

Australian Capital Territory

# **Territory Records (Records Disposal Schedule – Schools Management Records) Approval 2009 (No 1)**

**Notifiable instrument NI2009—451**

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 – Schools Management Records) Approval 2009 (No 1)

## **2. Approval**

I approve the Records Disposal Schedule – Schools Management Records.

## **3. Commencement**

This instrument commences on the day after notification.

## **4. Revocation**

I revoke Notifiable Instrument NI 2008–255 notified 3 July 2008.

David Wardle  
Director of Territory Records  
8 September 2009



# **Records Disposal Schedule Schools Management Records**

## Table of Contents

<b>INTRODUCTION</b> .....	<b>10</b>
<b>PURPOSE</b> .....	<b>10</b>
<b>SCOPE</b> .....	<b>10</b>
<b>AUTHORITY</b> .....	<b>10</b>
<b>STRUCTURE AND RELATIONSHIP TO THE TERRITORY VERSION OF KEYWORD AAA</b> .....	<b>10</b>
<i>TERRITORY VERSION OF KEYWORD AAA</i> .....	11
<b>GUIDELINES FOR USE</b> .....	<b>11</b>
<i>COVERAGE OF AUTHORITY</i> .....	11
<i>LAYOUT OF THE SCHEDULE</i> .....	12
<b>FORMAT OF RECORD</b> .....	<b>13</b>
<i>ELECTRONIC RECORDS</i> .....	13
<b>DESTRUCTION OF RECORDS</b> .....	<b>13</b>
<b>UPDATING THE RECORDS DISPOSAL SCHEDULE</b> .....	<b>13</b>
<b>ASSISTANCE IN USING THE RECORDS DISPOSAL SCHEDULE</b> .....	<b>13</b>
<b>RELATED LEGISLATION</b> .....	<b>14</b>
<b>DEFINITIONS</b> .....	<b>15</b>
<i>AGENCY</i> .....	15
<i>APPRAISAL</i> .....	15
<i>BUSINESS CLASSIFICATION SCHEME</i> .....	15
<i>PRINCIPAL OFFICER</i> .....	15
<i>RECORDS</i> .....	15
<i>RECORDS OF AN AGENCY</i> .....	15
<i>RECORDS DISPOSAL SCHEDULE</i> .....	15
<i>RECORDS MANAGEMENT PROGRAM</i> .....	16
<i>RECORDKEEPING SYSTEMS</i> .....	16
<i>SCOPE NOTE</i> .....	16
<i>SENTENCING</i> .....	16
<i>TERRITORY ARCHIVES</i> .....	16
<b>BUSINESS CLASSIFICATION SCHEME</b> .....	<b>17</b>
<i>EDUCATION STRATEGY</i> .....	18
<i>EDUCATION STRATEGY</i> .....	19
<i>EDUCATION STRATEGY</i> .....	20
<i>EXTERNAL EDUCATION RELATIONS (NON-GOVERNMENT)</i> .....	22
<i>SCHOOL MANAGEMENT</i> .....	26
<i>STUDENT ADMINISTRATION</i> .....	30
<i>STUDENT SERVICES</i> .....	37
<i>TEACHER QUALIFICATION REGULATIONS</i> .....	43
<i>TRAINING &amp; VOCATIONAL EDUCATION</i> .....	46
<b>RECORDS DISPOSAL SCHEDULE</b> .....	<b>50</b>
<i>EDUCATION STRATEGY</i> .....	51
<i>Advice</i> .....	51
<i>Agreements</i> .....	51
<i>Audit</i> .....	52
<i>Authorisation</i> .....	53
<i>Committees</i> .....	53
<i>Committees (Continued)</i> .....	54

**Records Disposal Schedule – Schools Management Records September 2009**

<i>Compliance</i> .....	54
<i>Conferences</i> .....	55
<i>Contracting out</i> .....	56
<i>Curriculum Development</i> .....	56
<i>Enquiries</i> .....	56
<i>Evaluation</i> .....	57
<i>Grant Administration</i> .....	57
<i>Grant Funding</i> .....	58
<i>Implementation</i> .....	58
<i>Liaison</i> .....	59
<i>Marketing</i> .....	59
<i>Meetings</i> .....	59
<i>Meetings (Continued)</i> .....	60
<i>Planning</i> .....	60
<i>Policy</i> .....	60
<i>Policy (Continued)</i> .....	61
<i>Procedures</i> .....	61
<i>Public Reaction</i> .....	62
<i>Reporting</i> .....	62
<i>Representatives</i> .....	63
<i>Research</i> .....	63
<i>Reviewing</i> .....	63
<i>Reviewing (Continued)</i> .....	64
<i>Standards</i> .....	64
<i>Submissions</i> .....	65
<i>Submissions (Continued)</i> .....	66
<i>Suggestions</i> .....	67
<i>Tendering</i> .....	67
<i>Tendering (Continued)</i> .....	68
<b>EXTERNAL EDUCATION RELATIONS (NON-GOVERNMENT)</b> .....	69
<i>Addresses (presentations)</i> .....	69
<i>Advice</i> .....	69
<i>Agreements</i> .....	70
<i>Committees</i> .....	70
<i>Committees (Continued)</i> .....	71
<i>Compliance</i> .....	71
<i>Conferences</i> .....	72
<i>Customer Service</i> .....	73
<i>Enquiries</i> .....	73
<i>Grievances</i> .....	74
<i>Industrial Action</i> .....	74
<i>Industrial Action (Continued)</i> .....	75
<i>Joint Ventures</i> .....	75
<i>Joint Ventures (Continued)</i> .....	76
<i>Liaison</i> .....	76
<i>Marketing</i> .....	77
<i>Media Relations</i> .....	77
<i>Media Relations (Continued)</i> .....	78
<i>Meetings</i> .....	78
<i>Planning</i> .....	79
<i>Policy</i> .....	79
<i>Procedures</i> .....	80
<i>Public Reaction</i> .....	80
<i>Reporting</i> .....	80
<i>Reporting (Continued)</i> .....	81
<i>Research</i> .....	81
<i>Reviewing</i> .....	81
<i>Reviewing (Continued)</i> .....	82
<i>Submissions</i> .....	82
<i>Submissions (Continued)</i> .....	83

## Records Disposal Schedule – Schools Management Records September 2009

<i>Submissions (Continued)</i> .....	84
<i>Suggestions</i> .....	84
<i>Visits</i> .....	84
<i>Visits (Continued)</i> .....	85
<b>SCHOOL MANAGEMENT</b> .....	86
<i>Advice</i> .....	86
<i>Agreements</i> .....	86
<i>Arrangements</i> .....	87
<i>Audit</i> .....	87
<i>Audit (Continued)</i> .....	88
<i>Authorisation</i> .....	88
<i>Canteen Operations</i> .....	88
<i>Class Development</i> .....	89
<i>Committees</i> .....	89
<i>Committees (Continued)</i> .....	90
<i>Compliance</i> .....	90
<i>Curriculum Development</i> .....	91
<i>Enquiries</i> .....	91
<i>Evaluation</i> .....	91
<i>Implementation</i> .....	92
<i>Intellectual Property</i> .....	92
<i>Joint Ventures</i> .....	93
<i>Liaison</i> .....	94
<i>Meetings</i> .....	94
<i>Planning</i> .....	94
<i>Planning (Continued)</i> .....	95
<i>Policy</i> .....	95
<i>Procedures</i> .....	96
<i>Public Reaction</i> .....	96
<i>Reporting</i> .....	96
<i>Reporting (Continued)</i> .....	97
<i>Research</i> .....	97
<i>Reviewing</i> .....	97
<i>Reviewing (Continued)</i> .....	98
<i>Security</i> .....	98
<i>Submissions</i> .....	99
<i>Submissions (Continued)</i> .....	100
<i>Suggestions</i> .....	101
<i>Teacher Observations</i> .....	101
<b>STUDENT ADMINISTRATION</b> .....	102
<i>Academic Misconduct</i> .....	102
<i>Academic Progress</i> .....	102
<i>Addresses (presentations)</i> .....	103
<i>Advice</i> .....	103
<i>Appeals (decisions)</i> .....	104
<i>Apprentices / Trainees</i> .....	104
<i>Apprentices / Trainees (Continued)</i> .....	105
<i>Arrangements</i> .....	106
<i>Authorisation</i> .....	106
<i>Awards, Prizes and Medals</i> .....	106
<i>Awards, Prizes and Medals (Continued)</i> .....	107
<i>Behaviour Management</i> .....	107
<i>Bursary Scheme</i> .....	108
<i>Case Management</i> .....	109
<i>Celebrations</i> .....	110
<i>Ceremonies</i> .....	111
<i>Committees</i> .....	112
<i>Compliance</i> .....	113
<i>Discipline</i> .....	113
<i>Enquiries</i> .....	114

## Records Disposal Schedule – Schools Management Records September 2009

<i>Enrolment</i> .....	114
<i>Evaluation</i> .....	114
<i>Evaluation (Continued)</i> .....	115
<i>Events</i> .....	115
<i>Examination and Assessment</i> .....	116
<i>Examination and Assessment (Continued)</i> .....	117
<i>Implementation</i> .....	117
<i>Liaison</i> .....	118
<i>Meetings</i> .....	118
<i>Modifications</i> .....	119
<i>Planning</i> .....	119
<i>Policy</i> .....	120
<i>Procedures</i> .....	120
<i>Public Reaction</i> .....	121
<i>Recognition of Prior Studies / Learning</i> .....	121
<i>Reporting</i> .....	121
<i>Reporting (Continued)</i> .....	122
<i>Representatives</i> .....	122
<i>Research</i> .....	123
<i>Reviewing</i> .....	123
<i>Student Accommodation</i> .....	124
<i>Student Appointments</i> .....	124
<i>Student Attendance</i> .....	125
<i>Student Certificates</i> .....	126
<i>Student Excursions</i> .....	126
<i>Student Excursions (Continued)</i> .....	127
<i>Student Identification</i> .....	127
<i>Student Misconduct</i> .....	128
<i>Student Transcripts</i> .....	128
<i>Student Work Placements</i> .....	129
<i>Submissions</i> .....	129
<i>Submissions (Continued)</i> .....	130
<i>Submissions (Continued)</i> .....	131
<i>Suggestions</i> .....	131
<b>STUDENT SERVICES</b> .....	132
<i>Accidents</i> .....	132
<i>Advice</i> .....	133
<i>Agreements</i> .....	133
<i>Authorisation</i> .....	133
<i>Case Management</i> .....	134
<i>Chaplaincy</i> .....	134
<i>Child Care Provision</i> .....	134
<i>Committees</i> .....	135
<i>Compliance</i> .....	136
<i>Conferences</i> .....	136
<i>Conferences (Continued)</i> .....	137
<i>Discipline</i> .....	137
<i>Discipline (Continued)</i> .....	138
<i>Early Intervention Programs</i> .....	138
<i>Enquiries</i> .....	139
<i>Evaluation</i> .....	139
<i>Grant Administration</i> .....	139
<i>Grant Funding</i> .....	140
<i>Grievances</i> .....	141
<i>Health Promotion</i> .....	141
<i>Implementation</i> .....	142
<i>Liaison</i> .....	142
<i>Meetings</i> .....	142
<i>Meetings (Continued)</i> .....	143
<i>Planning</i> .....	143

## Records Disposal Schedule – Schools Management Records September 2009

<i>Policy</i> .....	143
<i>Policy (Continued)</i> .....	144
<i>Procedures</i> .....	144
<i>Public Reaction</i> .....	145
<i>Reporting</i> .....	145
<i>Representatives</i> .....	146
<i>Research</i> .....	146
<i>Reviewing</i> .....	146
<i>Reviewing (Continued)</i> .....	147
<i>Special Education</i> .....	147
<i>Special Needs Support</i> .....	148
<i>Student Careers Advice</i> .....	148
<i>Student Graduation</i> .....	149
<i>Student Grievances</i> .....	150
<i>Student Health and Counselling Services</i> .....	151
<i>Submissions</i> .....	152
<i>Submissions (Continued)</i> .....	153
<i>Suggestions</i> .....	154
<i>Visits</i> .....	154
<b>TEACHER QUALIFICATION REGULATIONS</b> .....	155
<i>Advice</i> .....	155
<i>Agreements</i> .....	155
<i>Committees</i> .....	156
<i>Compliance</i> .....	157
<i>Conferences</i> .....	157
<i>Conferences (Continued)</i> .....	158
<i>Enquiries</i> .....	158
<i>Evaluation</i> .....	158
<i>Evaluation (Continued)</i> .....	159
<i>Exhibitions</i> .....	159
<i>Liaison</i> .....	159
<i>Meetings</i> .....	160
<i>Planning</i> .....	160
<i>Policy</i> .....	161
<i>Procedures</i> .....	161
<i>Research</i> .....	162
<i>Reviewing</i> .....	162
<i>Standards</i> .....	163
<i>Training</i> .....	163
<i>Training (Continued)</i> .....	164
<b>TRAINING &amp; VOCATIONAL EDUCATION</b> .....	165
<i>Accreditation</i> .....	165
<i>Advice</i> .....	165
<i>Advice (Continued)</i> .....	166
<i>Agreements</i> .....	166
<i>Apprentices / Trainees</i> .....	167
<i>Apprentices / Trainees (Continued)</i> .....	168
<i>Audit</i> .....	168
<i>Audit (Continued)</i> .....	169
<i>Committees</i> .....	170
<i>Compliance</i> .....	171
<i>Contracting out</i> .....	171
<i>Enquiries</i> .....	171
<i>Evaluation</i> .....	172
<i>Events</i> .....	172
<i>Grant Administration</i> .....	173
<i>Grant Funding</i> .....	173
<i>Joint Ventures</i> .....	174
<i>Liaison</i> .....	175
<i>Marketing</i> .....	175

## Records Disposal Schedule – Schools Management Records September 2009

<i>Meetings</i> .....	175
<i>Meetings (Continued)</i> .....	176
<i>Planning</i> .....	176
<i>Policy</i> .....	176
<i>Policy (Continued)</i> .....	177
<i>Procedures</i> .....	177
<i>Registration</i> .....	178
<i>Reporting</i> .....	178
<i>Research</i> .....	179
<i>Reviewing</i> .....	179
<i>Student Training</i> .....	180
<i>Submissions</i> .....	180
<i>Submissions (Continued)</i> .....	181
<i>Tendering</i> .....	182
<i>Tendering (Continued)</i> .....	183
<b>RETAIN AS TERRITORY ARCHIVES</b> .....	<b>184</b>
<i>EDUCATION STRATEGY</i> .....	<i>185</i>
<i>Advice</i> .....	185
<i>Audit</i> .....	185
<i>Committees</i> .....	186
<i>Curriculum Development</i> .....	186
<i>Evaluation</i> .....	186
<i>Planning</i> .....	187
<i>Policy</i> .....	187
<i>Reporting</i> .....	187
<i>Research</i> .....	187
<i>Reviewing</i> .....	188
<i>Submissions</i> .....	188
<i>Submissions (Continued)</i> .....	189
<i>EXTERNAL EDUCATION RELATIONS (NON-GOVERNMENT)</i> .....	<i>190</i>
<i>Addresses (presentations)</i> .....	190
<i>Advice</i> .....	190
<i>Committees</i> .....	191
<i>Industrial Action</i> .....	191
<i>Joint Ventures</i> .....	192
<i>Media Relations</i> .....	192
<i>Planning</i> .....	192
<i>Policy</i> .....	193
<i>Reporting</i> .....	193
<i>Research</i> .....	193
<i>Reviewing</i> .....	194
<i>Submissions</i> .....	194
<i>Submissions (Continued)</i> .....	195
<i>SCHOOL MANAGEMENT</i> .....	<i>196</i>
<i>Advice</i> .....	196
<i>Audit</i> .....	196
<i>Committees</i> .....	197
<i>Curriculum Development</i> .....	197
<i>Evaluation</i> .....	197
<i>Joint Ventures</i> .....	198
<i>Planning</i> .....	198
<i>Policy</i> .....	198
<i>Reporting</i> .....	198
<i>Research</i> .....	199
<i>Reviewing</i> .....	199
<i>Submissions</i> .....	199
<i>Submissions</i> .....	200
<i>STUDENT ADMINISTRATION</i> .....	<i>201</i>
<i>Addresses (presentations)</i> .....	201



**Records Disposal Schedule – Schools Management Records September 2009**

<i>Advice</i> .....	201
<i>Awards, Prizes and Medals</i> .....	201
<i>Celebrations</i> .....	202
<i>Ceremonies</i> .....	202
<i>Committees</i> .....	203
<i>Evaluation</i> .....	203
<i>Events</i> .....	204
<i>Examination and Assessment</i> .....	204
<i>Planning</i> .....	204
<i>Policy</i> .....	205
<i>Reporting</i> .....	205
<i>Research</i> .....	205
<i>Reviewing</i> .....	205
<i>Student Attendance</i> .....	206
<i>Student Transcripts</i> .....	206
<i>Submissions</i> .....	206
<i>Submissions (Continued)</i> .....	207
<b>STUDENT SERVICES</b> .....	208
<i>Advice</i> .....	208
<i>Committees</i> .....	208
<i>Evaluation</i> .....	209
<i>Planning</i> .....	209
<i>Policy</i> .....	209
<i>Reporting</i> .....	209
<i>Research</i> .....	210
<i>Reviewing</i> .....	210
<i>Student Graduation</i> .....	210
<i>Submissions</i> .....	211
<b>TEACHER QUALIFICATION REGULATIONS</b> .....	212
<i>Advice</i> .....	212
<i>Committees</i> .....	212
<i>Evaluation</i> .....	213
<i>Planning</i> .....	213
<i>Policy</i> .....	213
<i>Research</i> .....	213
<i>Reviewing</i> .....	214
<b>TRAINING &amp; VOCATIONAL EDUCATION</b> .....	215
<i>Accreditation</i> .....	215
<i>Advice</i> .....	215
<i>Apprentices / Trainees</i> .....	216
<i>Audit</i> .....	216
<i>Committees</i> .....	217
<i>Evaluation</i> .....	217
<i>Events</i> .....	218
<i>Joint Ventures</i> .....	218
<i>Planning</i> .....	218
<i>Policy</i> .....	219
<i>Registration</i> .....	219
<i>Reporting</i> .....	219
<i>Research</i> .....	219
<i>Reviewing</i> .....	220
<i>Submissions</i> .....	220
<i>Submissions (Continued)</i> .....	221

## **INTRODUCTION**

The *Records Disposal Schedule - Schools Management Records* is the official authority for the disposal of records relating to Schools 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 Schools Management 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 - Schools 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 Schools Management 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 - Schools Management Records:

- covers all Schools Management 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:

*Board of Senior Secondary Studies Act 1997*

*Canberra Institute of Technology Act 1987*

*Education Act 2004*

*Education Services for Overseas Students Act 2000*

*Food Act 2001*

*Freedom of Information Act 1989*

*Schools Assistance (Learning Together - Achievement Through Choice and Opportunity) Act 2004 (Cwlth)*

*States Grants (Primary and Secondary Education Assistance) Act 2000 (Cwlth)*

*Territory Records Act 2002*

*Training and Tertiary Education Act 2003*

*University of Canberra Act 1989*

*Vocational Education and Training Act 2003*

## **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**

## ***EDUCATION STRATEGY***

The function of developing and planning the provision of education to all the ACT community, across the preschool, primary and secondary education sectors. Includes the development of policy and legislation which sets the direction of education in the Territory, as well as setting specialised policies for students with disabilities, indigenous students and distance education.

