service level contracts - Alliance agreements - Non-standard customer agreements - Agreements/contracts for discharge of industrial waste into Territory-owned drains	Destroy 7 years after expiry or other termination of agreement
161.006.003	Records documenting negotiations, establishment, maintenance and review of agreements.	Destroy 7 years after expiry or other termination of agreement

The function of managing the operations of the region's sewerage network systems and ancillary assets.

Includes negotiating, establishing and maintaining non-domestic waste contracts with commercial and industrial discharger's, planned and reactive maintenance of reticulation networks, pump stations, trunk and outfall sewers etc and providing advice on applicable laws, industry practice, trends in trade waste control. Also includes connecting and disconnecting sewerage mains, complying with legislative and industry requirements, managing the performance of service providers, and preparing plans.

Committees 020

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. [TARDiS]

Entry No.
161.020.001

Description of Records

Records of internal committees formed to Destroy 10 consider specific matters. Includes documents: after action

- Establishing the committee
- Final versions of minutes
- Reports
- Supporting documents such as briefing papers and discussion papers

161.020.002

Records of external or inter-agency committees formed to consider sewerage network management matters where the agency is a member. Includes documents:

- Establishing the committee
- Terms of reference
- Appointment of member
- Minutes
- Reports
- Recommendations
- Supporting documents such as briefing papers and discussion papers
- Final versions of minutes
- Reports
- Supporting documents such as briefing papers and discussion papers

Disposal Action

Destroy 10 years after action completed

Destroy 5 years after action completed

Entry No. 161.020.003

Description of Records

Working papers documenting the conduct and Destroy 6 months administration of committees. Includes:

- Agenda
- Notices of meetings
- Draft minutes
- Room bookings

Disposal Action

after action completed

The function of managing the operations of the region's sewerage network systems and ancillary assets.

Includes negotiating, establishing and maintaining non-domestic waste contracts with commercial and industrial discharger's, planned and reactive maintenance of reticulation networks, pump stations, trunk and outfall sewers etc and providing advice on applicable laws, industry practice, trends in trade waste control. Also includes connecting and disconnecting sewerage mains, complying with legislative and industry requirements, managing the performance of service providers, and preparing plans.

Compliance 021

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

Entry No. 161.021.001

Description of Records

Records documenting compliance with mandatory standards, specifications and statutory requirements relating to the management of sewerage networks and ancillary assets.

[See Contracting-out for monitoring compliance with contractual arrangements]

Disposal Action

Destroy 7 years after action completed

The function of managing the operations of the region's sewerage network systems and ancillary assets.

Includes negotiating, establishing and maintaining non-domestic waste contracts with commercial and industrial discharger's, planned and reactive maintenance of reticulation networks, pump stations, trunk and outfall sewers etc and providing advice on applicable laws, industry practice, trends in trade waste control. Also includes connecting and disconnecting sewerage mains, complying with legislative and industry requirements, managing the performance of service providers, and preparing plans.

Construction 024

The process of making or building something. [TARDiS]

Entry No. 161.024.001

Description of Records

Records relating to the construction of historical and significant sewerage works and structures including the determination of specifications and conditions that are considered to be:

- of local, state or national significance, including registration by the National Trust of Australia; or
- which are considered unique, examples of design styles or have won design awards.

Works include:

- pipelines
- pumping stations
- sewerage systems
- drainage systems

Records include:

- feasibility studies
- environmental impact statements
- certified plans and maps, surveys
- specifications
- photographs
- engineer's drawings
- pipe layouts
- system design
- processing plans locations and design diagrams
- connection plans
- successful tenders
- engineers' drawings of fittings, valves,

Disposal Action

Retain as Territory Archives

Entry No. Description of Records

Disposal Action

boosters, hydrants etc

- work as executed plans
- building plans
- master plans
- concept plans
- certificates
- records of conversation
- project management records
- development applications

[See Sewerage equipment and infrastructure design for design concepts etc.]

[See Contracting-out for copies of contractors permits, licences, certificates and accreditations]

[See Submissions for successful funding submissions]

161.024.002

Records relating to the construction of all other cases including determination of specifications and conditions. Includes:

- records of conversation
- specifications
- scope of works
- feasibility studies
- environmental impact statements
- proposals
- reports
- works as executed plans
- drawings building plans
- project management records
- development applications
- master plans
- concept plans
- certificates

[See Sewerage Infrastructure Design for design concepts etc.]

[See Contracting-out for copies of contractors permits, licences, certificates and accreditations]

[See Submissions for successful funding submissions]

Destroy 7 years after lifetime of the structure or 7 years after the system is replaced

Records Disposal Schedule – Sewerage Management RDS July 2007

Entry No.	Description of Records	Disposal Action
161.024.003	Records documenting construction activities not proceeded with.	Destroy 7 years after decision to suspend construction activities
161.024.004	Working papers and drawings.	Destroy 6 months after reference ceases

The function of managing the operations of the region's sewerage network systems and ancillary assets.

Includes negotiating, establishing and maintaining non-domestic waste contracts with commercial and industrial discharger's, planned and reactive maintenance of reticulation networks, pump stations, trunk and outfall sewers etc and providing advice on applicable laws, industry practice, trends in trade waste control. Also includes connecting and disconnecting sewerage mains, complying with legislative and industry requirements, managing the performance of service providers, and preparing plans.

Contracting out 025

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. [TARDiS]

Entry No. 161.025.001

Description of Records

Records on the management of major contracts for the management of sewerage network systems and ancillary assets.

Includes:

- Minutes of meetings with main stakeholders
- Performance and evaluation reports
- Records of conversation
- Photographs
- Variations, amendments to contracts
- Copies of permits, licences, tickets
- Copies of certification and accreditations [See Tendering for Contract Register]

161.025.002

Records on the management of minor contracts for the management of sewerage network systems and ancillary assets. Includes:

- Minutes of meetings with main stakeholders contract
- Performance and evaluation reports
- Records of conversations
- Photographs
- Variations, amendments to contracts
- Copies of permits, licences, tickets
- Copies of certification and accreditations

Disposal Action

Retain as Territory Archives

Destroy 7 years after completion or other termination of agreement or

The function of managing the operations of the region's sewerage network systems and ancillary assets.

Includes negotiating, establishing and maintaining non-domestic waste contracts with commercial and industrial discharger's, planned and reactive maintenance of reticulation networks, pump stations, trunk and outfall sewers etc and providing advice on applicable laws, industry practice, trends in trade waste control. Also includes connecting and disconnecting sewerage mains, complying with legislative and industry requirements, managing the performance of service providers, and preparing plans.

Customer service 030

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

Entry No. 161.030.001	Description of Records Records documenting the planning, monitoring and evaluation of customer services.	Disposal Action Destroy 3 years after action completed
161.030.002	Records documenting the management of specific customer services provided to the public e.g. managing and enquiry desk, or telephone information service. Includes planning, monitoring and evaluation of services e.g. carrying out customer surveys. [See Public reaction for responding to	Destroy 3 years after action completed
	customer complaints.]	

The function of managing the operations of the region's sewerage network systems and ancillary assets.

Includes negotiating, establishing and maintaining non-domestic waste contracts with commercial and industrial discharger's, planned and reactive maintenance of reticulation networks, pump stations, trunk and outfall sewers etc and providing advice on applicable laws, industry practice, trends in trade waste control. Also includes connecting and disconnecting sewerage mains, complying with legislative and industry requirements, managing the performance of service providers, and preparing plans.

Enquiries 040

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

Entry No.	Description of Records	Disposal Action
161.040.001	Records documenting the handling of public	Destroy 2 years after
	enquiries about the agency and its programs,	action completed
	products and services.	

Evaluation 042

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. [TARDiS]

Entry No.	Description of Records	Disposal Action
161.042.001	External and internal reports evaluating the sewerage network systems and ancillary assets.	Retain as Territory Archives
161.042.002	Other records documenting the evaluation and ongoing monitoring.	Destroy 3 years after action completed
161.042.003	Working papers supporting external or internal reports evaluating the sewerage network systems and ancillary assets.	Destroy 6 months after action completed

Inspections 057

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

Entry No. 161.057.001	Description of Records Records documenting programmed structural inspections of sewerage networks. Includes: - notification of inspection - inspection reports - proposals	Disposal Action Destroy 15 years after action completed
	[See OCCUPATIONAL HEALTH & SAFETY (OH&S) - Inspections relating to occupational health and safety inspections.]	
161.057.002	Records documenting routine and reactive inspections of sewerage networks such as trunk sewers. Includes: - notification of inspection - inspection reports - proposals	Destroy 7 years after action completed
	[See OCCUPATIONAL HEALTH &	

Installation 058

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

SAFETY (OH&S) - Inspections relating to occupational health and safety inspections.]

