Australian Capital Territory

Territory Records (Records Disposal Schedule – Territory Administrative Records Disposal Schedules – Financial Management Records) Approval 2009 (No 1)

Notifiable instrument NI2009—439

made under the

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

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1. **Name of Instrument**

This instrument is the Territory Records (Records Disposal Schedule – Territory Administrative Records Disposal Schedules – Financial Management Records) Approval 2009 (No 1)

2. **Approval**

I approve the Records Disposal Schedule – Territory Administrative Records Disposal Schedules - Financial Management Records.

3. **Commencement**

This instrument commences on the day after notification.

4. **Revocation**

I revoke Notifiable Instrument NI2003-262 notified 3 July 2003.

David Wardle
Director of Territory Records
8 September 2009

TARDiS

Territory Administrative Records Disposal Schedules

Financial Management Records

Disposal schedules for records of common administrative functions linked to the Territory Version of Keyword AAA.

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Background

The Territory Administrative Records Disposal Schedules (TARDiS) authorise the disposal of records, in whatever format, relating to common administrative functions carried out by most Territory agencies. The Schedules are issued in accordance with Section 19 of the *Territory Records Act 2002*. The Schedules have been developed using the methodologies of the Australian Standard AS IS0 15489, *Records Management,* and their functional structure is based on the business classification scheme *Keyword AAA: A Thesaurus of General Terms* produced by the State Records Authority of NSW. In 2001 the Territory Records Office purchased a whole-of-government licence for the Thesaurus for free distribution to all Territory agencies. The relationship between the Thesaurus and the Schedules is explained in this introduction.

In compliance with the requirements of the *Territory Records Act 2002*, the TARDiS was reviewed in 2008/2009 and modified to reflect the results of the review and to support the whole-of-government paradigm. Modifications were made to the business classification scheme, to better suit the Territory environment, by adding or removing functions and/or activities and varying scope notes of some activities and functions. The updated business classification scheme is presented at the end of this introduction.

Best Practice in Territory Recordkeeping

The Australian Standard on Records Management AS ISO 15489 has been adopted as the model for best practice recordkeeping. It promotes consistent management of records and sets out strategies, procedures and practices to ensure that records which provide evidence of business, legal and fiscal activities are captured and managed in an efficient and accountable manner. The Territory Records Office has produced guidelines and standards based on AS ISO 15489 to assist agencies to implement these recordkeeping strategies. While AS ISO 15489 provides a strategic direction in Territory recordkeeping, the *Territory Records Act 2002,* and other key pieces of legislation, provides a legal framework for consistent and accountable recordkeeping practices.

Territory records and the law

The *Territory Records Act 2002* applies to all records owned by the Territory. Territory records are defined in Section 9 of the *Territory Records Act 2002* as being:

> 'a record, in written, electronic or any other form, under the control of the 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 are created and kept as evidence of agencies functions, activities and transactions and can be stored and managed in any format (e.g. paper, video, photograph, microfilm, on computer). Under Section 23 (1) of the *Territory Records Act 2002* it is illegal to abandon or dispose of a record, transfer, damage a record or neglect a record in a way that causes, or is likely to cause, damage to a Territory

record. However, an agency does not contravene this section by doing:

- anything in accordance with the agency's normal administrative practice;
- anything authorised or required to be done under this Act, or a provision of another Act, or a subordinate law, prescribed under the regulations;
- anything with the written approval of the Director of Territory Records or in accordance with a practice or procedure approved by the Director;
- anything in accordance with a resolution of the Legislative Assembly; or
- anything in accordance with an order or decision of a court or tribunal

The *Territory Records Act 2002* also grants a right of free public access to records which survive for more than 20 years. Some records may not be open for public access if they contain material that is still sensitive. As well as the *Territory Records Act 2002*, other general legislation which also applies to keeping and using Territory records such as the *Freedom of Information Act 1989*. The access section of the *Territory Records Act 2002* came into affect on 1 July 2008.

The *Freedom of Information Act 1989* provides a right of public access to, and correction of, Territory records. The *Freedom of Information Act 1989* sets out procedures and principles controlling the granting of this access. It states when and how records may be made available, corrected, updated or annotated. If a request for access under the *Freedom of Information Act 1989* has been lodged, all files relevant to the request must be identified and preserved until action on the request, and on any subsequent reviews, is completed.

Purpose and Scope of the Territory Administrative Records Disposal Schedules

Purpose

These Records Disposal Schedules allow the disposal of Territory records as required by Section 19 of the *Territory Records Act 2002* and are issued for use across the Territory.

Scope

These Records Disposal Schedules cover the records relating to the common administrative functions performed by the Territory and its agencies. It applies to all records regardless of format. It covers the following 16 common administrative functions, listed by their identifying number, based on the *Territory Version of Keyword AAA* business classification scheme:

1. COMMUNITY RELATIONS
2. COMPENSATION
3. EQUIPMENT & STORES
4. ESTABLISHMENT
5. FINANCIAL MANAGEMENT
6. FLEET MANAGEMENT
7. GOVERNMENT RELATIONS
8. INDUSTRIAL RELATIONS

9.   INFORMATION MANAGEMENT
10. LEGAL SERVICES
11. OCCUPATIONAL HEALTH & SAFETY (OH&S)
12. PERSONNEL
13. PROPERTY MANAGEMENT
14. PUBLICATION
16. STRATEGIC MANAGEMENT
17. TECHNOLOGY & TELECOMMUNICATIONS

More information on the 16 common administrative functions and the activities which relate to them is provided in the section on the Business Classification Schemes.

