

Australian Capital Territory

Territory Records (Records Disposal Schedule – Sewerage Management Records) Approval 2011 (No 1)

Notifiable instrument NI2011—95

made under the

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

1. Name of Instrument

This instrument is the Territory Records (Records Disposal Schedule – Sewerage Management Records) Approval 2011 (No 1)

2. Approval

I approve the Records Disposal Schedule – Sewerage Management Records.

3. Commencement

This instrument commences on the day after notification.

4. Revocation

I revoke Notifiable Instrument NI2007-282 notified 13 September 2007.

David Wardle
Director of Territory Records
28 February 2011



Records Disposal Schedule

Sewerage Management Records

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INTRODUCTION

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

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

PURPOSE

The purpose of this Records Disposal Schedule is to provide for the authorised disposal of Sewerage records created or maintained by ACT Government Agencies.

SCOPE

This Records Disposal Schedule applies to records created or maintained by ACT Government Agencies. It applies to records in any format, including electronic records.

AUTHORITY

The Director of Territory Records, in consultation with stakeholders and the Territory Records Advisory Council, has approved this Records Disposal Schedule for use. The schedule does not take effect until it has been incorporated into an agency's Records Management Program that has been signed off by the Principal Officer of the agency.

Even so, officers using this Records Disposal Schedule should apply it with caution. They should be aware that the authorisations for disposal are given in terms of the *Territory Records Act 2002* only. Officers must not dispose of records in contravention of this Records Disposal Schedule or other requirements.

This Records Disposal Schedule will remain in force until a new schedule supersedes it or the Director of Territory Records withdraws it from use.

STRUCTURE AND RELATIONSHIP TO THE TERRITORY VERSION OF KEYWORD AAA

A Records Disposal Schedule generally specifies retention periods. That is, how long records are to be retained by the agency before being destroyed or retained as Territory Archives.

Retention periods set down in this schedule are minimum periods only and an agency may keep records for a longer period if considered necessary for business requirements. Reasons for longer retention could include legal requirements, administrative need or agency directives. **An agency must not dispose of any**

records where it is aware of possible legal action for which the records may be required as evidence or if there is a current records disposal freeze in effect.

The *Records Disposal Schedule – Sewerage Management Records* has a hierarchical structure that reflects its arrangements according to functions and activities, rather than by subject, and this also reflects a close relationship to the Territory Version of Keyword AAA. The Records Disposal Schedule is designed to be applicable to all Sewerage records regardless of titling conventions used, so that records, which have not been titled using the terminology represented by this Records Disposal Schedule, may still be sentenced with relative ease.

Whole-of-Government Thesaurus

The Whole-of-Government Thesaurus is a controlled vocabulary of terms designed for use in the classifying, titling and indexing of records on creation.

The Whole-of-Government Thesaurus has been developed on the basis of the Territory Version of Keyword AAA (TVKAAA) (2010), a thesaurus incorporating 16 common Functions. All other Functions within the Whole-of-Government Thesaurus are considered Functions performed by the ACT Government and have been included following consultation with agencies and after consideration by the Territory Records Office (TRO) via a formal approval process.

The Whole-of-Government Thesaurus is mandated by the TRO for use by all ACT Government agencies as part of their classifying and titling of paper and electronic records. See also *Records Advice No.28 Functional directories on shared drives*.

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 Whole-of-Government Thesaurus. Essentially, appraisal involves attaching record retention periods and disposal decisions (and even records creation requirements and rules) to the same classification scheme.

GUIDELINES FOR USE

Coverage of authority

The Records Disposal Schedule - Sewerage Management Records:

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

Layout of the schedule

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

Function.

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

Activity.

Activities are the processes or operations that make up the business function. They are set in bold and italics below the function statement. This is the second level of the business classification scheme. The scope of the activity encompasses all of the transactions that take place in relation to the activity. Activities can relate to many functions with the scope notes covering all of these relationships (e.g., the activity 'Policy' is linked to all of the functions). However, each function and activity set represents a unique unit.

Entry No.

