

Australian Capital Territory

# **Territory Records (Records Disposal Schedule – Property Management Records) Approval 2013 (No 1)**

**Notifiable instrument NI2013—371**

made under the

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

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## **1. Name of Instrument**

This instrument is the Territory Records (Records Disposal Schedule – Property Management Records) Approval 2013 (No 1)

## **2. Approval**

I approve the Records Disposal Schedule – Property Management Records.

## **3. Commencement**

This instrument commences on the day after notification.

## **4. Revocation**

I revoke Notifiable Instrument:

NI2009-625 notified 11 December 2009

Danielle Wickman  
Director of Territory Records  
27 August 2013



# **Records Disposal Schedule**

## **Property Management Records**

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## **INTRODUCTION**

The *Records Disposal Schedule – Property Management Records* is the official authority for the disposal of these ACT Government records.

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

### ***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 – Property Management 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:

*Building Act 2004*

*Common Boundaries Act 1981*

*Cultural Facilities Corporation Act 1997*

*Electricity Safety Act 1971*

*Enclosed Lands Protection Act 1943*

*Dangerous Substances Act 2004*

*Dangerous Substances (Storage and Handling Code of Practice) Approval 2006*

*Evidence Act 2011*

*Financial Management Act 1996*

*Freedom of Information Act 1989*

*Government Procurement Act 2001*

*Housing Assistance Act 2007*

*Occupational Health and Safety Act 1989*

*Planning and Development Act 2007*

*Public Sector Management Act 1994*

*Residential Tenancies Act 1997*

*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**

## **PROPERTY MANAGEMENT**

The function of managing the government's property assets such as buildings and land allotments owned, rented, or leased by the Territory for working, storage, or living space within premises, and of acquiring, constructing, fitting-out, managing, maintaining, protecting and disposing of property. Includes public property assets such as community centres, community halls and housing stock owned, rented, or leased by the Territory. Also includes the removal of pollutants and waste on contaminated land.

Note: PROPERTIES OF TERRITORY SIGNIFICANCE.

This function also covers properties owned by the Territory or Territory institutions which are listed on the ACT Heritage Places Register or which have national or Territory significance including cultural, natural, historic or indigenous significance, those listed in the Register of the National Estate or by the World Heritage Commission, or classified by the National Trust listings. Properties of Territory significance may also include places of importance to the Territory or be specialised premises, i.e. purpose-built specialised premises with unique design features considered important to the Territory for example, but are not heritage registered or listed.

*[For records relating to public parks, nature reserves and public spaces, use PARKS RESERVES & PUBLIC PLACES.*

*For records relating to regulating the building, electrical and plumbing industry in the ACT, use BUILDING SERVICES CONTROL.*

*For records relating to land and built assets between development and sale, use LAND ASSET MANAGEMENT.*

*For records relating to the development of land for sale, use LAND DEVELOPMENT.*

*For records relating to the management of land use change and the land development process in the Territory, use LAND MANAGEMENT & DEVELOPMENT CONTROLS.*

*For records relating to the sale of Territory land, use LAND SALES.*

*For records relating to the development of long-term planning frameworks and responsible land management strategies to provide a framework for the provision of services and facilities, land use and development decisions, and the overall management of natural and built environments, use TERRITORY PLAN & STRATEGIC PLANNING POLICY.]*

### **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.

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

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

### ***Arrangements***

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

### ***Audit***

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

### ***Authorisation***

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

### ***Case Management***

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

### ***Claims***

The process of administering and managing payments demanded in accordance with an insurance policy as compensation for injury, death, or denial of rights of a person, or damage to or destruction of property. Includes disputes over rights and ownership, and recompense sought for stolen or lost property.

### ***Committees***

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

### ***Compliance***

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

### ***Conferences***

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

### ***Conservation***

The activities involved in the preservation, protection, maintenance, restoration and enhancement of archival resources, heritage items and artifacts, properties, including buildings and land. Also includes environmental conservation activities.

### ***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, 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.



### ***Fit outs***

The process of establishing or refurbishing workplaces and other Territory owned properties and venues. Includes painting, floor coverings, furnishings, furniture, partitions/walls fittings and equipment.

### ***Implementation***

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

### ***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.

### ***Insurance***

The process of taking out premiums to cover loss or damage to property or premises, and to cover customers and staff against injury or death resulting from incidents on the agency's premises or whilst engaged during employment.

### ***Inventory***

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

### ***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. Includes private sector ventures with public sector organisations, and co-research or collaboration between inter-departmental units, departments or agencies.

### ***Leasing***

The activities involved in leasing items, equipment, accommodation, premises or real estate. Includes the process of chartering.

### ***Leasing out***

The activities involved in leasing-out items, equipment, accommodation, premises or real estate to another agency, organisation, group 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.

### ***Moving***

The process of relocation of an agency, business unit, workgroup or individual.

