

Australian Capital Territory

# **Territory Records (Records Disposal Schedule – Teacher Quality Records) Approval 2013 (No 1)**

**Notifiable instrument NI2013—376**

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 – Teacher Quality Records) Approval 2013 (No 1)

## **2. Approval**

I approve the Records Disposal Schedule – Teacher Quality Records.

## **3. Commencement**

This instrument commences on the day after notification.

Danielle Wickman  
Director of Territory Records  
27 August 2013



# **Records Disposal Schedule**

## **Teacher Quality Records**

# Table of Contents

<b>INTRODUCTION</b> .....	<b>5</b>
<b>PURPOSE</b> .....	<b>5</b>
<b>SCOPE</b> .....	<b>5</b>
<b>AUTHORITY</b> .....	<b>5</b>
<b>STRUCTURE AND RELATIONSHIP TO THE TERRITORY VERSION OF KEYWORD AAA</b> .....	<b>5</b>
<i>Whole of Government Thesaurus</i> .....	6
<b>GUIDELINES FOR USE</b> .....	<b>6</b>
<i>Coverage of authority</i> .....	6
<i>Layout of the schedule</i> .....	7
<b>FORMAT OF RECORD</b> .....	<b>8</b>
<i>Electronic records</i> .....	8
<b>DESTRUCTION OF RECORDS</b> .....	<b>8</b>
<b>UPDATING THE RECORDS DISPOSAL SCHEDULE</b> .....	<b>8</b>
<b>ASSISTANCE IN USING THE RECORDS DISPOSAL SCHEDULE</b> .....	<b>8</b>
<b>RELATED LEGISLATION</b> .....	<b>9</b>
<i>ACT Teacher Quality Institute Act 2010</i> .....	9
<i>Board of Senior Secondary Studies Act 1997</i> .....	9
<i>Education Act 2004</i> .....	9
<i>Evidence Act 2011</i> .....	9
<b>DEFINITIONS</b> .....	<b>10</b>
<i>Agency</i> .....	10
<i>Appraisal</i> .....	10
<i>Business Classification Scheme</i> .....	10
<i>Principal Officer</i> .....	10
<i>Records</i> .....	10
<i>Records of an Agency</i> .....	10
<i>Records Disposal Schedule</i> .....	10
<i>Records Management Program</i> .....	11
<i>Recordkeeping Systems</i> .....	11
<i>Scope Note</i> .....	11
<i>Sentencing</i> .....	11
<i>Territory Archives</i> .....	11
<b>BUSINESS CLASSIFICATION SCHEME</b> .....	<b>12</b>
<i>TEACHER QUALITY</i> .....	13
<b>RECORDS DISPOSAL SCHEDULE</b> .....	<b>17</b>
<i>TEACHER QUALITY</i> .....	18
<i>Accreditation</i> .....	18
<i>Accreditation (Continued)</i> .....	19
<i>Accreditation (Continued)</i> .....	20
<i>Addresses (presentations)</i> .....	20
<i>Advice</i> .....	21

<i>Agreements</i> .....	21
<i>Authorisation</i> .....	22
<i>Committees</i> .....	22
<i>Committees (Continued)</i> .....	23
<i>Compliance</i> .....	23
<i>Conferences</i> .....	24
<i>Enquiries</i> .....	24
<i>Evaluation</i> .....	25
<i>Grievances</i> .....	25
<i>Implementation</i> .....	25
<i>Joint ventures</i> .....	26
<i>Liaison</i> .....	26
<i>Meetings</i> .....	26
<i>Planning</i> .....	27
<i>Policy</i> .....	27
<i>Procedures</i> .....	28
<i>Registration</i> .....	28
<i>Reporting</i> .....	29
<i>Research</i> .....	29
<i>Reviewing</i> .....	30
<i>Reviews (decisions)</i> .....	30
<i>Standards</i> .....	31
<i>Training</i> .....	31
<i>Training (Continued)</i> .....	32
<b>RETAIN AS TERRITORY ARCHIVES</b> .....	<b>33</b>
<i>TEACHER QUALITY</i> .....	34
<i>Accreditation</i> .....	34
<i>Advice</i> .....	35
<i>Committees</i> .....	35
<i>Evaluation</i> .....	36
<i>Planning</i> .....	36
<i>Policy</i> .....	36
<i>Registration</i> .....	36
<i>Reporting</i> .....	37
<i>Research</i> .....	37
<i>Reviewing</i> .....	37
<i>Reviews (decisions)</i> .....	38
<i>Standards</i> .....	38