This is the disposal class number allocated based on the function and activity set and the class number of the record. The barcode is the same as the Entry No. and may be used in an automated recordkeeping system.

Description of Records.

This is the description of the records documenting the business function, activity and transactions. The descriptions can relate to one record such as a register or a group of records documenting a particular set of transactions.

Disposal Action.

This is the minimum period a record must be kept for and is the trigger event from which the disposal date can be calculated.

FORMAT OF RECORD

This Records Disposal Schedule is applicable to any record that performs the function prescribed, irrespective of format. Records may include:

- cards;
- registers;
- files;
- microfilm;
- COM (computer output microfiche);
- electronic records, including various electronic media, and
- any other formats.

Electronic records

Refers to records created, communicated and maintained by means of electronic equipment. Information could be maintained/stored in a number of ways - on the database (the main database, or a special archives database); on magnetic media; on optical disks; or on separate hardcopy (paper, COM).

Electronic records must be readily accessible for the length of the specified retention period. Routine treatment (such as wiping, updating, alterations or re-recording) does not constitute disposal.

DESTRUCTION OF RECORDS

When the approved disposal date for the destruction of records has been reached, appropriate arrangements for their destruction should be made. It is the responsibility of each agency to ensure that its records are destroyed in a secure and appropriate manner as indicated in the agency Records Management Program.

UPDATING THE RECORDS DISPOSAL SCHEDULE

Records Disposal Schedules are reviewed and updated from time to time. For suggested amendments or alterations to this schedule please contact the Director of Territory Records.

ASSISTANCE IN USING THE RECORDS DISPOSAL SCHEDULE

Agencies requiring any assistance in the interpretation or implementation of any Records Disposal Schedule are encouraged to contact the Director of Territory Records.

RELATED LEGISLATION

The following legislation is related to the records classes covered by this Records Disposal Schedule:

ACT Self Government Act 1988 (Commonwealth)
ACTEW/AGL Partnership Facilitation Act 2000
Canberra Water Supply (Googong Dam) Act 1974 (Commonwealth)
Corporations Act 2001
Emergency Management Act 1999
Environment Protection Act 1997
Evidence Act 1971
Executive Document Release Act 2001
Financial Management Act 1996
Freedom of Information Act 1989
Land (Planning and Environment) Act 1991
Occupational Health and Safety Act 1989
Territory Records Act 2002
Privacy Act 1998 (Commonwealth)
Public Health Act 1997
Public Interest Disclosure Act 1994
Public Sector Management Act 1994
Public Sector Management Act 1994
Seat of Government Acceptance Act 1909 (Commonwealth)
Territory Owned Corporations Act 1990
Trade Practices Act 1974 (Commonwealth)
Utilities Act 2000
Water and Sewerage Act 2000
Water Resources Act

DEFINITIONS

Agency

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

Appraisal

The process of evaluating business activities to:

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

Business Classification Scheme

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

Principal Officer

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

Records

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

Records of an Agency

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

Records Disposal Schedule

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

Records Management Program

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

Recordkeeping Systems

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

Scope Note

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

Sentencing

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

Territory Archives

Records preserved for the benefit of present and future generations.

BUSINESS CLASSIFICATION SCHEME

SEWERAGE NETWORK MANAGEMENT

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

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

Acquisition

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

Advice

The activities associated with offering opinions by or to the agency 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 managing of committees and task forces. Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes of meetings, reports, agenda etc.

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.

Construction

The process of making or building something.

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.

Customer service

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

Enquiries

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

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.

Inspections

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

Installation

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

Leasing out

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

Liaison

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

Maintenance

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

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.

Program development

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

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), and to provide formal statements or findings of the results of the examination or investigation. Includes agenda, briefing, business, discussion papers, proposals, reports, reviews and returns.

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

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.

Sewerage connections

The activities associated with connecting sewerage mains. Includes processing applications for supply and temporary disconnection notices.

Sewerage disconnections

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

See Sewerage Connections for issuing temporary disconnection notices.

Sewerage infrastructure design

The activities associated with designing sewerage infrastructure.