Methodology

These Records Disposal Schedules were produced after a detailed analysis of each administrative function carried out in the Territory. This included examining relevant legislation, regulations and directives from agencies which have 'lead agency' responsibilities for administering functions across portfolios. Consultations with stakeholders assisted in identifying recordkeeping requirements and risk analysis was used to assess how long the records should be retained. The appraisal also identified which records should be "Retained as Territory Archives" based on the objectives and criteria set out in *Territory Records Office Standard for Records Management No.2 – Appraisal.*

Some functions and activities covered in these Records Disposal Schedules will also be part of an agency's core functions. In these circumstances agencies may use the Schedule whose functional term best describes their own administrative responsibility where it meets their business needs.

Records already sentenced under old disposal schedules

After 1 July 2003, sentencing activities undertaken by an agency must use these Records Disposal Schedules for disposing of all common administrative records. If records have already been sentenced for destruction before the issue of these Records Disposal Schedules, the sentences may remain and agencies need not re-sentence those records.

Agency Specific Records Disposal Schedules

Operational-specific Records Disposal Schedules must be developed for records relating to business activities carried out by agencies to support core functional responsibilities not covered by these Schedules.

Relationship of the Records Disposal Schedule to the Thesaurus

The whole-of-government functional analysis approach cuts across departments and organisational structures, with functions not just seen as belonging to those agencies and areas in an agency which may have prime responsibility for their administration. For example, training may be managed at an organisational level by the Human Resource area of an agency, but it is probable that most business areas would carry

out activities to support the planning of staff training and development requirements for their own employees. Other agencies may also have an operational responsibility to provide training and can use the activity term Training in their own classification schemes.

The outcome of the functional analysis is the business classification scheme which is hierarchical and based on the following three levels:

1. The business function.
2. The activities constituting the function.
3. Further refinements of the activities or groups of transactions which take place within each activity.

According to the classification model of the *Territory Version of Keyword AAA*:

- functions represent broad business functions of an agency;
- activity descriptors describe the more specific activities taking place within those functions; and
- subject descriptors are added as a means of describing the more specific subjects or topics relating to the matter to be documented within an activity

In these Records Disposal Schedules the first two levels of the *Territory Version of Keyword AAA* structure have been used: the function and activity levels. The records description covers the third level transactions if they have been identified in the analysis of the function. The class description comprises four components: the function and the activity with their scope notes, the description of the records and the disposal action.

Diagram 1 shows this relationship.
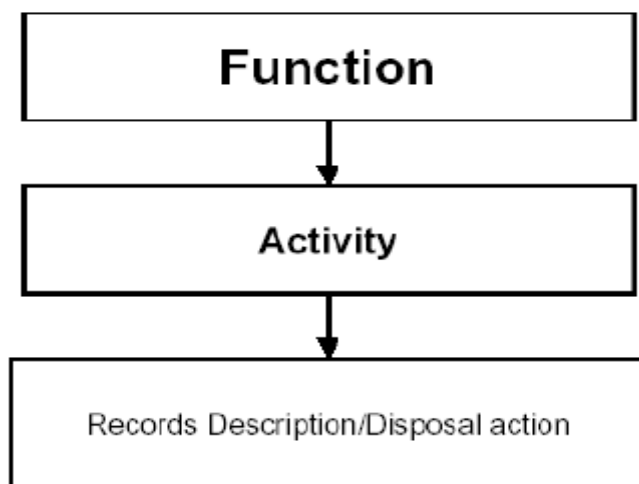
Diagram 1 – Class description

Diagram 2 shows the relationship between the different disposal classes. Each unique function/activity pair can have one or many records descriptions and disposal actions.
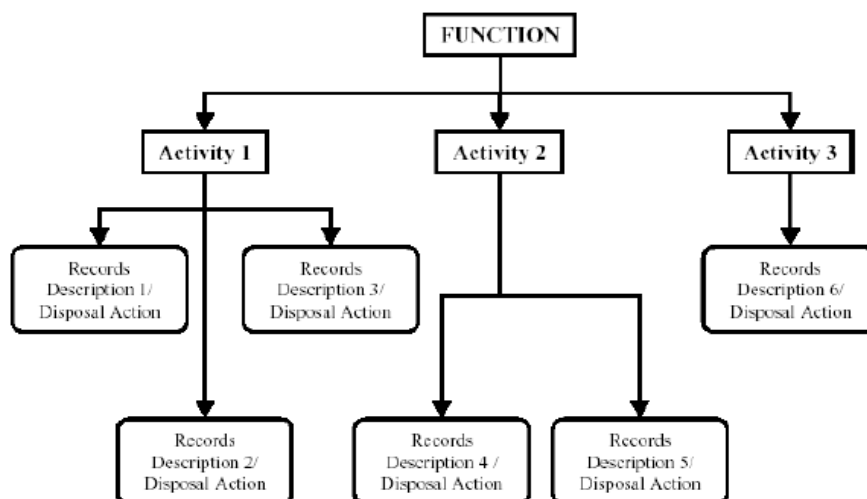
Diagram 2 - Model of disposal classes

Sometimes one class description can look the same as another but have a different retention period. This is because a record's value depends on the context of the functions and activity. For example, the activity 'Policy' in FLEET MANAGEMENT is less important than 'Policy' in STRATEGIC MANAGEMENT.

Layout of the schedules

These Records Disposal Schedules are divided into sections. They begin with an introduction incorporating a glossary and the business classification scheme. Then the function and activity disposal sets or 'disposal classes' relating to one of the 16 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. Specific directions relating to Territory use of a function have occasionally been added to the *Territory Version of Keyword AAA* scope note.
Activity	Activities are the processes or operations that make up the business function. They are set in bold and italics below the function statement. This is the second level of the business classification scheme. The scope of the activity encompasses all of the transactions that take place in relation to this activity. Activities can relate to many functions with the scope notes covering all of these relationships (e.g. the activity 'Distribution' is linked to the functions EQUIPMENT & STORES, INFORMATION MANAGEMENT and PUBLICATION). 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.
'For' Statements	'For' statements provide guidance on the inter-related links to other function and activity sets. 'For' statements positioned under the activity scope note belong to the particular function/activity set and all the records descriptions. The 'For' statements underneath a particular description relate to that record description alone.