## **INTRODUCTION**

The *Records Disposal Schedule - Teacher Quality 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 Teacher Quality records created or maintained by ACT Government Agencies.

## **SCOPE**

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

## **AUTHORITY**

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

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

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

## **STRUCTURE AND RELATIONSHIP TO THE TERRITORY VERSION OF KEYWORD AAA**

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

Retention periods set down in this schedule are minimum periods only and an agency may keep records for a longer period if considered necessary for business requirements. Reasons for longer retention could include legal requirements, administrative need or agency directives. **An agency must not dispose of any records where it is aware of possible legal action for which the records may be required as evidence or if there is a current records disposal freeze in effect.**

The *Records Disposal Schedule - Teacher Quality 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 Teacher Quality records regardless of titling conventions used, so that records, which have not been titled using the terminology represented by this Records Disposal Schedule, may still be sentenced with relative ease.

### ***Whole of Government Thesaurus***

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

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

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

The disposal actions listed in this Records Disposal Schedule were determined through the process of appraisal in accordance with *Territory Records Office Standard for Records Management No.2 - Appraisal*. Appraisal is based upon the same type of analysis of business activity employed in the classification scheme used in the 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 - Teacher Quality 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:

*ACT Teacher Quality Institute Act 2010*  
*Board of Senior Secondary Studies Act 1997*  
*Education Act 2004*  
*Evidence Act 2011*  
*Freedom of Information Act 1989*  
*Territory Records Act 2002*  
*Training and Tertiary Education Act 2003*

## **DEFINITIONS**

### ***Agency***

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

### ***Appraisal***

The process of evaluating business activities to:

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

### ***Business Classification Scheme***

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

### ***Principal Officer***

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

### ***Records***

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

### ***Records of an Agency***

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

### ***Records Disposal Schedule***

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

### ***Records Management Program***

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

### ***Recordkeeping Systems***

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

### ***Scope Note***

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

### ***Sentencing***

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

### ***Territory Archives***

Records preserved for the benefit of present and future generations.

# **BUSINESS CLASSIFICATION SCHEME**

## ***TEACHER QUALITY***

The function of regulating the quality of teachers in the Territory, through the regulation of qualifications, promoting and encouraging continuous professional learning and the development of teachers and increasing levels of skill, knowledge, expertise and the professionalism of teacher; protecting students and the community by ensuring teachers are approved; enhancing the status of the teaching profession by recognising the professional learning and development of teachers and maintaining community confidence in the teaching profession.

Includes registration of teachers and authorising permits to teach. Also includes developing and implementing a regulatory framework for assessing teacher qualifications and suitability to teach in ACT schools, accrediting teacher education programs, setting standards of professional learning, managing certification of highly accomplished and lead teachers, developing and applying codes of professional practice and standards within a national framework, and liaison with teacher education institutions and other regulatory bodies.

*[For training and professional development of ACT Government teachers, use PERSONNEL.]*

### ***Accreditation***

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

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

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

### ***Advice***

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

### ***Agreements***

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

### ***Authorisation***

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

### ***Committees***

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

### ***Compliance***

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

### ***Conferences***

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

### ***Enquiries***

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

### ***Evaluation***

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

### ***Grievances***

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

### ***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.

### ***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.

### ***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.

### ***Meetings***

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

### ***Planning***

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

### ***Policy***

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

### ***Procedures***

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

### ***Registration***

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

### ***Reporting***

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

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.

***Reviews (decisions)***

The activities involved in the process of reviewing actions both by an agency, or an external body. Includes reviews of promotion decisions.