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. report, statistics, etc) supporting a case or opinion held by the agency which is submitted to another agency, or within the agency, for the purpose of either gain or support.

Tendering

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

Trade waste assessing

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

SEWERAGE TREATMENT MANAGEMENT

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

Acquisition

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

Advice

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

Agreements

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

Committees

The activities associated with the managing of committees and task forces. Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes of meetings, reports, agenda etc.

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.

Construction

The process of making or building something.

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.

Disposal

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

Enquiries

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

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.

Inspections

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

Installation

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

Liaison

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

Maintenance

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

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.

Program development

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

Reporting

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

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

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.

Sewerage infrastructure design

The activities associated with designing sewerage infrastructure.

Sewerage treatment

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

Standards

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. report, statistics, etc) supporting a case or opinion held by the agency which is submitted to another agency, or within the agency, for the purpose of either gain or support.

Tendering

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

Treated water sampling

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

Visits

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.

RECORDS DISPOSAL SCHEDULE

Advice

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

[For the provision of advice to the Minister or Chief Minister, use GOVERNMENT RELATIONS - Advice.

For legal advice, use LEGAL SERVICES - Advice.

For the development of submissions in relation to advice, use INDUSTRY DEVELOPMENT - Submissions.]

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

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.

[For agreements with other governments, including international governments, use GOVERNMENT RELATIONS - Agreements.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
161.006.001 ■■■■■■■■■■■■■■■■■■■■	Records relating to agreements for pipelines to run over private or Commonwealth government-owned land.	Destroy 10 years after agreement expires or is superseded

Construction (Continued)

The process of making or building something.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
III	<p>Records include:</p> <ul style="list-style-type: none">• feasibility studies;• environmental impact statements;• certified plans and maps, surveys;• specifications;• photographs;• engineer's drawings;• pipe layouts;• system design;• processing plans locations and design diagrams;• connection plans;• successful tenders;• engineers' drawings of fittings, valves, boosters, hydrants etc;• work as executed plans;• building plans;• master plans;• concept plans;• certificates;• records of conversation;• project management records;• development applications. <p><i>[See Sewerage equipment and infrastructure design for design concepts etc.</i></p> <p><i>See Contracting-out for copies of contractors permits, licences, certificates and accreditations</i></p> <p><i>See Submissions for successful funding submissions]</i></p>	

Construction (Continued)

The process of making or building something.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
161.024.002 ■■■■■■■■■■■■■■■■■■■■	<p>Records relating to the construction of all other cases including determination of specifications and conditions. Includes:</p> <ul style="list-style-type: none"> • records of conversation; • specifications; • scope of works; • feasibility studies; • environmental impact statements; • proposals; • reports; • works as executed plans; • drawings building plans; • project management records; • development applications; • master plans; • concept plans; • certificates. <p><i>[See Sewerage Infrastructure Design for design concepts etc.</i></p> <p><i>See Contracting-out for copies of contractors permits, licences, certificates and accreditations</i></p> <p><i>See Submissions for successful funding submissions]</i></p>	<p>Destroy 7 years after lifetime of the structure or 7 years after the system is replaced</p>
161.024.003 ■■■■■■■■■■■■■■■■■■■■	<p>Records documenting construction activities not proceeded with.</p>	<p>Destroy 7 years after decision to suspend construction activities</p>
161.024.004 ■■■■■■■■■■■■■■■■■■■■	<p>Working papers and drawings.</p>	<p>Destroy 6 months after reference ceases</p>

Customer service

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

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

Enquiries

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

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
161.040.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting the handling of public enquiries about the agency and its programs, products and services.	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.

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

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.

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

[For the Annual Report drafting process, use PUBLICATIONS - Drafting.

