

Australian Capital Territory

Territory Records (Records Disposal Schedule – Government Budget Management Records) Approval 2009 (No 1)

Notifiable instrument NI2009—629

made under the

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

1. Name of Instrument

This instrument is the Territory Records (Records Disposal Schedule – Government Budget Management Records) Approval 2009 (No 1)

2. Approval

I approve the Records Disposal Schedule – Government Budget Management Records.

3. Commencement

This instrument commences on the day after notification.

4. Revocation

I revoke Notifiable Instrument NI2006-138 notified 20 April 2006.

David Wardle
Director of Territory Records
7 December 2009



Records Disposal Schedule

Government Budget Management Records

INTRODUCTION	5
PURPOSE	5
SCOPE	5
AUTHORITY	5
STRUCTURE AND RELATIONSHIP TO THE TERRITORY VERSION OF KEYWORD AAA	5
<i>Territory Version of Keyword AAA</i>	6
GUIDELINES FOR USE	6
<i>Coverage of authority</i>	6
<i>Layout of the schedule</i>	7
FORMAT OF RECORD	8
<i>Electronic records</i>	8
DESTRUCTION OF RECORDS	8
UPDATING THE RECORDS DISPOSAL SCHEDULE	8
ASSISTANCE IN USING THE RECORDS DISPOSAL SCHEDULE	8
RELATED LEGISLATION	9
DEFINITIONS	10
<i>Agency</i>	10
<i>Appraisal</i>	10
<i>Business Classification Scheme</i>	10
<i>Principal Officer</i>	10
<i>Records</i>	10
<i>Records of an Agency</i>	10
<i>Records Disposal Schedule</i>	10
<i>Records Management Program</i>	10
<i>Recordkeeping Systems</i>	11
<i>Scope Note</i>	11
<i>Sentencing</i>	11
<i>Territory Archives</i>	11
BUSINESS CLASSIFICATION SCHEME	12
<i>GOVERNMENT BUDGET MANAGEMENT</i>	13
RECORDS DISPOSAL SCHEDULE	15
<i>GOVERNMENT BUDGET MANAGEMENT</i>	16
<i>Advice</i>	16
<i>Analysing</i>	16
<i>Analysing (Continued)</i>	17
<i>Committees</i>	17
<i>Evaluation</i>	18
<i>Financial Statements</i>	18
<i>Legislation</i>	19
<i>Meetings</i>	19
<i>Planning</i>	20
<i>Policy</i>	20
<i>Procedures</i>	20
<i>Reporting</i>	21
<i>Submissions</i>	21
RETAIN AS TERRITORY ARCHIVES	22
<i>GOVERNMENT BUDGET MANAGEMENT</i>	23
<i>Analysing</i>	23
<i>Committees</i>	24
<i>Evaluation</i>	24

Records Disposal Schedule – Government Budget Management Records - December 2009

Financial Statements.....25
Legislation25
Policy.....26
Submissions.....26

SCHEDULE OF AMENDMENTS – this information is provided for the assistance of users but does not form part of the Notifiable Instrument.27

INTRODUCTION

The *Records Disposal Schedule – Government Budget Management Records* is the official authority for the disposal of records relating to government budgeting in the Territory.

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

PURPOSE

The purpose of this Records Disposal Schedule is to provide for the authorised disposal of 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 – Government Budget 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 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 - Records:

- covers all 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
- 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 record classes covered by this Records Disposal Schedule:

Debits Tax Act 1997

Financial Management Act 1996

DEFINITIONS

Agency

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

Appraisal

The process of evaluating business activities to:

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

Business Classification Scheme

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

Principal Officer

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

Records

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

Records of an Agency

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

Records Disposal Schedule

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

Records Management Program

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

Recordkeeping Systems

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

Scope Note

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

Sentencing

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

Territory Archives

Records preserved for the benefit of present and future generations.

BUSINESS CLASSIFICATION SCHEME

GOVERNMENT BUDGET MANAGEMENT

The function of managing the Government's budget development and administration. Includes the activities associated with planning annual and supplementary budgets, quarterly and annual financial statements, conducting analysis and reporting on financial and service performance issues and evaluating the Government annual capital works program. Also includes reviewing legislation, advising Government and agencies on financial management, resource allocation and agency budget development issues, agency best practice accounting and whole of government taxation management and representation on inter-governmental forums.

Advice

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

Analysing

The activities associated with systematically applying statistical and logical techniques to describe, summarise and compare data and/or information collected. Includes the process of analysis.

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.

Evaluation

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

Financial Statements

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

Legislation

The process of making laws. Includes Local, State, Commonwealth and overseas Acts, Bills and subsections of Acts, and amendments to each.