### ***Planning***

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

### ***Policy***

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

### ***Procedures***

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

### ***Reporting***

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

### ***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.

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

### ***Tendering***

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

# **RECORDS DISPOSAL SCHEDULE**

## ***PROPERTY MANAGEMENT***

The function of managing the government's property assets such as buildings and land allotments owned, rented, or leased by the Territory for working, storage, or living space within premises, and of acquiring, constructing, fitting-out, managing, maintaining, protecting and disposing of property. Includes public property assets such as community centres, community halls and housing stock owned, rented, or leased by the Territory. Also includes the removal of pollutants and waste on contaminated land.

Note: PROPERTIES OF TERRITORY SIGNIFICANCE.

This function also covers properties owned by the Territory or Territory institutions which are listed on the ACT Heritage Places Register or which have national or Territory significance including cultural, natural, historic or indigenous significance, those listed in the Register of the National Estate or by the World Heritage Commission, or classified by the National Trust listings. Properties of Territory significance may also include places of importance to the Territory or be specialised premises, i.e. purpose-built specialised premises with unique design features considered important to the Territory for example, but are not heritage registered or listed.

*[For records relating to public parks, nature reserves and public spaces, use PARKS RESERVES & PUBLIC PLACES.*

*For records relating to regulating the building, electrical and plumbing industry in the ACT, use BUILDING SERVICES CONTROL.*

*For records relating to land and built assets between development and sale, use LAND ASSET MANAGEMENT.*

*For records relating to the development of land for sale, use LAND DEVELOPMENT.*

*For records relating to the management of land use change and the land development process in the Territory, use LAND MANAGEMENT & DEVELOPMENT CONTROLS.*

*For records relating to the sale of Territory land, use LAND SALES.*

*For records relating to the development of long-term planning frameworks and responsible land management strategies to provide a framework for the provision of services and facilities, land use and development decisions, and the overall management of natural and built environments, use TERRITORY PLAN & STRATEGIC PLANNING POLICY.]*

## 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.

*[For the acquisition of equipment and stores through a tender process, use EQUIPMENT & STORES - Tendering.*

*For managing financial transactions supporting acquisition activities, use FINANCIAL MANAGEMENT- Accounting and/or FINANCIAL MANAGEMENT - Payments.*

*For entry of equipment and stores into the agency's Asset Register, use FINANCIAL MANAGEMENT - Asset Register.]*

<b>Entry No.</b>	<b>Description of Records</b>	<b>Disposal Action</b>
013.003.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting the acquisition of properties of Territory significance (see PROPERTY MANAGEMENT scope note) including compulsory acquisitions. Includes: <ul style="list-style-type: none"> <li>• investigations into and reports on the property;</li> <li>• environmental impact assessments;</li> <li>• budgetary estimates;</li> <li>• cost benefit analyses.</li> </ul>	Retain as Territory Archives
013.003.002 ■■■■■■■■■■■■■■■■■■■■	Signed contracts under seal resulting from tenders and supporting records for the acquisition of property when there is no tendering process.	Destroy 12 years after disposal of property
013.003.003 ■■■■■■■■■■■■■■■■■■■■	Records documenting the acquisition of properties without Territory significance (see PROPERTY MANAGEMENT scope note) including compulsory acquisitions. Includes: <ul style="list-style-type: none"> <li>• investigations into and reports on the property;</li> <li>• environmental impact assessments;</li> <li>• budgetary estimates;</li> <li>• cost benefit analyses.</li> </ul>	Destroy 7 years after disposal of property
013.003.004 ■■■■■■■■■■■■■■■■■■■■	Records documenting the negotiations for other properties where the acquisition was not proceeded with.	Destroy 7 years after purchase is suspended

### **Acquisition (Continued)**

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.

*[For the acquisition of equipment and stores through a tender process, use EQUIPMENT & STORES - Tendering.*

*For managing financial transactions supporting acquisition activities, use FINANCIAL MANAGEMENT- Accounting and/or FINANCIAL MANAGEMENT - Payments.*

*For entry of equipment and stores into the agency's Asset Register, use FINANCIAL MANAGEMENT - Asset Register.]*

<b>Entry No.</b>	<b>Description of Records</b>	<b>Disposal Action</b>
013.003.005 ■■■■■■■■■■■■■■■■■■■■	Records documenting the acquisition of goods and services required for the support of the property management function where there is no tender or contracting-out process (i.e. where the cost of the acquisition is below the threshold for tendering or where a purchase is made against a period contract).  <i>[For the acquisition of property management goods and services through a tender process, use PROPERTY MANAGEMENT - Tendering.]</i>	Destroy 7 years after last action
013.003.006 ■■■■■■■■■■■■■■■■■■■■	Deeds and certificates of title for property owned by the agency.	Destroy 6 months after property is disposed of or transfer to new owners

### **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.]*

<b>Entry No.</b>	<b>Description of Records</b>	<b>Disposal Action</b>
013.005.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting the receipt and provision of advice on property management.  <i>[For legal advice on property management matters, use LEGAL SERVICES - Advice.]</i>	Destroy 7 years after last action

### *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>
013.006.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting agreements supporting property management (e.g. Memoranda of Understanding and tenancy agreements). Includes: <ul style="list-style-type: none"><li>• negotiations;</li><li>• establishment;</li><li>• maintenance of agreements;</li><li>• review of agreements;</li><li>• agreements relating to easement and right-of-way arrangements; and</li><li>• final versions of agreements.</li></ul>	Destroy 7 years after expiry or other termination of agreement