How to Sentence Records Using the Schedules

Sentencing is the process of identifying and classifying records according to a Records Disposal Schedule and applying the disposal action specified in it. In Diagram 2 an overview is presented of sentencing procedures that can be used for:

- records titled using the *Territory Version of Keyword AAA* terms and sentenced from creation using this linked Territory Administrative Records Disposal Schedules;
- records titled using the *Territory Version of Keyword AAA* terms but not sentenced from creation; and
- records where the *Territory Version of Keyword AAA* terms have not been used

These Records Disposal Schedules can be used on all active and inactive records.

Sentencing from creation is the process of allocating a disposal action at the point of creating a record. This means adding the disposal class number to a paper file or to the metadata attached to an electronic record. If you plan to introduce sentencing from creation in your agency you will also need strategies to manage this process. For example, you will need to resolve who will be responsible for making the disposal decisions, either a central records management unit or action officers. If it is to be the individual action officers, the agency will need to consider training requirements and make sure that responsibilities are clearly defined and allocated. Training should include familiarisation with the scope notes of the 16 functions detailed in theses Schedules (see the Business Classification Schemes). Diagram 3 shows steps that can be followed to sentence all records using these Schedules.

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┌─────────────────────────────────────────┐
│  Determine appropriate function/activity. │
└─────────────────────────────────────────┘
                    │
                    ▼
┌─────────────────────────────────────────┐
│  Determine most likely disposal class     │
│  from the Territory Administrative         │
│  Records Disposal Schedule.                │
└─────────────────────────────────────────┘
                    │
                    ▼
┌─────────────────────────────────────────┐
│ • Identify probable date of disposal      │
│   trigger event and calculate review      │
│   date from that point.                    │
│                 OR                         │
│ • Identify records to be retained as       │
│   Territory Archives and determine         │
│   review date.                             │
└─────────────────────────────────────────┘
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On review date

Has the disposal trigger event occurred?

Yes

No

• Confirm disposal decision
• Update control records

Revise probable trigger date and recalculate review date

Handle in accordance with destruction guidelines

Diagram 3 - Procedures for Sentencing

Determine the appropriate administrative function/activity.

- *Using the Territory Version of Keyword AAA and/or these Records Disposal Schedules, determine the appropriate administrative function and activity* either to sentence a record from creation, or to link the terms to a record created not using these tools.

- *Read the scope notes thoroughly* rather than just depend on what is considered to be an appropriate term based on the title of the function and activity.

- Note that most *activities are generic and can be linked to many functions*, with the scope notes reflecting this multi-function relationship and functions providing the context of the activities. For example, the scope note for the activity 'Arrangements' reads:

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

  This activity descriptor is linked to the functions COMMUNITY RELATIONS; EQUIPMENT AND STORES; FLEET MANAGEMENT; PERSONNEL and PROPERTY MANAGEMENT. The activity scope note uses words relating to the different aspects of each function.

- There are occasions when the activity scope note describes a transaction which is also raised to the level of an independent activity in the Business Classification Scheme. For example, the scope note for the activity 'Customer Service' reads *'The activities associated with the planning, monitoring and evaluation of services provided to customers by the agency'* but Planning' and 'Evaluation' are also both separate activity terms in the scheme. In such instances the individual activities 'Planning' and 'Evaluation' should not be used for records documenting the 'Customer Service' activity. As a general rule, where there is overlap in activity boundaries, *sentencing should be done on the whole activity rather than components of the activity scope*.

- If records to be sentenced have not been titled using the *Territory Version of Keyword AAA* but an agency uses a classification scheme, then *a mapping exercise may assist in linking the agency's terms to the 16 functional terms*. For example, 'People Management' could be linked to 'Personnel Management'; and 'Human Resource Management' may be linked to 'PERSONNEL' 'and 'COMPENSATION'.

- *Free text titling will usually have a word(s) that should give some indication of the function.* For example, in the free text title 'Request for Purchase of Laptops', 'purchase' indicates the activity 'Acquisition' and 'laptops' the 'TECHNOLOGY' & TELECOMMUNICATIONS function.

Determine the most likely disposal class in the Territory Administrative Records Disposal Schedules

- *Examine the activities and the classes* available in the Schedules under the relevant function.

  To assist with good file management, records documenting the same set of transactions have often been divided into two classes: the key documents, and the general working and administrative records. Often the two classes will have the same retention period, which indicates that the supporting documentation is expected to provide important contextual information to manage the business activity. In such instances it is still recommended that the records be kept on two files (either 'paper' files or electronic 'containers') to facilitate retrieval. If an agency decides to raise only one file containing all records, the highest retention period should be used. Agencies may also wish to place all records relating to a function/activity set on one file rather than break them into transaction sets reflected in the 'Description of Records'. Again, if this decision is made, the highest retention period should be allocated and the appropriate entry number used.

- In sentencing records not titled according to the *Territory Version of Keyword AAA*, or where the initial classification is no longer appropriate, many functions and activities may be found on the one record. In such instances records should not be culled or rearranged; rather, **nominate the highest retention period for all functions and activities included**.

Identify probable date of a disposal trigger event and calculate review date from that point. Or identify records to be retained as Territory Archives and determine a review date.