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, as the basis from which the agency's operating procedures are determined.

Procedures

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

Reporting

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

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.

RECORDS DISPOSAL SCHEDULE

GOVERNMENT BUDGET MANAGEMENT

The function of managing the Government's budget development and administration. Includes the activities associated with planning annual and supplementary budgets, quarterly and annual financial statements, conducting analysis and reporting on financial and service performance issues and evaluating the Government annual capital works program. Also includes reviewing legislation, advising Government and agencies on financial management, resource allocation and agency budget development issues, agency best practice accounting and whole of government taxation management and representation on inter-governmental forums.

For the internal management of the agency's financial resources, use FINANCIAL MANAGEMENT.

For coordinating government investment and borrowing activities, use GOVERNMENT ASSET & LIABILITY SERVICES.

For the production of the annual Budget Papers (print and web site), use PUBLICATION.

For the maintenance of internal electronic information systems, use TECHNOLOGY & TELECOMMUNICATIONS.

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>
2.1.1 ■■■■■■■■■■	The receipt and provision of general advice to agency managers and employees.	Destroy 7 years after last action

Analysing

The activities associated with systematically applying statistical and logical techniques to describe, summarise and compare data and/or information collected. Includes the process of analysis.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.2.1 ■■■■■■■■■■	Final budget analysis.	Retain as Territory Archives
2.2.2 ■■■■■■■■■■	Working papers documenting the examination of budget information such as budget submissions and forward estimates, research notes, and comparative analysis. Includes the development and clearance of draft analysis.	Destroy 7 years after last action

Analysing (Continued)

The activities associated with systematically applying statistical and logical techniques to describe, summarise and compare data and/or information collected. Includes the process of analysis.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.2.3 ■■■■■■■■■■	Agency monthly financial reports.	Destroy 7 years after last 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.

For audit committees, use STRATEGIC MANAGEMENT.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.3.1 ■■■■■■■■■■	Internal and external committees formed to consider matters relating to the Territory budget. Includes: <ul style="list-style-type: none">• documents establishing the committee• final versions of minutes• reports• recommendations• supporting documents such as briefing papers and discussion papers.	Retain as Territory Archives
2.3.2 ■■■■■■■■■■	Working papers documenting the conduct and administration of committees that consider matters relating to the government budget management function. Includes: <ul style="list-style-type: none">• agendas• notices of meetings• draft minutes.	Destroy 7 years after last action

Evaluation

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

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.4.1 ■■■■■■■■■■	Evaluation of potential or existing programs and services that support government priorities and policies. Includes budget bids.	Retain as Territory Archives
2.4.2 ■■■■■■■■■■	Working papers documenting an evaluation of Territory agency programs and operations that support government priorities and policies.	Retain as Territory Archives

Financial Statements

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

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.5.1 ■■■■■■■■■■	Final versions of financial statements and correspondence to and from government agencies on those statements. Includes: <ul style="list-style-type: none">• budget statements• audited financial statements• collated financial statements received from government agencies• final versions of financial statements• correspondence to and from government agencies on statements• working papers.	Retain as Territory Archives

Legislation

The process of making laws. Includes Local, State, Commonwealth and overseas Acts, Bills and subsections of Acts, and amendments to each.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.6.1 ■■■■■■■■■■	Preparation and passage of Appropriation Bills through the Legislative Assembly. Includes: <ul style="list-style-type: none">• preliminary drafting instructions• proposed bills• records documenting consultation with relevant government agencies• preparation of the Explanatory Memorandum• Second Reading Speech.	Retain as Territory Archives

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>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.7.1 ■■■■■■■■■■	Final version of minutes and supporting documents supporting documents tabled at meetings held to support the government budget management function. Includes meetings with other agencies.	Destroy 5 years after last action
2.7.2 ■■■■■■■■■■	Working papers documenting the conduct and administration of meetings held to support the government budget management function. Includes: <ul style="list-style-type: none">• agendas• notices of meetings• draft minutes.	Destroy 6 months after last action

Planning

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

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.8.1 ■■■■■■■■■■	Final versions of work plans.	Destroy 5 years after superseded

Policy

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

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.9.1 ■■■■■■■■■■	Records documenting the creation of budget management policies. Includes working papers.	Retain as Territory Archives

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>
2.10.1 ■■■■■■■■■■	Master set of agency manuals, handbooks, directives etc detailing procedures supporting the government budget management function.	Destroy 7 years after superseded
2.10.2 ■■■■■■■■■■	Development of agency procedures supporting the government budget management function.	Destroy 1 year after production of procedures