### ***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.

### ***Audit***

The activities associated with officially checking financial, quality assurance and operational records to ensure they have been kept and maintained in accordance with agreed or legislated standards and correctly record the events, processes and business of the agency, 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.

### ***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.

## ***EDUCATION STRATEGY***

### ***Conferences***

The activities involved in arranging or attending conferences held either by the agency or by other agencies or organisations. Includes registrations, publicity, and reports of participants, etc.

### ***Contracting out***

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

### ***Curriculum Development***

The process of developing and approving curricula.

### ***Enquiries***

The activities associated with handling requests for information about the agency and its services, programs and activities.

### ***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.

### ***Grant Administration***

The processes involved with managing and acquittal of grant funding. Includes the records documenting and reporting on decisions relating to the possible and actual allocations of funds.

### ***Grant Funding***

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

### ***Implementation***

The activities associated with carrying out or putting into action, plans, policies, procedures or instructions, all of which could be internally or externally driven. Includes manual or automated databases, applications or systems, but excludes installation of equipment. Also includes monitoring to ensure the implementation goes according to schedule and that standards are met.

## ***EDUCATION STRATEGY***

### ***Liaison***

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

### ***Marketing***

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

### ***Meetings***

The activities associated with 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.

### ***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.

### ***Public Reaction***

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

## ***EDUCATION STRATEGY***

### ***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.

### ***Representatives***

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

### ***Research***

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

### ***Reviewing***

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

### ***Standards***

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

### ***Submissions***

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

### ***Suggestions***

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

### ***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.

### ***EXTERNAL EDUCATION RELATIONS (NON-GOVERNMENT)***

The function of managing relationships between the agency and the private sector for developing education in Preschool, Primary, Secondary and College environments. Includes professional bodies, industry and educational/training institutions such as universities.

#### ***Addresses (presentations)***

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

#### ***Advice***

The activities associated with offering opinions 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.

#### ***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 to which the agency is subject. Includes compliance with legislation and with national and international standards, such as the ISO 9000 series.

#### ***Conferences***

The activities involved in arranging or attending conferences held either by the agency or by other agencies or organisations. Includes registrations, publicity, and reports of participants, etc.

#### ***Customer Service***

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

## ***EXTERNAL EDUCATION RELATIONS (NON-GOVERNMENT)***

### ***Enquiries***

The activities associated with handling requests for information about the agency and its services, programs and activities.

### ***Grievances***

The activities associated with the handling and resolution of grievances. Includes handling complaints over perceived discrimination, or those arising over work environment, work organisation or distribution, peers, supervisors or subordinates. Also includes complaints regarding the provision of access to opportunities such as training, equipment, promotion, or higher duties.

### ***Industrial Action***

The activities associated with dealing with a failure or refusal to attend or perform work in association with a dispute between management and workers. Includes lock-outs, strikes etc.

### ***Joint Ventures***

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

### ***Liaison***

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

### ***Marketing***

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

### ***Media Relations***

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

## ***EXTERNAL EDUCATION RELATIONS (NON-GOVERNMENT)***

### ***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.

### ***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.

### ***Public Reaction***

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

### ***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.

### ***Research***

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

### ***Reviewing***

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



***EXTERNAL EDUCATION RELATIONS (NON-GOVERNMENT)***

***Submissions***

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

***Suggestions***

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

***Visits***

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

## ***SCHOOL MANAGEMENT***

The function of managing the administration and structure of schools such as opening, naming, closure, amalgamation, registrations and operations of schools. Includes matters relating to school activities and school-based responsibilities.

### ***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.

### ***Arrangements***

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

### ***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.

### ***Canteen Operations***

Records relating to the operation of school canteens.

### ***Class Development***

The activity of developing classes, such as composite classes, closure of classes, class sizes etc. Includes arrangements for special needs classes. Also includes the process of sourcing teacher resources to teach the classes.

## ***SCHOOL MANAGEMENT***

### ***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.

### ***Curriculum Development***

The process of developing and approving curricula.

### ***Enquiries***

The activities associated with handling requests for information about the agency and its services, programs and activities.

### ***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.

### ***Implementation***

The activities associated with carrying out or putting into action, plans, policies, procedures or instructions, all of which could be internally or externally driven. Includes manual or automated databases, applications or systems, but excludes installation of equipment. Also includes monitoring to ensure the implementation goes according to schedule and that standards are met.

### ***Intellectual Property***

The activities involved in managing the agency's intellectual property, both published and unpublished, and the use of material held by the agency in which another party owns the intellectual property. Includes management of copyright, design, patents and trademarks, royalties and matters of confidentiality, such as trade secrets, which are not available to the public under Freedom of Information (FOI) legislation.

## ***SCHOOL MANAGEMENT***

### ***Joint Ventures***

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

### ***Liaison***

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

### ***Meetings***

The activities associated with 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.

### ***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.

### ***Public Reaction***

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

## ***SCHOOL MANAGEMENT***

### ***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.

### ***Research***

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

### ***Reviewing***

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

### ***Security***

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

### ***Submissions***

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

### ***Suggestions***

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

### ***Teacher Observations***

Observations or notes made and documented by school staff on programs, methods, students etc.

## ***STUDENT ADMINISTRATION***

The function of managing school students. Includes admissions, enrolment, exchange programmes, misconduct processes, graduation, prizes and scholarships.

### ***Academic Misconduct***

The activity of managing academic behaviour that is not in accordance with the institution's or school's statutes and rules especially involving work submitted for assessment. Includes undertaking investigations into allegations of suspected cheating or plagiarism and resulting action.

### ***Academic Progress***

The activity of guiding students' academic progress throughout their course of study including through production of transcripts of final results. Includes regular reports and grades given.

### ***Addresses (presentations)***

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

### ***Advice***

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

### ***Appeals (decisions)***

The activities involved in the process of appeals against decisions by application to a higher authority.

### ***Apprentices / Trainees***

The activities associated with combined structured training and paid employment to gain experience in the workplace as well as to achieve a nationally recognised qualification. May include arrangements for work experience.

### ***Arrangements***

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

## ***STUDENT ADMINISTRATION***

### ***Authorisation***

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

### ***Awards, Prizes and Medals***

The activity of bestowing on students informal awards, scholarships, bursaries, prizes or fellowships. They may take the form of money, medals, certificates, the waiving of fees, merit awards and other forms of acknowledgement of achievement. Some will have conditions placed on the student and/or the institution. This includes both internal and external awards.

### ***Behaviour Management***

The activity of managing student behaviour in schools and colleges.

### ***Bursary Scheme***

The activity of providing financial assistance to families of students in exceptional circumstances.

### ***Case Management***

The activity of managing an incident, person, organisation or client, on a case basis. Case management incorporates the process of assessment, planning, facilitation and advocacy for options and services to meet an individual's, organisation's or client's needs or outcomes. Includes processing of applications; authorisations and approvals; the establishment of a client; developing, implementing and monitoring case plans; the ongoing delivery and provision of services; finalisation of services and reviews of service delivery.

### ***Celebrations***

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

### ***Ceremonies***

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

### ***Committees***

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

## ***STUDENT ADMINISTRATION***

### ***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.

### ***Discipline***

The activities and actions associated with the disciplinary process. Includes investigation, charges, formal inquiries and punishment.

### ***Enquiries***

The activities associated with handling requests for information about the agency and its services, programs and activities.

### ***Enrolment***

The process of registering/enrolling all students in a course or subject. Includes the enrolment of international and exchange students.

### ***Evaluation***

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

### ***Events***

The activities relating to the arranging and staging of events. Includes support for local suppliers and organisations to attend, display or promote (e.g. trade displays, Christmas pageants, Canberra Show). Also includes events arranged and staged by agencies (e.g. open days, land sales, Floriade).

### ***Examination and Assessment***

The process of testing knowledge and understanding of students by examination and other techniques, such as ongoing assessment. Includes arrangements for subject and university entrance examinations.

### ***Implementation***

The activities associated with carrying out or putting into action, plans, policies, procedures or instructions, all of which could be internally or externally driven. Includes manual or automated databases, applications or systems, but excludes



installation of equipment. Also includes monitoring to ensure the implementation goes according to schedule and that standards are met.

## ***STUDENT ADMINISTRATION***

### ***Liaison***

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

### ***Meetings***

The activities associated with 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.

### ***Modifications***

Changes to subjects or units as well as personal details (information such as name change, address and telephone/contact detail variations). Includes application forms and supporting documentation such as marriage or birth certificates, statutory declarations.

### ***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.

### ***Public Reaction***

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

## ***STUDENT ADMINISTRATION***

### ***Recognition of Prior Studies / Learning***

The activity of assessing and recognizing prior studies undertaken by a student that may satisfy part of the academic requirements of a course in which the student is enrolled. May include recognition of studies undertaken interstate or overseas. Also known as Advanced Standing.

### ***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.

### ***Representatives***

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

### ***Research***

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

### ***Reviewing***

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

### ***Student Accommodation***

The service of providing accommodation through halls of residence or residential facilities. Also includes the activities associated with managing arrangements for students who do not live at home during term time.

### ***Student Appointments***

The activities associated with the appointment of students to positions within the school, such as Student Representative Council.

## ***STUDENT ADMINISTRATION***

### ***Student Attendance***

Attendance for examinations or other assessment activities and non-accredited programs.

### ***Student Certificates***

The activity of managing documents presented to a student on successful completion of a program of study, providing evidence of academic achievement, such as year 10 and 12 certificates.

### ***Student Excursions***

The activities associated with the planning, approval, management etc of trips, visits or tours undertaken school groups.

### ***Student Identification***

The provision of student identification, usually in the form of student ID cards, including library cards.

### ***Student Misconduct***

The activities and actions associated with the disciplinary process for processing student complaints against fellow students. Includes investigations, charges, punishment and appeals.

### ***Student Transcripts***

The official record of the marks/grades achieved by a student in the course of the degree or program undertaken. May also be known as final results.

### ***Student Work Placements***

The activity of arranging work experience for students. Includes the management of potential employers.

### ***Submissions***

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

### ***Suggestions***

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

## ***STUDENT SERVICES***

The function of supporting individual students throughout their attendance, and assisting them to undertake and successfully complete their studies, at preschool, primary, secondary and college schools. Includes matters affecting the safety, health and general welfare of school students such as domestic violence (child abuse), drug abuse, and support services and programs such as immunisations, counselling, medical assessment, special education programs and distance education arrangements provided by the agency to meet the health and welfare needs of students.

### ***Accidents***

The activities involved in dealing with mishaps causing injury or damage. Includes damage or injury to the organisation's property or member of staff incurred while coming to, at, or leaving work, or to the general public or visitors whilst on the organisation's premises. Also includes measures to prevent accidents occurring.

### ***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.

### ***Authorisation***

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

### ***Case Management***

The activity of managing an incident, person, organisation or client, on a case basis. Case management incorporates the process of assessment, planning, facilitation and advocacy for options and services to meet an individual's, organisation's or client's needs or outcomes. Includes processing of applications; authorisations and approvals; the establishment of a client; developing, implementing and monitoring case plans; the ongoing delivery and provision of services; finalisation of services and reviews of service delivery.

### ***Chaplaincy***

The provision of chaplaincy services.

## ***STUDENT SERVICES***

### ***Child Care Provision***

The enrolment and/or attendance of children at the child care facility.

### ***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.

### ***Conferences***

The activities involved in arranging or attending conferences held either by the agency or by other agencies or organisations. Includes registrations, publicity, and reports of participants, etc.

### ***Discipline***

The activities and actions associated with the disciplinary process. Includes investigation, charges, formal inquiries and punishment.

### ***Early Intervention Programs***

The arrangement of services to provide early intervention programs tailored to the needs of individuals. May include arrangements for additional resources or specialised programs.

### ***Enquiries***

The activities associated with handling requests for information about the agency and its services, programs and activities.

### ***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.

## ***STUDENT SERVICES***

### ***Grant Administration***

The processes involved with managing and acquittal of grant funding. Includes the records documenting and reporting on decisions relating to the possible and actual allocations of funds.

### ***Grant Funding***

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

### ***Grievances***

The activities associated with the handling and resolution of grievances. Includes handling complaints over perceived discrimination, or those arising over work environment, work organisation or distribution, peers, supervisors or subordinates. Also includes complaints regarding the provision of access to opportunities such as training, equipment, promotion, or higher duties.

### ***Health Promotion***

The process of promotion programs which encourage the establishment and maintenance of a healthy work environment and which encourage healthy lifestyles. Includes workplace environments.

### ***Implementation***

The activities associated with carrying out or putting into action, plans, policies, procedures or instructions, all of which could be internally or externally driven. Includes manual or automated databases, applications or systems, but excludes installation of equipment. Also includes monitoring to ensure the implementation goes according to schedule and that standards are met.

### ***Liaison***

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

### ***Meetings***

The activities associated with 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.

## ***STUDENT SERVICES***

### ***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.

### ***Public Reaction***

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

### ***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.

### ***Representatives***

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

### ***Research***

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

### ***Reviewing***

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



## ***STUDENT SERVICES***

### ***Special Education***

The arrangement of services to provide education tailored to the needs of individuals who differ intellectually, physically, emotionally, or socially from those who can be taught by the usual methods. May include arrangements for additional resources or specialised programs.

### ***Special Needs Support***

Provision of services such as assistance to disabled students, foreign students, etc. This may include the provision of special needs services during examinations such as interpreters, reading assistance for sight impaired students, disabled access, etc.

### ***Student Careers Advice***

Advice on student career and course options.

### ***Student Graduation***

Admission to degree, diploma, certificate, statement of attainment or other qualification.

### ***Student Grievances***

The activities associated with the handling and resolution of grievances. Includes handling complaints over perceived discrimination, harassment by staff or fellow students.

### ***Student Health and Counselling Services***

The activities associated with providing counselling to a student for various reasons including unacceptable behaviour, personal problems and medical difficulties. Includes support services and programs such as immunisations, psychological counselling and medical assessments provided by the agency in meeting the health and welfare needs of students. Drug education, Austudy implications, absences, youth support services, intervention and support programs. Also includes the provision of treatment, counselling and advice for medical, dental and personal issues (it does not include career counselling for students or staff).

### ***Submissions***

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

***STUDENT SERVICES***

***Suggestions***

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

***Visits***

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

## ***TEACHER QUALIFICATION REGULATIONS***

The function of managing a regulatory framework for the teaching profession, teacher qualification requirements for teaching in ACT government schools, and recognition of teacher education programs. Includes liaison with academic and other teacher educational institutions regarding courses.

### ***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.

### ***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.

### ***Conferences***

The activities involved in arranging or attending conferences held either by the agency or by other agencies or organisations. Includes registrations, publicity, and reports of participants, etc.

### ***Enquiries***

The activities associated with handling requests for information about the agency and its services, programs and activities.

### ***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.

## ***TEACHER QUALIFICATION REGULATIONS***

### ***Exhibitions***

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

### ***Liaison***

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

### ***Meetings***

The activities associated with 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.