For submissions of annual reports to the Portfolio Minister, use GOVERNMENT RELATIONS - Compliance.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
161.088.002 ■■■■■■■■■■■■■■■■■■■■	Final version of periodic internal reports on general administrative matters used to monitor and document recurring activities to support the sewerage network management function. Includes statistical reports.	Destroy 3 years after action completed
161.088.003 ■■■■■■■■■■■■■■■■■■■■	Working papers documenting the development of all reports. Includes drafts, comments received, raw statistical data.	Destroy 6 months after reference ceases

Research

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

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
161.091.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting detailed research.	Retain as Territory Archives 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.

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

Sewerage connections

The activities associated with connecting sewerage mains.
Includes processing applications for supply and temporary disconnection notices.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
161.354.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting the connection of sewerage mains. Includes: <ul style="list-style-type: none"> • applications • - notices 	Destroy 3 years after action completed

Sewerage disconnections

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

See Sewerage Connections for issuing temporary disconnection notices.

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

See Submissions for successful funding submissions.]

Sewerage infrastructure design (Continued)

The activities associated with designing sewerage infrastructure.

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

Standards

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

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

Submissions

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

[For Cabinet submissions, use GOVERNMENT RELATIONS - Submissions.]

[For the development of submissions on the proposals of new legislation or the amendment of existing legislation, use STRATEGIC MANAGEMENT - Legislation.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
161.102.001 ■■■■■■■■■■■■■■■■■■■■	Final version of successful agency submissions made to the Chief Minister, Minister and government bodies for construction of sewerage networks and infrastructure.	Retain as Territory Archives
161.102.002 ■■■■■■■■■■■■■■■■■■■■	Working papers documenting the development of successful agency submissions made to the Chief Minister, Minister and government bodies for construction of sewerage networks and infrastructure.	Destroy 10 years after action completed
161.102.003 ■■■■■■■■■■■■■■■■■■■■	Final version of unsuccessful agency submissions made to the Chief Minister, Minister and government bodies for construction of sewerage networks and	Destroy 7 years after action completed

infrastructure.

Submissions (Continued)

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

[For Cabinet submissions, use GOVERNMENT RELATIONS - Submissions.

For the development of submissions on the proposals of new legislation or the amendment of existing legislation, use STRATEGIC MANAGEMENT - Legislation.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
161.102.004 ■■■■■■■■■■■■■■■■■■■■	Final version of internal submissions and submissions made to external agencies.	Destroy 7 years after action completed
161.102.005 ■■■■■■■■■■■■■■■■■■■■	Working papers documenting the development of unsuccessful agency submissions made to the Chief Minister, Minister and government bodies for construction of sewerage networks and infrastructure.	Destroy 3 years after action completed
161.102.006 ■■■■■■■■■■■■■■■■■■■■	Final version of submissions made to external agencies relating to non-sewerage networks and infrastructure. Includes drafts and comments received.	Destroy 3 years after action completed

Tendering

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

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
161.104.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting the development and issue of tender documentation. Includes: <ul style="list-style-type: none">• statement of requirements;• requests for proposals;• expression of interest;• request for tender;• draft contract.	Destroy 7 years after tender process completed
161.104.002 ■■■■■■■■■■■■■■■■■■■■	Assessment of tenders received against selection criteria. Includes: <ul style="list-style-type: none">• arrangements for carrying out the assessment process;• assessment report;• recommendations;• final reports;	Destroy 7 years after tender process completed

- public notices.

Tendering (Continued)

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

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
161.104.003 ████████████████████	Records documenting post offer negotiations and due diligence checks.	Destroy 7 years after tender process completed
161.104.004 ████████████████████	Records of unsuccessful tenders or a tender process where there has been no suitable bidder or where the tender process has been discontinued. Includes: <ul style="list-style-type: none"> • Submissions; • notification of outcome; • reports of debriefing sessions. 	Destroy 2 years after tender process completed or decision made not to continue with the tender
161.104.005 ████████████████████	Tender register	Destroy 7 years after last entry
161.104.006 ████████████████████	Signed simple contracts and agreements resulting from tenders and supporting records.	Destroy 7 years after completion or other termination of agreement or contract
161.104.007 ████████████████████	Contract register.	Destroy 7 years after last entry

Trade waste assessing

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

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

Advice

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

[For the provision of advice to the Minister or Chief Minister, use GOVERNMENT RELATIONS - Advice.