Entry No.	Description of Records	Disposal Action
161.058.001	Records documenting installation and configuration equipment and devices such as pumps, backflow prevention devices, valves,	Destroy 7 years after action completed
	anemometers, centrifuges etc.	

The function of managing the operations of the region's sewerage network systems and ancillary assets.

Includes negotiating, establishing and maintaining non-domestic waste contracts with commercial and industrial discharger's, planned and reactive maintenance of reticulation networks, pump stations, trunk and outfall sewers etc and providing advice on applicable laws, industry practice, trends in trade waste control. Also includes connecting and disconnecting sewerage mains, complying with legislative and industry requirements, managing the performance of service providers, and preparing plans.

Leasing-out 064

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

Entry No.	Description of Records	Disposal Action
161.064.001	Records documenting arrangements for	Destroy 7 years after
	leasing-out equipment such as standpipes to	lease expires or is
	builders. Includes negotiations.	terminated

Liaison 067

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. [TARDiS]

Entry No. 161.067.001	Description of Records Records of participation in industry groups relevant to the management of sewerage network systems. Includes collaboration on projects and exchange of information.	Disposal Action Destroy 6 years after action completed
	[See INFORMATION MANAGEMENT - Acquisition for subscriptions to publications of professional bodies where the subscriber does not have to be a member of an organisation.] [See GOVERNMENT RELATIONS for liaison activities between governments.]	f

The function of managing the operations of the region's sewerage network systems and ancillary assets.

Includes negotiating, establishing and maintaining non-domestic waste contracts with commercial and industrial discharger's, planned and reactive maintenance of reticulation networks, pump stations, trunk and outfall sewers etc and providing advice on applicable laws, industry practice, trends in trade waste control. Also includes connecting and disconnecting sewerage mains, complying with legislative and industry requirements, managing the performance of service providers, and preparing plans.

Maintenance 069

The activities associated with the upkeep, repair, servicing, modification and preservation of internal/external conditions of premises, equipment, vehicles etc. [TARDiS]

Entry No. 161.069.001

Description of Records

Records documenting planned maintenance activities including structural repairs and renovations made to sewerage networks and infrastructure such as trunk sewers, sludge disposals, pump stations, disinfection systems in replaced facilities, spillways and fine screens. Includes:

- records of conversations
- scope of work
- drawings
- reports
- job work packs
- capital works approvals

[See Contracting-out for copies of contractors permits, licences, certificates and accreditations.]

161.069.002

Records documenting reactive maintenance activities including structural repairs and renovations made to sewerage networks and infrastructure such as trunk sewers, sludge disposals, pump stations, disinfection systems in replaced facilities, spillways and fine screens. Includes:

- records of conversations
- scope of work
- drawings
- reports

Disposal Action

Destroy 15 years after action completed

Destroy 15 years after action completed

Entry No. Description of Records

Disposal Action

- job work packs
- capital works approvals

[See Contracting-out for copies of contractors permits, licences, certificates and accreditations.]

161.069.003

Of routine upkeep, repair and maintenance activities of sewerage networks and infrastructure (e.g. cleaning, painting, pest control etc)

Destroy 7 years after action completed

[See Contracting-out for copies of contractors permits, licences, certificates and accreditations.]

The function of managing the operations of the region's sewerage network systems and ancillary assets.

Includes negotiating, establishing and maintaining non-domestic waste contracts with commercial and industrial discharger's, planned and reactive maintenance of reticulation networks, pump stations, trunk and outfall sewers etc and providing advice on applicable laws, industry practice, trends in trade waste control. Also includes connecting and disconnecting sewerage mains, complying with legislative and industry requirements, managing the performance of service providers, and preparing plans.

Meetings 072

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. [TARDiS]

Entry No.	Description of Records	Disposal Action
161.072.001	Final version of minutes and supporting documents tabled at meetings held in support of the sewerage network management function.	Destroy 7 years after action completed
161.072.002	Working papers documenting the conduct and administration of all meetings. Includes agenda, notices of meetings and draft minutes.	after minutes

The function of managing the operations of the region's sewerage network systems and ancillary assets.

Includes negotiating, establishing and maintaining non-domestic waste contracts with commercial and industrial discharger's, planned and reactive maintenance of reticulation networks, pump stations, trunk and outfall sewers etc and providing advice on applicable laws, industry practice, trends in trade waste control. Also includes connecting and disconnecting sewerage mains, complying with legislative and industry requirements, managing the performance of service providers, and preparing plans.

Planning 079

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

Entry No. 161.079.001	Description of Records Final version of plans to support the management of sewerage networks and infrastructure. Includes: - counter disaster plans - annual maintenance plans - acquisition and disposal plans	Disposal Action Retain as Territory Archives
161.079.002	Working papers used in developing all sewerage networks and infrastructure plans. Includes: - draft plans - reports analysing issues - comments from stakeholders	Destroy 6 months after reference ceases

The function of managing the operations of the region's sewerage network systems and ancillary assets.

Includes negotiating, establishing and maintaining non-domestic waste contracts with commercial and industrial discharger's, planned and reactive maintenance of reticulation networks, pump stations, trunk and outfall sewers etc and providing advice on applicable laws, industry practice, trends in trade waste control. Also includes connecting and disconnecting sewerage mains, complying with legislative and industry requirements, managing the performance of service providers, and preparing plans.

Policy 080

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. [TARDiS]

Entry No. 161.080.001	Description of Records Records relating to policy on design and construction of sewerage network systems. Includes: - Policy proposals - Research papers - Results of consultations - Supporting reports - Major drafts - final policy statements	Disposal Action Retain as Territory Archives
161.080.002	Records documenting comments made on the development of government-wide sewerage network management policies.	Destroy 2 years after promulgation of new policy
161.080.003	Working papers documenting the development of policies.	Destroy 2 years after promulgation of new policy

The function of managing the operations of the region's sewerage network systems and ancillary assets.

Includes negotiating, establishing and maintaining non-domestic waste contracts with commercial and industrial discharger's, planned and reactive maintenance of reticulation networks, pump stations, trunk and outfall sewers etc and providing advice on applicable laws, industry practice, trends in trade waste control. Also includes connecting and disconnecting sewerage mains, complying with legislative and industry requirements, managing the performance of service providers, and preparing plans.

Procedures 082

Standard methods of operating laid down by the agency according to formulated policy. [TARDiS]

Entry No.	Description of Records	Disposal Action
161.082.001	Master set of agency manuals, handbooks, directives etc detailing procedures. Includes emergency procedures.	Retain as Territory Archives
161.082.002	Records documenting the development of agency procedures supporting the sewerage network management functions.	Destroy 1 year after production of procedures

Program development 253

The activities associated with developing programs to meet individual, group and community needs. Includes updating or making amendments to existing programs.

Entry No.	Description of Records	Disposal Action
161.253.001	Records documenting the development of	Destroy 6 years after
	programs for the management of sewerage	action completed
	networks and infrastructure.	

The function of managing the operations of the region's sewerage network systems and ancillary assets.

Includes negotiating, establishing and maintaining non-domestic waste contracts with commercial and industrial discharger's, planned and reactive maintenance of reticulation networks, pump stations, trunk and outfall sewers etc and providing advice on applicable laws, industry practice, trends in trade waste control. Also includes connecting and disconnecting sewerage mains, complying with legislative and industry requirements, managing the performance of service providers, and preparing plans.

Public reaction 084

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

Entry No.
161.084.001

Description of Records

Records documenting public reaction and agency responses.

[See Customer service for managing an enquiry desk or telephone service.]

Disposal Action

Destroy 6 years after action completed

The function of managing the operations of the region's sewerage network systems and ancillary assets. Includes negotiating, establishing and maintaining non-domestic waste contracts with commercial and industrial discharger's, planned and reactive maintenance of reticulation networks, pump stations, trunk and outfall sewers etc and providing advice on applicable laws, industry practice, trends in trade waste control. Also includes connecting and disconnecting sewerage mains, complying with legislative and industry requirements, managing the performance of service providers, and preparing plans.

Reporting 088

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. [TARDiS]

Entry No.	Description of Records	Disposal Action
161.088.001	Final version of internal formal reports and reports made to external agencies. Includes: - technical reports - interim study findings - preliminary design reports - final reports - pilot studies - engineering reports	Retain as Territory Archives
161.088.002	Final versions of internal formal reports and reports made to external agencies. Includes: - technical reports - interim study findings - preliminary design reports - final reports - pilot studies - engineering reports	Destroy 5 years after action completed
161.088.003	Final version of periodic internal reports on general administrative matters used to monitor and document recurring activities to support the sewerage network management function. Includes statistical reports.	Destroy 3 years after action completed
161.088.004	Working papers documenting the development of all reports. Includes drafts, comments received, raw statistical data.	Destroy 6 months after reference ceases

The function of managing the operations of the region's sewerage network systems and ancillary assets.