### ***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.

### ***Research***

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

### ***Reviewing***

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

***TEACHER QUALIFICATION REGULATIONS***

***Standards***

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

***Training***

The activities associated with all aspects of the provision of training and development (external/internal).

## ***TRAINING & VOCATIONAL EDUCATION***

The function of developing, planning, funding, managing and reporting education and training opportunities, programs and initiatives in the ACT. Includes the setting of strategies and policies for the Vocational Education & Training (VET) and higher education sectors. Includes the registration and monitoring of training and higher education providers, as required under relevant legislation. The function also includes assessment of applicants for approvals (registration of providers, accreditation of courses) and approval and monitoring of training contracts.

### ***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.

### ***Appeals (decisions)***

The activities involved in the process of appeals against decisions by application to a higher authority.

### ***Apprentices / Trainees***

The activities associated with combined structured training and paid employment to gain experience in the workplace as well as to achieve a nationally recognised qualification. May include arrangements for work experience.

### ***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.

### ***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.

## ***TRAINING & VOCATIONAL EDUCATION***

### ***Contracting out***

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

### ***Enquiries***

The activities associated with handling requests for information about the agency and its services, programs and activities.

### ***Evaluation***

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

### ***Events***

The activities relating to the arranging and staging of events. Includes support for local suppliers and organisations to attend, display or promote (e.g. trade displays, Christmas pageants, Canberra Show). Also includes events arranged and staged by agencies (e.g. open days, land sales, Floriade).

### ***Grant Administration***

The processes involved with managing and acquittal of grant funding. Includes the records documenting and reporting on decisions relating to the possible and actual allocations of funds.

### ***Grant Funding***

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

### ***Joint Ventures***

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

## ***TRAINING & VOCATIONAL EDUCATION***

### ***Liaison***

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

### ***Marketing***

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

### ***Meetings***

The activities associated with 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.

### ***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.

### ***Registration***

The activities to record, catalogue, inventory or list. The establishment and maintenance of registers containing information required by legislation.

### ***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.



## ***TRAINING & VOCATIONAL EDUCATION***

### ***Research***

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

### ***Reviewing***

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

### ***Student Training***

The activities associated with all aspects of training (external/internal) available to students.

### ***Submissions***

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

### ***Tendering***

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

## **RECORDS DISPOSAL SCHEDULE**







## ***EDUCATION STRATEGY***

### ***Committees (Continued)***

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

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
168.020.003 ■■■■■■■■■■■■■■■■■■■■	Records relating to external or internal committees formed to consider specific matters. Includes final versions of documents: <ul style="list-style-type: none"><li>• establishing the committee</li><li>• terms of reference</li><li>• appointment of members</li><li>• minutes</li><li>• reports</li><li>• recommendations</li><li>• supporting documents such as briefing and discussion papers.</li></ul>	Destroy 5 years after action completed
168.020.004 ■■■■■■■■■■■■■■■■■■■■	Records of working papers and administration of committees. Includes: <ul style="list-style-type: none"><li>• agendas</li><li>• notices of meetings</li><li>• draft minutes</li><li>• room bookings.</li></ul>	Destroy 6 months after last action

### ***Compliance***

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

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

**EDUCATION STRATEGY**

**Conferences**

The activities involved in arranging or attending conferences held either by the agency or by other agencies or organisations. Includes registrations, publicity, and reports of participants, etc.

*[For speeches and addresses given at conferences, use Addresses (presentations).]*

<b>Entry No.</b>	<b>Description of Records</b>	<b>Disposal Action</b>
168.022.001 ■■■■■■■■■■■■■■■■■■■■	Conferences arranged by the agency. Includes: <ul style="list-style-type: none"> <li>• program development</li> <li>• invitations to speakers</li> <li>• promotion activities</li> <li>• registrations</li> <li>• venue bookings.</li> </ul>	Destroy 3 years after action completed
168.022.002 ■■■■■■■■■■■■■■■■■■■■	Reports commenting on and assessing conferences.	Destroy 3 years after action completed
168.022.003 ■■■■■■■■■■■■■■■■■■■■	Master of unpublished proceedings, reports, speeches and papers from conferences.	Destroy 3 years after action completed
168.022.004 ■■■■■■■■■■■■■■■■■■■■	Published proceedings from conferences.	Destroy 6 months after action completed
168.022.005 ■■■■■■■■■■■■■■■■■■■■	Records documenting attendance of staff at conferences. Includes: <ul style="list-style-type: none"> <li>• conference promotion material</li> <li>• programs</li> <li>• registration forms.</li> </ul>	Destroy 6 months after action completed

*[For travel and accommodation arrangements made for staff to attend conferences, use PERSONNEL – Arrangements.]*





***EDUCATION STRATEGY***

***Evaluation***

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

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
168.042.001 ■■■■■■■■■■■■■■■■■■■■	External and internal reports evaluating potential or existing services and systems.	Retain as Territory Archives
168.042.002 ■■■■■■■■■■■■■■■■■■■■	Records documenting the evaluation and ongoing monitoring of the education strategy function.	Destroy 3 years after action completed
168.042.003 ■■■■■■■■■■■■■■■■■■■■	Working papers supporting external or internal reports evaluating the education strategy function.	Destroy 6 months after action completed

***Grant Administration***

The processes involved with managing and acquittal of grant funding. Includes the records documenting and reporting on decisions relating to the possible and actual allocations of funds.

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
168.361.001 ■■■■■■■■■■■■■■■■■■■■	Records relating to the management of grant funds. Including: <ul style="list-style-type: none"><li>• proposals</li><li>• decisions</li><li>• justifications.</li></ul>	Destroy 7 years after action completed

## EDUCATION STRATEGY

### 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 records documenting the financial arrangements of grant funds, use FINANCIAL MANAGEMENT - Grant Funding.*

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

<b>Entry No.</b>	<b>Description of Records</b>	<b>Disposal Action</b>
168.049.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting successful applications made by the agency for grant funding.  <i>[For the management of grant money received by the agency, use FINANCIAL MANAGEMENT - Grant Funding.]</i>	Destroy 7 years after action completed
168.049.002 ■■■■■■■■■■■■■■■■■■■■	Records documenting unsuccessful applications made by the agency for grant funding.	Destroy 2 years after action completed

### Implementation

The activities associated with carrying out or putting into action, plans, policies, procedures or instructions, all of which could be internally or externally driven. Includes manual or automated databases, applications or systems, but excludes installation of equipment. Also includes monitoring to ensure the implementation goes according to schedule and that standards are met.

<b>Entry No.</b>	<b>Description of Records</b>	<b>Disposal Action</b>
168.053.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting the implementation of plans, policies and procedures developed to support the function. Includes the implementation of curricula of school based curriculum. Also includes specific subject areas and procedural guidelines etc.	Destroy 3 years after action completed









## **EDUCATION STRATEGY**

### **Representatives**

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

<b>Entry No.</b>	<b>Description of Records</b>	<b>Disposal Action</b>
168.090.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting the nomination, appointment and resignation and/or termination of staff members on external committees and government boards.	Destroy 6 months after end of appointment

### **Research**

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

<b>Entry No.</b>	<b>Description of Records</b>	<b>Disposal Action</b>
168.091.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting detailed research carried out to support the education strategy function.	Retain as Territory Archives
168.091.002 ■■■■■■■■■■■■■■■■■■■■	Records documenting routine research carried out to support the education strategy function.	Destroy 7 years after action completed

### **Reviewing**

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

<b>Entry No.</b>	<b>Description of Records</b>	<b>Disposal Action</b>
168.093.001 ■■■■■■■■■■■■■■■■■■■■	Final reports and action plans.	Retain as Territory Archives







**EDUCATION STRATEGY**

***Submissions (Continued)***

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

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
168.102.006 ■■■■■■■■■■■■■■■■■■■■	<p>Submissions (other than Cabinet submissions) made to the Chief Minister, Minister, and government bodies on issues directly relating to the agency's functions, concerning other matters of lesser importance with <b>no</b> far reaching impact on the social, economic and international standing of the Territory or country. Includes submissions concerning administrative matters.</p> <p><i>[For Cabinet submissions concerning matters of lesser importance, use GOVERNMENT RELATIONS – Submissions.]</i></p>	Destroy 2 years after action completed
168.102.007 ■■■■■■■■■■■■■■■■■■■■	<p>Working papers documenting the development of submissions (other than Cabinet submissions) relating to other matters of lesser importance.</p> <p><i>[For working papers developing Cabinet submissions relating to matters of lesser importance, use GOVERNMENT RELATIONS – Submissions.]</i></p>	Destroy 6 months after action completed





**EXTERNAL EDUCATION RELATIONS (NON-GOVERNMENT)**

The function of managing relationships between the agency and the private sector for developing education in Preschool, Primary, Secondary and College environments. Includes professional bodies, industry and educational/training institutions such as universities.

*[For relationships with the public sector, use GOVERNMENT RELATIONS.]*

**Addresses (presentations)**

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

<b>Entry No.</b>	<b>Description of Records</b>	<b>Disposal Action</b>
169.004.001 ■■■■■■■■■■■■■■■■■■■■	Final versions of addresses made by the chief Minister or portfolio Minister or senior agency officers at major public occasions.	Retain as Territory Archives
169.004.002 ■■■■■■■■■■■■■■■■■■■■	Final versions of other addresses delivered in the routine promotion of the agency's service or products.	Destroy 2 years after last presentation
169.004.003 ■■■■■■■■■■■■■■■■■■■■	Working papers documenting the development of addresses, including drafts.	Destroy 6 months after action completed

**Advice**

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

<b>Entry No.</b>	<b>Description of Records</b>	<b>Disposal Action</b>
169.005.001 ■■■■■■■■■■■■■■■■■■■■	Receipt and provision of advice that resulted in major changes. Includes advice provided by consultants.	Retain as Territory Archives
169.005.002 ■■■■■■■■■■■■■■■■■■■■	Receipt and provision of all other advice. Includes advice provided by consultants.	Destroy 5 years after action completed
169.005.003 ■■■■■■■■■■■■■■■■■■■■	Working papers documenting the development of advice.	Destroy 2 years after action completed















***EXTERNAL EDUCATION RELATIONS (NON-GOVERNMENT)***

***Joint Ventures (Continued)***

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

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
169.062.004 ■■■■■■■■■■■■■■■■■■■■	Signed simple joint venture contracts and agreements and supporting records.	Destroy 7 years after completion or other termination of agreement or contract

***Liaison***

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

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
169.067.001 ■■■■■■■■■■■■■■■■■■■■	Liaison activities undertaken with professional associations, private sector organisations and community groups. Includes collaboration on projects and exchanges of information.	Destroy 3 years after action completed

***EXTERNAL EDUCATION RELATIONS (NON-GOVERNMENT)***

***Marketing***

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

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
169.070.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting the marketing of the function. Includes research and assessment of products against market trends, sale forecasting, pricing and liaison with retailers.  <i>[For the development of a marketing plan, use EXTERNAL EDUCATION RELATIONS (NON-GOVERNMENT) – Planning.]</i>	Destroy 5 years after action completed

***Media Relations***

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

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
169.071.001 ■■■■■■■■■■■■■■■■■■■■	Master set of agency media releases.	Retain as Territory Archives
169.071.002 ■■■■■■■■■■■■■■■■■■■■	Records documenting administrative arrangements with the media. Includes the issuing of media releases, organising interviews and providing information and assistance to support media coverage of an event or promotion of the agency's services or products.	Destroy 2 years after action completed



**EXTERNAL EDUCATION RELATIONS (NON-GOVERNMENT)**

**Planning**

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

<b>Entry No.</b>	<b>Description of Records</b>	<b>Disposal Action</b>
169.079.001 ■■■■■■■■■■■■■■■■■■■■	Final version of plans for major projects.	Retain as Territory Archives
169.079.002 ■■■■■■■■■■■■■■■■■■■■	Final version of plans for other projects.	Destroy 5 years after plan is superseded
169.079.003 ■■■■■■■■■■■■■■■■■■■■	Working papers used to develop plans for projects. Includes: <ul style="list-style-type: none"><li>• draft plans</li><li>• reports analysing issues</li><li>• comments on draft plans.</li></ul>	Destroy 1 year after adoption of the final plan

**Policy**

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

<b>Entry No.</b>	<b>Description of Records</b>	<b>Disposal Action</b>
169.080.001 ■■■■■■■■■■■■■■■■■■■■	Final version of policies.	Retain as Territory Archives
169.080.002 ■■■■■■■■■■■■■■■■■■■■	Development and establishment of agency's policies. Includes: <ul style="list-style-type: none"><li>• policy proposals</li><li>• research papers</li><li>• results of consultations</li><li>• supporting reports</li><li>• major drafts.</li></ul>	Destroy 5 years after policy expires or is superseded
169.080.003 ■■■■■■■■■■■■■■■■■■■■	Comments made on the development of policies.	Destroy 3 years after promulgation of new policy
169.080.004 ■■■■■■■■■■■■■■■■■■■■	Policy documents and supporting papers.	Destroy 6 months after action completed





***EXTERNAL EDUCATION RELATIONS (NON-GOVERNMENT)***

***Reporting (Continued)***

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.

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
169.088.003 ■■■■■■■■■■■■■■■■■■■■	Responses to surveys.	Destroy 3 years after action completed
169.088.004 ■■■■■■■■■■■■■■■■■■■■	Working papers documenting the development of all reports. Includes drafts and comments received.	Destroy 6 months after action completed

***Research***

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

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
169.091.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting detailed research carried out to support the external education relations (non-government) function.	Retain as Territory Archives
169.091.002 ■■■■■■■■■■■■■■■■■■■■	Records documenting routine research carried out to support the external relations (non-government) function.	Destroy 7 years after action completed

***Reviewing***

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

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
169.093.001 ■■■■■■■■■■■■■■■■■■■■	Final reports and action plans.	Retain as Territory Archives

**EXTERNAL EDUCATION RELATIONS (NON-GOVERNMENT)**

**Reviewing (Continued)**

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

<b>Entry No.</b>	<b>Description of Records</b>	<b>Disposal Action</b>
169.093.002 ■■■■■■■■■■■■■■■■■■■■	Records documenting a review of agency programs and operations. Includes documents establishing the review.	Destroy 5 years after action completed
169.093.003 ■■■■■■■■■■■■■■■■■■■■	Working papers documenting a review of agency programs and operations.	Destroy 2 years after action completed

**Submissions**

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

<b>Entry No.</b>	<b>Description of Records</b>	<b>Disposal Action</b>
169.102.001 ■■■■■■■■■■■■■■■■■■■■	Submissions (other than Cabinet submissions) made to the Chief Minister, Minister, and government bodies on issues directly relating to the agency's functions, concerning controversial issues with far reaching social, economic and international implications relating to the functional responsibilities of the agency.  <i>[For Cabinet submissions regarding controversial issues, use GOVERNMENT RELATIONS – Submissions.]</i>	Retain as Territory Archives

**EXTERNAL EDUCATION RELATIONS (NON-GOVERNMENT)**

**Submissions (Continued)**

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

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
169.102.002 ■■■■■■■■■■■■■■■■■■■■	Working papers documenting the development of submissions (other than Cabinet submissions) relating to significant issues.  <i>[For working papers developing Cabinet submissions relating to significant issues, use GOVERNMENT RELATIONS – Submissions.]</i>	Retain as Territory Archives
169.102.003 ■■■■■■■■■■■■■■■■■■■■	Development of submissions (other than Cabinet submissions) made to other non-government organisations, bodies, groups, etc. relating to issues of significance to the Territory.	Retain as Territory Archives
169.102.004 ■■■■■■■■■■■■■■■■■■■■	Final successful agency submissions made to community organisations.	Destroy 7 years after action completed
169.102.005 ■■■■■■■■■■■■■■■■■■■■	Final unsuccessful agency submissions made to community organisation.	Destroy 7 years after action completed
169.102.006 ■■■■■■■■■■■■■■■■■■■■	Submissions (other than Cabinet submissions) made to the Chief Minister, Minister, and government bodies on issues directly relating to the agency's functions, concerning other matters of lesser importance with <b>no</b> far reaching impact on the social, economic and international standing of the Territory or country. Includes submissions concerning administrative matters.  <i>[For Cabinet submissions concerning matters of lesser importance, use GOVERNMENT RELATIONS – Submissions.]</i>	Destroy 2 years after action completed





**SCHOOL MANAGEMENT**

The function of managing the administration and structure of schools such as opening, naming, closure, amalgamation, registrations and operations of schools. Includes matters relating to school activities and school-based responsibilities.

**Advice**

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

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
170.005.001 ■■■■■■■■■■■■■■■■■■■■	Receipt and provision of advice that resulted in major changes. Includes advice provided by consultants.	Retain as Territory Archives
170.005.002 ■■■■■■■■■■■■■■■■■■■■	Receipt and provision of all other advice. Includes advice provided by consultants.	Destroy 5 years after action completed
170.005.003 ■■■■■■■■■■■■■■■■■■■■	Working papers documenting the development of advice.	Destroy 2 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.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
170.006.001 ■■■■■■■■■■■■■■■■■■■■	Agreements and supporting documents. Includes contracts and project scope documents.	Destroy 7 years after action completed







***SCHOOL MANAGEMENT***

***Class Development***

The activity of developing classes, such as composite classes, closure of classes, class sizes etc. Includes arrangements for special needs classes. Also includes the process of sourcing teacher resources to teach the classes.