For legal advice, use LEGAL SERVICES - Advice.

For the development of submissions in relation to advice, use INDUSTRY DEVELOPMENT - Submissions.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
162.005.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting the receipt and provision of advice on the management of sewerage treatment facilities. Includes: <ul style="list-style-type: none"> ● advice to other agencies; ● minutes providing advice to the Minister; ● ministerial statements. <p><i>[See LEGAL SERVICES - Advice for legal advice on the management of sewerage treatment facilities.]</i></p>	Destroy 7 years after action completed

Agreements

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

[For agreements with other governments, including international governments, use GOVERNMENT RELATIONS - Agreements.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
162.006.001 ■■■■■■■■■■■■■■■■■■■■	Final version of agreements. Includes: <ul style="list-style-type: none"> ● deeds of agreements; ● funding agreements; ● service level contracts; ● alliance agreements; ● - non-standard customer agreements. 	Destroy 7 years after expiry or other termination of agreement
162.006.002 ■■■■■■■■■■■■■■■■■■■■	Records documenting negotiations, establishment, maintenance and review of agreements.	Destroy 7 years after expiry or other termination of agreement

Committees

The activities associated with the managing of committees and task forces. Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes of meetings, reports, agenda etc.

[For audit committees, use STRATEGIC MANAGEMENT - Committees.

For the establishment of advisory councils or governing boards with decision making responsibility for agency policy and/or planning, use STRATEGIC MANAGEMENT - Committees.]

Entry No.	Description of Records	Disposal Action
162.020.001 ■■■■■■■■■■■■■■■■■■■■	Records of internal committees formed to consider specific matters. Includes documents: <ul style="list-style-type: none">● Establishing the committee;● Final versions of minutes;● Reports;● Supporting documents such as briefing papers and discussion papers.	Destroy 10 years after action completed
162.020.002 ■■■■■■■■■■■■■■■■■■■■	Records of external or inter-agency committees formed to consider sewerage network management matters where the agency is a member. Includes documents: <ul style="list-style-type: none">● Establishing the committee;● Terms of reference;● Appointment of members;● Minutes;● Reports;● Recommendations;● Supporting documents such as briefing papers and discussion papers.	Destroy 5 years after action completed
162.020.003 ■■■■■■■■■■■■■■■■■■■■	Working papers documenting the conduct and administration of committees. Includes: <ul style="list-style-type: none">● Agenda;● Notices of meetings;● Draft minutes;● Room bookings.	Destroy 6 months after action completed

Compliance

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

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
162.021.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting compliance with mandatory standards, specifications and statutory requirements relating to the management of sewerage treatment facilities. <i>[See Contracting-out for monitoring compliance with contractual arrangements].</i>	Destroy 7 years after action completed

Construction

The process of making or building something.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
162.024.001 ■■■■■■■■■■■■■■■■■■■■ ■■■	Records relating to the construction of historical and significant sewerage works and structures including the determination of specifications and conditions, that are considered to be: <ul style="list-style-type: none">• of local, state or national significance, including registration by the National Trust of Australia; or• which are considered unique, examples of design styles or have won design awards. Works include: <ul style="list-style-type: none">• pipelines;• pumping stations;• sewerage systems;• drainage systems.	Retain as Territory Archives

Continued next page.



Records include:

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

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

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

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

See Submissions for successful funding submissions]

Contracting out

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

Entry No.	Description of Records	Disposal Action
162.025.001 ■■■■■■■■■■■■■■■■■■■■	Records on the management of major contracts for the management of sewerage treatment facilities. Includes: <ul style="list-style-type: none">● minutes of meetings with main stakeholders;● performance and evaluation reports;● records of conversation;● photographs;● variations, amendments to contracts;● copies of permits, licences, tickets;● copies of certification and accreditations. <p><i>[See Tendering for Contract Register]</i></p>	Retain as Territory Archives
162.025.002 ■■■■■■■■■■■■■■■■■■■■	Records on the management of minor contracts for the management of sewerage treatment facilities. Includes: <ul style="list-style-type: none">● minutes of meetings with main stakeholders;● performance and evaluation reports;● records of conversations;● photographs;● variations, amendments to contracts;● copies of permits, licences, tickets;● copies of certification and accreditations.	Destroy 7 years after completion or other termination of agreement or contract