### *Appeals (decisions)*

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

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
013.009.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting appeals made against the level of compensation for compulsory acquisition of property.  <i>[For the compulsory acquisition of property, use PROPERTY MANAGEMENT - Acquisition.</i>  <i>For claims made against the compulsory acquisition of property, use PROPERTY MANAGEMENT - Claims.</i>  <i>For legal advice and any litigation resulting from compulsory acquisition of property, use LEGAL SERVICES - Advice and LEGAL SERVICES - Litigation.]</i>	Destroy 10 years after action completed





***Authorisation***

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

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
013.014.001 ■■■■■■■■■■■■■■■■■■■■	Delegations of power to agency staff to authorise administrative action relating to property management.	Destroy 7 years after delegation expires or is superseded
013.014.002 ■■■■■■■■■■■■■■■■■■■■	Authorisations for administrative actions relating to property management.	Destroy 7 years after authorisation expires or is superseded

***Case Management***

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

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
013.016.001 ■■■■■■■■■■■■■■■■■■■■	Records relating to the management of individual properties managed on a case basis. Includes public property assets such as community centres, community halls, etc.	Destroy 7 years after disposal of asset









### Construction

The process of making or building something.

<b>Entry No.</b>	<b>Description of Records</b>	<b>Disposal Action</b>
013.024.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting construction activities carried out on properties of territory significance (see PROPERTY MANAGEMENT scope note). Includes: <ul style="list-style-type: none"> <li>• records of consultations (e.g. with owners and local authorities);</li> <li>• specifications;</li> <li>• building plans;</li> <li>• project management records;</li> <li>• building and development applications.</li> </ul>	Retain as Territory Archives
013.024.002 ■■■■■■■■■■■■■■■■■■■■	Records documenting the construction activities for properties without territory significance (see PROPERTY MANAGEMENT scope note). Includes: <ul style="list-style-type: none"> <li>• records of consultations (e.g. with owners and local authorities);</li> <li>• specifications;</li> <li>• building plans;</li> <li>• project management records;</li> <li>• building and development applications.</li> </ul>	Destroy after property is disposed of or transfer to new owners
013.024.003 ■■■■■■■■■■■■■■■■■■■■	Records documenting construction activities not proceeded with.	Destroy 7 years after decision to suspend construction activities
013.024.004 ■■■■■■■■■■■■■■■■■■■■	Working papers documenting the construction activities on properties without territory significance (see PROPERTY MANAGEMENT scope note.)	Destroy 6 months after last action

### 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.

<b>Entry No.</b>	<b>Description of Records</b>	<b>Disposal Action</b>
013.025.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting contract management relating to property management. Includes: <ul style="list-style-type: none"> <li>• minutes of meetings with main stakeholders;</li> <li>• performance and evaluation reports.</li> </ul>	Destroy 7 years after completion or other termination of the contract





### ***Evaluation***

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

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
013.042.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting the evaluation of potential or existing programs and services relating to property management.	Destroy 5 years after action completed

### ***Fit outs***

The process of establishing or refurbishing workplaces and other Territory owned properties and venues. Includes painting, floor coverings, furnishings, furniture, partitions/walls fittings and equipment.

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
013.046.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting the fit-outs of properties of territory significance (see PROPERTY MANAGEMENT scope note). Includes justification, notification of intent and assessment of obligations regarding heritage properties.	Retain as Territory Archives
013.046.002 ■■■■■■■■■■■■■■■■■■■■	Records documenting fit-outs of properties without territory significance (see PROPERTY MANAGEMENT scope note). Includes economic justification and any required notification of intent.  <i>[For construction activities, use PROPERTY MANAGEMENT - Construction.]</i>	Destroy 7 years after last action



## **Inspections**

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

<b>Entry No.</b>	<b>Description of Records</b>	<b>Disposal Action</b>
013.057.001 ■■■■■■■■■■■■■■■■■■■■	<p>Records documenting inspections undertaken to determine whether asbestos and other hazardous substances are present in a building or land.</p> <p><i>[For the removal of hazardous substances, use PROPERTY MANAGEMENT - Maintenance.</i></p> <p><i>For occupational health and safety related routine inspections and regular inspections of asbestos material, use OCCUPATIONAL HEALTH &amp; SAFETY (OH&amp;S) - Inspections.</i></p> <p><i>For audit related inspections, use PROPERTY MANAGEMENT - Audit.</i></p> <p><i>For decontamination of land, use PROPERTY MANAGEMENT- Conservation.]</i></p>	Destroy 75 years after action completed or transfer copies to new owners if sold before this date
013.057.002 ■■■■■■■■■■■■■■■■■■■■	<p>Records documenting the planning and conduct of inspections for officially checking and examining the condition of government owned community facilities such as community centres, community houses, community halls, neighbourhood centres and public housing. Includes preparing property condition reports.</p> <p><i>[For occupational health and safety related routine inspections, use OCCUPATIONAL HEALTH &amp; SAFETY (OHS) – Inspections.]</i></p>	Destroy 7 years after action completed
013.057.003 ■■■■■■■■■■■■■■■■■■■■	<p>Records documenting routine inspections of land, offices or premises. Includes:</p> <ul style="list-style-type: none"><li>• requests for inspections;</li><li>• administrative arrangements and inspection reports.</li></ul> <p><i>[For inspections carried out for the construction of a building, use PROPERTY MANAGEMENT- Construction.]</i></p>	Destroy 5 years after action completed