- A trigger is **the point from which the disposal action is calculated.**
  Some trigger dates may be easily identified (e.g. date of separation), but others will be more complex, and it may be necessary to consult the action area or creating officer for advice (e.g. 'destroy 5 years after policy is superseded' or 'destroy when action completed'). The consultation may provide you with a likely trigger date or assist with a risk assessment to determine a reasonable period. Some of the triggers in the Schedules include:
    - when action is completed
    - the last action
    - the last entry
    - the date the next risk assessment occurs
    - an event (e.g. when property is sold; when separation occurs)

- *A review date should be added to the record and noted in the control system* (e.g. TARDiS 017.010.004 R2013, to note that disposal class entry number TARDiS 017.010.004 has been allocated to this record and that it should be reviewed in 2013).

- *Where sentencing is carried out from creation,* an agency may choose to *allocate a review period for all records* and not attempt to determine a review date for each record at the time of creation (e.g. review all records after 5 years). In such cases the disposal class entry number (e.g. TARDiS 017.010.004 R2013) should be noted on the record and the control system.

- When the review is undertaken, the event or date the trigger is based on may have passed. If this has occurred, the disposal action may be implemented.

- For some inactive records this step may finalise the process, as the trigger date may have been met and the calculated disposal date passed. If this is the case then *the final disposal date can be entered on the record* and the control records (e.g. TARDiS 017.010.004 D2013 where D refers to the final disposal date).

- It should be noted *that* *the retention periods in the Schedules are only minimum requirements*.

  If these periods are too short to meet an agency's particular business requirements, they should be adjusted accordingly.

On the review date, examine records asking the question: 'Has the disposal trigger event occurred?'

- For a sentence allocated from creation this may be some years hence, or it may be a shorter time frame for records already in existence.

If the answer is NO, revise probable trigger date and recalculate a review date

- If on review it is determined that the trigger point has not occurred, then the review date should be recalculated and altered on the record and control system.

If the answer is YES, confirm the disposal decision and update the control records

- If on review it is determined that the trigger point has been reached, *the disposal decision should be confirmed*, taking into account any change that may have occurred in the nature of the record since the allocation of the review date. The disposal date should then be entered on the record and in the control system (e.g. TARDiS 017.010.004, D2013). If the nature of the record has changed, *the record should be re-sentenced* with a new review date.

- Records which relate to any exempt clauses under Section 28 of the *Territory Records Act 2002,* or are subject to a request for access under the *Freedom of Information Act 1989*, the *Territory Records Act 2002* or any other Act should not be destroyed until the action has been completed.

Special notes to the schedules

Establishment and personnel records

A number of agencies manage their establishment structures and employ staff under their own enabling legislation rather than the *Public Sector Management Act 1994*. Such agencies are not excluded from using the sections of the Schedules relating to the ESTABLISHMENT and PERSONNEL functions, but before doing so should check their own enabling legislation and other regulatory directives for major variations in scope and requirements. In cases where the variations are great, these Schedules are not applicable. Coverage in such circumstances must be included under operational Records Disposal Schedules. Where there is doubt if these schedules cover ESTABLISHMENT or PERSONNEL records contact the Territory Records Office for advice.

Normal administrative practice (NAP)

Some records may be destroyed without records disposal coverage under the 'normal administrative practice' (NAP) provisions of the *Territory Records Act 2002*. Records can be disposed of as a normal administrative practice if they are:

- duplicate (e.g. an information copy)
- obviously unimportant (e.g. telephone message slips)
- of short term facilitative value (e.g. compliment slips)
- a combination of these

The guiding principle is that agencies should always be sure that destroying the record will not destroy evidence that might be needed. Records that have been captured into a recordkeeping system should not be destroyed as NAP unless the reason for their destruction is recorded in full on the relevant control records. NAP can apply to electronic records as well as paper records (e.g. information on word processing systems where a hard copy has been captured into a recordkeeping system). It is designed to allow for sensible business practices. Further information on NAP can be obtained from the *Territory Records Office Records Advice No.2- Normal administrative practice (NAP)*.

BUSINESS CLASSIFICATION SCHEME

FINANCIAL MANAGEMENT

The function of managing financial resources. Includes establishing, operating, and maintaining accounting systems, controls and procedures, financial planning, framing budgets and budget submissions, obtaining grants, managing funds in the form of allocations from the Consolidated Revenue Fund and revenue from charging, trading and investments. Also includes the monitoring and analysis of assets to assist the delivery of economic and social services to government, industry and the community.

Accounting

The process of collecting, recording, classifying, summarising and analysing information on financial transactions, and subsequently on the financial position and operating results of the agency. Includes financial statements, and the implementation, maintenance, monitoring and auditing of the agency's accounting systems and internal controls.

Acquisition

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

Advice

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

Agreements

The processes associated with the establishment, maintenance, review and negotiation of agreements. Includes records associated with preparing agreements/contracts and settling those agreements/contracts. Includes contracts, memoranda of understanding (MOU), deeds, leases, licences and mortgages.

Allocation

The process of assigning of money, items, or equipment.

Asset Register

The activities involved in recording in a subsidiary ledger all fixed assets owned by the agency. Includes the date of purchase, depreciation expense, written down value as well as stocktaking and auditing notations.

Audit

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

Authorisation

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

Budgeting

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

Committees

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

Compliance

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

Contracting out

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

Corruption

The processes which allow the disclosure of corruption, and strategies for the prevention of corruption. Corruption includes fraud, bribery, theft, wilful unauthorised disclosure of classified records and information, etc. Includes involvement in corruption prevention projects and the education of staff about corruption disclosures.

Donations

The activities associated with managing money, items, artifacts or property donated to the agency, or by the agency and or its staff to charities etc Includes managing unsolicited donations.

Evaluation

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

Financial Statements

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

Grant Funding

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

Inventory

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

Meetings

The activities associated with regular or ad hoc gatherings held to formulate, discuss, update or resolve issues and matters pertaining to the function. Includes staff meetings, arrangements, agenda, taking of minutes, etc. Excludes committee meetings.