***Standards***

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

***Training***

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



# **RECORDS DISPOSAL SCHEDULE**

## **TEACHER QUALITY**

The function of regulating the quality of teachers in the Territory, through the regulation of qualifications, promoting and encouraging continuous professional learning and the development of teachers and increasing levels of skill, knowledge, expertise and the professionalism of teacher; protecting students and the community by ensuring teachers are approved; enhancing the status of the teaching profession by recognising the professional learning and development of teachers and maintaining community confidence in the teaching profession.

Includes registration of teachers and authorising permits to teach. Also includes developing and implementing a regulatory framework for assessing teacher qualifications and suitability to teach in ACT schools, accrediting teacher education programs, setting standards of professional learning, managing certification of highly accomplished and lead teachers, developing and applying codes of professional practice and standards within a national framework, and liaison with teacher education institutions and other regulatory bodies.

*[For training and professional development of ACT Government teachers, use PERSONNEL.]*

### **Accreditation**

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

*[For guidelines used to accredit programs, use TEACHER QUALITY - Procedures.*

*For the criteria used to accredit programs, use TEACHER QUALITY – Policy.*

*For training accreditation panels, use TEACHER QUALITY – Training.*

*For appeals or reviews of an accreditation decision, use TEACHER QUALITY - Reviews (decisions).*

*For teacher participation in accreditation programs for registration renewal purposes, use TEACHER QUALITY - Registration].*

<b>Entry No.</b>	<b>Description of Records</b>	<b>Disposal Action</b>
186.158.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting the accreditation of teacher education programs. Includes renewal of programs.	Retain as Territory Archives
186.158.002 ■■■■■■■■■■■■■■■■■■■■	Records documenting the results, including evaluation reports, etc., of assessments of teachers against National Professional Standards to achieve certification of Highly Accomplished or Lead Teacher status, including renewals. Includes: <ul style="list-style-type: none"><li>• visit reports;</li><li>• final reports; and</li><li>• recommendations.</li></ul>	Destroy 75 years after date of birth of teacher or 7 years after last action, whichever is later



**Accreditation (Continued)**

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

*[For guidelines used to accredit programs, use TEACHER QUALITY - Procedures.*

*For the criteria used to accredit programs, use TEACHER QUALITY – Policy.*

*For training accreditation panels, use TEACHER QUALITY – Training.*

*For appeals or reviews of an accreditation decision, use TEACHER QUALITY - Reviews (decisions).*

*For teacher participation in accreditation programs for registration renewal purposes, use TEACHER QUALITY - Registration].*

<i><b>Entry No.</b></i>	<i><b>Description of Records</b></i>	<i><b>Disposal Action</b></i>
186.158.007 ■■■■■■■■■■■■■■■■■■■■	Records supplied as evidence to support the application for assessment of teachers against National Professional Standards to achieve registration. Evidence supplied can include: <ul style="list-style-type: none"> <li>• program outlines;</li> <li>• implementation plans;</li> <li>• lessons plans (with supporting teaching aids which can include audio visual material);</li> <li>• examples of marked work;</li> <li>• certificate of attainment;</li> <li>• student results;</li> <li>• press clippings;</li> <li>• examples of community engagement.</li> </ul>	Destroy 2 years after last action
	<i>[For evidence provided for certification of Highly Accomplished or Lead Teacher status, use 186.158.006.]</i>	

**Addresses (presentations)**

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

<i><b>Entry No.</b></i>	<i><b>Description of Records</b></i>	<i><b>Disposal Action</b></i>
186.004.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting presentations relating to teacher quality.	Destroy 5 years after last action

### ***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><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
186.005.001 ■■■■■■■■■■■■■■■■■■■■	Receipt and provision of advice that resulted in major changes. Includes advice provided by consultants.	Retain as Territory Archives
186.005.002 ■■■■■■■■■■■■■■■■■■■■	Receipt and provision of all other advice. Includes advice provided by consultants.	Destroy 5 years after last action
186.005.003 ■■■■■■■■■■■■■■■■■■■■	Working papers documenting the development of advice.	Destroy 2 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.]*