### ***Inventory***

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

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
013.061.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting the aggregate of public housing and accommodation kept on hand by the government. Includes stock inventories.  <i>[For valuations of public housing and accommodation, use FINANCIAL MANAGEMENT- Asset Register.]</i>	Retain as Territory Archives
013.061.002 ■■■■■■■■■■■■■■■■■■■■	Records documenting inventories of government owned or leased property. Excludes public housing and accommodation.	Destroy 6 months after last action

### ***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. Includes private sector ventures with public sector organisations, and co-research or collaboration between inter-departmental units, departments or agencies.

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
013.062.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting important joint venture agreements between the agency and government or non-government organisations. Includes final signed version of agreement and working papers in support of the establishment, negotiation and management of joint ventures.	Destroy 10 years after action completed
013.062.002 ■■■■■■■■■■■■■■■■■■■■	Records documenting other less important joint venture agreements between the agency and government or non- government organisations. Includes final signed version of agreement and working papers supporting the establishment, negotiation and management of joint ventures.	Destroy 7 years after action completed



### *Leasing out*

The activities involved in leasing-out items, equipment, accommodation, premises or real estate to another agency, organisation, group 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.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
013.064.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting the on-going management of leasing-out arrangements (i.e. where the government or the agency is the lessor), including leasing residential accommodation to individual employees. Also includes negotiations, signed leases and working papers.  <i>[For legal advice received on the leasing-out of property, use LEGAL SERVICES - Advice.  For repairs and maintenance to leased properties, use PROPERTY MANAGEMENT - Maintenance.]</i>	Destroy 7 years after lease expires or is terminated

### *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.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
013.067.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting liaison with professional associations, private sector organisations and community groups. Includes collaboration on projects and exchange of information.	Destroy 3 years after action completed

## Maintenance

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

<b>Entry No.</b>	<b>Description of Records</b>	<b>Disposal Action</b>
013.069.001 ■■■■■■■■■■■■■■■■■■■■	<p>Records documenting major maintenance and repair work carried out during the lifetime of a building (e.g. sometimes referred to as the maintenance history of a building) or property of Territory significance (see PROPERTY MANAGEMENT scope note).</p> <p><i>[For the implementation of a counter-disaster plan, use PROPERTY MANAGEMENT - Implementation.</i></p> <p><i>For construction work carried out after a disaster, use PROPERTY MANAGEMENT - Construction.</i></p> <p><i>For fit-outs carried out after a disaster, use PROPERTY MANAGEMENT - Fit-outs.]</i></p>	Retain as Territory Archives
013.069.002 ■■■■■■■■■■■■■■■■■■■■	<p>Records documenting the removal, and disposal of hazardous materials (including asbestos).</p> <p><i>[For inspections carried out to identify the presence of hazardous materials in a building, use PROPERTY MANAGEMENT - Inspections.</i></p> <p><i>For the ongoing inspections of the state of asbestos in buildings, use OH&amp;S - Inspections.</i></p> <p><i>For plant testing and maintenance to meet occupational health &amp; safety compliance requirements, use OH&amp;S - Compliance.]</i></p>	Destroy 75 years after removal of hazardous materials
013.069.003 ■■■■■■■■■■■■■■■■■■■■	<p>Records documenting removal, storage and disposal of hazardous waste (e.g. chemicals from laboratories and pesticides).</p> <p><i>[For the storage of hazardous materials, use EQUIPMENT &amp; STORES - Arrangements.]</i></p>	Destroy 30 years after action completed







**Planning**

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

<b>Entry No.</b>	<b>Description of Records</b>	<b>Disposal Action</b>
013.079.001 ■■■■■■■■■■■■■■■■■■■■	Final version of plans to support the management of properties of territory significance (see PROPERTY MANAGEMENT scope note).	Retain as Territory Archives
013.079.002 ■■■■■■■■■■■■■■■■■■■■	Final version of agency-wide property management plans. Includes: <ul style="list-style-type: none"> <li>• counter disaster plan;</li> <li>• annual maintenance plans;</li> <li>• acquisition and disposal plans;</li> <li>• space usage plans.</li> </ul> <p><i>[For implementation of counter disaster plans, use PROPERTY MANAGEMENT - Implementation.]</i></p>	Destroy 6 years after plan is superseded
013.079.003 ■■■■■■■■■■■■■■■■■■■■	Final version of a section or business unit's property management plans, including state, regional or overseas offices.	Destroy 3 years after plan is superseded
013.079.004 ■■■■■■■■■■■■■■■■■■■■	Working papers used in developing all property management plans. Includes draft plans, reports analysing issues, and comments received from other areas of the agency.	Destroy 1 year after adoption of final plan
013.079.005 ■■■■■■■■■■■■■■■■■■■■	Copies of all property management plans.	Destroy 6 months after last action