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
170.370.001 ■■■■■■■■■■■■■■■■■■■■	Records relating to the formulation and development of different types of classes such as composite and evening classes. Includes records about these classes including: <ul style="list-style-type: none"><li>• attendance levels</li><li>• applications to teach evening classes</li><li>• class sizes.</li></ul>	Destroy 5 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.

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
170.020.001 ■■■■■■■■■■■■■■■■■■■■	Records of high-level external and internal committees formed to manage or advise on major decisions including school boards. Includes: <ul style="list-style-type: none"><li>• final versions of documents establishing the committee</li><li>• constitutions</li><li>• terms of reference</li><li>• appointment of members</li><li>• minutes</li><li>• reports;</li><li>• recommendations</li><li>• supporting documents such as briefing and discussion papers.</li></ul>	Retain as Territory Archives





## ***SCHOOL MANAGEMENT***

### ***Implementation***

The activities associated with carrying out or putting into action, plans, policies, procedures or instructions, all of which could be internally or externally driven. Includes manual or automated databases, applications or systems, but excludes installation of equipment. Also includes monitoring to ensure the implementation goes according to schedule and that standards are met.

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
170.053.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting the implementation of plans, policies and procedures developed to support the school management function.	Destroy 3 years after action completed

### ***Intellectual Property***

The activities involved in managing the agency's intellectual property, both published and unpublished, and the use of material held by the agency in which another party owns the intellectual property. Includes management of copyright, design, patents and trademarks, royalties and matters of confidentiality, such as trade secrets, which are not available to the public under Freedom of Information (FOI) legislation.

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
170.060.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting unsuccessful or abandoned attempts to establish intellectual property rights.	Destroy 7 years after action completed
170.060.002 ■■■■■■■■■■■■■■■■■■■■	Records documenting the establishment and general management of an agency's intellectual property. Includes: <ul style="list-style-type: none"><li>• patents</li><li>• trademarks</li><li>• designs</li><li>• plant breeder's rights</li><li>• circuit layouts</li><li>• trade secrets</li><li>• all forms of copyright.</li></ul>	Destroy 3 years after intellectual property rights lapse



## **SCHOOL MANAGEMENT**

### ***Liaison***

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

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
170.067.001 ■■■■■■■■■■■■■■■■■■■■	Liaison activities undertaken with professional associations, private sector organisations and community groups. Includes collaboration on projects and exchanges of information.	Destroy 3 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.

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
170.072.001 ■■■■■■■■■■■■■■■■■■■■	Final version of minutes and supporting documents tabled at meetings. Includes meetings with external agencies.	Destroy 3 years after action completed
170.072.002 ■■■■■■■■■■■■■■■■■■■■	Working papers documenting the conduct and administration of meetings. Includes: <ul style="list-style-type: none"><li>• agendas</li><li>• notices of meetings</li><li>• draft minutes.</li></ul>	Destroy 6 months 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.

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
170.079.001 ■■■■■■■■■■■■■■■■■■■■	Final version of plans for major projects. Includes teacher programs.	Retain as Territory Archives



***SCHOOL MANAGEMENT***

***Procedures***

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

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

***Public Reaction***

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

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
170.084.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting public reaction and agency responses.  <i>[For suggestions received from the public use SCHOOL MANAGEMENT – Suggestions.]</i>	Destroy 6 years after action completed

***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.

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
170.088.001 ■■■■■■■■■■■■■■■■■■■■	Final version of formal reports and reports made to external agencies.	Retain as Territory Archives
170.088.002 ■■■■■■■■■■■■■■■■■■■■	Final versions of periodic reports used to monitor and document recurring activities. Includes the collection and reporting of statistical information.	Destroy 3 years after action completed





**SCHOOL MANAGEMENT**

***Reviewing (Continued)***

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

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
170.093.002 ■■■■■■■■■■■■■■■■■■■■	Records documenting a review of agency programs and operations. Includes documents establishing the review.	Destroy 5 years after action completed
170.093.003 ■■■■■■■■■■■■■■■■■■■■	Working papers documenting a review of agency programs and operations.	Destroy 2 years after action completed

***Security***

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

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
170.097.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting arrangements made for security of students, dignitaries and the general public.	Destroy 5 years after action completed



***SCHOOL MANAGEMENT***

***Submissions (Continued)***

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

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
<b><i>170.102.005</i></b> ■■■■■■■■■■■■■■■■■■■■	Final unsuccessful agency submissions made to community organisation.	Destroy 7 years after action completed
<b><i>170.102.006</i></b> ■■■■■■■■■■■■■■■■■■■■	Submissions (other than Cabinet submissions) made to the Chief Minister, Minister, and government bodies on issues directly relating to the agency's functions, concerning other matters of lesser importance with <b>no</b> far reaching impact on the social, economic and international standing of the Territory or country. Includes submissions concerning administrative matters.  <i>[For Cabinet submissions concerning matters of lesser importance, use GOVERNMENT RELATIONS – Submissions.]</i>	Destroy 2 years after action completed
<b><i>170.102.007</i></b> ■■■■■■■■■■■■■■■■■■■■	Working papers documenting the development of submissions (other than Cabinet submissions) relating to other matters of lesser importance.  <i>[For working papers developing Cabinet submissions relating to matters of lesser importance, use GOVERNMENT RELATIONS – Submissions.]</i>	Destroy 6 months after action completed

**SCHOOL MANAGEMENT**

***Suggestions***

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

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
170.103.001 ■■■■■■■■■■■■■■■■■■■■	Suggestions received from the public relating to the school management function.  <i>[For feedback received from the public, use SCHOOL MANAGEMENT – Public Reaction.]</i>	Destroy 3 years after action completed

***Teacher Observations***

Observations or notes made and documented by school staff on programs, methods, students etc.

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
170.369.001 ■■■■■■■■■■■■■■■■■■■■	Records noting observations made and documented by school staff on programs, methods, students etc. to provide information in managing the particular programs or students (e.g. notes provided by teacher to relief teacher).	Destroy 5 years after action completed

## *STUDENT ADMINISTRATION*

The function of managing school students. Includes admissions, enrolment, exchange programmes, misconduct processes, graduation, prizes and scholarships.

### *Academic Misconduct*

The activity of managing academic behaviour that is not in accordance with the institution's or school's statutes and rules especially involving work submitted for assessment. Includes undertaking investigations into allegations of suspected cheating or plagiarism and resulting action.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
171.178.001 ■■■■■■■■■■■■■■■■■■■■	<p>Records relating to academic misconduct including cheating, plagiarism, fake claims of work done, other forms of deception and dishonesty. Includes:</p> <ul style="list-style-type: none"><li>• investigations</li><li>• appeals</li><li>• reporting</li><li>• notification</li><li>• allegations</li><li>• recommendations</li><li>• disciplinary action taken.</li></ul> <p>Note: the last action for these records may be the end of an exemption from graduation or enrolment period.</p>	Destroy 7 years after action completed

### *Academic Progress*

The activity of guiding students' academic progress throughout their course of study including through production of transcripts of final results. Includes regular reports and grades given.

*[For arrangements for undergoing assessment or examination, use STUDENT ADMINISTRATION – Examination and Assessment.]*

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
171.179.001 ■■■■■■■■■■■■■■■■■■■■	<p>Records relating to academic progress. Includes:</p> <ul style="list-style-type: none"><li>• unsatisfactory progress</li><li>• approvals to repeat</li><li>• warnings</li><li>• exclusions.</li></ul>	Destroy 7 years after action completed



***STUDENT ADMINISTRATION***

***Appeals (decisions)***

The activities involved in the process of appeals against decisions by application to a higher authority.

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
171.009.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting appeals made against decisions relating to the function.  <i>[For legal advice and any litigation resulting from compulsory acquisition of property, use LEGAL SERVICES – Advice and LEGAL SERVICES – Litigation.]</i>	Destroy 10 years after action completed

***Apprentices / Trainees***

The activities associated with combined structured training and paid employment to gain experience in the workplace as well as to achieve a nationally recognised qualification. May include arrangements for work experience.

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
171.180.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting commencement, completion or partial completion of traineeships and apprenticeships. Includes: <ul style="list-style-type: none"> <li>• certificates</li> <li>• qualifications</li> <li>• certificates of competence</li> <li>• statements of attainment</li> <li>• training contracts / agreements.</li> </ul>	Retain as Territory Archives
171.180.002 ■■■■■■■■■■■■■■■■■■■■	Employer sign-off letter releasing apprentice.	Retain as Territory Archives
171.180.003 ■■■■■■■■■■■■■■■■■■■■	Pre-training package validation of apprenticeship qualifications. Includes Declared Vocations.	Retain as Territory Archives







**STUDENT ADMINISTRATION**

*Awards, Prizes and Medals (Continued)*

The activity of bestowing on students informal awards, scholarships, bursaries, prizes or fellowships. They may take the form of money, medals, certificates, the waiving of fees, merit awards and other forms of acknowledgement of achievement. Some will have conditions placed on the student and/or the institution. This includes both internal and external awards.

<b>Entry No.</b>	<b>Description of Records</b>	<b>Disposal Action</b>
171.181.002 ■■■■■■■■■■■■■■■■■■■■	Records relating to other awards. Includes records of donors, successful applications, nominations and supporting documents as well as records of the decision making process.	Destroy 7 years after action completed
171.181.003 ■■■■■■■■■■■■■■■■■■■■	Records relating to administrative arrangement for the delivery of awards.	Destroy 2 years after action completed
171.181.004 ■■■■■■■■■■■■■■■■■■■■	Records relating to unsuccessful applications and nominations.	Destroy 2 years after action completed

***Behaviour Management***

The activity of managing student behaviour in schools and colleges.

[For formal action and discipline undertaken as a result of inappropriate behaviour, use *STUDENT ADMINISTRATION – Discipline.*]

<b>Entry No.</b>	<b>Description of Records</b>	<b>Disposal Action</b>
171.371.001 ■■■■■■■■■■■■■■■■■■■■	Records of strategies to manage student behaviour, created at the individual school or college level. Including: <ul style="list-style-type: none"><li>• circulars and correspondence about rules and policies</li><li>• records of admonitions and associated correspondence.</li></ul>	Destroy 2 years after action completed





**STUDENT ADMINISTRATION**

**Case Management**

The activity of managing an incident, person, organisation or client, on a case basis. Case management incorporates the process of assessment, planning, facilitation and advocacy for options and services to meet an individual’s, organisation’s or client’s needs or outcomes. Includes processing of applications; authorisations and approvals; the establishment of a client; developing, implementing and monitoring case plans; the ongoing delivery and provision of services; finalisation of services and reviews of service delivery.

*[For appeals of decisions, use STUDENT ADMINISTRATION – Appeals (decisions).]*

<b>Entry No.</b>	<b>Description of Records</b>	<b>Disposal Action</b>
171.016.001 	Individual student records including: <ul style="list-style-type: none"> <li>• personal details</li> <li>• examination and tests results</li> <li>• reports about student progress</li> <li>• correspondence to/from parents</li> <li>• copies of accident reports</li> <li>• administration forms</li> <li>• absence notes</li> <li>• copies of incident reports</li> <li>• records of suspension</li> <li>• disciplinary records</li> <li>• religious instruction forms</li> <li>• health records</li> <li>• transfer notes</li> <li>• student enrolment records.</li> </ul> Note: Individual student records do not necessarily have to contain all of the above nor is the above list exhaustive of the types of information student records may contain.	Destroy after person reaches 25 years of age, or 7 years after last action, whichever is later
171.016.002 	Records relating to home schooling/tuition.	Destroy 2 years after action completed



**STUDENT ADMINISTRATION**

***Ceremonies***

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

*[For addresses made at ceremonies, use STUDENT ADMINISTRATION - Addresses (presentations).*

*For managing financial transactions supporting ceremonies, use FINANCIAL MANAGEMENT - Accounting and/or FINANCIAL MANAGEMENT – Payments.]*

<b>Entry No.</b>	<b>Description of Records</b>	<b>Disposal Action</b>
171.018.001 ■■■■■■■■■■■■■■■■■■■■	Programs, invitations, guest lists and photographs relating to ceremonies held to mark a special occasion (e.g. the opening of a building or major facility, or the conferring of special community awards promoted by the agency).	Retain as Territory Archives
171.018.002 ■■■■■■■■■■■■■■■■■■■■	Records documenting all arrangements for other ceremonies of lesser significance. Includes: <ul style="list-style-type: none"> <li>• programs</li> <li>• invitations</li> <li>• guest lists</li> <li>• catering</li> <li>• venue bookings</li> <li>• entertainment.</li> </ul>	Destroy 3 years after action completed
171.018.003 ■■■■■■■■■■■■■■■■■■■■	Records documenting routine arrangements supporting ceremonies to mark special occasions. Includes: <ul style="list-style-type: none"> <li>• catering</li> <li>• venue bookings</li> <li>• entertainment.</li> </ul>	Destroy 2 years after action completed







***STUDENT ADMINISTRATION***

***Enquiries***

The activities associated with handling requests for information about the agency and its services, programs and activities.

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
171.040.001 ■■■■■■■■■■■■■■■■■■■■	Records handling public enquiries.	Destroy 2 years after action completed

***Enrolment***

The process of registering/enrolling all students in a course or subject. Includes the enrolment of international and exchange students.

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
171.182.001 ■■■■■■■■■■■■■■■■■■■■	Enrolment records of all students, including international and exchange students.	Destroy after person reaches 25 years of age, or 7 years after last action, whichever is later
171.182.002 ■■■■■■■■■■■■■■■■■■■■	Class enrolment and re-enrolment and student registration forms.	Destroy 7 years after action completed
171.182.003 ■■■■■■■■■■■■■■■■■■■■	Records relating to administrative arrangements for enrolments.	Destroy 2 years after action completed
171.182.004 ■■■■■■■■■■■■■■■■■■■■	Unsuccessful enrolment applications.	Destroy 2 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.

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
171.042.001 ■■■■■■■■■■■■■■■■■■■■	External and internal reports evaluating potential or existing services and systems.	Retain as Territory Archives

## STUDENT ADMINISTRATION

### *Evaluation (Continued)*

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.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
171.042.002 ■■■■■■■■■■■■■■■■■■■■	Records documenting the evaluation and ongoing monitoring of the student administration function.	Destroy 3 years after action completed
171.042.003 ■■■■■■■■■■■■■■■■■■■■	Working papers supporting external or internal reports evaluating the student administration function.	Destroy 6 months after action completed

### *Events*

The activities relating to the arranging and staging of events. Includes support for local suppliers and organisations to attend, display or promote (e.g. trade displays, Christmas pageants, Canberra Show). Also includes events arranged and staged by agencies (e.g. open days, land sales, Floriade).

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
171.043.001 ■■■■■■■■■■■■■■■■■■■■	Records relating to the organisation and staging of events and celebrations of local, state or national significance or those organised to mark major anniversaries of significant people, structures or events.	Retain as Territory Archives
171.043.002 ■■■■■■■■■■■■■■■■■■■■	Records relating to administrative arrangements, promotion, displays, community liaison, schedules for all other events, including regular events.	Destroy 5 years after action completed
171.043.003 ■■■■■■■■■■■■■■■■■■■■	Records relating to the management of regular and routine events organised by the agency.	Destroy 3 years after action completed

***STUDENT ADMINISTRATION***

***Examination and Assessment***

The process of testing knowledge and understanding of students by examination and other techniques, such as ongoing assessment. Includes arrangements for subject and university entrance examinations.

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
171.186.001 ■■■■■■■■■■■■■■■■■■■■	Examination assessment returns/or results sheets. Includes amendments to examination returns.	Retain as Territory Archives
171.186.002 ■■■■■■■■■■■■■■■■■■■■	Records relating to assessment results including: <ul style="list-style-type: none"><li>• update of results sheets</li><li>• assessment sheets</li><li>• consolidated result sheets</li><li>• consolidated trade sheets</li><li>• missing results reports</li><li>• result late reports.</li></ul>	Destroy 20 years after action completed
171.186.003 ■■■■■■■■■■■■■■■■■■■■	Records relating to approving completion of a course of studies, including compliance reports.	Destroy 7 years after action completed
171.186.004 ■■■■■■■■■■■■■■■■■■■■	Examiners/assessors' reports and related records.	Destroy 2 years after action completed
171.186.005 ■■■■■■■■■■■■■■■■■■■■	Records relating to administrative arrangements for examinations and assessments. Includes: <ul style="list-style-type: none"><li>• arrangements for invigilators</li><li>• timetables</li><li>• eligibility lists.</li></ul>	Destroy 2 years after action completed
171.186.006 ■■■■■■■■■■■■■■■■■■■■	Examination scripts / script books, essays, assignments, presentations submitted or completed by students for the purposes of overall assessment or evaluation i.e. work which contributes to the final grade for a subject or course.	Destroy 1 year after action completed



***STUDENT ADMINISTRATION***

***Liaison***

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

<i><b>Entry No.</b></i>	<i><b>Description of Records</b></i>	<i><b>Disposal Action</b></i>
171.067.001 ■■■■■■■■■■■■■■■■■■■■	Liaison activities undertaken with professional associations, private sector organisations and community groups. Includes collaboration on projects and exchanges of information.	Destroy 3 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.