Includes negotiating, establishing and maintaining non-domestic waste contracts with commercial and industrial discharger's, planned and reactive maintenance of reticulation networks, pump stations, trunk and outfall sewers etc and providing advice on applicable laws, industry practice, trends in trade waste control. Also includes connecting and disconnecting sewerage mains, complying with legislative and industry requirements, managing the performance of service providers, and preparing plans.

Research 091

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. [TARDiS]

Entry No.	Description of Records	Disposal Action
161.091.001	Records documenting detailed research.	Retain as Territory Archives after action completed

Reviewing 093

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

Entry No. 161.093.001	Description of Records Records documenting review of agency processes, products and programs.	Disposal Action Destroy 10 years after action completed
161.093.002	Working papers developed in support of reviews of agency processes, products and programs.	Destroy 3 years after action completed

The function of managing the operations of the region's sewerage network systems and ancillary assets.

Includes negotiating, establishing and maintaining non-domestic waste contracts with commercial and industrial discharger's, planned and reactive maintenance of reticulation networks, pump stations, trunk and outfall sewers etc and providing advice on applicable laws, industry practice, trends in trade waste control. Also includes connecting and disconnecting sewerage mains, complying with legislative and industry requirements, managing the performance of service providers, and preparing plans.

Sewerage connections 354

The activities associated with connecting sewerage mains.

Includes processing applications for supply and temporary disconnection notices.

Entry No.	Description of Records	Disposal Action
161.354.001	Records documenting the connection of sewerage mains. Includes: - applications - notices	Destroy 3 years after action completed

Sewerage disconnections 350

The activities associated with disconnecting sewerage mains. Includes issuing notices of disconnection and disruption to services.

See Sewerage Connections for issuing temporary disconnection notices.

Entry No.	Description of Records	Disposal Action
161.350.001	Records documenting investigation of disconnections of sewerage mains that leads to legal proceedings.	Destroy 15 years after action completed
	[See LEGAL SERVICES - Litigation for managing legal proceedings between the agency and other parties in a court]	
161.350.002	Records documenting the disconnection of sewerage mains that does not lead to legal proceedings.	Destroy 2 years after action completed

The function of managing the operations of the region's sewerage network systems and ancillary assets.

Includes negotiating, establishing and maintaining non-domestic waste contracts with commercial and industrial discharger's, planned and reactive maintenance of reticulation networks, pump stations, trunk and outfall sewers etc and providing advice on applicable laws, industry practice, trends in trade waste control. Also includes connecting and disconnecting sewerage mains, complying with legislative and industry requirements, managing the performance of service providers, and preparing plans.

Sewerage infrastructure design 337

The activities associated with designing sewerage infrastructure.

Entry No. 161.337.001

Description of Records

Records relating to the design of historical and significant sewerage works and structure Archives including the determination of specifications and conditions, that are considered to be:

- of local, state or national significance, including registration by the National Trust of Australia; or
- considered unique, examples of design styles or have won design awards.

Works include:

- pipelines
- pumping stations
- sewerage systems
- drainage systems

Records include:

- feasibility studies
- environmental impact statements
- certified plans and maps, surveys
- specifications
- photographs
- engineer's drawings
- pipe layouts
- system design
- processing plans locations and design diagrams
- connection plans
- successful tenders
- certified plans and maps, surveys
- engineers' drawings of fittings, valves, boosters, hydrants etc

Disposal Action

Retain as Territory Archives

Entry No. Description of Records

Disposal Action

- works as executed plans
- building plans
- master plans
- concepts plans
- certificates
- records of conversation
- project management records
- development applications

[See Construction for building from the design.]

[See Contracting-out for copies of contractors permits, licences, certificates and accreditations]

[See Submissions for successful funding submissions]

161.337.002

Records relating to the design of all other cases including determination of specifications and conditions. Includes:

Destroy 7 years after lifetime of structure or 7 years

- records of conversation
- specifications
- scope of works
- feasibility studies
- environmental impact statements
- proposals
- reports
- works as executed plans
- drawings
- building plans
- project management records
- development applications
- master plans
- concept plans
- certificates

Destroy 7 years after lifetime of the structure or 7 years after the system is replaced

[See Construction for building from the design.]

[See Contracting-out for copies of contractors permits, licences, certificates and accreditations.]

[See Submissions for successful funding submissions.]

Records Disposal Schedule – Sewerage Management RDS July 2007

Entry No.	Description of Records	Disposal Action
161.337.003	Records documenting design activities not proceeded with.	Destroy 6 months after decision to suspend construction activities
161.337.004	Working papers and drawings.	Destroy 6 months after reference ceases

Standards 100

The process of implementing industry or agency specific benchmarks for services and processes to enhance the quality and efficiency of the agency. [TARDiS]

Entry No.	Description of Records	Disposal Action
161.100.001	Records documenting the implementation of industry and agency standards to support the management of sewerage networks and infrastructure.	Destroy 7 years after standard is implemented

The function of managing the operations of the region's sewerage network systems and ancillary assets. Includes negotiating, establishing and maintaining non-domestic waste contracts with commercial and industrial discharger's, planned and reactive maintenance of reticulation networks, pump stations, trunk and outfall sewers etc and providing advice on applicable laws, industry practice, trends in trade waste control. Also includes connecting and disconnecting sewerage mains, complying with legislative and industry requirements, managing the performance of service providers, and preparing plans.

Submissions 102

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

Entry No.	Description of Records	Disposal Action
161.102.001	Final version of successful agency submissions made to the Chief Minister, Minister and government bodies for construction of sewerage networks and infrastructure.	Retain as Territory Archives
161.102.002	Working papers documenting the development of successful agency submissions made to the Chief Minister, Minister and government bodies for construction of sewerage networks and infrastructure.	•
161.102.003	Final version of unsuccessful agency submissions made to the Chief Minister, Minister and government bodies for construction of sewerage networks and infrastructure.	Destroy 7 years after action completed
161.102.004	Final version of internal submissions and submissions made to external agencies.	Destroy 7 years after action completed
161.102.005	Working papers documenting the development of unsuccessful agency submissions made to the Chief Minister, Minister and government bodies for construction of sewerage networks and infrastructure.	Destroy 3 years after action completed
161.102.006	Final version of submissions made to external agencies relating to non-sewerage networks and infrastructure. Includes drafts and comments received.	Destroy 3 years after action completed

The function of managing the operations of the region's sewerage network systems and ancillary assets.

Includes negotiating, establishing and maintaining non-domestic waste contracts with commercial and industrial discharger's, planned and reactive maintenance of reticulation networks, pump stations, trunk and outfall sewers etc and providing advice on applicable laws, industry practice, trends in trade waste control. Also includes connecting and disconnecting sewerage mains, complying with legislative and industry requirements, managing the performance of service providers, and preparing plans.

Tendering 104

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. [TARDiS]

Entry No.	Description of Records	Disposal Action
161.104.001	Records documenting the development and issue of tender documentation. Includes: - statement of requirements - requests for proposals - expression of interest - request for tender - draft contract	Destroy 7 years after tender process completed
161.104.002	Assessment of tenders received against selection criteria. Includes: - arrangements for carrying out the assessment process - assessment report - recommendations - final reports - public notices	Destroy 7 years after tender process completed
161.104.003	Records documenting post offer negotiations and due diligence checks.	Destroy 7 years after tender process completed
161.104.004	Records of unsuccessful tenders or a tender process where there has been no suitable bidder or where the tender process has been discontinued. Includes: - submissions - notification of outcome - reports of debriefing sessions	Destroy 2 years after tender process completed or decision made not to continue with the tender

Records Disposal Schedule - Sewerage Management RDS July 2007

Entry No. 161.104.005	Description of Records Tender register	Disposal Action Destroy 7 years after last entry
161.104.006	Signed simple contracts and agreements resulting from tenders and supporting records.	Destroy 7 years after completion or other termination of agreement or contract
161.104.007	Contract register.	Destroy 7 years after last entry

Trade waste assessing 361

The processes involved in assessing applications for the discharge of trade waste into sewers. Includes industrial and commercial trade waste applications and approvals.

Entry No.	Description of Records	Disposal Action
161.361.001	Records of applications and approvals for	Retain as Territory
	industrial or commercial trade waste discharge	Archives
	into sewers.	

