

Australian Capital Territory

Territory Records (Records Disposal Schedule – Water Management Records) Approval 2014 (No 1)

Notifiable instrument NI2014—291

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 – Water Management Records) Approval 2014 (No 1)

2. Approval

I approve the Records Disposal Schedule – Water Management Records.

3. Commencement

This instrument commences on the day after notification.

4. Revocation

I revoke Notifiable Instrument:

NI2011-85 notified 8 March 2011

Danielle Wickman
Director of Territory Records
20 June 2014



Records Disposal Schedule

Water Management Records

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INTRODUCTION

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

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

PURPOSE

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

SCOPE

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

AUTHORITY

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

Even so, officers using this Records Disposal Schedule should apply it with caution. They should be aware that the authorisations for disposal are given in terms of the *Territory Records Act 2002* only. Officers must not dispose of records in contravention of this Records Disposal Schedule or other requirements such as a records disposal freeze. Current records disposal freezes can be found at the Territory Records Office Internet site <http://www.territoryrecords.act.gov.au/recordsadvice>.

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

STRUCTURE AND RELATIONSHIP TO THE TERRITORY WHOLE OF GOVERNMENT THESAURUS

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 – Water 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 Whole of Government Thesaurus originally based on the Territory Version of Keyword AAA. The Records Disposal Schedule is designed to be applicable to all ACT Government 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 - Water 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 record classes covered by this Records Disposal Schedule:

ACTEW/AGL Partnership Facilitation Act 2000
ACT Self Government Act 1988
Canberra Water Supply (Googong Dam) Act 1974
Corporations Act 2001 (Commonwealth)
Emergency Management Act 1999
Environment Protection Act 1997
Evidence Act 1971
Executive Document Release Act 2001
Financial Management Act 1996
Freedom of Information Act 1989
Land (Planning and Environment) Act 1991
Occupational Health and Safety Act 1989
Privacy Act 1998 (Commonwealth)
Public Health Act 1997
Public Interest Disclosure Act 1994
Public Sector Management Act 1994
Seat of Government Acceptance Act 1909 (Commonwealth)
Territory Owned Corporations Act 1990
Territory Records Act 2002
Trade Practices Act 1974 (Commonwealth)
Utilities Act 2000
Utilities (Water Conservation) Regulation 2006
Water and Sewerage Act 2000
Water and Sewerage Regulation 2001
Water Resources Act 2007
Water Resources (Amounts of water reasonable for uses guidelines) Determination 2007
Water Resources Regulation 2007

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.

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.

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.

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

WATER MANAGEMENT

The function of managing the water infrastructure of the Territory and surrounding regions, either by the agency or by service providers, to ensure and secure a healthy, reliable and sufficient supply of water to meet the needs of the community. Includes the design, construction, inspection, maintenance and management of catchment, treatment, storage and distribution infrastructure such as dams and reservoirs, storage tanks, bores, pumping stations, treatment works, reticulated networks, water mains and other ancillary components of the water infrastructure. Also includes controls over recreational use of catchment areas, reservoirs and dams that might impact upon water quality and managing pollution controls and hazard reductions through the development of water sampling, treatment, reuse and monitoring programs.

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.

Arrangements

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

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 the agency 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.

Committees

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

Compliance

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

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.

Construction

The process of making or building something.

Contracting out

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

Customer Service

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

Enquiries

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

Fees and charges determination

The activities associated with determining fees and charges.

Inquiries

The activities associated with liaising with bodies carrying out inquiries and participating in them. Inquiries are investigations carried out by people or bodies that have been empowered to inquire and report on a subject, such as Royal Commissions, Judicial Commissions, Boards of Inquiry, Legislative Assembly and Ombudsman's inquiries. Includes the agency's participation in the inquiry by providing evidence in the form of records submissions or staff.

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.

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-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.

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.

Public Reaction

The process of handling public reaction to an agency's policies or services. Includes anonymous letters, letters of complaint and letters of congratulations or appreciation received from the public.

Reporting

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

Representatives

The activities associated with the nomination, appointment or resignation of individuals or groups of personnel appointed by the organisation or their co-workers as official representatives to organisations, offices, unions, workers participation committees, councils or groups. Includes organisational legal representatives.

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.

Service Provision

The activities relating to services provided by an agency on a long term basis or by other agencies. Includes requests and applications for services, assessment of eligibility and entitlements, liaison with other agencies regarding the provision of services. Also includes activities to lobby for services and to increase service provision. Also includes the installation, operation and removal of temporary facilities in parks and reserves, such as water, electricity, temporary toilets, etc. for special outdoor events.