Payments

The activities involved in the preparation and payment of money.

Planning

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

Policy

The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making.

Procedures

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

Reporting

The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies, regulation, or legislation, e.g. Annual Report). Includes statistics and returns.

Reviewing

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

Risk Management

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

Salaries

The process of managing the payment of salaries to personnel.

Standards

The process of implementing industry or agency specific benchmarks for services and processes to enhance quality and efficiency of an organisation.

Tendering

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

Treasury Management

The process of managing funds in an efficient and economical manner by ensuring an effective system of internal control is in operation. Includes investments and loans.

RECORDS DISPOSAL SCHEDULE

FINANCIAL MANAGEMENT

The function of managing financial resources for which the agency is responsible. Includes establishing, operating, and maintaining accounting systems, controls and procedures, financial planning, framing budgets and budget submissions, obtaining grants, managing funds in the form of allocations from the Consolidated Revenue Fund and revenue from charging, trading and investments. Also includes the monitoring and analysis of assets to assist the delivery of economic and social services to government, industry and the community.

[For the provision of financial services under Enduring Powers of Attorney or Order of the Guardianship and Management of Property Tribunal, use PUBLIC TRUSTEE SERVICES - Financial Management Services.

For managing the Territory's revenue on a whole-of-government basis, use REVENUE MANAGEMENT.

For the development and administration of the Territory's budgets, use GOVERNMENT BUDGET MANAGEMENT.]

Accounting

The process of collecting, recording, classifying, summarising and analysing information on financial transactions, and subsequently on the financial position and operating results of the agency. Includes financial statements, and the implementation, maintenance, monitoring and auditing of the agency's accounting systems and internal controls.

Entry No.	Description of Records	Disposal Action
005.002.001 *IIIIIIIIIIIIIIIIIIIIIIII*	Principal accounting records and associated supporting records managing the agency's revenue and expenditure. Includes: • journals • ledgers • receipt and revenue records • sales and purchase invoices • cheque records (e.g. cheque butts or computerised cheque issue records) • payment records, including payments for allowances and act of grace payments • petty cash records • cash books • credit notes • advance registers and associated records • creditor and debtor registers and lists.	Destroy 7 years after action completed

Accounting (Continued)

The process of collecting, recording, classifying, summarising and analysing information on financial transactions, and subsequently on the financial position and operating results of the agency. Includes financial statements, and the implementation, maintenance, monitoring and auditing of the agency's accounting systems and internal controls.

Entry No.	*Description of Records*	*Disposal Action*
005.002.002	Records documenting the establishment of bank accounts.	Destroy 7 years after account has been closed
005.002.003	Records documenting the management of banking activities. Includes: • deposit records • bank statements • bank reconciliation statements • investment and dividend statements.	Destroy 7 years after action completed
005.002.004	Records documenting the use of agency credit cards. Includes credit card receipts and monthly statements. *[For authorisations associated with using credit cards, use FINANCIAL MANAGEMENT – Authorisation.]*	Destroy 7 years after action completed
005.002.005	Finance reports. Includes: • regular accrual reports (e.g. operating statements) • statements of financial position • cash flow statements • periodic accrual statements.	Destroy 7 years after action completed
005.002.006	Records documenting the management of debt recovery. Includes correspondence and notices issued to debtors and records of negotiations, including write-off and waiver arrangements.	Destroy 7 years after action completed
005.002.007	Records documenting the management of incidental benefits received by agency personnel in the course of their official duties (e.g. frequent flyer points).	Destroy 7 years after action completed

Accounting (Continued)

The process of collecting, recording, classifying, summarising and analysing information on financial transactions, and subsequently on the financial position and operating results of the agency. Includes financial statements, and the implementation, maintenance, monitoring and auditing of the agency's accounting systems and internal controls.

Entry No.	*Description of Records*	*Disposal Action*
005.002.008	Records documenting the management of surplus, obsolete or damaged accountable forms.	Destroy 7 years after write-off action completed
005.002.009	Records documenting the process of output costings.	Destroy 7 years after action completed
005.002.010	Records documenting the agency's chart of accounts.	Destroy 7 years after action completed
005.002.011	Records documenting taxation matters. Includes: • assessment of Fringe Benefits Tax (FBT) • assessment and payment of Goods and Services Tax (GST), including business activity statements and tax invoices • requests for exemption from Wholesale Sales Tax. *[For taxation records required for the payment of employee salaries and wages (e.g. tax declaration forms), use PERSONNEL - Salaries.]*	Destroy 5 years after action completed
005.002.012	Administrative records used for control and accountability in handling money and financial records, i.e. records which do not document agency revenue and expenditure. Includes hand-over certificates, and reconciliations other than bank reconciliation state.	Destroy 2 years after action completed

Accounting (Continued)

The process of collecting, recording, classifying, summarising and analysing information on financial transactions, and subsequently on the financial position and operating results of the agency. Includes financial statements, and the implementation, maintenance, monitoring and auditing of the agency's accounting systems and internal controls.

Entry No.	Description of Records	Disposal Action
005.002.013 ||||||||||||||||||||	Copies of receipts, invoices and other accounting records processed at the central office or at another part of the agency, documenting agency revenue and expenditure.	Destroy 2 years after action completed

Acquisition

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

Entry No.	Description of Records	Disposal Action
005.003.001 ||||||||||||||||||||	Financial records documenting the acquisition of items. Includes requisitions and order forms. *[For payments for acquisitions, use FINANCIAL MANAGEMENT - Accounting and/ or FINANCIAL MANAGEMENT - Payments.]*	Destroy 7 years after action completed

Advice

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

Entry No.	Description of Records	Disposal Action
005.005.001 ||||||||||||||||||||	Records relating to the receipt and provision of advice on the financial management function.	Destroy 7 years after action completed

Agreements

The processes associated with the establishment, maintenance, review and negotiation of agreements. Includes records associated with preparing agreements/contracts and settling those agreements/contracts. Includes contracts, memoranda of understanding (MOU), deeds, leases, licences and mortgages.