## Policy

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

<i><b>Entry No.</b></i>	<i><b>Description of Records</b></i>	<i><b>Disposal Action</b></i>
013.080.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting the development and establishment of the government-wide property management policies or for properties of territory significance (see PROPERTY MANAGEMENT scope note). Includes: <ul style="list-style-type: none"><li>• policy proposals;</li><li>• research papers;</li><li>• results of consultations;</li><li>• supporting reports;</li><li>• major drafts;</li><li>• final policy documents.</li></ul>	Retain as Territory Archives
013.080.002 ■■■■■■■■■■■■■■■■■■■■	Records documenting the development and establishment of the agency's property management policies (e.g. energy policy) excluding properties of territory significance. Includes: <ul style="list-style-type: none"><li>• policy proposals;</li><li>• research papers;</li><li>• results of consultations;</li><li>• supporting reports;</li><li>• major drafts;</li><li>• final policy documents.</li></ul>	Destroy 7 years after policy is superseded
013.080.003 ■■■■■■■■■■■■■■■■■■■■	Records documenting comments made on the development of government-wide property management policies.	Destroy 2 years after promulgation of new policy
013.080.004 ■■■■■■■■■■■■■■■■■■■■	Working papers documenting the development of all property management policies.	Destroy 2 years after promulgation of new policy
013.080.005 ■■■■■■■■■■■■■■■■■■■■	Copies of policy documents and supporting papers.	Destroy 6 months after last action

### ***Procedures***

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

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
013.082.001 ■■■■■■■■■■■■■■■■■■■■	Master set of agency manuals, handbooks, directives, etc., detailing procedures supporting property management. Includes emergency procedures.	Retain as Territory Archives
013.082.002 ■■■■■■■■■■■■■■■■■■■■	Records documenting the development of agency procedures supporting property management.	Destroy 2 years after procedures are superseded
013.082.003 ■■■■■■■■■■■■■■■■■■■■	Copies of manuals, handbooks, directives etc.	Destroy 6 months after last action

### ***Reporting***

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

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

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

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

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
013.088.001 ■■■■■■■■■■■■■■■■■■■■	Final versions of formal internal reports and reports made to external agencies on properties of territory significance (see PROPERTY MANAGEMENT scope note).	Retain as Territory Archives
013.088.002 ■■■■■■■■■■■■■■■■■■■■	Final versions of formal internal reports and reports made to external agencies relating to properties without territory significance (see PROPERTY MANAGEMENT scope note).	Destroy 10 years after action completed
013.088.003 ■■■■■■■■■■■■■■■■■■■■	Final versions of periodic internal reports on general administrative matters used to monitor and document recurring activities to support property management.	Destroy 3 years 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.]*

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
013.088.004 ■■■■■■■■■■■■■■■■■■■■	Records documenting property surveys e.g. fire and security surveys, including responses.	Destroy 2 years after action completed
013.088.005 ■■■■■■■■■■■■■■■■■■■■	Working papers documenting the development of reports. Includes drafts and comments received.	Destroy 2 years after action completed
013.088.006 ■■■■■■■■■■■■■■■■■■■■	Copies of property management reports.	Destroy 6 months after last action

### ***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.

*[For reporting on research, including statistical information, use GOVERNMENT INSURANCE SERVICES - Reporting.]*

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
013.091.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting detailed research carried out to support property management.	Destroy 5 years after action completed
013.091.002 ■■■■■■■■■■■■■■■■■■■■	Records documenting routine research carried out to support property management.	Destroy 6 months after last action

## ***Reviewing***

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

<i><b>Entry No.</b></i>	<i><b>Description of Records</b></i>	<i><b>Disposal Action</b></i>
013.093.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting the review of programs and operations impacting on the management of properties of territory significance (see PROPERTY MANAGEMENT scope note). Includes documents establishing the review, final report and action plan.	Retain as Territory Archives
013.093.002 ■■■■■■■■■■■■■■■■■■■■	Records documenting a review of programs and operations impacting on the management of properties without territory significance (see PROPERTY MANAGEMENT scope note). Includes documents establishing the review, final report and action plan. Includes reviews based on the Territory Property Principles.	Destroy 5 years after action completed
013.093.003 ■■■■■■■■■■■■■■■■■■■■	Working papers documenting a review of agency programs and operations supporting property management.	Destroy 2 years after action completed

## ***Risk Management***

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

<i><b>Entry No.</b></i>	<i><b>Description of Records</b></i>	<i><b>Disposal Action</b></i>
013.095.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting risk management relating to property management including each stage of the process, risk assessments, treatment schedules, action plans and risk registers. Also includes risk assessment reports for water cooling systems.	Destroy 7 years after next risk assessment