<i><b>Entry No.</b></i>	<i><b>Description of Records</b></i>	<i><b>Disposal Action</b></i>
171.072.001 ■■■■■■■■■■■■■■■■■■■■	Final version of minutes and supporting documents tabled at meetings. Includes meetings with external agencies.	Destroy 3 years after action completed
171.072.002 ■■■■■■■■■■■■■■■■■■■■	Working papers documenting the conduct and administration of meetings. Includes: <ul style="list-style-type: none"> <li>• agendas</li> <li>• notices of meetings</li> <li>• draft minutes.</li> </ul>	Destroy 6 months after action completed

## STUDENT ADMINISTRATION

### Modifications

Changes to subjects or units as well as personal details (information such as name change, address and telephone/contact detail variations). Includes application forms and supporting documentation such as marriage or birth certificates, statutory declarations.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
171.188.001 ■■■■■■■■■■■■■■■■■■■■	Records relating to changes in enrolment or personal information. Includes: <ul style="list-style-type: none"> <li>• course cancellations</li> <li>• registration variations</li> <li>• personal details variations.</li> </ul>	Destroy 7 years after action completed
171.188.002 ■■■■■■■■■■■■■■■■■■■■	Statutory declarations or other forms completed by students for changes to subjects or units, or personal details variations.	Destroy 7 years after action completed
171.188.003 ■■■■■■■■■■■■■■■■■■■■	Records relating to changes to assessment results.	Destroy 6 months 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.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
171.079.001 ■■■■■■■■■■■■■■■■■■■■	Final version of plans for major projects.	Retain as Territory Archives
171.079.002 ■■■■■■■■■■■■■■■■■■■■	Final version of plans for other projects.	Destroy 5 years after plan is superseded
171.079.003 ■■■■■■■■■■■■■■■■■■■■	Working papers used to develop plans for projects. Includes: <ul style="list-style-type: none"> <li>• draft plans</li> <li>• reports analysing issues</li> <li>• comments on draft plans.</li> </ul>	Destroy 1 year after adoption of the final plan

***STUDENT ADMINISTRATION***

***Policy***

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

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
171.080.001 ■■■■■■■■■■■■■■■■■■■■	Final version of policies.	Retain as Territory Archives
171.080.002 ■■■■■■■■■■■■■■■■■■■■	Development and establishment of agency's policies. Includes: <ul style="list-style-type: none"> <li>• policy proposals</li> <li>• research papers</li> <li>• results of consultations</li> <li>• supporting reports</li> <li>• major drafts.</li> </ul>	Destroy 5 years after policy expires or is superseded
171.080.003 ■■■■■■■■■■■■■■■■■■■■	Comments made on the development of policies.	Destroy 3 years after promulgation of new policy
171.080.004 ■■■■■■■■■■■■■■■■■■■■	Policy documents and supporting papers.	Destroy 6 months after action completed

***Procedures***

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

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



***STUDENT ADMINISTRATION***

***Public Reaction***

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

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
171.084.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting public reaction and agency responses.  [For suggestions received from the public, use <i>STUDENT ADMINISTRATION – Suggestions.</i> ]	Destroy 6 years after action completed

***Recognition of Prior Studies / Learning***

The activity of assessing and recognizing prior studies undertaken by a student that may satisfy part of the academic requirements of a course in which the student is enrolled. May include recognition of studies undertaken interstate or overseas. Also known as Advanced Standing.

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
171.189.001 ■■■■■■■■■■■■■■■■■■■■	Records relating to applications/requests for and/or approval of advanced standing or credit/status. Includes: <ul style="list-style-type: none"><li>● application forms and supporting documents</li><li>● interview records</li><li>● correspondence.</li></ul>	Destroy 7 years after action completed

***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.

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











***STUDENT ADMINISTRATION***

***Student Excursions (Continued)***

The activities associated with the planning, approval, management, etc. of trips, visits or tours undertaken school groups.

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
171.373.004 ■■■■■■■■■■■■■■■■■■■■	Excursion records. Includes: <ul style="list-style-type: none"> <li>• advice to parents/caregivers</li> <li>• approval letters</li> <li>• permission forms including student details</li> <li>• movement requisitions for teachers</li> <li>• administrative</li> <li>• travel details.</li> </ul>	Destroy 2 years after action completed

***Student Identification***

The provision of student identification, usually in the form of student ID cards, including library cards.

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
171.192.001 ■■■■■■■■■■■■■■■■■■■■	Records relating to the provision or replacement of student identification cards/documents.	Destroy 3 years after action completed
171.192.002 ■■■■■■■■■■■■■■■■■■■■	Statutory declarations or other forms completed by students for replacement student identification card.	Destroy 2 years after action completed
171.192.003 ■■■■■■■■■■■■■■■■■■■■	Applications for a student identification card.	Destroy 1 year after authority expires









## STUDENT ADMINISTRATION

### Submissions (Continued)

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

<b>Entry No.</b>	<b>Description of Records</b>	<b>Disposal Action</b>
171.102.007 ■■■■■■■■■■■■■■■■■■■■	Working papers documenting the development of submissions (other than Cabinet submissions) relating to other matters of lesser importance.  <i>[For working papers developing Cabinet submissions relating to matters of lesser importance, use GOVERNMENT RELATIONS – Submissions.]</i>	Destroy 6 months after action completed

### Suggestions

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

<b>Entry No.</b>	<b>Description of Records</b>	<b>Disposal Action</b>
171.103.001 ■■■■■■■■■■■■■■■■■■■■	Suggestions received from the public relating to the student administration function.  <i>[For feedback received from the public, use STUDENT ADMINISTRATION – Public Reaction.]</i>	Destroy 3 years after action completed





## STUDENT SERVICES

### Case Management

The activity of managing an incident, person, organisation or client, on a case basis. Case management incorporates the process of assessment, planning, facilitation and advocacy for options and services to meet an individual's, organisation's or client's needs or outcomes. Includes processing of applications; authorisations and approvals; the establishment of a client; developing, implementing and monitoring case plans; the ongoing delivery and provision of services; finalisation of services and reviews of service delivery.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
172.016.001 ■■■■■■■■■■■■■■■■■■■■	Case files holding student records.	Destroy 25 years after action completed

### Chaplaincy

The provision of chaplaincy services.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
172.195.001 ■■■■■■■■■■■■■■■■■■■■	Records relating to the appointment of chaplains. Includes accepting a recommendation or nomination by a religious body.	Destroy 5 years after appointment lapses

### Child Care Provision

The enrolment and/or attendance of children at the child care facility.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
172.196.001 ■■■■■■■■■■■■■■■■■■■■	Records relating to the provision of places for child care. Includes: <ul style="list-style-type: none"> <li>• applications</li> <li>• interviews</li> <li>• acceptance of places</li> <li>• standard agreements.</li> </ul> <i>[For records relating to financial agreements, use FINANCIAL MANAGEMENT – Agreements.]</i>	Destroy 2 years after action completed
172.196.002 ■■■■■■■■■■■■■■■■■■■■	Enrolment waiting lists.	Destroy 2 years after action completed









**STUDENT SERVICES**

***Discipline (Continued)***

The activities and actions associated with the disciplinary process. Includes investigation, charges, formal inquiries and punishment.

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
172.033.004 ■■■■■■■■■■■■■■■■■■■■	Records documenting investigations of misconduct which are investigated, either by the agency or an external authority, and where allegations are proved to be unfounded and the person has not requested the retention of the records.	Destroy 2 years after action completed

***Early Intervention Programs***

The arrangement of services to provide early intervention programs tailored to the needs of individuals. May include arrangements for additional resources or specialised programs.

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
172.388.001 ■■■■■■■■■■■■■■■■■■■■	Records relating to the management of individual students in early intervention programs. Includes: <ul style="list-style-type: none"> <li>• application forms</li> <li>• referrals</li> <li>• graduation records</li> <li>• student work plans.</li> </ul>	Destroy after person reaches 25 years of age, or 7 years after last action, whichever is later
172.388.002 ■■■■■■■■■■■■■■■■■■■■	Records relating to the observation of students for the purposes of their education.	Destroy after person reaches 25 years of age, or 7 years after last action, whichever is later
172.388.003 ■■■■■■■■■■■■■■■■■■■■	Records relating to the provision of transportation services for students in early intervention programs.	Destroy 7 years after action completed



**STUDENT SERVICES**

**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 records documenting the financial arrangements of grant funds, use FINANCIAL MANAGEMENT - Grant Funding.*

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

<b>Entry No.</b>	<b>Description of Records</b>	<b>Disposal Action</b>
172.049.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting successful applications made by the agency for grant funding from a non-government source.  <i>[For the management of grant money received by the agency, use FINANCIAL MANAGEMENT - Grant Funding.]</i>	Destroy 7 years after action completed
172.049.002 ■■■■■■■■■■■■■■■■■■■■	Records documenting unsuccessful applications made by the agency for grant funding from a non-government source.	Destroy 2 years after action completed



***STUDENT SERVICES***

***Implementation***

The activities associated with carrying out or putting into action, plans, policies, procedures or instructions, all of which could be internally or externally driven. Includes manual or automated databases, applications or systems, but excludes installation of equipment. Also includes monitoring to ensure the implementation goes according to schedule and that standards are met.

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
172.053.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting the implementation of plans, policies and procedures developed to support the function.	Destroy 3 years after action completed

***Liaison***

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

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
172.067.001 ■■■■■■■■■■■■■■■■■■■■	Liaison activities undertaken with professional associations, private sector organisations and community groups. Includes collaboration on projects and exchanges of information.	Destroy 3 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.

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
172.072.001 ■■■■■■■■■■■■■■■■■■■■	Final version of minutes and supporting documents tabled at meetings. Includes meetings with external agencies.	Destroy 3 years after action completed



**STUDENT SERVICES**

***Policy (Continued)***

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

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
172.080.002 ■■■■■■■■■■■■■■■■■■■■	Development and establishment of agency's policies. Includes: <ul style="list-style-type: none"> <li>• policy proposals</li> <li>• research papers</li> <li>• results of consultations</li> <li>• supporting reports</li> <li>• major drafts.</li> </ul>	Destroy 5 years after policy expires or is superseded
172.080.003 ■■■■■■■■■■■■■■■■■■■■	Comments made on the development of policies.	Destroy 3 years after promulgation of new policy
172.080.004 ■■■■■■■■■■■■■■■■■■■■	Policy documents and supporting papers.	Destroy 6 months after action completed

***Procedures***

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

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





***STUDENT SERVICES***

***Representatives***

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

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
172.090.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting the nomination, appointment and resignation and/or termination of staff members on external committees and government boards.	Destroy 3 years after end of appointment

***Research***

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

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
172.091.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting detailed research carried out to support the student services function.	Retain as Territory Archives
172.091.002 ■■■■■■■■■■■■■■■■■■■■	Records documenting routine research carried out to support the student services function.	Destroy 7 years after action completed

***Reviewing***

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

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
172.093.001 ■■■■■■■■■■■■■■■■■■■■	Final reports and action plans.	Retain as Territory Archives

**STUDENT SERVICES**

**Reviewing (Continued)**

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

<b>Entry No.</b>	<b>Description of Records</b>	<b>Disposal Action</b>
172.093.002 ■■■■■■■■■■■■■■■■■■■■	Other records documenting a review of agency programs and operations. Includes documents establishing the review.	Destroy 5 years after action completed
172.093.003 ■■■■■■■■■■■■■■■■■■■■	Working papers documenting a review of agency programs and operations.	Destroy 2 years after action completed

**Special Education**

The arrangement of services to provide education tailored to the needs of individuals who differ intellectually, physically, emotionally, or socially from those who can be taught by the usual methods. May include arrangements for additional resources or specialised programs.

<b>Entry No.</b>	<b>Description of Records</b>	<b>Disposal Action</b>
172.378.001 ■■■■■■■■■■■■■■■■■■■■	Records relating to the management of individual students with learning difficulties or physical disabilities. Includes student work plans and referrals.	Destroy after person reaches 25 years of age, or 7 years after last action, whichever is later
172.378.002 ■■■■■■■■■■■■■■■■■■■■	Records relating to the observation of students for the purposes of their education.	Destroy after person reaches 25 years of age, or 7 years after last action, whichever is later
172.378.003 ■■■■■■■■■■■■■■■■■■■■	Records relating to the provision of off-site care including the use of respite accommodation.	Destroy after person reaches 25 years of age, or 7 years after last action, whichever is later
172.378.004 ■■■■■■■■■■■■■■■■■■■■	Records relating to the provision of transportation services for students with special needs.	Destroy 7 years after action completed

***STUDENT SERVICES***

***Special Needs Support***

Provision of services such as assistance to disabled students, foreign students, etc. This may include the provision of special needs services during examinations such as interpreters, reading assistance for sight impaired students, disabled access, etc.

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
172.197.001 ■■■■■■■■■■■■■■■■■■■■	Records relating to administrative arrangements for the provision of special needs support services.	Destroy 7 years after action completed

***Student Careers Advice***

Advice on student career and course options.


<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
172.198.001 ■■■■■■■■■■■■■■■■■■■■	Records relating to arrangements for employers to conduct recruitment activities.	Destroy 2 years after action completed
172.198.002 ■■■■■■■■■■■■■■■■■■■■	Records relating to vacation work, cadetship's, scholarships, internships, coop year programs, work experience and direct placements, including graduate programs.	Destroy 2 years after action completed
172.198.003 ■■■■■■■■■■■■■■■■■■■■	Records relating to advertisement of, and opportunities for students to undertake work experience.	Destroy 2 years after action completed
172.198.004 ■■■■■■■■■■■■■■■■■■■■	Records of arrangements for, and the conduct of workshops, seminars and courses of training for student careers advice.	Destroy 2 years after action completed
172.198.005 ■■■■■■■■■■■■■■■■■■■■	Records relating to the collection of statistics relating to student careers advice.	Destroy 1 year after action completed



## **STUDENT SERVICES**

### **Student Grievances**

The activities associated with the handling and resolution of grievances. Includes handling complaints over perceived discrimination, harassment by staff or fellow students.

<b>Entry No.</b>	<b>Description of Records</b>	<b>Disposal Action</b>
172.326.001 	<p>Records documenting formal grievances lodged by a student and considered either internally within the organisation or by an external body. Includes:</p> <ul style="list-style-type: none"> <li>• notes of meetings</li> <li>• reports</li> <li>• recommendations.</li> </ul> <p><i>[For records covering disciplinary action against a student resulting from a grievance, use STUDENT ADMINISTRATION – Student Misconduct.</i></p> <p><i>[For records covering disciplinary action against a staff member resulting from a grievance, use PERSONNEL – Discipline.]</i></p>	<p>Destroy 5 years after action completed</p>



## STUDENT SERVICES

### Submissions

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

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
172.102.001 ■■■■■■■■■■■■■■■■■■■■	Submissions (other than Cabinet submissions) made to the Chief Minister, Minister, and government bodies on issues directly relating to the agency's functions, concerning controversial issues with far reaching social, economic and international implications relating to the functional responsibilities of the agency.  <i>[For Cabinet submissions regarding controversial issues, use GOVERNMENT RELATIONS – Submissions.]</i>	Retain as Territory Archives
172.102.002 ■■■■■■■■■■■■■■■■■■■■	Working papers documenting the development of submissions (other than Cabinet submissions) relating to significant issues.  <i>[For working papers developing Cabinet submissions relating to significant issues, use GOVERNMENT RELATIONS – Submissions.]</i>	Retain as Territory Archives
172.102.003 ■■■■■■■■■■■■■■■■■■■■	Development of submissions (other than Cabinet submissions) made to other non-government organisations, bodies, groups, etc. relating to issues of significance to the Territory.	Retain as Territory Archives
172.102.004 ■■■■■■■■■■■■■■■■■■■■	Final successful agency submissions made to community organisations.	Destroy 7 years after action completed
172.102.005 ■■■■■■■■■■■■■■■■■■■■	Final unsuccessful agency submissions made to community organisation.	Destroy 7 years after action completed







***TEACHER QUALIFICATION REGULATIONS***

The function of managing a regulatory framework for the teaching profession, teacher qualification requirements for teaching in ACT government schools, and recognition of teacher education programs. Includes liaison with academic and other teacher educational institutions regarding courses.

*[For teacher training and professional development, Use PERSONNEL.]*

***Advice***

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

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
173.005.001 ■■■■■■■■■■■■■■■■■■■■	Receipt and provision of advice that resulted in major changes. Includes advice provided by consultants.	Retain as Territory Archives
173.005.002 ■■■■■■■■■■■■■■■■■■■■	Receipt and provision of all other advice. Includes advice provided by consultants.	Destroy 5 years after action completed
173.005.003 ■■■■■■■■■■■■■■■■■■■■	Working papers documenting the development of advice.	Destroy 2 years after action completed
173.005.004 ■■■■■■■■■■■■■■■■■■■■	Records of working papers and administration of committees. Includes: <ul style="list-style-type: none"> <li>● agendas</li> <li>● notice of meetings</li> <li>● draft minutes</li> <li>● room bookings.</li> </ul>	Destroy 6 months 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.