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

### ***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>
186.014.001 ■■■■■■■■■■■■■■■■■■■■	Delegations of power to agency staff to authorise administrative action relating to the teacher quality function. Includes authorisations for administrative action supporting the teacher quality management function.	Destroy 5 years after last action

### ***Committees***

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

*[For audit committees, use STRATEGIC MANAGEMENT - 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>
186.020.001 ■■■■■■■■■■■■■■■■■■■■	Records of high-level external and internal committees formed to manage or advise on major decisions. Includes: <ul style="list-style-type: none"><li>● establishing the committee;</li><li>● terms of reference;</li><li>● appointment of members;</li><li>● minutes;</li><li>● reports;</li><li>● recommendations;</li><li>● supporting documents such as briefing and discussion papers.</li></ul>	Retain as Territory Archives
186.020.002 ■■■■■■■■■■■■■■■■■■■■	Records documenting declarations of members' private interests.	Destroy 7 years after termination of appointment

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

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

*[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>
186.020.003 ■■■■■■■■■■■■■■■■■■■■	Records relating to other external or internal committees formed to consider specific matters. Includes: <ul style="list-style-type: none"><li>• establishing the committee;</li><li>• terms of reference;</li><li>• appointment of members;</li><li>• minutes;</li><li>• reports;</li><li>• recommendations;</li><li>• supporting documents such as briefing and discussion papers.</li></ul>	Destroy 5 years after last action
186.020.004 ■■■■■■■■■■■■■■■■■■■■	Records of working papers and administration of committees. Includes: <ul style="list-style-type: none"><li>• agendas;</li><li>• notice of meetings;</li><li>• draft minutes;</li><li>• room bookings.</li></ul>	Destroy 6 months after last action

### ***Compliance***

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

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

## ***Conferences***

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

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

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
186.022.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting conferences arranged by the agency. Includes: <ul style="list-style-type: none"> <li>● program development;</li> <li>● invitations to speakers;</li> <li>● promotion activities;</li> <li>● registrations;</li> <li>● venue bookings;</li> <li>● reports commenting on and assessing conferences</li> <li>● master versions of unpublished proceedings and reports, speeches and papers from conferences.</li> </ul>	Destroy 5 years after last action
186.022.002 ■■■■■■■■■■■■■■■■■■■■	Published proceedings from conferences.  <i>[For master copies of published agency-arranged conference proceedings, use PUBLICATIONS - Production.]</i>	Destroy 6 months after last action
186.022.003 ■■■■■■■■■■■■■■■■■■■■	Records documenting attendance of staff at conferences. Includes conference promotion material, programs and registration forms.  <i>[For travel and accommodation arrangements made for staff to attend conferences, use PERSONNEL - Arrangements.]</i>	Destroy 6 months after last action

## ***Enquiries***

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

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



### **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 analysis, forecasting, modelling and ongoing monitoring.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
186.042.001 ■■■■■■■■■■■■■■■■■■■■	External and internal reports evaluating potential or existing services and systems.	Retain as Territory Archives
186.042.002 ■■■■■■■■■■■■■■■■■■■■	Records documenting the evaluation and ongoing monitoring of the teacher quality function.	Destroy 3 years after last action
186.042.003 ■■■■■■■■■■■■■■■■■■■■	Working papers supporting external or internal reports evaluating the teacher quality function.	Destroy 6 months after last action

### **Grievances**

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

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
186.051.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting grievances and complaints.	Destroy 5 years after last action

### **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.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
186.053.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting the implementation of plans, policies and procedures developed to support the function.	Destroy 3 years 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>
186.062.001 ■■■■■■■■■■■■■■■■■■■■	Records relating to the management/maintenance of joint ventures. Includes final signed versions of agreements, contracts or formal undertakings.	Destroy 7 years after last action

