

Australian Capital Territory

Territory Records (Records Disposal Schedule – Publication Records) Approval 2013 (No 1)

Notifiable instrument NI2013—370

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 – Publication Records) Approval 2013 (No 1)

2. Approval

I approve the Records Disposal Schedule – Publication Records.

3. Commencement

This instrument commences on the day after notification.

4. Revocation

I revoke Notifiable Instrument:

NI2009—450 notified 11 September 2009

Danielle Wickman
Director of Territory Records
27 August 2013



Records Disposal Schedule

Publication Records

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INTRODUCTION

The *Records Disposal Schedule – Publication Records* is the official authority for the disposal of these ACT Government 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 other Territory Records Disposal Schedules.

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 such as a records disposal freeze. Current records disposal freezes can be found at the Territory Records Office Internet site <http://www.territoryrecords.act.gov.au/recordsadvice>.

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 – Publication 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.

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 which incorporated 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 Director of Territory Records 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 original 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 - Publication Records:

- covers all records related to the function;
- is intended to be used in conjunction with other Territory Records Disposal Schedules;
- 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:

Copyright Act 1968

Copyright Amendment (Digital Agenda) Act 2000

Evidence Act 2011

Financial Management Act 1996

Freedom of Information Act 1989

Government Procurement Act 2001

Territory Records Act 2002

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

PUBLICATION

The function of having works, irrespective of format, issued for sale or distribution internally or to the public. Includes drafting, manual or electronic production (design, layout, typesetting, printing etc.), marketing and supply of publications by the agency. Also includes external publications (such as technical papers, issues papers, articles for professional journals and reports) and leaflets which aim to promote the services and public image of the agency; and internal publications (such as newsletters, circulars, procedure manuals etc.), which are not produced for public relations reasons. Also includes multi media publications, CD-ROM and on-line information services.

Advice

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

Agreements

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

Audit

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

Committees

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

Compliance

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

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.

Corporate Style

The activity of compiling and administering guidelines on the consistency in written style, graphic design, corporate wardrobe etc within the agency. Includes designing logos, letterhead, stationery, publications etc that incorporate the corporate image of the agency.

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.

Distribution

The activities associated with disseminating items, correspondence or publications through sales, deliveries, or other customer services.

Drafting

The activities associated with preparing preliminary drafts or outlines of addresses, reports, articles, plans, sketches, etc prior to production.

Enquiries

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

Evaluation

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

Intellectual Property

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

Joint Ventures

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

Marketing

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

Meetings

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

Planning

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

Policy

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

Procedures

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

Production

The activities involved in producing material into an end result or output (e.g. a product or publication). Includes design, layout, typesetting, desktop publishing, printing, binding etc.

Reporting

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

Research

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

Reviewing

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

Risk Management

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

Stocktake

The activities associated with the examination, counting and valuing of goods with the view to reassessing the need for replacing those goods and to identify missing items and determine the condition of the existing items.

Tendering

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

RECORDS DISPOSAL SCHEDULE

Agreements (Continued)

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 contracts and agreements entered into for publishing joint ventures, use PUBLICATION - Joint Ventures.

For contracts concluded through carrying out a tendering process, use PUBLICATION - Tendering.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
014.006.003 ██████████████████████████████████	Records documenting negotiations, establishment, maintenance and review of agreements.	Destroy 7 years after expiry or completion or termination of agreement

Audit

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

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
014.013.001 ██████████████████████████████████	Final internal and external audit reports relating to the publication function. Includes the final reports from audits conducted by the ACT Auditor General's Office.	Destroy 5 years after action completed
014.013.002 ██████████████████████████████████	Records documenting the planning and conduct of internal and external audits relating to the publication function. Includes: <ul style="list-style-type: none"> • liaison with the auditing body • notes taken at opening and exit interviews • draft reports • comments. 	Destroy 5 years after action completed

Compliance

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

Entry No.	Description of Records	Disposal Action
014.021.001 ████████████████████	Records documenting agency compliance with mandatory or optional standards or with statutory requirements for the publication function. Includes: <ul style="list-style-type: none">● lodgements of agency publications under Section 201 of the <i>Copyright Act 1968</i>● allocation of ISBN, ISSN, barcodes and URL addresses● the attachment of privacy statements to websites● notifications to lead agencies of new titles● use of official symbols● Internet domain names.	Destroy 7 years after action completed

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
014.025.001 ████████████████████	Records documenting contract management relating to the publication function. Includes: <ul style="list-style-type: none">● minutes of meetings with main stakeholders● performance and evaluation reports.	Destroy 7 years after completion or other termination of agreement or contract

Corporate Style

The activity of compiling and administering guidelines on the consistency in written style, graphic design, corporate wardrobe etc within the agency. Includes designing logos, letterhead, stationery, publications etc that incorporate the corporate image of the agency.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
014.027.001 ■■■■■■■■■■■■■■■■■■■■	Agency style manuals.	Destroy 6 months after last action
014.027.002 ■■■■■■■■■■■■■■■■■■■■	Records documenting the development and approval of designs for: <ul style="list-style-type: none"> ● agency logos ● letterheads ● stationery ● publications incorporating the corporate image of the organisation. <p><i>[For records documenting the production process, use PUBLICATION - Production.</i></p> <p><i>For records documenting forms design, use INFORMATION MANAGEMENT - Control.]</i></p>	Destroy 6 months after last action
014.027.003 ■■■■■■■■■■■■■■■■■■■■	Records documenting rejected designs.	Destroy 6 months after last action
014.027.004 ■■■■■■■■■■■■■■■■■■■■	Records documenting the implementation and administration of the approved corporate style for: <ul style="list-style-type: none"> ● agency documents ● stationery ● publications. 	Destroy 6 months after last action