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
173.006.001 ■■■■■■■■■■■■■■■■■■■■	Agreements and supporting documents. Includes contracts and project scope documents.	Destroy 7 years after action completed

## ***TEACHER QUALIFICATION REGULATIONS***

### ***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.

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
173.020.001 ████████████████████	Records of high-level external and internal committees formed to manage or advise on major decisions. Includes: <ul style="list-style-type: none"> <li>• establishing the committee</li> <li>• terms of reference</li> <li>• appointment of members</li> <li>• minutes</li> <li>• reports</li> <li>• recommendations</li> <li>• supporting documents such as briefing and discussion papers.</li> </ul>	Retain as Territory Archives
173.020.002 ████████████████████	Records documenting declarations of members' private interests.	Destroy 7 years after termination of appointment
173.020.003 ████████████████████	Records relating to other external or internal committees formed to consider specific matters. Includes: <ul style="list-style-type: none"> <li>• establishing the committee</li> <li>• terms of reference</li> <li>• appointment of members</li> <li>• minutes</li> <li>• reports</li> <li>• recommendations</li> <li>• supporting documents such as briefing and discussion papers.</li> </ul>	Destroy 5 years after action completed
173.020.004 ████████████████████	Records of working papers and administration of committees. Includes: <ul style="list-style-type: none"> <li>• agendas</li> <li>• notice of meetings</li> <li>• draft minutes</li> <li>• room bookings.</li> </ul>	Destroy 6 months after action completed



## ***TEACHER QUALIFICATION REGULATIONS***

### ***Conferences (Continued)***

The activities involved in arranging or attending conferences held either by the agency or by other agencies or organisations. Includes registrations, publicity, and reports of participants, etc.

*[For speeches and addresses given at conferences use Addresses (presentations).]*

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
173.022.005 ■■■■■■■■■■■■■■■■■■■■	Records documenting attendance of staff at conferences. Includes conference promotion material, programs and registration forms.  <i>[For travel and accommodation arrangements made for staff to attend conferences, use PERSONNEL – Arrangements.]</i>	Destroy 6 months after action completed

### ***Enquiries***

The activities associated with handling requests for information about the agency and its services, programs and activities.

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
173.040.001 ■■■■■■■■■■■■■■■■■■■■	Records handling public enquiries.	Destroy 2 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.

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
173.042.001 ■■■■■■■■■■■■■■■■■■■■	External and internal reports evaluating potential or existing services and systems.	Retain as Territory Archives
173.042.002 ■■■■■■■■■■■■■■■■■■■■	Records documenting the evaluation and ongoing monitoring of the teacher qualification regulations function.	Destroy 3 years after action completed



***TEACHER QUALIFICATION REGULATIONS***

***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.

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

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
173.079.001 ■■■■■■■■■■■■■■■■■■■■	Final version of plans for major projects.	Retain as Territory Archives
173.079.002 ■■■■■■■■■■■■■■■■■■■■	Final version of plans for other projects.	Destroy 5 years after plan is superseded
173.079.003 ■■■■■■■■■■■■■■■■■■■■	Working papers used to develop plans for projects. Includes: <ul style="list-style-type: none"><li>● draft plans</li><li>● reports analysing issues</li><li>● comments on draft plans.</li></ul>	Destroy 1 year after adoption of the final plan



## TEACHER QUALIFICATION REGULATIONS

### Policy

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

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
173.080.001 ■■■■■■■■■■■■■■■■■■■■	Final version of policies.	Retain as Territory Archives
173.080.002 ■■■■■■■■■■■■■■■■■■■■	Development and establishment of agency's policies. Includes: <ul style="list-style-type: none"> <li>• policy proposals</li> <li>• research papers</li> <li>• results of consultations</li> <li>• supporting reports</li> <li>• major drafts.</li> </ul>	Destroy 5 years after policy expires
173.080.003 ■■■■■■■■■■■■■■■■■■■■	Comments made on the development of policies.	Destroy 3 years after promulgation of new policy
173.080.004 ■■■■■■■■■■■■■■■■■■■■	Policy documents and supporting papers.	Destroy 6 months after action completed

### Procedures

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

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

## ***TEACHER QUALIFICATION REGULATIONS***

### ***Research***

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

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
173.091.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting detailed research carried out to support the teacher qualification regulations function.	Retain as Territory Archives
173.091.002 ■■■■■■■■■■■■■■■■■■■■	Records documenting routine research carried out to support the teacher qualification regulations function.	Destroy 7 years after action completed

### ***Reviewing***

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

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
173.093.001 ■■■■■■■■■■■■■■■■■■■■	Final reports and action plans.	Retain as Territory Archives
173.093.002 ■■■■■■■■■■■■■■■■■■■■	Records documenting a review of agency programs and operations. Includes documents establishing the review.	Destroy 5 years after action completed
173.093.003 ■■■■■■■■■■■■■■■■■■■■	Working papers documenting a review of agency programs and operations.	Destroy 2 years after action completed

***TEACHER QUALIFICATION REGULATIONS***

***Standards***

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

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
173.100.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting the implementation of industry and agency standards to support the teacher qualification regulations function.	Destroy 7 years after action completed

***Training***

The activities associated with all aspects of the provision of training and development (external/internal).

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
173.105.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting the administration of training schemes for teachers.	Destroy 7 years after action completed
173.105.002 ■■■■■■■■■■■■■■■■■■■■	Notices of examination results of courses attended by teachers.	Destroy 7 years after action completed
173.105.003 ■■■■■■■■■■■■■■■■■■■■	Records documenting the administration of government-wide training initiatives.	Destroy 5 years after action completed
173.105.004 ■■■■■■■■■■■■■■■■■■■■	Records detailing teacher attendance at courses.	Destroy 3 years after action completed
173.105.005 ■■■■■■■■■■■■■■■■■■■■	Records documenting assessments of internally and externally conducted courses. Includes course evaluations made by staff after attending courses.	Destroy 3 years after action completed



## **TRAINING & VOCATIONAL EDUCATION**

The function of developing, planning, funding, managing and reporting education and training opportunities, programs and initiatives in the ACT. Includes the setting of strategies and policies for the Vocational Education & Training (VET) and higher education sectors. Includes the registration and monitoring of training and higher education providers, as required under relevant legislation. The function also includes assessment of applicants for approvals (registration of providers, accreditation of courses) and approval and monitoring of training contracts.

*[For strategic issues in relation to cross-sectoral education and training in the ACT, use EDUCATION STRATEGY.]*

### **Accreditation**

The activities associated with the granting of authoritative permission, approval, consent or accreditation to undertake specific tasks, after the required standards have been met. Includes the accreditation of individuals, groups or corporations.

<b>Entry No.</b>	<b>Description of Records</b>	<b>Disposal Action</b>
174.158.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting the accreditation for the vocational education and training sector.	Retain as Territory Archives
174.158.002 ■■■■■■■■■■■■■■■■■■■■	Records documenting the accreditation of trainers under the vocational education and training sector.	Retain as Territory Archives
174.158.003 ■■■■■■■■■■■■■■■■■■■■	Records documenting the information relating to the quality assurance accreditation of vocational education and training.	Retain as Territory Archives

### **Advice**

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

<b>Entry No.</b>	<b>Description of Records</b>	<b>Disposal Action</b>
174.005.001 ■■■■■■■■■■■■■■■■■■■■	Receipt and provision of advice that resulted in major changes. Includes advice provided by consultants.	Retain as Territory Archives
174.005.002 ■■■■■■■■■■■■■■■■■■■■	Receipt and provision of all other advice. Includes advice provided by consultants.	Destroy 5 years after action completed















**TRAINING & VOCATIONAL EDUCATION**

***Evaluation***

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

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
174.042.001 ■■■■■■■■■■■■■■■■■■■■	External and internal reports evaluating potential or existing services and systems.	Retain as Territory Archives
174.042.002 ■■■■■■■■■■■■■■■■■■■■	Records documenting the evaluation and ongoing monitoring of the training & vocational education function.	Destroy 3 years after action completed
174.042.003 ■■■■■■■■■■■■■■■■■■■■	Working papers supporting external or internal reports evaluation the training & vocational education function.	Destroy 6 months after action completed

***Events***

The activities relating to the arranging and staging of events. Includes support for local suppliers and organisations to attend, display or promote (e.g. trade displays, Christmas pageants, Canberra Show). Also includes events arranged and staged by agencies (e.g. open days, land sales, Floriade).

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
174.043.001 ■■■■■■■■■■■■■■■■■■■■	Records relating to the organisation and staging of events and celebrations of local, state or national significance or those organised to mark major anniversaries of significant people, structures or events.	Retain as Territory Archives
174.043.002 ■■■■■■■■■■■■■■■■■■■■	Records relating to administrative arrangements, promotion, displays, community liaison, schedules for all other events, including regular events.	Destroy 5 years after action completed
174.043.003 ■■■■■■■■■■■■■■■■■■■■	Records relating to the management of regular and routine events organised by the agency.	Destroy 3 years after action completed

## TRAINING & VOCATIONAL EDUCATION

### Grant Administration

The processes involved with managing and acquittal of grant funding. Includes the records documenting and reporting on decisions relating to the possible and actual allocations of funds.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
174.366.001 ■■■■■■■■■■■■■■■■■■■■	Records relating to the management of grant funds. Including: <ul style="list-style-type: none"><li>• proposals</li><li>• decisions</li><li>• justifications.</li></ul>	Destroy 7 years after action completed

### 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 records documenting the financial arrangements of grant funds, use FINANCIAL MANAGEMENT - Grant Funding.]*

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

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
174.049.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting successful applications made by the agency for grant funding from a non-government source.  <i>[For the management of grant money received by the agency, use FINANCIAL MANAGEMENT - Grant Funding.]</i>	Destroy 7 years after action completed
174.049.002 ■■■■■■■■■■■■■■■■■■■■	Records documenting unsuccessful applications made by the agency for grant funding from a non-government source.	Destroy 2 years after action completed

**TRAINING & VOCATIONAL EDUCATION**

**Joint Ventures**

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

<i><b>Entry No.</b></i>	<i><b>Description of Records</b></i>	<i><b>Disposal Action</b></i>
174.062.001 ■■■■■■■■■■■■■■■■■■■■	Working papers relating to the established and negotiation and management of joint ventures agreements of major significance.	Retain as Territory Archives
174.062.002 ■■■■■■■■■■■■■■■■■■■■	Signed joint venture contracts under seal and supporting records.	Destroy 12 years after completion or other termination of agreement or contract
174.062.003 ■■■■■■■■■■■■■■■■■■■■	Records documenting the management of publishing joint ventures. Includes records relating to the establishment, maintenance and review of joint venture agreements and contracts.	Destroy 7 years after action completed
174.062.004 ■■■■■■■■■■■■■■■■■■■■	Signed simple joint venture contracts and agreements and supporting records.	Destroy 7 years after completion or other termination of agreement or contract

## **TRAINING & VOCATIONAL EDUCATION**

### ***Liaison***

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

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
174.067.001 ■■■■■■■■■■■■■■■■■■■■	Liaison activities undertaken with professional associations, private sector organisations and community groups. Includes collaboration on projects and exchanges of information.	Destroy 3 years after action completed

### ***Marketing***

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

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
174.070.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting the marketing of the function. Includes research and assessment of products against market trends, sale forecasting, pricing and liaison with retailers.  <i>[For the development of a marketing plan, use TRAINING &amp; VOCATIONAL EDUCATION - Planning.]</i>	Destroy 5 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.

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
174.072.001 ■■■■■■■■■■■■■■■■■■■■	Final version of minutes and supporting documents tabled at meetings. Includes meetings with external agencies.	Destroy 3 years after action completed







***TRAINING & VOCATIONAL EDUCATION***

***Registration***

The activities to record, catalogue, inventory or list. The establishment and maintenance of registers containing information required by legislation.

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
174.155.001 ■■■■■■■■■■■■■■■■■■■■	Registers maintained to meet legislative requirements.	Retain as Territory Archives
174.155.002 ■■■■■■■■■■■■■■■■■■■■	Records relating to the registration of student work experience placements.	Destroy after person reaches 25 years of age, or 7 years after last action, whichever is later

***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.

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
174.088.001 ■■■■■■■■■■■■■■■■■■■■	Final version of formal reports and reports made to external agencies.	Retain as Territory Archives
174.088.002 ■■■■■■■■■■■■■■■■■■■■	Final versions of periodic reports used to monitor and document recurring activities. Includes the collection and reporting of statistical information.	Destroy 3 years after action completed
174.088.003 ■■■■■■■■■■■■■■■■■■■■	Responses to surveys.	Destroy 3 years after action completed
174.088.004 ■■■■■■■■■■■■■■■■■■■■	Working papers documenting the development of all reports. Includes drafts and comments received.	Destroy 6 months after action completed

## ***TRAINING & VOCATIONAL EDUCATION***

### ***Research***

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

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
174.091.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting detailed research carried out to support the training & vocational education function.	Retain as Territory Archives
174.091.002 ■■■■■■■■■■■■■■■■■■■■	Records documenting routine research carried out to support the training & vocational education function.	Destroy 7 years after action completed

### ***Reviewing***

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

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
171.093.001 ■■■■■■■■■■■■■■■■■■■■	Final reports and action plans.	Retain as Territory Archives
171.093.002 ■■■■■■■■■■■■■■■■■■■■	Other records documenting a review of agency programs and operations. Includes documents establishing the review.	Destroy 5 years after action completed
171.093.003 ■■■■■■■■■■■■■■■■■■■■	Working papers documenting a review of agency programs and operations.	Destroy 2 years after action completed

## **TRAINING & VOCATIONAL EDUCATION**

### **Student Training**

The activities associated with all aspects of training (external/internal) available to students.

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
174.379.001 ■■■■■■■■■■■■■■■■■■■■	Records associated with arranging, completing and reviewing student training.	Destroy 5 years after action completed

### **Submissions**

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

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
168.102.001 ■■■■■■■■■■■■■■■■■■■■	Submissions (other than Cabinet submissions) made to the Chief Minister, Minister, and government bodies on issues directly relating to the agency's functions, concerning controversial issues with far reaching social, economic and international implications relating to the functional responsibilities of the agency. <i>[For Cabinet submissions regarding controversial issues, use GOVERNMENT RELATIONS – Submissions.]</i>	Retain as Territory Archives
168.102.002 ■■■■■■■■■■■■■■■■■■■■	Working papers documenting the development of submissions (other than Cabinet submissions) relating to significant issues. <i>[For working papers developing Cabinet submissions relating to significant issues, use GOVERNMENT RELATIONS – Submissions.]</i>	Retain as Territory Archives





***TRAINING & VOCATIONAL EDUCATION***

***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.

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
174.104.008 ■■■■■■■■■■■■■■■■■■■■	Unsuccessful tenders or a tender process where there is no suitable bidder, or where the tender process has been discontinued. Includes: <ul style="list-style-type: none"><li>• submissions</li><li>• notifications of outcome</li><li>• reports on debriefing sessions.</li></ul>	Destroy 2 years after tender process completed or decision made not to continue with the tender

**RETAIN AS TERRITORY ARCHIVES**







## ***EDUCATION STRATEGY***

### ***Planning***

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

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

### ***Policy***

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

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

### ***Reporting***

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

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

### ***Research***

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

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
168.091.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting detailed research carried out to support the education strategy function.	Retain as Territory Archives































***STUDENT ADMINISTRATION***

The function of managing school students. Includes admissions, enrolment, exchange programmes, misconduct processes, graduation, prizes and scholarships.

***Addresses (presentations)***

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

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
171.004.001 ■■■■■■■■■■■■■■■■■■■■	Final version of addresses made by the chief Minister or portfolio Minister or senior agency officers at major public occasions.	Retain as Territory Archives

***Advice***

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

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
171.005.001 ■■■■■■■■■■■■■■■■■■■■	Receipt and provision of advice that resulted in major changes. Includes advice provided by consultants.	Retain as Territory Archives

***Awards, Prizes and Medals***

The activity of bestowing on students informal awards, scholarships, bursaries, prizes or fellowships. They may take the form of money, medals, certificates, the waiving of fees, merit awards and other forms of acknowledgement of achievement. Some will have conditions placed on the student and/or the institution. This includes both internal and external awards.

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
171.181.001 ■■■■■■■■■■■■■■■■■■■■	Records relating to significant, ongoing or perpetual awards. Includes records of donors/sponsors, successful applications, nominations and supporting documents as well as records of the decision making process.	Retain as Territory Archives





***STUDENT ADMINISTRATION***

***Events***

The activities relating to the arranging and staging of events. Includes support for local suppliers and organisations to attend, display or promote (e.g. trade displays, Christmas pageants, Canberra Show). Also includes events arranged and staged by agencies (e.g. open days, land sales, Floriade).

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
171.043.001 ■■■■■■■■■■■■■■■■■■■■	Records relating to the organisation and staging of events and celebrations of local, state or national significance or those organised to mark major anniversaries of significant people, structures or events.	Retain as Territory Archives

***Examination and Assessment***

The process of testing knowledge and understanding of students by examination and other techniques, such as ongoing assessment. Includes arrangements for subject and university entrance examinations.