Entry No.	Description of Records	Disposal Action
005.006.001	Final version of agreements made relating to the financial management function (e.g. credit card contracts).	Destroy 7 years after expiry or other termination of agreement
005.006.002	Records documenting negotiations, establishment, maintenance and review of agreements.	Destroy 7 years after expiry or other termination of agreement

Allocation

The process of assigning of money, items, or equipment.

Entry No.	Description of Records	Disposal Action
005.007.001	Records documenting internal fund allocations. Includes restrictions and variations to funding allocations.	Destroy 7 years after action completed

Asset Register

The activities involved in recording in a subsidiary ledger all fixed assets owned by the agency. Includes the date of purchase, depreciation expense, written down value as well as stocktaking and auditing notations.

Entry No.	Description of Records	Disposal Action
005.012.001	Asset registers.	Destroy 7 years after disposal of asset
005.012.002	Records documenting asset valuation and asset management processes, including requests for inclusion on the asset register.	Destroy 7 years after action completed

Audit

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

Entry No.	Description of Records	Disposal Action
005.013.001	Final report of an internal or external financial audit (e.g. conducted by an external authority such as the ACT Auditor General's Office) where: • the audit report is qualified by the Auditor-General • there are major or significant changes to agency practices. Includes recommendations and implementation plans.	Destroy 10 years after action completed
005.013.002	Final report of an internal or external financial audit (e.g. conducted by an external authority such as the ACT Auditor General's Office) where: • the audit report has been accepted by the Auditor-General • there are no changes or only minor or routine changes to agency practices. Includes recommendations and implementation plans.	Destroy 5 years after action completed
005.013.003	Records documenting the planning and conduct of internal and external audits relating to the financial management function. Includes: • liaison with the auditing body • minutes of meetings • notes taken at opening and exit interviews • draft reports • comments • declarations nominating accounts exempted from normal disclosure.	Destroy 3 years after action completed

Authorisation

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

Entry No.	Description of Records	Disposal Action
005.014.001 ‖‖‖‖‖‖‖‖‖‖‖	Delegations of power to agency staff to authorise financial activities and transactions (e.g. delegation to approve expenditure or appointment of an officer to countersign cheques).	Destroy 10 years after delegation superseded
005.014.002 ‖‖‖‖‖‖‖‖‖‖‖	Authorisations for administrative actions relating to financial management (e.g. authorisation to permit an overdraft from a public account or an authorisation to collect money on behalf of another person).	Destroy 10 years after action completed

Budgeting

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

Entry No.	Description of Records	Disposal Action
005.015.001 ‖‖‖‖‖‖‖‖‖‖‖	Budget estimates and associated records prepared for external approval (e.g. approval from the parent department of an agency or Ministerial approval). Includes portfolio budget statements.	Destroy 7 years after action completed
005.015.002 ‖‖‖‖‖‖‖‖‖‖‖	Budget estimates produced for internal use by the agency.	Destroy 7 years after action completed
005.015.03 ‖‖‖‖‖‖‖‖‖‖‖	Background records used for the production of whole of agency budget estimates by the coordinating element of the agency (e.g. the central office of an agency). Includes working papers and calculations and their collation.	Destroy 4 years after action completed
005.015.04 ‖‖‖‖‖‖‖‖‖‖‖	Records documenting spending progress or revenue collection against allocations within the budget estimates.	Destroy 3 years after action completed

Budgeting (Continued)

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

Entry No.	Description of Records	Disposal Action
005.015.05	Records documenting the input by individual programs within an agency to the whole of agency budget estimates. Includes working documents and calculations.	Destroy 2 years after action completed

Committees

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

[For the management of an agency's internal Audit Committee, use STRATEGIC MANAGEMENT - Committees.]

Entry No.	Description of Records	Disposal Action
005.020.001	Records of internal and external committees formed to consider matters relating to the financial management function. Includes: • documents establishing the committee • final versions of minutes • reports • recommendations • supporting documents such as briefing papers and discussion papers.	Destroy 7 years after action completed
005.020.002	Working papers documenting the conduct and administration of committees which consider matters relating to the financial management function. Includes: • agendas • notices of meetings • draft minutes.	Destroy 3 years after action completed

Compliance

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

Entry No.	Description of Records	Disposal Action
005.021.001 *IIIIIIIIIIIIIIIIIIIIIIII*	Records documenting agency compliance with mandatory or optional accountability requirements relating to the financial management function. Includes registration of: • Australian Business Number (ABN) • Australian Company Number (ACN) • Data Universal Numbering System Number (DUNS).	Destroy 7 years after registration lapses or is superseded

Contracting out

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

Entry No.	Description of Records	Disposal Action
005.025.001 *IIIIIIIIIIIIIIIIIIIIIIII*	Records documenting contract management relating to the financial management function. Includes: • minutes of meetings with main stakeholders • performance and evaluation reports.	Destroy 7 years after completion or other termination of agreement or contract

Corruption

The processes which allow the disclosure of corruption, and strategies for the prevention of corruption. Corruption includes fraud, bribery, theft, wilful unauthorised disclosure of classified records and information, etc. Includes involvement in corruption prevention projects and the education of staff about corruption disclosures.

[For records relating to the management of broad strategies for the prevention of corruption, use STRATEGIC MANAGEMENT - Corruption.

For an agency's fraud control plans, use STRATEGIC MANAGEMENT - Planning.

For investigations into corruption allegations made against an employee, use PERSONNEL - Discipline.]