### ***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.

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

### ***Meetings***

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

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
186.072.001 ■■■■■■■■■■■■■■■■■■■■	Final version of minutes and supporting documents tabled at meetings. Includes meetings with external agencies.	Destroy 3 years after last action
186.072.002 ■■■■■■■■■■■■■■■■■■■■	Working papers documenting the conduct and administration of meetings. Includes agenda, notices of meetings and draft minutes.	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>
186.082.001 ■■■■■■■■■■■■■■■■■■■■	Master set of agency manuals, handbooks, and directives etc. detailing procedures.	Destroy 7 years after procedures are superseded
186.082.002 ■■■■■■■■■■■■■■■■■■■■	Records documenting the development of agency procedures.	Destroy 2 years after procedures are superseded

## ***Registration***

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

*[For appeals against a registration decisions, use TEACHER QUALITY - Reviews (decisions).*

*For certification of teachers as Lead or Highly Accomplished, use TEACHER QUALITY - Accreditation.]*

<b><i>Entry No.</i></b>	<b><i>Description of Records</i></b>	<b><i>Disposal Action</i></b>
186.155.001 ■■■■■■■■■■■■■■■■■■■■	Registers of teachers.	Retain as Territory Archives
186.155.002 ■■■■■■■■■■■■■■■■■■■■	Records documenting the registration of teachers working or intending to work in the ACT.	Destroy 75 years after date of birth of teacher or 7 years after last action, whichever is later
186.155.003 ■■■■■■■■■■■■■■■■■■■■	Records documenting the suspension or cancellation of a teacher's registration.	Destroy 75 years after date of birth of teacher or 7 years after last action, whichever is later
186.155.004 ■■■■■■■■■■■■■■■■■■■■	Records documenting 'persons of interest'.	Destroy 75 years after date of birth of teacher or 7 years after last action, whichever is later

## Reporting

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

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

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

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

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
186.088.001 ■■■■■■■■■■■■■■■■■■■■	Final versions of internal formal reports and reports made to external agencies.	Retain as Territory Archives
186.088.002 ■■■■■■■■■■■■■■■■■■■■	Final versions of periodic internal reports used to monitor and document recurring activities. Includes the collection and reporting of statistical information.	Destroy 3 years after last action
186.088.003 ■■■■■■■■■■■■■■■■■■■■	Responses to surveys.	Destroy 3 years after last action
186.088.004 ■■■■■■■■■■■■■■■■■■■■	Working papers documenting the development of all reports. Includes drafts and comments received.	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.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
186.091.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting detailed research carried out to support the teacher quality function.	Retain as Territory Archives
186.091.002 ■■■■■■■■■■■■■■■■■■■■	Records documenting routine research carried out to support the teacher quality function.	Destroy 7 years after last action









**RETAIN AS TERRITORY ARCHIVES**





### **Evaluation**

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

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

### **Planning**

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

*[For broad systematic planning for the agency, use STRATEGIC MANAGEMENT - Planning.]*

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

### **Policy**

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

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

### **Registration**

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

*[For appeals against a registration decisions, use TEACHER QUALITY - Reviews (decisions).]*

*For certification of teachers as Lead or Highly Accomplished, use TEACHER QUALITY - Accreditation.]*

<b>Entry No.</b>	<b>Description of Records</b>	<b>Disposal Action</b>
186.155.001 ■■■■■■■■■■■■■■■■■■■■	Registers of teachers.	Retain as Territory Archives



**Reviews (decisions)**

The activities involved in the process of reviewing actions both by an agency, or an external body. Includes reviews of promotion decisions.

<i><b>Entry No.</b></i>	<i><b>Description of Records</b></i>	<i><b>Disposal Action</b></i>
186.094.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting reviews of decisions relating to the registration and certification of teachers which resulted in a change in policies, procedures or had significant political or public interest.	Retain as Territory Archives

**Standards**

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

<i><b>Entry No.</b></i>	<i><b>Description of Records</b></i>	<i><b>Disposal Action</b></i>
186.100.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting the determination of standards and codes of practice for the teaching profession within the national framework. Including assessment and certification standards.	Retain as Territory Archives