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
171.186.001 ■■■■■■■■■■■■■■■■■■■■	Examination assessment returns/or results sheets. Includes amendments to examination returns.	Retain as Territory Archives

***Planning***

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

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



***STUDENT ADMINISTRATION***

***Student Attendance***

Attendance for examinations or other assessment activities and non-accredited programs.

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
171.190.001 ■■■■■■■■■■■■■■■■■■■■	Records relating to student attendance. Includes class roll but excludes aggregate reports.	Retain as Territory Archives

***Student Transcripts***

The official record of the marks/grades achieved by a student in the course of the degree or program undertaken. May also be known as final results.

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
171.193.001 ■■■■■■■■■■■■■■■■■■■■	A student's academic transcript/final results.	Retain as Territory Archives

***Submissions***

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

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
171.102.001 ■■■■■■■■■■■■■■■■■■■■	Submissions (other than Cabinet submissions) made to the Chief Minister, Minister, and government bodies on issues directly relating to the agency's functions, concerning controversial issues with far reaching social, economic and international implications relating to the functional responsibilities of the agency.  <i>[For Cabinet submissions regarding controversial issues, use GOVERNMENT RELATIONS – Submissions.]</i>	Retain as Territory Archives

**STUDENT ADMINISTRATION**

*Submissions (Continued)*

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

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
171.102.002 ■■■■■■■■■■■■■■■■■■■■	Working papers documenting the development of submissions (other than Cabinet submissions) relating to significant issues.  <i>[For working papers developing Cabinet submissions relating to significant issues, use GOVERNMENT RELATIONS – Submissions.]</i>	Retain as Territory Archives
171.102.003 ■■■■■■■■■■■■■■■■■■■■	Development of submissions (other than Cabinet submissions) made to other non-government organisations, bodies, groups, etc. relating to issues of significance to the Territory.	Retain as Territory Archives

### ***STUDENT SERVICES***

The function of supporting individual students throughout their attendance, and assisting them to undertake and successfully complete their studies, at preschool, primary, secondary and college schools. Includes matters affecting the safety, health and general welfare of school students such as domestic violence (child abuse), drug abuse, and support services and programs such as immunisations, counselling, medical assessment, special education programs and distance education arrangements provided by the agency to meet the health and welfare needs of students.

#### ***Advice***

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

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
172.005.001 ■■■■■■■■■■■■■■■■■■■■	Receipt and provision of advice that resulted in major changes. Includes advice provided by consultants.	Retain as Territory Archives

#### ***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.

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
172.020.001 ■■■■■■■■■■■■■■■■■■■■	Records of high-level external and internal committees formed to manage or advise on major decisions. Includes final versions of documents: <ul style="list-style-type: none"><li>• establishing the committee</li><li>• terms of reference</li><li>• appointment of members</li><li>• minutes</li><li>• reports</li><li>• recommendations</li><li>• supporting documents such as briefing and discussion papers.</li></ul>	Retain as Territory Archives



## **STUDENT SERVICES**

### ***Evaluation***

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

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
172.042.001 ■■■■■■■■■■■■■■■■■■■■	External and internal reports evaluating potential or existing services and systems.	Retain as Territory Archives

### ***Planning***

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

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

### ***Policy***

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

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

### ***Reporting***

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

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

## ***STUDENT SERVICES***

### ***Research***

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

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
172.091.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting detailed research carried out to support the student services function.	Retain as Territory Archives

### ***Reviewing***

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

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
172.093.001 ■■■■■■■■■■■■■■■■■■■■	Final reports and action plans.	Retain as Territory Archives

### ***Student Graduation***

Admission to degree, diploma, certificate, statement of attainment or other qualification.

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
172.191.001 ■■■■■■■■■■■■■■■■■■■■	Register of graduates.	Retain as Territory Archives

***STUDENT SERVICES***

***Submissions***

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

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
<b>172.102.001</b> ■■■■■■■■■■■■■■■■■■■■	Submissions (other than Cabinet submissions) made to the Chief Minister, Minister, and government bodies on issues directly relating to the agency's functions, concerning controversial issues with far reaching social, economic and international implications relating to the functional responsibilities of the agency.  <i>[For Cabinet submissions regarding controversial issues, use GOVERNMENT RELATIONS – Submissions.]</i>	Retain as Territory Archives
<b>172.102.002</b> ■■■■■■■■■■■■■■■■■■■■	Working papers documenting the development of submissions (other than Cabinet submissions) relating to significant issues.  <i>[For working papers developing Cabinet submissions relating to significant issues, use GOVERNMENT RELATIONS – Submissions.]</i>	Retain as Territory Archives
<b>172.102.003</b> ■■■■■■■■■■■■■■■■■■■■	Development of submissions (other than Cabinet submissions) made to other non-government organisations, bodies, groups, etc. relating to issues of significance to the Territory.	Retain as Territory Archives

**TEACHER QUALIFICATION REGULATIONS**

The function of managing a regulatory framework for the teaching profession, teacher qualification requirements for teaching in ACT government schools, and recognition of teacher education programs. Includes liaison with academic and other teacher educational institutions regarding courses.

*[For teacher training and professional development, Use PERSONNEL.]*

**Advice**

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

<b>Entry No.</b>	<b>Description of Records</b>	<b>Disposal Action</b>
173.005.001 ■■■■■■■■■■■■■■■■■■■■	Receipt and provision of advice that resulted in major changes. Includes advice provided by consultants.	Retain as Territory Archives

**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.

<b>Entry No.</b>	<b>Description of Records</b>	<b>Disposal Action</b>
173.020.001 ■■■■■■■■■■■■■■■■■■■■	Records of high-level external and internal committees formed to manage or advise on major decisions. Includes: <ul style="list-style-type: none"> <li>• establishing the committee</li> <li>• terms of reference</li> <li>• appointment of members</li> <li>• minutes</li> <li>• reports</li> <li>• recommendations</li> <li>• supporting documents such as briefing and discussion papers.</li> </ul>	Retain as Territory Archives







## ***TRAINING & VOCATIONAL EDUCATION***

### ***Apprentices / Trainees***

The activities associated with combined structured training and paid employment to gain experience in the workplace as well as to achieve a nationally recognised qualification. May include arrangements for work experience.

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
174.180.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting commencement, completion or partial completion of traineeships and apprenticeships. Includes: <ul style="list-style-type: none"><li>• certificates</li><li>• qualifications</li><li>• certificates of competence</li><li>• statements of attainment</li><li>• training contracts/agreements.</li></ul>	Retain as Territory Archives
174.180.002 ■■■■■■■■■■■■■■■■■■■■	Employer sign-off letter releasing apprentice.	Retain as Territory Archives
174.180.003 ■■■■■■■■■■■■■■■■■■■■	Pre-Training package validation of apprenticeship qualifications. Includes Declared Vocations.	Retain as Territory Archives

### ***Audit***

The activities associated with officially checking financial, quality assurance and operational records to ensure they have been kept and maintained in accordance with agreed or legislated standards and correctly record the events, processes and business of 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.

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



## TRAINING & VOCATIONAL EDUCATION

### 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.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
174.020.001 ■■■■■■■■■■■■■■■■■■■■	Records of high-level external and internal committees formed to manage or advise on major decisions. Includes final versions of documents: <ul style="list-style-type: none"><li>• establishing the committee</li><li>• terms of reference</li><li>• appointment of members</li><li>• minutes</li><li>• reports</li><li>• recommendations</li><li>• supporting documents such as briefing and discussion papers.</li></ul>	Retain as Territory Archives

### Evaluation

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

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
174.042.001 ■■■■■■■■■■■■■■■■■■■■	External and internal reports evaluating potential or existing services and systems.	Retain as Territory Archives



**TRAINING & VOCATIONAL EDUCATION**

***Policy***

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

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
174.080.001 ■■■■■■■■■■■■■■■■■■■■	Final version of policies.	Retain as Territory Archives

***Registration***

The activities to record, catalogue, inventory or list. The establishment and maintenance of registers containing information required by legislation.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
174.155.001 ■■■■■■■■■■■■■■■■■■■■	Registers maintained to meet legislative requirements.	Retain as Territory Archives

***Reporting***

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

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

***Research***

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

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
174.091.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting detailed research carried out to support the training & vocational education function.	Retain as Territory Archives





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

**Amendments to the Schools Management Records Disposal Schedule Dated July 2009**

The scope notes of the activities listed below, in all instances that they appear within this revision of the Schools Management Records Disposal Schedule, have been amended to reflect modifications made to the *Territory Version of Keyword AAA (TVKAAA)* thesaurus as part of the 2009 *Territory Administrative Records Disposal Schedules (TARDiS)* review:

- Addresses (presentations)
- Agreements
- Arrangements
- Audit
- Committees
- Compliance
- Conferences
- Discipline
- Enquiries
- Events
- Exhibitions
- Grievances
- Health Promotion
- Joint Ventures
- Liaison
- Media Relations
- Meetings
- Policy
- Reporting
- Research
- Standards
- Submissions
- Training
- Visits

**New Features (Insertions)**

<b>FUNCTION</b>	<b>Activity</b>	<b>Entry no.</b>	<b>Description</b>
EDUCATION STRATEGY	Conferences	N/A	• Classification and sentencing guide added
EDUCATION STRATEGY	Grant Funding	N/A	• Classification and sentencing guide added
EDUCATION STRATEGY	Submissions	168.102.001	• Classification and sentencing guide added
EDUCATION STRATEGY	Submissions	168.102.002	• Classification and sentencing guide added
EDUCATION STRATEGY	Submissions	168.102.006	• Classification and sentencing guide added
EDUCATION STRATEGY	Submissions	168.102.007	• Classification and sentencing guide added
EXTERNAL EDUCATION	Committees	169.020.004	• New class

**New Features (Insertions)**

<b>FUNCTION</b>	<b>Activity</b>	<b>Entry no.</b>	<b>Description</b>
RELATIONS (NON-GOVERNMENT)			
EXTERNAL EDUCATION RELATIONS (NON-GOVERNMENT)	Conferences	N/A	<ul style="list-style-type: none"> <li>• Classification and sentencing guide added</li> </ul>
EXTERNAL EDUCATION RELATIONS (NON-GOVERNMENT)	Submissions	168.102.001	<ul style="list-style-type: none"> <li>• Classification and sentencing guide added</li> </ul>
EXTERNAL EDUCATION RELATIONS (NON-GOVERNMENT)	Submissions	168.102.002	<ul style="list-style-type: none"> <li>• Classification and sentencing guide added</li> </ul>
EXTERNAL EDUCATION RELATIONS (NON-GOVERNMENT)	Submissions	169.102.006	<ul style="list-style-type: none"> <li>• Classification and sentencing guide added</li> </ul>
EXTERNAL EDUCATION RELATIONS (NON-GOVERNMENT)	Submissions	169.102.007	<ul style="list-style-type: none"> <li>• Classification and sentencing guide added</li> </ul>
EXTERNAL EDUCATION RELATIONS (NON-GOVERNMENT)	Suggestions	169.103.001	<ul style="list-style-type: none"> <li>• Classification and sentencing guide added</li> </ul>
SCHOOL MANAGEMENT	Submissions	168.102.001	<ul style="list-style-type: none"> <li>• Classification and sentencing guide added</li> </ul>
SCHOOL MANAGEMENT	Submissions	168.102.002	<ul style="list-style-type: none"> <li>• Classification and sentencing guide added</li> </ul>
SCHOOL MANAGEMENT	Submissions	170.102.006	<ul style="list-style-type: none"> <li>• Classification and sentencing guide added</li> </ul>
SCHOOL MANAGEMENT	Submissions	170.102.007	<ul style="list-style-type: none"> <li>• Classification and sentencing guide added</li> </ul>
STUDENT ADMINISTRATION	Case Management	N/A	<ul style="list-style-type: none"> <li>• New activity of Casement Management to replace former activity of Cases</li> </ul>
STUDENT ADMINISTRATION	Submissions	168.102.001	<ul style="list-style-type: none"> <li>• Classification and sentencing guide added</li> </ul>
STUDENT ADMINISTRATION	Submissions	168.102.002	<ul style="list-style-type: none"> <li>• Classification and sentencing guide added</li> </ul>
STUDENT ADMINISTRATION	Submissions	171.102.006	<ul style="list-style-type: none"> <li>• Classification and sentencing guide added</li> </ul>
STUDENT	Submissions	171.102.007	<ul style="list-style-type: none"> <li>• Classification and sentencing</li> </ul>

**New Features (Insertions)**

<b>FUNCTION</b>	<b>Activity</b>	<b>Entry no.</b>	<b>Description</b>
ADMINISTRATION			guide added
STUDENT SERVICES	Conferences	N/A	<ul style="list-style-type: none"> <li>• Classification and sentencing guide added</li> </ul>
STUDENT SERVICES	Grant Funding	N/A	<ul style="list-style-type: none"> <li>• Classification and sentencing guide added</li> </ul>
STUDENT SERVICES	Early Intervention Programs	172.388.001	<ul style="list-style-type: none"> <li>• New class</li> </ul>
STUDENT SERVICES	Early Intervention Programs	172.388.002	<ul style="list-style-type: none"> <li>• New class</li> </ul>
STUDENT SERVICES	Early Intervention Programs	172.388.003	<ul style="list-style-type: none"> <li>• New class</li> </ul>
STUDENT SERVICES	Grant Funding	N/A	<ul style="list-style-type: none"> <li>• Classification and sentencing guide added</li> </ul>
STUDENT SERVICES	Submissions	168.102.001	<ul style="list-style-type: none"> <li>• Classification and sentencing guide added</li> </ul>
STUDENT SERVICES	Submissions	168.102.002	<ul style="list-style-type: none"> <li>• Classification and sentencing guide added</li> </ul>
STUDENT SERVICES	Submissions	168.102.006	<ul style="list-style-type: none"> <li>• Classification and sentencing guide added</li> </ul>
STUDENT SERVICES	Submissions	168.102.007	<ul style="list-style-type: none"> <li>• Classification and sentencing guide added</li> </ul>
TEACHER QUALIFICATION REGULATIONS	Conferences	N/A	<ul style="list-style-type: none"> <li>• Classification and sentencing guide added</li> </ul>
TRAINING & VOCATIONAL EDUCATION	Grant Funding	N/A	<ul style="list-style-type: none"> <li>• Classification and sentencing guide added</li> </ul>
TRAINING & VOCATIONAL EDUCATION	Submissions	168.102.001	<ul style="list-style-type: none"> <li>• Classification and sentencing guide added</li> </ul>
TRAINING & VOCATIONAL EDUCATION	Submissions	168.102.002	<ul style="list-style-type: none"> <li>• Classification and sentencing guide added</li> </ul>
TRAINING & VOCATIONAL EDUCATION	Submissions	168.102.006	<ul style="list-style-type: none"> <li>• Classification and sentencing guide added</li> </ul>
TRAINING & VOCATIONAL EDUCATION	Submissions	168.102.007	<ul style="list-style-type: none"> <li>• Classification and sentencing guide added</li> </ul>



**Enhancements (Amendments and Changes)**

<b>FUNCTION</b>	<b>Activity</b>	<b>Entry no.</b>	<b>Description</b>
EDUCATION STRATEGY	Agreements	168.006.001	<ul style="list-style-type: none"> <li>• Class description amended</li> </ul>
EDUCATION STRATEGY	Conferences	168.022.003	<ul style="list-style-type: none"> <li>• Class description amended</li> </ul>
EDUCATION STRATEGY	Evaluation	168.042.002	<ul style="list-style-type: none"> <li>• Class description amended</li> </ul>
EDUCATION STRATEGY	Evaluation	168.042.003	<ul style="list-style-type: none"> <li>• Class description amended</li> </ul>
EDUCATION STRATEGY	Implementation	168.053.001	<ul style="list-style-type: none"> <li>• Class description amended</li> </ul>
EDUCATION STRATEGY	Marketing	168.070.001	<ul style="list-style-type: none"> <li>• Classification and sentencing guide amended</li> </ul>
EDUCATION STRATEGY	Public Reaction	168.084.001	<ul style="list-style-type: none"> <li>• Classification and sentencing guide amended</li> </ul>
EDUCATION STRATEGY	Research	All	<ul style="list-style-type: none"> <li>• Class descriptions amended</li> </ul>
EDUCATION STRATEGY	Standards	168.100.001	<ul style="list-style-type: none"> <li>• Class description amended</li> </ul>
EDUCATION STRATEGY	Submissions	All	<ul style="list-style-type: none"> <li>• Classes rearranged and renumbered</li> </ul>
EDUCATION STRATEGY	Submissions	168.102.001	<ul style="list-style-type: none"> <li>• Class description amended</li> <li>• Disposal period increased</li> </ul>
EDUCATION STRATEGY	Submissions	168.102.002	<ul style="list-style-type: none"> <li>• Class description amended</li> </ul>
EDUCATION STRATEGY	Submissions	168.102.003	<ul style="list-style-type: none"> <li>• Class description amended</li> </ul>
EDUCATION STRATEGY	Submissions	168.102.006	<ul style="list-style-type: none"> <li>• Class description amended</li> <li>• Retention period reduced</li> </ul>
EDUCATION STRATEGY	Submissions	168.102.007	<ul style="list-style-type: none"> <li>• Retention period reduced</li> </ul>
EDUCATION STRATEGY	Suggestions	168.103.001	<ul style="list-style-type: none"> <li>• Class description amended</li> <li>• Classification and sentencing guide amended</li> </ul>
EXTERNAL EDUCATION RELATIONS (NON-GOVERNMENT)	N/A	N/A	<ul style="list-style-type: none"> <li>• Classification and sentencing guide amended</li> </ul>
EXTERNAL EDUCATION RELATIONS (NON-GOVERNMENT)	Agreements	169.006.001	<ul style="list-style-type: none"> <li>• Disposal action amended</li> </ul>