The function of managing the region's sewerage treatment plans to treat and reuse domestic and trade waste collected from the community and commercial entities. Includes physical, chemical and biological treatment activities, testing and maintaining plant infrastructure. Also includes implementing industry quality standards, conducting research, and arranging visits or tours to the treatment plants.

Acquisition 003

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

Entry No. 162.003.001

Description of Records

Acquisition of goods and services where there Destroy 7 years after is no tender or contracting-out process (i.e. where the cost of the acquisition is below the threshold for tendering or where a purchase is made against a period contract).

[For the acquisition of goods and services through a tender process, use Sewerage Treatment Management- Tendering

For the management of contracted out services, Use Sewerage Treatment Management - Contracting-out.]

Disposal Action

action completed

Advice 005

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

Entry No. 162.005.001

Description of Records

Records documenting the receipt and provision of advice on the management of sewerage treatment facilities. Includes:

- advice to other agencies
- minutes providing advice to the Minister
- ministerial statements

[See LEGAL SERVICES - Advice for legal advice on the management of sewerage treatment facilities.]

Disposal Action

Destroy 7 years after action completed

The function of managing the region's sewerage treatment plans to treat and reuse domestic and trade waste collected from the community and commercial entities. Includes physical, chemical and biological treatment activities, testing and maintaining plant infrastructure. Also includes implementing industry quality standards, conducting research, and arranging visits or tours to the treatment plants.

Agreements 006

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

Entry No.	Description of Records	Disposal Action
162.006.001	Final version of agreements. Includes: - deeds of agreements - funding agreements - service level contracts - alliance agreements - non-standard customer agreements	Destroy 7 years after expiry or other termination of agreement
162.006.002	Records documenting negotiations, establishment, maintenance and review of agreements.	Destroy 7 years after expiry or other termination of agreement

The function of managing the region's sewerage treatment plans to treat and reuse domestic and trade waste collected from the community and commercial entities. Includes physical, chemical and biological treatment activities, testing and maintaining plant infrastructure. Also includes implementing industry quality standards, conducting research, and arranging visits or tours to the treatment plants.

Committees 020

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. [TARDiS]

Entry No.	Description of Records	Disposal Action
162.020.001	Records of internal committees formed to consider specific matters. Includes documents: - Establishing the committee - Final versions of minutes - Reports - Supporting documents such as briefing papers and discussion papers.	Destroy 10 years after action completed
162.020.002	Records of external or inter-agency committees formed to consider sewerage network management matters where the agency is a member. Includes documents: - Establishing the committee - Terms of reference - Appointment of members - Minutes - Reports - Recommendations - Supporting documents such as briefing papers and discussion papers.	Destroy 5 years after action completed
162.020.003	Working papers documenting the conduct and administration of committees. Includes: - Agenda - Notices of meetings	Destroy 6 months after action completed

Draft minutes Room bookings

The function of managing the region's sewerage treatment plans to treat and reuse domestic and trade waste collected from the community and commercial entities. Includes physical, chemical and biological treatment activities, testing and maintaining plant infrastructure. Also includes implementing industry quality standards, conducting research, and arranging visits or tours to the treatment plants.

Compliance 021

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

Entry No. 162.021.001

Description of Records

Records documenting compliance with mandatory standards, specifications and statutory requirements relating to the management of sewerage treatment facilities.

[See Contracting-out for monitoring compliance with contractual arrangements].

Disposal Action

Destroy 7 years after action completed

The function of managing the region's sewerage treatment plans to treat and reuse domestic and trade waste collected from the community and commercial entities. Includes physical, chemical and biological treatment activities, testing and maintaining plant infrastructure. Also includes implementing industry quality standards, conducting research, and arranging visits or tours to the treatment plants.

Construction 024

The process of making or building something. [TARDiS]

Entry No. 162.024.001

Description of Records

Records relating to the construction of historical and significant sewerage works and structures including the determination of specifications and conditions, that are considered to be:

- of local, state or national significance, including registration by the National Trust of Australia; or
- which are considered unique, examples of design styles or have won design awards.

Works include:

- pipelines
- pumping stations
- sewerage systems
- drainage systems

Records include:

- feasibility studies
- environmental impact statements
- certified plans and maps, surveys
- specifications
- photographs
- engineer's drawings
- pipe layouts
- system design
- processing plans locations and design diagrams
- connection plans
- successful tenders
- engineers' drawings of fittings, valves, boosters, hydrants etc
- work as executed plans
- building plans
- master plans
- concept plans

Disposal Action

Retain as Territory Archives

Entry No. Description of Records

Disposal Action

- certificates
- records of conversation
- project management records
- development applications

[See Sewerage equipment and infrastructure design for design concepts etc.]

[See Contracting-out for copies of contractors permits, licences, certificates and accreditations]

[See Submissions for successful funding submissions]

162.024.002

Records relating to the construction of all other cases including determination of specifications and conditions. Includes:

- records of conversation
- specifications
- scope of works
- feasibility studies
- environmental impact statements
- proposals
- reports
- works as executed plans
- drawings building plans
- project management records
- development applications
- master plans
- concept plans
- certificates

[See Sewerage equipment and infrastructure design for design concepts etc.]

[See Contracting-out for copies of contractors permits, licences, certificates and accreditations]

[See Submissions for successful funding submissions]

162.024.003

Records documenting construction activities Destroy 7 years after not proceeded with.

Destroy 7 years after decision to suspend

Destroy 7 years after decision to suspend construction activities

Destroy 7 years after lifetime of the structure or 7 years after the system is replaced Entry No. 162.024.004 Description of Records

Working papers and drawings.

Disposal Action

Destroy 6 months after reference ceases

The function of managing the region's sewerage treatment plans to treat and reuse domestic and trade waste collected from the community and commercial entities. Includes physical, chemical and biological treatment activities, testing and maintaining plant infrastructure. Also includes implementing industry quality standards, conducting research, and arranging visits or tours to the treatment plants.

Contracting out 025

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. [TARDiS]

Entry No. 162.025.001

Description of Records

Records on the management of major contracts for the management of sewerage treatment facilities. Includes:

- minutes of meetings with main stakeholders
- performance and evaluation reports
- records of conversation
- photographs
- variations, amendments to contracts
- copies of permits, licences, tickets
- copies of certification and accreditations[See Tendering for Contract Register]

162.025.002

Records on the management of minor contracts for the management of sewerage treatment facilities. Includes:

- minutes of meetings with main stakeholders
- performance and evaluation reports
- records of conversations
- photographs
- variations, amendments to contracts
- copies of permits, licences, tickets
- copies of certification and accreditations

Disposal Action

Retain as Territory Archives

Destroy 7 years after completion or other termination of agreement or contract

The function of managing the region's sewerage treatment plans to treat and reuse domestic and trade waste collected from the community and commercial entities. Includes physical, chemical and biological treatment activities, testing and maintaining plant infrastructure. Also includes implementing industry quality standards, conducting research, and arranging visits or tours to the treatment plants.

Disposal 034

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

Entry No.
162.034.001

Description of Records

Records documenting the disposal of government-owned sewerage treatment facilities. Includes:

- assessments and investigations
- independent valuation certificates
- details of preparation undertaken before disposal ('making good').

Disposal Action

Destroy 7 years after disposal

Enquiries 040

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

Entry No.	Description of Records	Disposal Action
162.040.001	Records documenting the handling of public	Retain as Territory
	enquiries about the agency and its programs,	Archives
	products and services.	

The function of managing the region's sewerage treatment plans to treat and reuse domestic and trade waste collected from the community and commercial entities. Includes physical, chemical and biological treatment activities, testing and maintaining plant infrastructure. Also includes implementing industry quality standards, conducting research, and arranging visits or tours to the treatment plants.

Evaluation 042

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. [TARDiS]

Entry No.	Description of Records	Disposal Action
162.042.001	External and internal reports evaluating the function.	Retain as Territory Archives
162.042.002	Other records documenting the evaluation and ongoing monitoring.	Destroy 3 years after action completed
162.042.003	Other records documenting the evaluation and ongoing monitoring.	Destroy 6 months after action completed

The function of managing the region's sewerage treatment plans to treat and reuse domestic and trade waste collected from the community and commercial entities. Includes physical, chemical and biological treatment activities, testing and maintaining plant infrastructure. Also includes implementing industry quality standards, conducting research, and arranging visits or tours to the treatment plants.

Inspections 057

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

Entry No. 162.057.001	Description of Records Records documenting programmed structural inspections of sewerage treatment facilities. Includes: - notification of inspection - inspection reports - proposals	Disposal Action Destroy 15 years after action completed
	[See OCCUPATIONAL HEALTH & SAFETY (OH&S) - Inspections relating to occupational health and safety inspections.]	
162.057.002	Records documenting routine and reactive inspections of sewerage treatment facilities. Includes: - notification of inspection - inspection reports - proposals [See OCCUPATIONAL HEALTH &	Destroy 7 years after action completed
	SAFETY (OH&S) - Inspections relating to	

occupational health and safety inspections.]