### 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>
013.097.002 ■■■■■■■■■■■■■■■■■■■■	<p>Records documenting minor security breaches or incidents (e.g. which do not result in the laying of charges, or where sabotage is not suspected).</p> <p><i>[For disciplinary action resulting from a breach involving ACTPS employees, use PERSONNEL - Discipline.</i></p> <p><i>For breaches involving information, use INFORMATION MANAGEMENT - Security.</i></p> <p><i>For breaches involving equipment, use EQUIPMENT &amp; STORES - Security.</i></p> <p><i>For breaches involving technology, use TECHNOLOGY &amp; TELECOMMUNICATIONS - Security.]</i></p>	Destroy 5 years after incident
013.097.003 ■■■■■■■■■■■■■■■■■■■■	<p>Records documenting property access controls to secure areas. Includes:</p> <ul style="list-style-type: none"><li>• access registers (e.g. visitor books);</li><li>• keys register;</li><li>• security data logs;</li><li>• issue of security passes to visitors;</li><li>• reports on responses to alarm warnings.</li></ul> <p><i>[For the monitoring of building management systems (including security systems), use PROPERTY MANAGEMENT - Maintenance.</i></p> <p><i>For the issue of passes and identity cards to staff, use PERSONNEL - Security.]</i></p>	Destroy 3 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><b>Entry No.</b></i>	<i><b>Description of Records</b></i>	<i><b>Disposal Action</b></i>
013.097.004 ■■■■■■■■■■■■■■■■■■■■	<p>Records documenting property guarding, surveillance and patrol operations. Includes rosters and security reports.</p> <p><i>[For tendering for the provision of security services, use PROPERTY MANAGEMENT - Tendering.</i></p> <p><i>[For managing the performance of contracted-out security activities, use PROPERTY MANAGEMENT - Contracting out.]</i></p>	Destroy 2 years after action completed
013.097.005 ■■■■■■■■■■■■■■■■■■■■	Records of combinations for building locks.	Destroy 6 months after combination changes
013.097.006 ■■■■■■■■■■■■■■■■■■■■	<p>Closed Circuit Television (CCTV) security surveillance recordings and/or audio recordings of government properties that have been requested by investigative and law enforcement bodies in relating to incidents that caused significant political or public reaction or recordings relating to high profile incidents, e.g. murder, serious accidents, extremely violent assaults.</p>	Retain as Territory Archives
013.097.007 ■■■■■■■■■■■■■■■■■■■■	<p>Closed Circuit Television (CCTV) security surveillance recordings and/or audio recordings of government properties that have been requested by investigative and law enforcement bodies in relation to incidents not investigated or caused no significant political or public reaction.</p>	Destroy 7 years after action completed
013.097.008 ■■■■■■■■■■■■■■■■■■■■	<p>Closed Circuit Television (CCTV) security surveillance recordings and/or audio recordings of government properties that have not been requested for law enforcement or do not involve an incident.</p>	Destroy 30 days after date created

### ***Standards***

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

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
013.100.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting the implementation of industry and agency standards to support the property services function.	Destroy 7 years after standard is implemented

### ***Submissions***

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

*[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.]*

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
013.102.001 ■■■■■■■■■■■■■■■■■■■■	Final version of agency submissions relating to property management.	Destroy 7 years after action completed
013.102.002 ■■■■■■■■■■■■■■■■■■■■	Working papers documenting the development of agency submissions relating to property management. Includes draft submissions.	Destroy 6 months after last action



**RETAIN AS TERRITORY ARCHIVES**

## ***PROPERTY MANAGEMENT***

The function of managing the government's property assets such as buildings and land allotments owned, rented, or leased by the Territory for working, storage, or living space within premises, and of acquiring, constructing, fitting-out, managing, maintaining, protecting and disposing of property. Includes public property assets such as community centres, community halls and housing stock owned, rented, or leased by the Territory. Also includes the removal of pollutants and waste on contaminated land.

Note: PROPERTIES OF TERRITORY SIGNIFICANCE.

This function also covers properties owned by the Territory or Territory institutions which are listed on the ACT Heritage Places Register or which have national or Territory significance including cultural, natural, historic or indigenous significance, those listed in the Register of the National Estate or by the World Heritage Commission, or classified by the National Trust listings. Properties of Territory significance may also include places of importance to the Territory or be specialised premises, i.e. purpose-built specialised premises with unique design features considered important to the Territory for example, but are not heritage registered or listed.

*[For records relating to public parks, nature reserves and public spaces, use PARKS RESERVES & PUBLIC PLACES.*

*For records relating to regulating the building, electrical and plumbing industry in the ACT, use BUILDING SERVICES CONTROL.*

*For records relating to land and built assets between development and sale, use LAND ASSET MANAGEMENT.*

*For records relating to the development of land for sale, use LAND DEVELOPMENT.*

*For records relating to the management of land use change and the land development process in the Territory, use LAND MANAGEMENT & DEVELOPMENT CONTROLS.*

*For records relating to the sale of Territory land, use LAND SALES.*

*For records relating to the development of long-term planning frameworks and responsible land management strategies to provide a framework for the provision of services and facilities, land use and development decisions, and the overall management of natural and built environments, use TERRITORY PLAN & STRATEGIC PLANNING POLICY.]*