**Enhancements (Amendments and Changes)**

<b>FUNCTION</b>	<b>Activity</b>	<b>Entry no.</b>	<b>Description</b>
EXTERNAL EDUCATION RELATIONS (NON-GOVERNMENT)	Committees	169..020.003	<ul style="list-style-type: none"> <li>Disposal action changed</li> </ul>
EXTERNAL EDUCATION RELATIONS (NON-GOVERNMENT)	Conferences	169.022.005	<ul style="list-style-type: none"> <li>Classification and sentencing guide amended</li> </ul>
EXTERNAL EDUCATION RELATIONS (NON-GOVERNMENT)	Customer Service	169.030.002	<ul style="list-style-type: none"> <li>Classification and sentencing guide amended</li> </ul>
EXTERNAL EDUCATION RELATIONS (NON-GOVERNMENT)	Grievances	169.051.001	<ul style="list-style-type: none"> <li>Classification and sentencing guide amended</li> </ul>
EXTERNAL EDUCATION RELATIONS (NON-GOVERNMENT)	Marketing	169.070.001	<ul style="list-style-type: none"> <li>Classification and sentencing guide amended</li> </ul>
EXTERNAL EDUCATION RELATIONS (NON-GOVERNMENT)	Meetings	169.072.002	<ul style="list-style-type: none"> <li>Disposal action changed</li> </ul>
EXTERNAL EDUCATION RELATIONS (NON-GOVERNMENT)	Public Reaction	169.084.001	<ul style="list-style-type: none"> <li>Classification and sentencing guide amended</li> </ul>
EXTERNAL EDUCATION RELATIONS (NON-GOVERNMENT)	Research	169.091.001	<ul style="list-style-type: none"> <li>Class description amended</li> </ul>
EXTERNAL EDUCATION RELATIONS (NON-GOVERNMENT)	Research	169.091.002	<ul style="list-style-type: none"> <li>Class description amended</li> </ul>
EXTERNAL EDUCATION RELATIONS (NON-GOVERNMENT)	Submissions	All	<ul style="list-style-type: none"> <li>Classes rearranged and renumbered</li> </ul>
EXTERNAL EDUCATION RELATIONS (NON-GOVERNMENT)	Submissions	168.102.001	<ul style="list-style-type: none"> <li>Class description amended</li> <li>Disposal period increased</li> </ul>

**Enhancements (Amendments and Changes)**

<b>FUNCTION</b>	<b>Activity</b>	<b>Entry no.</b>	<b>Description</b>
EXTERNAL EDUCATION RELATIONS (NON-GOVERNMENT)	Submissions	168.102.002	<ul style="list-style-type: none"> <li>• Class description amended</li> </ul>
EXTERNAL EDUCATION RELATIONS (NON-GOVERNMENT)	Submissions	168.102.003	<ul style="list-style-type: none"> <li>• Class description amended</li> </ul>
EXTERNAL EDUCATION RELATIONS (NON-GOVERNMENT)	Submissions	169.102.006	<ul style="list-style-type: none"> <li>• Class description changed</li> <li>• Retention period reduced</li> </ul>
EXTERNAL EDUCATION RELATIONS (NON-GOVERNMENT)	Submissions	169.102.007	<ul style="list-style-type: none"> <li>• Retention period reduced</li> </ul>
EXTERNAL EDUCATION RELATIONS (NON-GOVERNMENT)	Visits	169.109.003	<ul style="list-style-type: none"> <li>• Disposal action changed</li> </ul>
SCHOOL MANAGEMENT	Canteen Operations	170.368.001	<ul style="list-style-type: none"> <li>• Classification and sentencing guide amended</li> </ul>
SCHOOL MANAGEMENT	Evaluation	170.042.002	<ul style="list-style-type: none"> <li>• Class description amended</li> </ul>
SCHOOL MANAGEMENT	Evaluation	170.042.003	<ul style="list-style-type: none"> <li>• Class description amended</li> </ul>
SCHOOL MANAGEMENT	Implementation	170.053.001	<ul style="list-style-type: none"> <li>• Class description amended</li> </ul>
SCHOOL MANAGEMENT	Intellectual Property	All	<ul style="list-style-type: none"> <li>• Classes rearranged and renumbered</li> </ul>
SCHOOL MANAGEMENT	Public Reaction	170.084.001	<ul style="list-style-type: none"> <li>• Classification and sentencing guide amended</li> </ul>
SCHOOL MANAGEMENT	Research	170.091.001	<ul style="list-style-type: none"> <li>• Class description amended</li> </ul>
SCHOOL MANAGEMENT	Research	170.091.002	<ul style="list-style-type: none"> <li>• Class description amended</li> </ul>
SCHOOL MANAGEMENT	Submissions	All	<ul style="list-style-type: none"> <li>• Classes rearranged and renumbered</li> </ul>
SCHOOL MANAGEMENT	Submissions	168.102.001	<ul style="list-style-type: none"> <li>• Class description amended</li> <li>• Disposal period increased</li> </ul>
SCHOOL MANAGEMENT	Submissions	168.102.002	<ul style="list-style-type: none"> <li>• Class description amended</li> </ul>

**Enhancements (Amendments and Changes)**

<b>FUNCTION</b>	<b>Activity</b>	<b>Entry no.</b>	<b>Description</b>
SCHOOL MANAGEMENT	Submissions	168.102.003	<ul style="list-style-type: none"> <li>• Class description amended</li> </ul>
SCHOOL MANAGEMENT	Submissions	170.102.006	<ul style="list-style-type: none"> <li>• Class description changed</li> <li>• Retention period reduced</li> </ul>
SCHOOL MANAGEMENT	Submissions	170.102.007	<ul style="list-style-type: none"> <li>• Retention period reduced</li> </ul>
SCHOOL MANAGEMENT	Suggestions	170.103.001	<ul style="list-style-type: none"> <li>• Class description amended</li> <li>• Classification and sentencing guideline amended</li> </ul>
STUDENT ADMINISTRATION	Academic Progress	N/A	<ul style="list-style-type: none"> <li>• Classification and sentencing guide amended</li> </ul>
STUDENT ADMINISTRATION	Appeals	171.009.001	<ul style="list-style-type: none"> <li>• Classification and sentencing guide amended</li> </ul>
STUDENT ADMINISTRATION	Apprentices / Trainees	All	<ul style="list-style-type: none"> <li>• Classes rearranged and renumbered</li> </ul>
STUDENT ADMINISTRATION	Apprentices / Trainees	171.180.001	<ul style="list-style-type: none"> <li>• Class description amended</li> </ul>
STUDENT ADMINISTRATION	Apprentices / Trainees	171.180.003	<ul style="list-style-type: none"> <li>• Class description amended</li> </ul>
STUDENT ADMINISTRATION	Apprentices / Trainees	171.180.005	<ul style="list-style-type: none"> <li>• Disposal action amended</li> </ul>
STUDENT ADMINISTRATION	Behaviour Management	N/A	<ul style="list-style-type: none"> <li>• Classification and sentencing guide amended</li> </ul>
STUDENT ADMINISTRATION	Case Management	171.016.001	<ul style="list-style-type: none"> <li>• Scope note amended</li> </ul>
STUDENT ADMINISTRATION	Celebrations	N/A	<ul style="list-style-type: none"> <li>• Classification and sentencing guide amended</li> </ul>
STUDENT ADMINISTRATION	Celebrations	171.017.002	<ul style="list-style-type: none"> <li>• Class description amended</li> </ul>
STUDENT ADMINISTRATION	Ceremonies	N/A	<ul style="list-style-type: none"> <li>• Classification and sentencing guide amended</li> </ul>
STUDENT ADMINISTRATION	Evaluation	171.042.003	<ul style="list-style-type: none"> <li>• Class description amended</li> </ul>
STUDENT ADMINISTRATION	Public Reaction	171.084.001	<ul style="list-style-type: none"> <li>• Classification and sentencing guide amended</li> </ul>
STUDENT ADMINISTRATION	Research	171.091.001	<ul style="list-style-type: none"> <li>• Class description amended</li> </ul>
STUDENT ADMINISTRATION	Research	171.0091.002	<ul style="list-style-type: none"> <li>• Class description amended</li> </ul>
STUDENT ADMINISTRATION	Student Attendance	171.190.004	<ul style="list-style-type: none"> <li>• Disposal action added</li> </ul>

**Enhancements (Amendments and Changes)**

<b>FUNCTION</b>	<b>Activity</b>	<b>Entry no.</b>	<b>Description</b>
STUDENT ADMINISTRATION	Student Work Placements	N/A	<ul style="list-style-type: none"> <li>• Class renumbered</li> </ul>
STUDENT ADMINISTRATION	Student Work Placements	171.376.001	<ul style="list-style-type: none"> <li>• Class description amended</li> <li>• Disposal action changed</li> </ul>
STUDENT ADMINISTRATION	Submissions	All	<ul style="list-style-type: none"> <li>• Classes rearranged and renumbered</li> </ul>
STUDENT ADMINISTRATION	Submissions	168.102.001	<ul style="list-style-type: none"> <li>• Class description amended</li> <li>• Disposal period increased</li> </ul>
STUDENT ADMINISTRATION	Submissions	168.102.002	<ul style="list-style-type: none"> <li>• Class description amended</li> </ul>
STUDENT ADMINISTRATION	Submissions	168.102.003	<ul style="list-style-type: none"> <li>• Class description amended</li> </ul>
STUDENT ADMINISTRATION	Submissions	171.102.006	<ul style="list-style-type: none"> <li>• Class description changed</li> <li>• Retention period reduced</li> </ul>
STUDENT ADMINISTRATION	Submissions	171.102.007	<ul style="list-style-type: none"> <li>• Retention period reduced</li> </ul>
STUDENT ADMINISTRATION	Suggestions	171.103.001	<ul style="list-style-type: none"> <li>• Class description amended</li> <li>• Classification and sentencing guide amended</li> </ul>
STUDENT SERVICES	Accidents	172.001.001	<ul style="list-style-type: none"> <li>• Disposal action amended</li> <li>• Classification and sentencing guide amended</li> </ul>
STUDENT SERVICES	Case Management	172.016.001	<ul style="list-style-type: none"> <li>• Class description amended</li> </ul>
STUDENT SERVICES	Conferences	172.022.005	<ul style="list-style-type: none"> <li>• Classification and sentencing guide amended</li> </ul>
STUDENT SERVICES	Evaluation	172.042.002	<ul style="list-style-type: none"> <li>• Scope note amended</li> </ul>
STUDENT SERVICES	Evaluation	172.042.003	<ul style="list-style-type: none"> <li>• Class description amended</li> </ul>
STUDENT SERVICES	Public Reaction	172.084.001	<ul style="list-style-type: none"> <li>• Classification and sentencing guide amended</li> </ul>
STUDENT SERVICES	Research	172.091.001	<ul style="list-style-type: none"> <li>• Class description amended</li> </ul>
STUDENT SERVICES	Research	172.091.002	<ul style="list-style-type: none"> <li>• Class description amended</li> </ul>
STUDENT SERVICES	Student Health and Counselling Services	172.199.001	<ul style="list-style-type: none"> <li>• Disposal action changed</li> </ul>
STUDENT SERVICES	Submissions	All	<ul style="list-style-type: none"> <li>• Classes rearranged and renumbered</li> </ul>
STUDENT SERVICES	Submissions	168.102.001	<ul style="list-style-type: none"> <li>• Class description amended</li> <li>• Disposal period increased</li> </ul>

**Enhancements (Amendments and Changes)**

<b>FUNCTION</b>	<b>Activity</b>	<b>Entry no.</b>	<b>Description</b>
STUDENT SERVICES	Submissions	168.102.002	<ul style="list-style-type: none"> <li>• Class description amended</li> </ul>
STUDENT SERVICES	Submissions	168.102.003	<ul style="list-style-type: none"> <li>• Class description amended</li> </ul>
STUDENT SERVICES	Submissions	171.102.006	<ul style="list-style-type: none"> <li>• Class description changed</li> <li>• Retention period reduced</li> </ul>
STUDENT SERVICES	Submissions	171.102.007	<ul style="list-style-type: none"> <li>• Retention period reduced</li> </ul>
STUDENT SERVICES	Suggestions	172.103.001	<ul style="list-style-type: none"> <li>• Class description amended</li> <li>• Classification and sentencing guide amended</li> </ul>
STUDENT SERVICES	Student Grievances	172.326.001	<ul style="list-style-type: none"> <li>• Classification and sentencing guide amended</li> </ul>
TEACHER QUALIFICATION REGULATIONS	N/A	N/A	<ul style="list-style-type: none"> <li>• Classification and sentencing guide amended</li> </ul>
TEACHER QUALIFICATION REGULATIONS	Conferences	173.022.005	<ul style="list-style-type: none"> <li>• Classification and sentencing guide amended</li> </ul>
TEACHER QUALIFICATION REGULATIONS	Evaluation	173.042.002	<ul style="list-style-type: none"> <li>• Class description amended</li> </ul>
TEACHER QUALIFICATION REGULATIONS	Research	173.091.001	<ul style="list-style-type: none"> <li>• Class description amended</li> </ul>
TEACHER QUALIFICATION REGULATIONS	Research	173.091.002	<ul style="list-style-type: none"> <li>• Class description amended</li> </ul>
TEACHER QUALIFICATION REGULATIONS	Reviewing	1730093.002	<ul style="list-style-type: none"> <li>• Class description amended</li> </ul>
TEACHER QUALIFICATION REGULATIONS	Standards	173.100.001	<ul style="list-style-type: none"> <li>• Class description amended</li> </ul>
TRAINING & VOCATIONAL EDUCATION	Apprentices / Trainees	171.180.001	<ul style="list-style-type: none"> <li>• Class description amended</li> </ul>
TRAINING & VOCATIONAL EDUCATION	Apprentices / Trainees	171.180.003	<ul style="list-style-type: none"> <li>• Class description amended</li> </ul>
TRAINING & VOCATIONAL EDUCATION	Apprentices / Trainees	171.180.005	<ul style="list-style-type: none"> <li>• Disposal action amended</li> </ul>
TRAINING & VOCATIONAL EDUCATION	Marketing	174.070.001	<ul style="list-style-type: none"> <li>• Classification and sentencing guide amended</li> </ul>

**Enhancements (Amendments and Changes)**

<b>FUNCTION</b>	<b>Activity</b>	<b>Entry no.</b>	<b>Description</b>
TRAINING & VOCATIONAL EDUCATION	Registration	174.155.002	<ul style="list-style-type: none"> <li>Disposal action amended</li> </ul>
TRAINING & VOCATIONAL EDUCATION	Research	174.091.001	<ul style="list-style-type: none"> <li>Class description amended</li> </ul>
TRAINING & VOCATIONAL EDUCATION	Research	174.091.002	<ul style="list-style-type: none"> <li>Class description amended</li> </ul>
TRAINING & VOCATIONAL EDUCATION	Submissions	All	<ul style="list-style-type: none"> <li>Classes rearranged and renumbered</li> </ul>
TRAINING & VOCATIONAL EDUCATION	Submissions	168.102.001	<ul style="list-style-type: none"> <li>Class description amended</li> <li>Disposal period increased</li> </ul>
TRAINING & VOCATIONAL EDUCATION	Submissions	168.102.002	<ul style="list-style-type: none"> <li>Class description amended</li> </ul>
TRAINING & VOCATIONAL EDUCATION	Submissions	168.102.003	<ul style="list-style-type: none"> <li>Class description amended</li> </ul>
TRAINING & VOCATIONAL EDUCATION	Submissions	171.102.006	<ul style="list-style-type: none"> <li>Class description changed</li> <li>Retention period reduced</li> </ul>
TRAINING & VOCATIONAL EDUCATION	Submissions	171.102.007	<ul style="list-style-type: none"> <li>Retention period reduced</li> </ul>

**Corrections (Deletions)**

<b>FUNCTION</b>	<b>Activity</b>	<b>Entry no.</b>	<b>Description</b>
STUDENT ADMINISTRATION	Cases	N/A	<ul style="list-style-type: none"> <li>The term Cases deleted and replaced with Case Management</li> </ul>
STUDENT ADMINISTRATION	Celebrations	171.017.002	<ul style="list-style-type: none"> <li>Class deleted</li> </ul>
STUDENT ADMINISTRATION	Student Work Placements	171.376.002	<ul style="list-style-type: none"> <li>Class deleted</li> </ul>
STUDENT SERVICES	Cases	N/A	<ul style="list-style-type: none"> <li>The term Cases deleted and replaced with Case Management</li> </ul>