Entry No.	Description of Records	Disposal Action
005.028.001	Records documenting financial management arrangements supporting the agency's corruption controls.	Destroy 7 years after fraud control plan is superseded
005.028.002	Records documenting the identification of specific instances of corruption. Includes the report and investigation of corrupt activities and records documenting liaison with law enforcement authorities.	Destroy 7 years after action completed

Donations

The activities associated with managing money, items, artifacts or property donated to the agency, or by the agency and or its staff to charities, etc. Includes managing unsolicited donations.

Entry No.	Description of Records	Disposal Action
005.037.001	Records documenting the management of donations of money to and by the agency. *[For other records documenting the management of donations received from public sources, use COMMUNITY RELATIONS - Donations.]*	Destroy 7 years after action completed

Evaluation

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

Entry No.	*Description of Records*	*Disposal Action*
005.042.001	Records documenting the evaluation of potential or existing programs and services supporting the financial management function.	Destroy 7 years after action completed

Financial Statements

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

Entry No.	*Description of Records*	*Disposal Action*
005.045.001	Annual financial statements or formal interim financial statements, and background documentation. Includes:	Destroy 7 years after action completed

- annual statements of assets and liabilities
- operating statements of financial position
- balance sheets
- statements of cash flows.

[For regular accrual reports, use FINANCIAL MANAGEMENT - Accounting.]

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Grant Funding

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

[For the overall management of grant applications made by the agency, use STRATEGIC MANAGEMENT - Grant Funding.

For grant applications made for non-government funding, use COMMUNITY RELATIONS - Grant Funding.

For the development of strategies for managing processes associated with the agency applying for grants, use STRATEGIC MANAGEMENT - Grant Funding.]

Entry No.	*Description of Records*	*Disposal Action*
005.049.001 |||||||||||||||||	Records documenting the administration of grant funds received. *[For the overall management of grant applications made by the agency, use STRATEGIC MANAGEMENT - Grant Funding.* *For grant applications made for non-government funding, use COMMUNITY RELATIONS - Grant Funding.]*	Destroy 7 years after grant acquitted

Inventory

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

Entry No.	*Description of Records*	*Disposal Action*
005.061.001 |||||||||||||||||	Records documenting the listing of items supporting the financial management function (e.g. cabcharge vouchers and other accountable forms). *[For listing of assets owned by the agency, use FINANCIAL MANAGEMENT - Asset Register.]*	Destroy 2 years after action completed

Meetings

The activities associated with regular or ad hoc gatherings held to formulate, discuss, update or resolve issues and matters pertaining to the function. Includes staff meetings, arrangements, agenda, taking of minutes, etc. Excludes committee meetings.

Entry No.	Description of Records	Disposal Action
005.072.001 ‖‖‖‖‖‖‖‖‖‖‖‖‖	Final version of minutes and supporting documents tabled at meetings held to support the financial management function. Includes meetings with external agencies.	Destroy 7 years after action completed
005.072.002 ‖‖‖‖‖‖‖‖‖‖‖‖‖	Working papers documenting the conduct and administration of meetings held to support the financial management function. Includes: • agendas • notices of meetings • draft minutes.	Destroy 6 months after last action

Payments

The activities involved in the preparation and payment of money.

Entry No.	Description of Records	Disposal Action
005.077.001 ‖‖‖‖‖‖‖‖‖‖‖‖‖	Records documenting the preparation and payment of money. Includes: • records documenting the checking of invoices • issuing of cheques for payment • payment of claims. *[For accounting records supporting the payment activity, use FINANCIAL MANAGEMENT - Accounting.]*	Destroy 7 years after action completed

Planning

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

Entry No.	Description of Records	Disposal Action
005.079.001	Final version of agency-wide financial management plans.	Destroy 7 years after plan is superseded
005.079.002	Final version of a section or business unit's financial management plans, including those of state, regional or overseas offices.	Destroy 2 years after plan is superseded
005.079.003	Working papers used in developing all financial management plans. Includes: • draft plans • reports analysing issues • comments received from other areas of the agency.	Destroy 1 year after adoption of final plan
005.079.004	Copies of all financial management plans.	Destroy 6 months after last action

Policy

The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making.

Entry No.	Description of Records	Disposal Action
005.080.001	Records documenting the development and establishment of the agency's financial management policies. Includes: • policy proposals • research papers • results of consultations • supporting reports • major drafts • final policy documents (e.g. Chief Executive's instructions).	Destroy 7 years after policy is superseded

Policy (Continued)

The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making.

Entry No.	*Description of Records*	*Disposal Action*
005.080.002	Records documenting comments made on the development of government-wide financial management policies.	Destroy 3 years after promulgation of new policy
005.080.003	Working papers documenting the development of all financial management policies.	Destroy 3 years after promulgation of new policy
005.080.004	Copies of policy documents and supporting papers.	Destroy 6 months after last action

Procedures

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

Entry No.	*Description of Records*	*Disposal Action*
005.082.001	Master set of agency manuals, handbooks, directives etc detailing procedures supporting the financial management function (e.g. procedural rules derived from Chief Executive's instructions).	Destroy 7 years after procedures are superseded
005.082.002	Records documenting the development of agency procedures supporting the financial management function.	Destroy 2 years after action completed
005.082.003	Copies of manuals, handbooks, directives, etc.	Destroy 6 months after last action

Reporting

The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies, regulation, or legislation, e.g. Annual Report). Includes statistics and returns.

Note: Reports resulting from a routine activity (e.g. inspection reports), form part of that activity, i.e. reports resulting from an inspection are part of the inspection and not the activity of Reporting. Reports of these types should be classified as part of the greater activity generating the report.

[For regular finance accrual reports, use FINANCIAL MANAGEMENT - Accounting.

For annual financial statements for formal interim statements, use FINANCIAL MANAGEMENT - Financial Statements.]