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>
162.079.001 ■■■■■■■■■■■■■■■■■■■■	Final version of plans to support the management of sewerage treatment facilities. Includes: <ul style="list-style-type: none"> • counter disaster plans; • annual maintenance plans; • acquisition and disposal plans. 	Retain as Territory Archives
162.079.002 ■■■■■■■■■■■■■■■■■■■■	Working papers used in developing all sewerage treatment facilities plans. Includes: <ul style="list-style-type: none"> • draft plans; • reports analysing issues; • comments from stakeholders. 	Destroy 6 months after reference ceases

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>
162.080.001 ■■■■■■■■■■■■■■■■■■■■	Records relating to policy on design and construction of sewerage treatment facilities. Includes: <ul style="list-style-type: none"> • policy proposals; • research papers; • results of consultations; • supporting reports; • major drafts; • final policy statements. 	Retain as Territory Archives
162.080.002 ■■■■■■■■■■■■■■■■■■■■	Records documenting comments made on the development of government-wide treatment facilities policies.	Destroy 2 years after promulgation of new policy
162.080.003 ■■■■■■■■■■■■■■■■■■■■	Working papers documenting the development of policies.	Destroy 2 years after promulgation of new policy

Procedures

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

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

Program development

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

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



Security (Continued)

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.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
162.097.003 ■■■■■■■■■■■■■■■■■■■■	Records documenting property access controls to secure areas. Includes: <ul style="list-style-type: none"> • access registers (e.g. visitor books); • keys register; • security of data logs; • issue of security passes to visitors; • reports on responses to alarm warnings. <p><i>[See PERSONNEL - Security for the issues of passes and identity cards to staff.]</i></p>	Destroy 3 years after action completed
162.097.004 ■■■■■■■■■■■■■■■■■■■■	Records documenting property guarding, surveillance and patrol operations. Includes rosters and security reports.	Destroy 6 months after action completed
162.097.005 ■■■■■■■■■■■■■■■■■■■■	Records of combinations of building locks.	Destroy 6 months after combination changes
162.097.006 ■■■■■■■■■■■■■■■■■■■■	Surveillance camera tapes.	Destroy 6 months after reference ceases

Sewerage infrastructure design (Continued)

The activities associated with designing sewerage infrastructure.

Entry No.	Description of Records	Disposal Action
	<ul style="list-style-type: none"> • certificates; • records of conversation; • project management records; • development applications. <p><i>[See Construction for building from the design.</i></p> <p><i>See Contracting-out for copies of contractors permits, licences, certificates and accreditations</i></p> <p><i>See Submissions for successful funding submissions]</i></p>	
162.337.002 	<p>Records relating to the design of all other cases including determination of specifications and conditions.</p> <p>Includes:</p> <ul style="list-style-type: none"> • records of conversation; • specifications; • scope of works; • feasibility studies; • environmental impact statements; • proposals; • reports; • works as executed plans; • drawings; • building plans; • project management records; • development applications; • master plans; • concept plans; • certificates. <p><i>[See Construction for building from the design.</i></p> <p><i>See Contracting-out for copies of contractor’s permits, licences, certificates and accreditations.</i></p> <p><i>See Submissions for successful funding submissions.]</i></p>	<p>Destroy 7 years after lifetime of the structure or 7 years after the system is replaced</p>
162.337.003 	<p>Records documenting design activities</p>	<p>Destroy 7 years after decision to suspend</p>

not proceeded with.

construction activities

RETAIN AS TERRITORY ARCHIVES

Construction (Continued)

The process of making or building something.