The function of managing the region's sewerage treatment plans to treat and reuse domestic and trade waste collected from the community and commercial entities. Includes physical, chemical and biological treatment activities, testing and maintaining plant infrastructure. Also includes implementing industry quality standards, conducting research, and arranging visits or tours to the treatment plants.

Installation 058

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

Entry No.	Descri
162.058.001	Record
	config

Description of Records Records documenting installation and

configuration equipment and devices such as pumps, backflow prevention devices, valves,

anemometers, centrifuges etc.

Disposal Action

Destroy 7 years after action completed

Liaison 067

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. [TARDiS]

Entry No.
162.067.001

Description of Records

Records of participation in industry groups relevant to the management of sewerage treatment facilities. Includes collaboration on projects and exchange of information.

[See INFORMATION MANAGEMENT - Acquisition for subscriptions to publications of professional bodies where the subscriber does not have to be a member of an organisation.]

[See GOVERNMENT RELATIONS for liaison activities between governments.]

Disposal Action

Destroy 6 years after action completed

The function of managing the region's sewerage treatment plans to treat and reuse domestic and trade waste collected from the community and commercial entities. Includes physical, chemical and biological treatment activities, testing and maintaining plant infrastructure. Also includes implementing industry quality standards, conducting research, and arranging visits or tours to the treatment plants.

Maintenance 069

The activities associated with the upkeep, repair, servicing, modification and preservation of internal/external conditions of premises, equipment, vehicles etc. [TARDiS]

Entry No. 162.069.001

Description of Records

Records documenting planned maintenance activities including structural repairs and renovations made to sewerage treatment facilities. Includes:

- records of conversations
- scope of work
- drawings
- reports
- job work packs
- capital works approvals

[See Contracting-out for copies of contractors permits, licences, certificates and accreditations.]

162.069.002

Records documenting reactive maintenance activities including structural repairs and renovations made to sewerage treatment facilities. Includes:

- records of conversations
- scope of work
- drawings
- reports
- job work packs
- capital works approvals

[See Contracting-out for copies of contractors permits, licences, certificates and accreditations.]

Disposal Action

Destroy 15 years after action completed

Destroy 15 years after action completed

Entry No.
162.069.003

Description of Records

Disposal Action

Of routine upkeep, repair and maintenance activities of sewerage treatment facilities (e.g. action completed cleaning, painting, pest control etc.).

Destroy 7 years after

[See Contracting-out for copies of contractors permits, licences, certificates and accreditations.]

The function of managing the region's sewerage treatment plans to treat and reuse domestic and trade waste collected from the community and commercial entities. Includes physical, chemical and biological treatment activities, testing and maintaining plant infrastructure. Also includes implementing industry quality standards, conducting research, and arranging visits or tours to the treatment plants.

Meetings 072

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. [TARDiS]

Entry No.	Description of Records	Disposal Action
162.072.001	Final version of minutes and supporting documents tabled at meetings held in support of the sewerage treatment management function.	Destroy 7 years after action completed
162.072.002	Working papers documenting the conduct and administration of all meetings. Includes agenda, notices of meetings and draft minutes.	after minutes

The function of managing the region's sewerage treatment plans to treat and reuse domestic and trade waste collected from the community and commercial entities. Includes physical, chemical and biological treatment activities, testing and maintaining plant infrastructure. Also includes implementing industry quality standards, conducting research, and arranging visits or tours to the treatment plants.

Planning 079

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

Entry No. 162.079.001	Description of Records Final version of plans to support the management of sewerage treatment facilities. Includes: - counter disaster plans - annual maintenance plans - acquisition and disposal plans	Disposal Action Retain as Territory Archives
162.079.002	Working papers used in developing all sewerage treatment facilities plans. Includes: - draft plans - reports analysing issues - comments from stakeholders	Destroy 6 months after reference ceases

The function of managing the region's sewerage treatment plans to treat and reuse domestic and trade waste collected from the community and commercial entities. Includes physical, chemical and biological treatment activities, testing and maintaining plant infrastructure. Also includes implementing industry quality standards, conducting research, and arranging visits or tours to the treatment plants.

Policy 080

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. [TARDiS]

Entry No.	Description of Records	Disposal Action
162.080.001	Records relating to policy on design and construction of sewerage treatment facilities. Includes: - policy proposals - research papers - results of consultations - supporting reports - major drafts - final policy statements	Retain as Territory Archives
162.080.002	Records documenting comments made on the development of government-wide treatment facilities policies.	Destroy 2 years after promulgation of new policy
162.080.003	Working papers documenting the development of policies.	Destroy 2 years after promulgation of new policy

Procedures 082

Standard methods of operating laid down by the agency according to formulated policy. [TARDiS]

Entry No.	Description of Records	Disposal Action
162.082.001	Master set of agency manuals, handbooks, directives etc detailing procedures. Includes emergency procedures.	Retain as Territory Archives
162.082.002	Records documenting the development of agency procedures supporting the sewerage network management functions.	Destroy 1 year after production of procedures

The function of managing the region's sewerage treatment plans to treat and reuse domestic and trade waste collected from the community and commercial entities. Includes physical, chemical and biological treatment activities, testing and maintaining plant infrastructure. Also includes implementing industry quality standards, conducting research, and arranging visits or tours to the treatment plants.

Program development 253

The activities associated with developing programs to meet individual, group and community needs. Includes updating or making amendments to existing programs.

Entry No.	Description of Records	Disposal Action
162.253.001	Records documenting the development of programs for the management of sewerage	Destroy 6 years after action completed
	treatment facilities.	uction completed

The function of managing the region's sewerage treatment plans to treat and reuse domestic and trade waste collected from the community and commercial entities. Includes physical, chemical and biological treatment activities, testing and maintaining plant infrastructure. Also includes implementing industry quality standards, conducting research, and arranging visits or tours to the treatment plants.

Reporting 088

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. [TARDiS]

Entry No.	Description of Records	Disposal Action
162.088.001	Final version of internal formal reports and reports made to external agencies. Includes: - technical reports - interim study findings - preliminary design reports - final reports - pilot studies - engineering reports	Retain as Territory Archives
162.088.002	Final versions of internal formal reports and reports made to external agencies. Includes: - technical reports - interim study findings - preliminary design reports - final reports - pilot studies - engineering reports	Destroy 5 years after action completed
162.088.003	Final version of periodic internal reports on general administrative matters used to monitor and document recurring activities to support the sewerage treatment function. Includes statistical reports.	Destroy 3 years after action completed
162.088.004	Working papers documenting the development of all reports. Includes drafts, comments received, raw statistical data.	Destroy 6 months after reference ceases

The function of managing the region's sewerage treatment plans to treat and reuse domestic and trade waste collected from the community and commercial entities. Includes physical, chemical and biological treatment activities, testing and maintaining plant infrastructure. Also includes implementing industry quality standards, conducting research, and arranging visits or tours to the treatment plants.

Research 091

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. [TARDiS]

Entry No.	Description of Records	Disposal Action
162.091.001	Records documenting detailed research.	Retain as Territory Archives after
162.091.002	Records documenting routine research.	Destroy 6 months after reference ceases

Reviewing 093

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

Entry No.	Description of Records	Disposal Action
162.093.001	Records documenting review of agency processes, products and programs.	Destroy 10 years after action completed
162.093.002	Working papers developed in support of reviews of agency processes, products and programs.	Destroy 3 years after action completed

The function of managing the region's sewerage treatment plans to treat and reuse domestic and trade waste collected from the community and commercial entities. Includes physical, chemical and biological treatment activities, testing and maintaining plant infrastructure. Also includes implementing industry quality standards, conducting research, and arranging visits or tours to the treatment plants.

Security 097

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

Entry No. 162.097.001

Description of Records

Disposal Action

Records documenting major security Retain as Territory breaches or incidents (e.g. which result in the laying of charges, or where sabotage is strongly suspected). Includes:

- break-ins
- unauthorised access or entry/trespass
- intrusions into restricted areas
- terrorism
- intentional damage
- bomb threats
- fires
- records of investigations
- liaison with law-enforcement agencies

[See PERSONNEL - Security for disciplinary action resulting from a breach involving ACTPS employees.

See INFORMATION MANAGEMENT - Security for breaches involving equipment.

See TECHNOLOGY & TELECOMMUNICATIONS - Security for breaches involving technology.]



Records documenting minor security breaches or incidents (e.g. which do not result in the laying of charges, or where sabotage is not suspected).