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

Construction (Continued)

The process of making or building something.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
	<p>Records include:</p> <ul style="list-style-type: none"> • building approvals; • building plans; • certified plans and maps, • concept plans; • connection plans; • conservation management plan; • development applications; • engineers' drawings of fittings, valves, boosters, hydrants etc.; • engineer's drawings; • inspection reports; • photographs; • pipe layouts; • plans and drawings, maps; • processing plant design diagrams; • project management records; • project management records; • records of conversation; • records of conversation; • specifications; • specifications; • specifications; • surveys; • system design; • work authorities; • works as executed plans. <p><i>[See Contracting-out for copies of contractors permits, licences, certificates and accreditations.</i></p> <p><i>See Submissions for successful funding submissions.]</i></p>	
184.024.002 	Records documenting construction activities not proceeded with.	Destroy 7 years 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.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
184.025.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting contract management relating to the water management function. Includes: <ul style="list-style-type: none">• minutes of meetings with main stakeholders;• performance and evaluation reports.	Destroy 7 years after last action

Customer Service

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

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
184.030.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting the management of customer services provided to the public. Includes planning, monitoring and evaluation of services e.g. carrying out customer surveys. <i>[See Public Reaction for responding to customer complaints.]</i>	Destroy 2 years after last action

Enquiries

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

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
184.040.001 ■■■■■■■■■■■■■■■■■■■■	Records relating to enquiries for information about the water management function requiring a detailed response.	Destroy 7 years after last action
184.040.002 ■■■■■■■■■■■■■■■■■■■■	Records relating to enquiries about the water management function requiring a routine response or general information.	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 systems analysis and ongoing monitoring.

Entry No.	Description of Records	Disposal Action
184.042.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting the evaluation and review of individual programs, campaigns and events supporting the water management function.	Destroy 7 years after last action

Fees and charges determination

The activities associated with determining fees and charges.

[For the payment or collection of fees and charges, use FINANCIAL MANAGEMENT]

Entry No.	Description of Records	Disposal Action
184.201.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting the determination of fees and charges.	Retain as Territory Archives

Inquiries

The activities associated with liaising with bodies carrying out inquiries and participating in them. Inquiries are investigations carried out by people or bodies that have been empowered to inquire and report on a subject, such as Royal Commissions, Judicial Commissions, Boards of Inquiry, Legislative Assembly and Ombudsman's inquiries. Includes the agency's participation in the inquiry by providing evidence in the form of records submissions or staff.

[For legal support or opinions provided during an investigation, use LEGAL SERVICES - Inquiries.]

Entry No.	Description of Records	Disposal Action
184.056.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting the agency's contribution and involvement into an inquiry directly relating to its own activities under the water management function. Includes: <ul style="list-style-type: none">• agency statements;• submissions;• responses to final reports;• transcripts or oral evidence given by agency officers.	Retain as Territory Archives

Public Reaction

The process of handling public reaction to an agency's policies or services. Includes anonymous letters, letters of complaint and letters of congratulations or appreciation received from the public.

Entry No.	Description of Records	Disposal Action
184.084.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting public reaction to the provision of water that caused significant public or political interest or resulted in significant changes to policies, procedures, establishes a precedent or required a significant investigation. <i>[For suggestions received from the public, use COMMUNITY RELATIONS - Suggestions.]</i>	Retain as Territory Archives
184.084.002 ■■■■■■■■■■■■■■■■■■■■	Feedback received that may be subject to legal action. Includes responses to complaints.	Destroy 7 years after last action
184.084.003 ■■■■■■■■■■■■■■■■■■■■	Feedback received that is not subject to legal action. Includes responses to complaints, letters of recognition, notes of gratitude and thank you letters.	Destroy 2 years after last action

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>
184.097.002 ■■■■■■■■■■■■■■■■■■■■	Records documenting minor security breaches or incidents involving water infrastructure (e.g. which do not result in the laying of charges, or where sabotage is not suspected).	Destroy 7 years after last action

Service Providers

The activity of managing those agencies or organisations involved in the provision of services to the Department or to the local community in association with the Department. Includes Departmental negotiations and liaison with service providers over the provision of energy, sewerage services, traffic and transport services (e.g. air, bus, ferry, light rail, monorail, and taxi services) and water services. Also includes liaison and negotiations relating to routes, frequency of services, and timetables of transport services.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
184.168.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting the agency's management of and involvement with providers of services relating to the management of the Territory's water.	Destroy 7 years after last action