### **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.

*[For the acquisition of equipment and stores through a tender process, use EQUIPMENT & STORES - Tendering.*

*For managing financial transactions supporting acquisition activities, use FINANCIAL MANAGEMENT- Accounting and/or FINANCIAL MANAGEMENT - Payments.*

*For entry of equipment and stores into the agency's Asset Register, use FINANCIAL MANAGEMENT - Asset Register.]*

<b>Entry No.</b>	<b>Description of Records</b>	<b>Disposal Action</b>
013.003.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting the acquisition of properties of Territory significance (see PROPERTY MANAGEMENT scope note) including compulsory acquisitions. Includes: <ul style="list-style-type: none"><li>● investigations into and reports on the property;</li><li>● environmental impact assessments;</li><li>● budgetary estimates;</li><li>● cost benefit analyses.</li></ul>	Retain as Territory Archives

## **Committees**

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

*[For audit committees, use STRATEGIC MANAGEMENT - Committees.*

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

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
013.020.001 ■■■■■■■■■■■■■■■■■■■■	Records of committees formed to consider the management of properties of territory significance (see PROPERTY MANAGEMENT scope note). Includes: <ul style="list-style-type: none"><li>• documents establishing the committee;</li><li>• final versions of minutes;</li><li>• reports;</li><li>• recommendations;</li><li>• supporting documents such as briefing papers and discussion papers.</li></ul>	Retain as Territory Archives

Includes both internal and external committees.

## **Conservation**

The activities involved in the preservation, protection, maintenance, restoration and enhancement of archival resources, heritage items and artifacts, properties, including buildings and land. Also includes environmental conservation activities.

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
013.023.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting the activities involved in the preservation, protection, maintenance, restoration and enhancement of properties of Territory significance (see PROPERTY MANAGEMENT scope note).	Retain as Territory Archives

013.023.002 ■■■■■■■■■■■■■■■■■■■■	Records documenting the restoration of pollutants and waste contaminated land.	Retain as Territory Archives
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*[For inspections to identify the type of contamination, use PROPERTY MANAGEMENT - Inspections.*

*For other environmental related restoration or rehabilitation work to properties, including buildings and land, use ENVIRONMENTAL MANAGEMENT - Conservation.]*



## Construction

The process of making or building something.

<b>Entry No.</b>	<b>Description of Records</b>	<b>Disposal Action</b>
013.024.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting construction activities carried out on properties of territory significance (see PROPERTY MANAGEMENT scope note). Includes: <ul style="list-style-type: none"><li>• records of consultations (e.g. with owners and local authorities);</li><li>• specifications;</li><li>• building plans;</li><li>• project management records;</li><li>• building and development applications.</li></ul>	Retain as Territory Archives

## 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.

*[For the disposal of real property through a tendering process, use PROPERTY MANAGEMENT - Tendering.*

*For the disposal of real property through an agreement, use PROPERTY MANAGEMENT - Agreements.]*

<b>Entry No.</b>	<b>Description of Records</b>	<b>Disposal Action</b>
013.034.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting the disposal of properties of territory significance (see PROPERTY MANAGEMENT scope note). Includes: <ul style="list-style-type: none"><li>• assessments and investigations;</li><li>• valuation certificates;</li><li>• details of preparation undertaken before disposal ('making good').</li></ul>	Retain as Territory Archives

### ***Fit outs***

The process of establishing or refurbishing workplaces and other Territory owned properties and venues. Includes painting, floor coverings, furnishings, furniture, partitions/walls fittings and equipment.

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
013.046.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting the fit-outs of properties of territory significance (see PROPERTY MANAGEMENT scope note). Includes justification, notification of intent and assessment of obligations regarding heritage properties.	Retain as Territory Archives

### ***Implementation***

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

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
013.053.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting the implementation of counter-disaster plans after disasters such as fire and floods to property of territory significance (see PROPERTY MANAGEMENT scope note). Includes a copy of the plan implemented in the disaster recovery process.	Retain as Territory Archives

### ***Inventory***

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

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
013.061.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting the aggregate of public housing and accommodation kept on hand by the government. Includes stock inventories.  <i>[For valuations of public housing and accommodation, use FINANCIAL MANAGEMENT- Asset Register.]</i>	Retain as Territory Archives

## ***Maintenance***

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

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
013.069.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting major maintenance and repair work carried out during the lifetime of a building (e.g. sometimes referred to as the maintenance history of a building) or property of Territory significance (see PROPERTY MANAGEMENT scope note).  <i>[For the implementation of a counter-disaster plan, use PROPERTY MANAGEMENT - Implementation.</i>  <i>For construction work carried out after a disaster, use PROPERTY MANAGEMENT - Construction.</i>  <i>For fit-outs carried out after a disaster, use PROPERTY MANAGEMENT - Fit-outs.]</i>	Retain as Territory Archives

## ***Planning***

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

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
013.079.001 ■■■■■■■■■■■■■■■■■■■■	Final version of plans to support the management of properties of territory significance (see PROPERTY MANAGEMENT scope note).	Retain as Territory Archives