Destroy 5 years after incident

[See PERSONNEL - Security for disciplinary action resulting from a breach involving ACTPS employees.

Entry No.	Description of Records See INFORMATION MANAGEMENT - Security for breaches involving equipment. See TECHNOLOGY & TELECOMMUNICATIONS - Security for breaches involving technology.]	Disposal Action
162.097.003	Records documenting property access controls to secure areas. Includes: - access registers (e.g. visitor books) - keys register - security of data logs - issue of security passes to visitors - reports on responses to alarm warnings [See PERSONNEL - Security for the issues of passes and identity cards to staff.]	action completed
162.097.004	Records documenting property guarding, surveillance and patrol operations. Includes rosters and security reports.	Destroy 6 months after action completed
162.097.005	Records of combinations of building locks.	Destroy 6 months after combination changes
162.097.006	Surveillance camera tapes.	Destroy 6 months after reference ceases

The function of managing the region's sewerage treatment plans to treat and reuse domestic and trade waste collected from the community and commercial entities. Includes physical, chemical and biological treatment activities, testing and maintaining plant infrastructure. Also includes implementing industry quality standards, conducting research, and arranging visits or tours to the treatment plants.

Sewerage infrastructure design 337

The activities associated with designing sewerage infrastructure.

Entry No. 162.337.001

Description of Records

Disposal ActionRetain as Territory

Records relating to the design of historical Retain as and significant sewerage works and structure Archives including the determination of specifications and conditions, that are considered to be:

- of local, state or national significance, including registration by the National Trust of Australia; or
- considered unique, examples of design styles or have won design awards.

Works include:

- pipelines
- pumping stations
- sewerage systems
- drainage systems

Records include:

- feasibility studies
- environmental impact statements
- certified plans and maps, surveys
- specifications
- photographs
- engineer's drawings
- pipe layouts
- system design
- processing plans locations and design diagrams
- connection plans
- successful tenders
- certified plans and maps, surveys
- engineers' drawings of fittings, valves,

boosters, hydrants etc

- works as executed plans
- building plans
- master plans
- concepts plans

Entry No. Description of Records

- certificates
- records of conversation
- project management records
- development applications

[See Construction for building from the design.]

[See Contracting-out for copies of contractors permits, licences, certificates and accreditations]

[See Submissions for successful funding submissions]

162.337.002

Records relating to the design of all other cases including determination of specifications and conditions. Includes:

- records of conversation
- specifications
- scope of works
- feasibility studies
- environmental impact statements
- proposals
- reports
- works as executed plans
- drawings
- building plans
- project management records
- development applications
- master plans
- concept plans
- certificates

[See Construction for building from the design.]

[See Contracting-out for copies of contractors permits, licences, certificates and accreditations.]

[See Submissions for successful funding submissions.]

162.337.003

Records documenting design activities not proceeded with.

Disposal Action

Destroy 7 years after lifetime of the structure or 7 years after the system is replaced

Destroy 7 years after decision to suspend construction activities

Records Disposal Schedule – Sewerage Management RDS July 2007

Entry No. 162.337.004

Description of RecordsWorking papers and drawings.

Disposal ActionDestroy 6 months after reference ceases

The function of managing the region's sewerage treatment plans to treat and reuse domestic and trade waste collected from the community and commercial entities. Includes physical, chemical and biological treatment activities, testing and maintaining plant infrastructure. Also includes implementing industry quality standards, conducting research, and arranging visits or tours to the treatment plants.

Sewerage treatment 359

The activities involved in applying biological and chemical substances etc. to treat raw water and effluent before it enters distribution network systems. Includes monitoring of water filtration, chlorination and fluoridation.

Entry No. 162.359.001

Description of Records

Records documenting the administration of substances to raw water and effluent. Includes after action treatment analysis data.

Destroy 10 years completed

Disposal Action

[See OCCUPATIONAL HEALTH & SAFETY - Compliance for hazardous registers.

See OCCUPATIONAL HEALTH & SAFETY

- Risk Management for monitoring and risk assessment.

See SEWERAGE TREATMENT MANAGEMENT - Maintenance for the removal of hazardous substances.

See OCCUPATIONAL HEALTH & SAFETY

- health Promotion for material safety data sheets.]

The function of managing the region's sewerage treatment plans to treat and reuse domestic and trade waste collected from the community and commercial entities. Includes physical, chemical and biological treatment activities, testing and maintaining plant infrastructure. Also includes implementing industry quality standards, conducting research, and arranging visits or tours to the treatment plants.

Standards 100

The process of implementing industry or agency specific benchmarks for services and processes to enhance the quality and efficiency of the agency. [TARDiS]

Entry No.	Description of Records	Disposal Action
162.100.001	Records documenting the implementation of	Destroy 7 years after
	industry and agency standards to support the	standard is
	management of sewerage treatment facilities.	implemented

The function of managing the region's sewerage treatment plans to treat and reuse domestic and trade waste collected from the community and commercial entities. Includes physical, chemical and biological treatment activities, testing and maintaining plant infrastructure. Also includes implementing industry quality standards, conducting research, and arranging visits or tours to the treatment plants.

Submissions 102

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

Entry No.	Description of Records	Disposal Action
162.102.001	Final version of successful agency submissions made to the Chief Minister, Minister and government bodies for construction of sewerage treatment facilities.	Retain as Territory Archives
162.102.002	Working papers documenting the development of successful agency submissions made to the Chief Minister, Minister and government bodies for construction of sewerage treatment facilities.	
162.102.003	Final version of unsuccessful agency submissions made to the Chief Minister, Minister and government bodies for construction of sewerage treatment facilities.	Destroy 7 years after action completed
162.102.004	Final version of internal submissions and submissions made to external agencies.	Destroy 7 years after action completed
162.102.005	Working papers documenting the development of unsuccessful agency submissions made to the Chief Minister, Minister and government bodies for construction of sewerage treatment facilities.	Destroy 3 years after action completed
162.102.006	Final version of submissions made to external agencies relating to non-sewerage treatment facilities. Includes drafts and comments received.	Destroy 3 years after action completed

The function of managing the region's sewerage treatment plans to treat and reuse domestic and trade waste collected from the community and commercial entities. Includes physical, chemical and biological treatment activities, testing and maintaining plant infrastructure. Also includes implementing industry quality standards, conducting research, and arranging visits or tours to the treatment plants.

Tendering 104

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. [TARDiS]

Entry No. 162.104.001	Description of Records Records documenting the development and issue of tender documentation. Includes: - statement of requirements - requests for proposals - expression of interest - request for tender - draft contract	Disposal Action Destroy 7 years after tender process completed
162.104.002	Assessment of tenders received against selection criteria. Includes: - arrangements for carrying out the assessment process - assessment report - recommendations - final reports - public notices	Destroy 7 years after tender process completed
162.104.003	Records documenting post offer negotiations and due diligence checks.	Destroy 7 years after tender process completed
162.104.004	Records of unsuccessful tenders or a tender process where there has been no suitable bidder or where the tender process has been discontinued. Includes: - submissions - notification of outcome - reports of debriefing sessions	Destroy 2 years after tender process completed or decision made not to continue with the tender
162.104.005	Tender register	Destroy 7 years after last entry

Records Disposal Schedule – Sewerage Management RDS July 2007

Entry No.	Description of Records	Disposal Action
162.104.006	Signed simple contracts and agreements resulting from tenders and supporting records.	Destroy 7 years after completion or other termination of agreement or contract
162.104.007	Contract register.	Destroy 7 years after last entry

The function of managing the region's sewerage treatment plans to treat and reuse domestic and trade waste collected from the community and commercial entities. Includes physical, chemical and biological treatment activities, testing and maintaining plant infrastructure. Also includes implementing industry quality standards, conducting research, and arranging visits or tours to the treatment plants.

Treated water sampling 358

The activities associated with collecting samples of treated water and effluent for monitoring to ensure that it meets health standards. Includes sample analysis data.

Entry No.	Description of Records	Disposal Action
162.358.001	Records relating to the administration of water	Destroy 5 years after
	and effluent sampling and analysis. Includes	action completed
	sample analysis data.	

Visits 109

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

Entry No.	Description of Records	Disposal Action
162.109.001	Records documenting arrangement for visits made to the sewerage treatment facilities by important community representatives.	Destroy 5 years after action completed
162.109.002	Public visitor books.	Destroy 5 years after last entry
	[See GOVERNMENT RELATIONS - Visits for visitor books signed by Royalty or Heads of State.]	aust emity
162.109.003	Records documenting arrangements for visits of tours to sewerage treatment facilities by the general public.	• •
162.109.004	Records documenting visits by staff to community organisations to promote the sewerage treatment facilities. Includes visit reports.	Destroy 2 years after action completed

Records Disposal Schedule – Sewerage Management RDS July 2007
Classes for retention as Territory Archives

RETAIN AS TERRITORY ARCHIVES

SEWERAGE NETWORK MANAGEMENT 161

The function of managing the operations of the region's sewerage network systems and ancillary assets.