Service Provision

The activities relating to services provided by an agency on a long term basis or by other agencies. Includes requests and applications for services, assessment of eligibility and entitlements, liaison with other agencies regarding the provision of services. Also includes activities to lobby for services and to increase service provision. Also includes the installation, operation and removal of temporary facilities in parks and reserves, such as water, electricity, temporary toilets, etc. for special outdoor events.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
184.169.001 ■■■■■■■■■■■■■■■■■■■■	Records on water management services provided by an agency on a long term basis or by other agencies. Includes requests and applications for services, assessment of eligibility and entitlements, liaison with other agencies regarding the provision of services. Also includes activities to lobby for services and to increase service provision. Also includes the installation, operation and removal of temporary facilities in parks and reserves.	Destroy 7 years after last action

Standards

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

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
184.100.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting the organisation's participation in the development of standards. For example the Australian Fire Authorities Council standards.	Destroy 7 years after last action

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.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
184.102.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting the development of successful agency submissions relating to water management made to the Chief Minister, Minister and government bodies, including working papers and final versions.	Retain as Territory Archives
184.102.002 ■■■■■■■■■■■■■■■■■■■■	Records documenting the development of successful internal submissions and submissions made to external agencies relating to water management. Includes drafts and comments received and final versions.	Destroy 7 years after last action
184.102.003 ■■■■■■■■■■■■■■■■■■■■	Records documenting the development of agency submissions that were unsuccessful.	Destroy 2 years after last action

Tendering (Continued)

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

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
184.104.004 ██	Contract and Tender registers	Destroy 7 years after last action

RETAIN AS TERRITORY ARCHIVES

Construction

The process of making or building something.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
184.024.001 ■■■■■■■■■■■■■■■■■■■■	<p>Records relating to the construction of historical and significant water management systems and structures including the determination of specifications and conditions, that are considered to be:</p> <ul style="list-style-type: none">• of local, state or national significance, including registration by the National Trust of Australia;• unique, examples of design styles or have won design awards. <p>Works include:</p> <ul style="list-style-type: none">• augmentation;• bores;• dams;• filtration plants;• pipelines;• pumping stations;• reservoirs;• water supply pipelines;• water mains extensions;• water supply schemes and augmentation schemes;• water towers.	Retain as Territory Archives

Construction (Continued)

The process of making or building something.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
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Records include:

- building approvals;
- building plans;
- certified plans and maps,
- concept plans.
- connection plans;
- conservation management plan;
- development applications;
- engineers' drawings of fittings, valves, boosters, hydrants etc.;
- engineer's drawings;
- inspection reports;
- photographs;
- pipe layouts;
- plans and drawings, maps;
- processing plan design diagrams;
- project management records;
- project management records;
- records of conversation;
- records of conversation;
- specifications;
- specifications;
- specifications;
- surveys;
- system design;
- work authorities;
- works as executed plans;

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

See Submissions for successful funding submissions.]

Fees and charges determination

The activities associated with determining fees and charges.

[For the payment or collection of fees and charges, use FINANCIAL MANAGEMENT]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
184.201.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting the determination of fees and charges.	Retain as Territory Archives

Inquiries

The activities associated with liaising with bodies carrying out inquiries and participating in them. Inquiries are investigations carried out by people or bodies that have been empowered to inquire and report on a subject, such as Royal Commissions, Judicial Commissions, Boards of Inquiry, Legislative Assembly and Ombudsman's inquiries. Includes the agency's participation in the inquiry by providing evidence in the form of records submissions or staff.

[For legal support or opinions provided during an investigation, use LEGAL SERVICES - Inquiries.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
184.056.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting the agency's contribution and involvement into an inquiry directly relating to its own activities under the water management function. Includes: <ul style="list-style-type: none">● agency statements;● submissions;● responses to final reports;● transcripts or oral evidence given by agency officers.	Retain as Territory Archives

Representatives

The activities associated with the nomination, appointment or resignation of individuals or groups of personnel appointed by the organisation or their co-workers as official representatives to organisations, offices, unions, workers participation committees, councils or groups. Includes organisational legal representatives.

Entry No.	Description of Records	Disposal Action
184.090.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting the nomination, appointment, resignation from and/or termination of agency representatives on bodies considering matters relating to the management of the Territory's water resources. <i>[For appointments on community organisations, use COMMUNITY RELATIONS - Representatives.</i> <i>For appointments on government bodies, use GOVERNMENT RELATIONS - Representatives.]</i>	Retain as Territory Archives

Research

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

Entry No.	Description of Records	Disposal Action
184.091.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting research that results in major changes to community safety programs, training or the design of the built environment. Records could include surveys, interviews, observations, etc.	Retain as Territory Archives