Entry No.	*Description of Records*	*Disposal Action*
005.088.001	Final versions of formal internal reports and reports made to external agencies relating to the financial management function. Includes reports made in response to a statutory obligation or reports required to be submitted on a regular basis.	Destroy 7 years after action completed
005.088.002	Final versions of periodic reports on general administrative matters used to monitor and document recurring activities to support the financial management function.	Destroy 7 years after action completed
005.088.003	Working papers documenting the development of all reports. Includes drafts and comments received.	Destroy 2 years after action completed
005.088.004	Copies of financial management reports.	Destroy 6 months after last action

Reviewing

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

Entry No.	*Description of Records*	*Disposal Action*
005.093.001	Records documenting a review of agency programs and operations supporting the financial management function. Includes: • documents establishing the review • final reports • action plans.	Destroy 7 years after action completed
005.093.002	Working papers documenting a review of agency programs and operations supporting the financial management function.	Destroy 3 years after action completed

Risk Management

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

Entry No.	*Description of Records*	*Disposal Action*
005.095.001	Records documenting risk management relating to the financial management function. Includes: • documentation covering each stage of the process • treatment schedules • action plans.	Destroy 7 years after next risk assessment
005.095.02	Financial management risk registers.	Destroy 7 years after next risk assessment

Salaries

The process of managing the payment of salaries to personnel.

Entry No.	Description of Records	Disposal Action
005.096.001 |||||||||||	Records documenting the payment of salaries to agency personnel. *[For records such as group certificates, overtime forms, tax declaration forms, use PERSONNEL - Salaries.]*	Destroy 7 years after action completed

Standards

The process of implementing industry or agency specific benchmarks for services and processes to enhance quality and efficiency of an organisation.

Entry No.	Description of Records	Disposal Action
005.100.001 |||||||||||	Records documenting the implementation of industry standards (e.g. those issued by the Public Sector Accounting Standards Board or by the Australian Accounting Research Foundation) and agency standards to support the financial management function.	Destroy 7 years after action completed

Tendering

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

Entry No.	Description of Records	Disposal Action
005.104.001 |||||||||||	Signed contracts under seal resulting from tenders and supporting records.	Destroy 12 years after completion or other termination of agreement or contract

Tendering (Continued)

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

Entry No.	Description of Records	Disposal Action
005.104.002	Records documenting the development and issue of tender documentation. Includes: • statements of requirements • requests for proposals • expressions of interest • requests for tender (RFT) • draft contracts.	Destroy 7 years after tender process completed
005.104.003	Evaluation of tenders received against selection criteria. Includes: • records documenting arrangements for carrying out the evaluation process • evaluation reports • recommendations • final reports and public notices.	Destroy 7 years after tender process completed
005.104.004	Records documenting post-offer negotiations and due diligence checks.	Destroy 7 years after tender process completed
005.104.005	Tender registers.	Destroy 7 years after last entry
005.104.006	Signed simple contracts and agreements resulting from tenders and supporting records.	Destroy 7 years after completion or other termination of agreement or contract
005.104.007	Contract registers.	Destroy 7 years after last entry

Tendering (Continued)

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

Entry No.	*Description of Records*	*Disposal Action*
005.104.008 ▊▊▊▊▊▊▊▊▊▊▊▊▊	Records of unsuccessful tenders or a tender process where there is no suitable bidder, or where the tender process has been discontinued. Includes: • submissions • notifications of outcome • reports on debriefing sessions.	Destroy 2 years after tender process completed or decision made not to continue with the tender

Treasury Management

The process of managing funds in an efficient and economical manner by ensuring an effective system of internal control is in operation. Includes investments and loans.

Entry No.	*Description of Records*	*Disposal Action*
005.106.001 ▊▊▊▊▊▊▊▊▊▊▊▊▊	Records documenting the transfer of agency funds between official Funds.	Destroy 7 years after action completed
005.106.002 ▊▊▊▊▊▊▊▊▊▊▊▊▊	Records documenting investments or loans undertaken by the agency.	Destroy 7 years after investment matures or loan repayment completed
005.106.003	Records documenting special accounts. Includes: • trust funds • unidentified receipts • unclaimed moneys.	Destroy 7 years after account finalised

RETAIN AS TERRITORY ARCHIVES

There are currently no Retain as Territory Archives classes under Financial Management.

SCHEDULE OF AMENDMENTS – this information is provided for the assistance of users but does not form part of the Notifiable Instrument.

Changes to **TARDiS**		Dated	July 2009

New Features (Insertions)

FUNCTION	Activity	Entry no.	Description
Financial Management	Corruption	005.028.001	New class.
	Corruption	005.028.002	New class.

Enhancements (Changes)

FUNCTION	Activity	Entry no.	Description
Financial Management			Scope note changed. Classification and sentencing guide added to scope note.
	Accounting	All	Renumbered.
	Advice		Scope note changed.
	Agreements		Scope note changed.
	Allocation		Scope note changed.
	Compliance		Scope note changed.
	Corruption		Scope note changed. Classification and sentencing guide added to scope note.
	Meetings		Scope note changed.
	Meetings	005.072.002	Disposal action changed.
	Planning	005.079.004	Disposal action changed.
	Policy		Scope note changed.
	Policy	005.080.004	Disposal action changed.
	Procedures	005.082.003	Disposal action changed.
	Reporting		Scope note changed. Classification and sentencing guide added to scope note.
	Reporting	005.088.004	Disposal action changed.
	Standards		Scope note changed.
	Tendering	All	Renumbered.

Corrections (Deletions)

FUNCTION	Activity	Entry no.	Description
Financial Management	Fraud	All	Removed

Corrections (Deletions)			
FUNCTION	**Activity**	**Entry no.**	**Description**
Staff Development	All	All	Removed