Includes negotiating, establishing and maintaining non-domestic waste contracts with commercial and industrial discharger's, planned and reactive maintenance of reticulation networks, pump stations, trunk and outfall sewers etc and providing advice on applicable laws, industry practice, trends in trade waste control. Also includes connecting and disconnecting sewerage mains, complying with legislative and industry requirements, managing the performance of service providers, and preparing plans.

Advice 005

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

Entry No.	Description of Records	Disposal Action
161.005.001	Receipt of advice that resulted in major	Retain as Territory
	changes to the organisation or management.	Archives
	Includes advice provided by consultants.	

SEWERAGE NETWORK MANAGEMENT 161

The function of managing the operations of the region's sewerage network systems and ancillary assets.

Includes negotiating, establishing and maintaining non-domestic waste contracts with commercial and industrial discharger's, planned and reactive maintenance of reticulation networks, pump stations, trunk and outfall sewers etc and providing advice on applicable laws, industry practice, trends in trade waste control. Also includes connecting and disconnecting sewerage mains, complying with legislative and industry requirements, managing the performance of service providers, and preparing plans.

Construction 024

The process of making or building something. [TARDiS]

Entry No. 161.024.001

Description of Records

Records relating to the construction of historical and significant sewerage works and Archives structures including the determination of specifications and conditions, that are considered to be:

Disposal Action

Retain as Territory

- of local, state or national significance, including registration by the National Trust of Australia; or
- which are considered unique, examples of design styles or have won design awards.

Works include:

- pipelines
- pumping stations
- sewerage systems
- drainage systems

Records include:

- feasibility studies
- environmental impact statements
- certified plans and maps, surveys
- specifications
- photographs
- engineer's drawings
- pipe layouts
- system design
- processing plans locations and design diagrams
- connection plans

Records Disposal Schedule – Sewerage Management RDS July 2007

Classes for retention as Territory Archives

Entry No. Description of Records

Disposal Action

- successful tenders
- engineers' drawings of fittings, valves, boosters, hydrants etc
- work as executed plans
- building plans
- master plans
- concept plans
- certificates
- records of conversation
- project management records
- development applications

[See Sewerage equipment and infrastructure design for design concepts etc.]

[See Contracting-out for copies of contractors permits, licences, certificates and accreditations]

[See Submissions for successful funding submissions]

SEWERAGE NETWORK MANAGEMENT 161

The function of managing the operations of the region's sewerage network systems and ancillary assets.

Includes negotiating, establishing and maintaining non-domestic waste contracts with commercial and industrial discharger's, planned and reactive maintenance of reticulation networks, pump stations, trunk and outfall sewers etc and providing advice on applicable laws, industry practice, trends in trade waste control. Also includes connecting and disconnecting sewerage mains, complying with legislative and industry requirements, managing the performance of service providers, and preparing plans.

Contracting out 025

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. [TARDiS]

Entry No.
161.025.001

Description of Records

Records on the management of major contracts for the management of sewerage network systems and ancillary assets. Includes:

- minutes of meetings with main stakeholders
- performance and evaluation reports
- records of conversation
- photographs
- variations, amendments to contracts
- copies of permits, licences, tickets
- copies of certification and accreditations [See Tendering for Contract Register]

Disposal Action

Retain as Territory Archives

Evaluation 042

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. [TARDiS]

Entry No.
161.042.001

Description of Records

External and internal reports evaluating the sewerage network systems and ancillary assets.

Disposal Action

SEWERAGE NETWORK MANAGEMENT 161

The function of managing the operations of the region's sewerage network systems and ancillary assets.

Includes negotiating, establishing and maintaining non-domestic waste contracts with commercial and industrial discharger's, planned and reactive maintenance of reticulation networks, pump stations, trunk and outfall sewers etc and providing advice on applicable laws, industry practice, trends in trade waste control. Also includes connecting and disconnecting sewerage mains, complying with legislative and industry requirements, managing the performance of service providers, and preparing plans.

Planning 079

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

Entry No.
161.079.001

Description of Records

Final version of plans to support the management of sewerage networks and infrastructure. Includes:

- counter disaster plans
- annual maintenance plans
- acquisition and disposal plans

Disposal Action

Retain as Territory Archives

Policy 080

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. [TARDiS]

Entry No. 161.080.001

Description of Records

Records relating to policy on design and construction of sewerage network systems. Includes:

- policy proposals
- research papers
- results of consultations
- supporting reports
- major drafts
- final policy statements

Disposal Action

SEWERAGE NETWORK MANAGEMENT 161

The function of managing the operations of the region's sewerage network systems and ancillary assets.

Includes negotiating, establishing and maintaining non-domestic waste contracts with commercial and industrial discharger's, planned and reactive maintenance of reticulation networks, pump stations, trunk and outfall sewers etc and providing advice on applicable laws, industry practice, trends in trade waste control. Also includes connecting and disconnecting sewerage mains, complying with legislative and industry requirements, managing the performance of service providers, and preparing plans.

Procedures 082

Standard methods of operating laid down by the agency according to formulated policy. [TARDiS]

Entry No.	Description of Records	Disposal Action
161.082.001	Master set of agency manuals, handbooks,	Retain as Territory
	directives etc detailing procedures. Includes	Archives
	emergency procedures.	

Reporting 088

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. [TARDiS]

Entry No.
161.088.001

Description of Records

Final version of internal formal reports and reports made to external agencies. Includes:

- technical reports
- interim study findings
- preliminary design reports
- final reports
- pilot studies
- engineering reports

Disposal Action

SEWERAGE NETWORK MANAGEMENT 161

The function of managing the operations of the region's sewerage network systems and ancillary assets.

Includes negotiating, establishing and maintaining non-domestic waste contracts with commercial and industrial discharger's, planned and reactive maintenance of reticulation networks, pump stations, trunk and outfall sewers etc and providing advice on applicable laws, industry practice, trends in trade waste control. Also includes connecting and disconnecting sewerage mains, complying with legislative and industry requirements, managing the performance of service providers, and preparing plans.

Research 091

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. [TARDiS]

Entry No.	Description of Records	Disposal Action
161.091.001	Records documenting detailed research.	Retain as Territory Archives after action completed

SEWERAGE NETWORK MANAGEMENT 161

The function of managing the operations of the region's sewerage network systems and ancillary assets.

Includes negotiating, establishing and maintaining non-domestic waste contracts with commercial and industrial discharger's, planned and reactive maintenance of reticulation networks, pump stations, trunk and outfall sewers etc and providing advice on applicable laws, industry practice, trends in trade waste control. Also includes connecting and disconnecting sewerage mains, complying with legislative and industry requirements, managing the performance of service providers, and preparing plans.

Sewerage infrastructure design 337

The activities associated with designing sewerage infrastructure.

Entry No. 161.337.001

Description of Records

Disposal Action

Archives

Records relating to the design of historical and Retain as Territory significant sewerage works and structure including the determination of specifications and conditions, that are considered to be:

- of local, state or national significance, including registration by the National Trust of Australia: or
- considered unique, examples of design styles or have won design awards.

Works include:

- pipelines
- pumping stations
- sewerage systems
- drainage systems

Records include:

- feasibility studies
- environmental impact statements
- certified plans and maps, surveys
- specifications
- photographs
- engineer's drawings
- pipe layouts
- system design
- processing plans locations and design diagrams
- connection plans
- successful tenders
- certified plans and maps, surveys

Entry No. Description of Records

Disposal Action

- engineers' drawings of fittings, valves, boosters, hydrants etc
- works as executed plans
- building plans
- master plans
- concepts plans
- certificates
- records of conversation
- project management records
- development applications

[See Construction for building from the design.]

[See Contracting-out for copies of contractors permits, licences, certificates and accreditations]

[See Submissions for successful funding submissions]

SEWERAGE NETWORK MANAGEMENT 161

The function of managing the operations of the region's sewerage network systems and ancillary assets.

Includes negotiating, establishing and maintaining non-domestic waste contracts with commercial and industrial discharger's, planned and reactive maintenance of reticulation networks, pump stations, trunk and outfall sewers etc and providing advice on applicable laws, industry practice, trends in trade waste control. Also includes connecting and disconnecting sewerage mains, complying with legislative and industry requirements, managing the performance of service providers, and preparing plans.