Entry No.	Description of Records	Disposal Action
III	<p>Records include:</p> <ul style="list-style-type: none">• feasibility studies;• environmental impact statements;• certified plans and maps, surveys;• specifications;• photographs;• engineer's drawings;• pipe layouts;• system design;• processing plans locations and design diagrams;• connection plans;• successful tenders;• engineers' drawings of fittings, valves, boosters, hydrants etc;• work as executed plans;• building plans;• master plans;• concept plans;• certificates;• records of conversation;• project management records;• development applications. <p><i>[See Sewerage equipment and infrastructure design for design concepts etc.</i></p> <p><i>See Contracting-out for copies of contractors permits, licences, certificates and accreditations</i></p> <p><i>See Submissions for successful funding submissions]</i></p>	

Reporting

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

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

[For the Annual Report drafting process, use PUBLICATIONS - Drafting.

For submissions of annual reports to the Portfolio Minister, use GOVERNMENT RELATIONS - Compliance.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
161.088.001 ■■■■■■■■■■■■■■■■■■■■	Final version of internal formal reports and reports made to external agencies. Includes: <ul style="list-style-type: none">• technical reports;• interim study findings;• preliminary design reports;• final reports;• pilot studies;• engineering reports.	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 the business activities of the agency in general. Includes following up enquiries relating to organisational programs, projects, working papers, literature searches etc.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
161.091.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting detailed research.	Retain as Territory Archives 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.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
162.097.001 ■■■■■■■■■■■■■■■■■■■■	<p>Records documenting major security breaches or incidents (e.g. which result in the laying of charges, or where sabotage is strongly suspected). Includes:</p> <ul style="list-style-type: none">• break-ins;• unauthorised access or entry/trespass;• intrusions into restricted areas;• terrorism;• intentional damage;• bomb threats;• fires;• records of investigations;• liaison with law-enforcement agencies.	Retain as Territory Archives

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

See INFORMATION MANAGEMENT - Security for breaches involving equipment.

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

Sewerage infrastructure design (Continued)

The activities associated with designing sewerage infrastructure.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
	<ul style="list-style-type: none">• certificates;• records of conversation;• project management records;• development applications. <p><i>[See Construction for building from the design.</i></p> <p><i>See Contracting-out for copies of contractors permits, licences, certificates and accreditations</i></p> <p><i>See Submissions for successful funding submissions]</i></p>	

Submissions

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

[For Cabinet submissions, use GOVERNMENT RELATIONS - Submissions.

For the development of submissions on the proposals of new legislation or the amendment of existing legislation, use STRATEGIC MANAGEMENT - Legislation.]

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

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

Changes to NI2008-252

Dated

3 July 2008

New Features (Insertions)

FUNCTION	Activity	Entry no.	Description

Enhancements (Changes)

FUNCTION	Activity	Entry no.	Description
SEWERAGE NETWORK MANAGEMENT	Reporting	161.088.002	<i>omit</i> The entire class 161.088.002
SEWERAGE NETWORK MANAGEMENT	Reporting	161.088.003	<i>omit</i> 161.088.003 <i>substitute</i> 161.088.002
SEWERAGE NETWORK MANAGEMENT	Reporting	161.088.004	<i>omit</i> 161.088.004 <i>substitute</i> 161.088.003
SEWERAGE TREATMENT MANAGEMENT	Reporting	162.088.002	<i>omit</i> The entire class 162.088.002
SEWERAGE TREATMENT MANAGEMENT	Reporting	162.088.003	<i>omit</i> 162.088.003 <i>substitute</i> 162.088.002
SEWERAGE TREATMENT MANAGEMENT	Reporting	162.088.004	<i>omit</i> 162.088.004 <i>substitute</i> 162.088.003
	Advice	Scope Note	Updated
	Agreements	Scope Note	Updated

Records Disposal Schedule – Sewerage Management February 2011

	Committees	Scope Note	Updated
	Compliance	Scope Note	Updated
	Meetings	Scope Note	Updated
	Reporting	Scope Note	Updated
	Standards	Scope Note	Updated

Corrections (Deletions)

FUNCTION	Activity	Entry no.	Description