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>
2.11.1 ■■■■■■■■■■■■■■■■■■■■	Final versions of formal financial reports such as reports to the Bureau of Statistics, Territory Grants Commissions, Loan Council, and heads of Treasuries.	Destroy 7 years after last action
2.11.2 ■■■■■■■■■■■■■■■■■■■■	Final versions of periodic internal reports on general administrative matters used to monitor and document recurring activities to support the government budget management function. Includes the collection and reporting of statistical information relating to visits and output reporting.	Destroy 7 years after last action
2.11.3 ■■■■■■■■■■■■■■■■■■■■	Working papers documenting the development of all reports. Includes drafts and comments received.	Destroy 7 years after last action

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>
2.12.1 ■■■■■■■■■■■■■■■■■■■■	Final versions of agency submissions made to government, including submissions to credit rating agencies on the state of the Territory’s finances. Includes working papers.	Retain as Territory Archives
2.12.2 ■■■■■■■■■■■■■■■■■■■■	Submissions received from the community through consultation.	Destroy 5 years after last action

RETAIN AS TERRITORY ARCHIVES

GOVERNMENT BUDGET MANAGEMENT

The function of managing the Government's budget development and administration. Includes the activities associated with planning annual and supplementary budgets, quarterly and annual financial statements, conducting analysis and reporting on financial and service performance issues and evaluating the Government annual capital works program. Also includes reviewing legislation, advising Government and agencies on financial management, resource allocation and agency budget development issues, agency best practice accounting and whole of government taxation management and representation on inter-governmental forums.

For the internal management of the agency's financial resources, use FINANCIAL MANAGEMENT.

For coordinating government investment and borrowing activities, use GOVERNMENT ASSET & LIABILITY SERVICES.

For the production of the annual Budget Papers (print and web site), use PUBLICATION.

For the maintenance of internal electronic information systems, use TECHNOLOGY & TELECOMMUNICATIONS.

Analysing

The activities associated with systematically applying statistical and logical techniques to describe, summarise and compare data and/or information collected. Includes the process of analysis.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.2.1 ■■■■■■■■■■	Final budget analysis.	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.

For audit committees, use STRATEGIC MANAGEMENT.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.3.1 ■■■■■■■■■■	Internal and external committees formed to consider matters relating to the Territory budget. Includes: <ul style="list-style-type: none">• documents establishing the committee• final versions of minutes• reports• recommendations• supporting documents such as briefing papers and discussion papers.	Retain as Territory Archives

Evaluation

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

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.4.1 ■■■■■■■■■■	Evaluation of potential or existing programs and services that support government priorities and policies. Includes budget bids.	Retain as Territory Archives
2.4.2 ■■■■■■■■■■	Working papers documenting an evaluation of Territory agency programs and operations that support government priorities and policies.	Retain as Territory Archives

Financial Statements

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

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.5.1 ■■■■■■■■■■	Final versions of financial statements and correspondence to and from government agencies on those statements. Includes: <ul style="list-style-type: none">• budget statements• audited financial statements• collated financial statements received from government agencies• final versions of financial statements• correspondence to and from government agencies on statements• working papers.	Retain as Territory Archives

Legislation

The process of making laws. Includes Local, State, Commonwealth and overseas Acts, Bills and subsections of Acts, and amendments to each.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.6.1 ■■■■■■■■■■	Preparation and passage of Appropriation Bills through the Legislative Assembly. Includes: <ul style="list-style-type: none">• preliminary drafting instructions• proposed bills• records documenting consultation with relevant government agencies• preparation of the Explanatory Memorandum• Second Reading Speech.	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, as the basis from which the agency's operating procedures are determined.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.9.1 ■■■■■■■■■■	Records documenting the creation of budget management policies. Includes working papers.	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.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
2.12.1 ■■■■■■■■■■	Final versions of agency submissions made to government, including submissions to credit rating agencies on the state of the Territory's finances. Includes working papers.	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 Government Budget Management Records
Disposal Schedule**

Dated November 2009

The scope notes of the activities listed below, in all instances that they appear within this revision of the Government Budget 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:

- Advice
- Agreements
- Committees
- Evaluation
- Meetings
- Policy
- Reporting
- Research
- Submissions

Function (Amendments)

The GOVERNMENT BUDGET MANAGEMENT function separated from NI2006-138 Treasury Management Records.

All classification and sentencing guidelines amended.

New Features (Amendments and Insertions)

Activity	Entry no.	Description
Committees	2.3.2	Class description amended
Meetings	2.7.1 2.7.2	Class descriptions amended
Procedures	2.10.1	Class description amended Disposal action amended
Procedures	2.10.2	Class description amended
Reporting	2.11.2	Class description amended