Submissions 102

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

Entry No.
161.102.001

Description of Records

Final version of successful agency submissions made to the Chief Minister, Minister and government bodies for construction of sewerage networks and infrastructure.

Disposal Action

Retain as Territory Archives

Trade waste assessing 361

The processes involved in assessing applications for the discharge of trade waste into sewers. Includes industrial and commercial trade waste applications and approvals.

The processes involved in assessing applications for the discharge of trade waste into sewers. Includes industrial and commercial trade waste applications and approvals.

Entry No.
161.361.001

Description of Records

Records of applications and approvals for Retain as industrial or commercial trade waste discharge Archives into sewers.

Disposal Action

Retain as Territory

SEWERAGE TREATMENT MANAGEMENT 162

The function of managing the region's sewerage treatment plans to treat and reuse domestic and trade waste collected from the community and commercial entities. Includes physical, chemical and biological treatment activities, testing and maintaining plant infrastructure. Also includes implementing industry quality standards, conducting research, and arranging visits or tours to the treatment plants.

Construction 024

The process of making or building something. [TARDiS]

Entry No. 162.024.001

Description of Records

Records relating to the construction of historical and significant sewerage works and structures including the determination of specifications and conditions, that are considered to be:

- of local, state or national significance, including registration by the National Trust of Australia; or
- which are considered unique, examples of design styles or have won design awards.

Works include:

- pipelines
- pumping stations
- sewerage systems
- drainage systems

Records include:

- feasibility studies
- environmental impact statements
- certified plans and maps, surveys
- specifications
- photographs
- engineer's drawings
- pipe layouts
- system design
- processing plans locations and design diagrams
- connection plans
- successful tenders
- engineers' drawings of fittings, valves,
- boosters, hydrants etc
 work as executed plans
- building plans

Disposal Action

Records Disposal Schedule - Sewerage Management RDS July 2007

Classes for retention as Territory Archives

Entry No. Description of Records

Disposal Action

- master plans
- concept plans
- certificates
- records of conversation
- project management records
- development applications

[See Sewerage equipment and infrastructure design for design concepts etc.]

[See Contracting-out for copies of contractors permits, licences, certificates and accreditations]

[See Submissions for successful funding submissions]

SEWERAGE TREATMENT MANAGEMENT 162

The function of managing the region's sewerage treatment plans to treat and reuse domestic and trade waste collected from the community and commercial entities. Includes physical, chemical and biological treatment activities, testing and maintaining plant infrastructure. Also includes implementing industry quality standards, conducting research, and arranging visits or tours to the treatment plants.

Contracting out 025

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. [TARDiS]

Entry No.
162.025.001

Description of Records

Records on the management of major contracts for the management of sewerage treatment facilities. Includes:

- Minutes of meetings with main stakeholders
- Performance and evaluation reports
- Records of conversation
- Photographs
- Variations, amendments to contracts
- Copies of permits, licences, tickets
- Copies of certification and accreditations [See Tendering for Contract Register]

Disposal Action

Retain as Territory Archives

Enquiries 040

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

Entry No.
162.040.001

Description of Records

Records documenting the handling of public enquiries about the agency and its programs, products and services.

Disposal Action

SEWERAGE TREATMENT MANAGEMENT 162

The function of managing the region's sewerage treatment plans to treat and reuse domestic and trade waste collected from the community and commercial entities. Includes physical, chemical and biological treatment activities, testing and maintaining plant infrastructure. Also includes implementing industry quality standards, conducting research, and arranging visits or tours to the treatment plants.

Evaluation 042

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. [TARDiS]

Entry No.	Description of Records	Disposal Action
162.042.001	External and internal reports evaluating the	Retain as Territory
	function.	Archives

Planning 079

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

Entry No.	Description of Records	Disposal Action
162.079.001	Final version of plans to support the	Retain as Territory
	management of sewerage treatment facilities.	Archives
	Includes:	
	- counter disaster plans	
	- annual maintenance plans	

- acquisition and disposal plans

SEWERAGE TREATMENT MANAGEMENT 162

The function of managing the region's sewerage treatment plans to treat and reuse domestic and trade waste collected from the community and commercial entities. Includes physical, chemical and biological treatment activities, testing and maintaining plant infrastructure. Also includes implementing industry quality standards, conducting research, and arranging visits or tours to the treatment plants.

Policy 080

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. [TARDiS]

Entry No.
162.080.001

Description of Records

Records relating to policy on design and construction of sewerage treatment facilities. Includes:

- Policy proposals
- Research papers
- Results of consultations
- Supporting reports
- Major drafts
- final policy statements

Disposal Action

Retain as Territory Archives

Procedures 082

Standard methods of operating laid down by the agency according to formulated policy. [TARDiS]

Entry No.
162.082.001

Description of Records

Master set of agency manuals, handbooks, directives etc detailing procedures. Includes emergency procedures.

Disposal Action

SEWERAGE TREATMENT MANAGEMENT 162

The function of managing the region's sewerage treatment plans to treat and reuse domestic and trade waste collected from the community and commercial entities. Includes physical, chemical and biological treatment activities, testing and maintaining plant infrastructure. Also includes implementing industry quality standards, conducting research, and arranging visits or tours to the treatment plants.

Reporting 088

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. [TARDiS]

Entry No. 162.088.001

Description of Records

Final version of internal formal reports and reports made to external agencies. Includes:

- technical reports
- interim study findings
- preliminary design reports
- final reports
- pilot studies
- engineering reports

Disposal Action

Retain as Territory Archives

Research 091

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. [TARDiS]

Entry No. Description of Records Disposal Action

162.091.001 Records documenting detailed research. Retain as Territory
Archives after

SEWERAGE TREATMENT MANAGEMENT 162

The function of managing the region's sewerage treatment plans to treat and reuse domestic and trade waste collected from the community and commercial entities. Includes physical, chemical and biological treatment activities, testing and maintaining plant infrastructure. Also includes implementing industry quality standards, conducting research, and arranging visits or tours to the treatment plants.

Security 097

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

Entry No. 162.097.001

Description of Records

Disposal Action

Records documenting major security breaches Retain as Territory or incidents (e.g. which result in the laying of charges, or where sabotage is strongly suspected). Includes:

- break-ins
- unauthorised access or entry/trespass
- intrusions into restricted areas
- terrorism
- intentional damage
- bomb threats
- fires
- records of investigations
- liaison with law-enforcement agencies

[See PERSONNEL - Security for disciplinary action resulting from a breach involving ACTPS employees.

See INFORMATION MANAGEMENT - Security for breaches involving equipment.

See TECHNOLOGY & TELECOMMUNICATIONS - Security for breaches involving technology.]

SEWERAGE TREATMENT MANAGEMENT 162

The function of managing the region's sewerage treatment plans to treat and reuse domestic and trade waste collected from the community and commercial entities. Includes physical, chemical and biological treatment activities, testing and maintaining plant infrastructure. Also includes implementing industry quality standards, conducting research, and arranging visits or tours to the treatment plants.

Sewerage infrastructure design 337

The activities associated with designing sewerage infrastructure.

Entry No. 162.337.001

Description of Records

Disposal Action Archives

Records relating to the design of historical and Retain as Territory significant sewerage works and structure including the determination of specifications and conditions, that are considered to be:

- of local, state or national significance, including registration by the National Trust of Australia; or
- considered unique, examples of design styles or have won design awards.

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- pumping stations
- sewerage systems
- drainage systems

Records include:

- feasibility studies
- environmental impact statements
- certified plans and maps, surveys
- specifications
- photographs
- engineer's drawings
- pipe layouts
- system design
- processing plans locations and design diagrams
- connection plans
- successful tenders
- certified plans and maps, surveys
- engineers' drawings of fittings, valves,

boosters, hydrants etc

- works as executed plans
- building plans
- master plans

Records Disposal Schedule - Sewerage Management RDS July 2007

Classes for retention as Territory Archives

Entry No. Description of Records

Disposal Action

- concepts plans
- certificates
- records of conversation
- project management records
- development applications

[See Construction for building from the design.]

[See Contracting-out for copies of contractors permits, licences, certificates and accreditations]

[See Submissions for successful funding submissions]

SEWERAGE TREATMENT MANAGEMENT 162

The function of managing the region's sewerage treatment plans to treat and reuse domestic and trade waste collected from the community and commercial entities. Includes physical, chemical and biological treatment activities, testing and maintaining plant infrastructure. Also includes implementing industry quality standards, conducting research, and arranging visits or tours to the treatment plants.

Submissions 102

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

Entry No.	Description of Records	Disposal Action
162.102.001	Final version of successful agency	Retain as Territory
	submissions made to the Chief Minister,	Archives
	Minister and government bodies for	
	construction of sewerage treatment facilities.	