Enquiries

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

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
014.040.001 ■■■■■■■■■■■■■■■■■■■■	Enquiries received from the public or another government agency seeking information about the agency's publications.	Destroy 6 months 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>
014.042.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting the evaluation of publication programs and products (e.g. websites and publications).	Destroy 5 years after evaluation completed
014.042.002 ■■■■■■■■■■■■■■■■■■■■	Records documenting the evaluation of manuscripts against the agency's publication plan and selection criteria. <i>[For manuscripts chosen for publication, use PUBLICATION - Production.]</i>	Destroy 2 years after evaluation completed

Intellectual Property

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

[For handling infringements of an organisation's intellectual property, use LEGAL SERVICES - Infringements.

For the establishment and general management of intellectual property, use LEGAL SERVICES - Intellectual Property.

For the payment and receipt of royalties, use FINANCIAL MANAGEMENT - Accounting and/or FINANCIAL MANAGEMENT - Payments.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
014.060.001 ■■■■■■■■■■■■■■■■■■■■	Requests from the public and other agencies for permission to reproduce either published or unpublished material in which the agency retains copyright. Includes liaison with the lead agency.	Destroy 7 years after action completed
014.060.002 ■■■■■■■■■■■■■■■■■■■■	Applications made by the agency to reproduce published material held under copyright by another agency, organisation or individual. <i>[For agreements undertaken to vest Crown copyright in another author or person/organisation, use PUBLICATION - Agreements.]</i>	Destroy 7 years after action completed

Joint Ventures

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

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
014.062.001 ■■■■■■■■■■■■■■■■■■■■	Signed joint venture contracts under seal and supporting records.	Destroy 12 years after completion or other termination of agreement or contract

Production (Continued)

The activities involved in producing material into an end result or output (e.g. a product or publication). Includes design, layout, typesetting, desktop publishing, printing, binding etc.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
014.083.007 ██	<p>Records documenting the production process.</p> <p>For paper-based publications includes:</p> <ul style="list-style-type: none">• graphic design• indexing• final drafts of publications (electronic/paper version)• proof-reading• printing/binding. <p>For electronic publications includes:</p> <ul style="list-style-type: none">• graphic design• preparation of source files• marking-up of document, including applying metadata• quality assurance and testing of final HTML files• creation of master version• production of electronic media products (e.g. CD-ROMs, diskettes)• updating and maintaining information and websites. <p>For films and videos includes:</p> <ul style="list-style-type: none">• production scripts• selection of a production company• liaison with production companies. <p><i>[For the activities associated with the preparation of drafts prior to publication, use PUBLICATION - Drafting.</i></p> <p><i>For documenting the assignment of identifiers (e.g. URL, ISSN and ISBN), use PUBLICATION - Compliance.</i></p> <p><i>For planning the production of a specific product or publication, use PUBLICATION - Planning.]</i></p>	Destroy 3 years after production

Production (Continued)

The activities involved in producing material into an end result or output (e.g. a product or publication). Includes design, layout, typesetting, desktop publishing, printing, binding etc.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
014.083.008 ■■■■■■■■■■■■■■■■■■■■	Snapshot of an agency's intranet sites, extranet sites and websites hosted on behalf of other organisations.	Destroy 6 months after last action

Reporting

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

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

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
014.088.001 ■■■■■■■■■■■■■■■■■■■■	Final versions of formal internal reports and reports made to external agencies relating to the publication function.	Destroy 5 years after action completed
014.088.002 ■■■■■■■■■■■■■■■■■■■■	Final versions of periodic internal reports on general administrative matters used to monitor and document recurring activities to support the publication function. Includes: <ul style="list-style-type: none"> • work progress reports • production reports • reports against work plans • reports on statistical and other surveys. 	Destroy 3 years after action completed
014.088.003 ■■■■■■■■■■■■■■■■■■■■	Working papers documenting the development of all reports. Includes drafts and comments received.	Destroy 1 year after action completed
014.088.004 ■■■■■■■■■■■■■■■■■■■■	Copies of publication reports.	Destroy 6 months after last action

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 **Publication Records RDS** Dated ## August 2013

New Features (Insertions)

FUNCTION	Activity	Entry no.	Description

Enhancements (Changes)

FUNCTION	Activity	Entry no.	Description
Publication	Production	014.083.006	Class was incorrect in Retain as Territory Archives section as the Scope Note duplicated class 014.083.005. Scope Note changed to reflect that in the body of the disposal schedule.
	Production	014.083.007	Scope Note and disposal action for this class were incorrectly included in the Retain as Territory Archives section. Class removed from the Retain as Territory Archives section.

Corrections (Deletions)

FUNCTION	Activity	Entry no.	Description