***Policy***

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

<i><b>Entry No.</b></i>	<i><b>Description of Records</b></i>	<i><b>Disposal Action</b></i>
013.080.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting the development and establishment of the government-wide property management policies or for properties of territory significance (see PROPERTY MANAGEMENT scope note). Includes: <ul style="list-style-type: none"> <li>● policy proposals;</li> <li>● research papers;</li> <li>● results of consultations;</li> <li>● supporting reports;</li> <li>● major drafts;</li> <li>● final policy documents.</li> </ul>	Retain as Territory Archives

***Procedures***

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

<i><b>Entry No.</b></i>	<i><b>Description of Records</b></i>	<i><b>Disposal Action</b></i>
013.082.001 ■■■■■■■■■■■■■■■■■■■■	Master set of agency manuals, handbooks, directives, etc., detailing procedures supporting property management. Includes emergency procedures.	Retain as Territory Archives

***Reviewing***

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

<i><b>Entry No.</b></i>	<i><b>Description of Records</b></i>	<i><b>Disposal Action</b></i>
013.093.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting the review of programs and operations impacting on the management of properties of territory significance (see PROPERTY MANAGEMENT scope note). Includes documents establishing the review, final report and action plan.	Retain as Territory Archives

## Security

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

<b>Entry No.</b>	<b>Description of Records</b>	<b>Disposal Action</b>
013.097.001 ■■■■■■■■■■■■■■■■■■■■	<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"><li>● break-ins;</li><li>● unauthorised access or entry/trespass;</li><li>● intrusions into restricted areas;</li><li>● terrorism;</li><li>● intentional damage;</li><li>● bomb threats;</li><li>● fires;</li><li>● records of investigations;</li><li>● liaison with law-enforcement agencies.</li></ul> <p><i>[For disciplinary action resulting from a breach involving ACTPS employees, use PERSONNEL - Discipline.</i></p> <p><i>For breaches involving information, use INFORMATION MANAGEMENT - Security.</i></p> <p><i>For breaches involving equipment, use EQUIPMENT &amp; STORES - Security.</i></p> <p><i>For breaches involving technology, use TECHNOLOGY &amp; TELECOMMUNICATIONS - Security.]</i></p>	Retain as Territory Archives
013.097.006 ■■■■■■■■■■■■■■■■■■■■	Closed Circuit Television (CCTV) security surveillance recordings and/or audio recordings of government properties that have been requested by investigative and law enforcement bodies in relating to incidents that caused significant political or public reaction or recordings relating to high profile incidents, e.g. murder, serious accidents, extremely violent assaults.	Retain as Territory Archives



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

**Amendments to the Property Management Records Disposal Schedule**

**Dated ## August 2013**

**Function (Amendments)**

The PROPERTY MANAGEMENT function incorporates records covered by classes that were previously found in:

- NI2006-442 Property Services Records

Scope note amended.

**New Features (Insertions)**

<b>Activity</b>	<b>Entry no.</b>	<b>Description</b>
Enquiries	013.040.001	New class.
Inspections	013.057.002	New class. Classification and disposal guidance added.
Inventory	003.061.001	New class.
Joint ventures	013.062.001 013.062.002	New class.
Liaison	013.067.001	New class.
Research	013.091.001 013.091.002	New class.
Security	013.097.006 013.097.007 013.097.008	Classes added to bring property management CCTV footage in-line with footage from the SECURITY MANAGEMENT function.
Standards	013.100.001	New class.
Submissions	013.102.001 013.102.002	New class.
Tendering	013.104.001	New class.

**Enhancements (Changes)**

<b>Activity</b>	<b>Entry no.</b>	<b>Description</b>
Acquisition	Activity	Classification and disposal guidance added.
Advice	Activity	Classification and disposal guidance added.
Agreements	Activity	Classification and disposal guidance added.
Arrangements	Activity	Classification and disposal guidance added.
Audit	Activity	Classification and disposal guidance added.

<b>Enhancements (Changes)</b>		
<b>Activity</b>	<b>Entry no.</b>	<b>Description</b>
Claims	003.019.001	Classification and disposal guidance removed.
Committees	Activity	Classification and disposal guidance added.
Disposal	Activity	Classification and disposal guidance amended.
Fit outs	013.046.002	Disposal action changed from Destroy 1 year after next fit-out to Destroy 7 years after last action.
Inventory	003.061.002	Class description amended.
Leasing	013.063.002	Class removed and combined with 013.063.001.
Leasing out	013.064.002	Class removed and combined with 013.064.001.
Risk Management	013.095.002	Class removed and combined with 013.095.001.
Security	013.097.006	Removed and merged with 013.097.008. See New Features (Insertions) above.
Tendering	013.104.001	Original class reworded and incorporated with revised class 013.104.002.
Tendering	013.104.002	Original class reworded and incorporated with revised class 013.104.003.
Tendering	013.104.004 013.104.006 013.104.008	Original classes removed and incorporated with revised class 013.104.003.
Tendering	013.104.005 013.104.007	Original classes removed and incorporated with revised class 013.104.004.