Territory Records (Records Disposal Schedule – Personnel Records) Approval 2015 (No 1)

Notifiable instrument NI2015-358

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 – Personnel Records) Approval 2015 (No 1)

2. Approval

I approve the Records Disposal Schedule – Personnel Records.

3. Commencement

This instrument commences on the day after notification.

4. Revocation

I revoke Notifiable Instrument NI2011-97.

Danielle Wickman Director of Territory Records 3 July 2015



Records Disposal Schedule

Personnel Records

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INTRODUCTION

The *Records Disposal Schedule - Personnel 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 Personnel 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 - Personnel 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 Personnel 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 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 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 - Personnel 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 Civil and Administrative Tribunal Act 2008 Administrative Decisions (Judicial Review) Act 1989

Discrimination Act 1991

Electronic Transactions Act 2001

Evidence Act 2011

Freedom of Information Act 1989

Information Privacy Act 2014

Long Service Leave (Portable Schemes) Act 2009

Long Service Leave Act 1976

Statutory Declarations Act 1959 (Cwlth)

Territory Superannuation Provision Protection Act 2000

Work Health and Safety Act 2011

Workers Compensation Act 1951

Working with Vulnerable People (Background Checking) Act 2011

Workplace Privacy Act 2011

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.

Last Action

The moment an activity carried out on a record ceases. An activity can be a modification, an addition, a deletion or any other action carried out on a record.

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

PERSONNEL

The function of managing all employees and volunteer workers in the agency. Including encouraging staff to develop their skills and abilities (through activities, programs and events) to maximise their potential and increase their productivity by identifying and implementing all aspects of training and development needs and programs (internal and external) available. Also includes reviews of actions, overtime, salaries, superannuation, working hours.

Accidents

The activities involved in dealing with mishaps causing injury or damage. Includes damage or injury to the organisation's property or member of staff incurred while coming to, at, or leaving work, or to the general public or visitors whilst on the organisation's premises. Also includes measures to prevent accidents occurring.

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.

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.

Allowances

The activities involved in arranging and managing money paid to employees in addition to salary to cover expenses incurred in the course of employment (e.g. travelling allowances).

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.

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 or organisations. Includes registrations, publicity, and reports of participants, etc.

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.

Counselling

The activities associated with giving advice or guidance to an employee or client for various reasons.

Customer service

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

Discipline

The activities and actions associated with the disciplinary process. Includes investigation, charges, formal inquiries, and punishment.

Employment Conditions

The activities associated with managing the general conditions of employment for personnel.

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.

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.

Infringements

The activities associated with handling breaches of rules. Includes driving or traffic infringements and infringements of the agency's intellectual property.

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.

Leave

The process of administering leave for which staff are eligible. Includes unauthorised leave taken by staff.

Marketing

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

Meetings

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

Mentoring

The activities involved in managing mentoring programs within the agency.

Moving

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

Performance Management

The process of identifying, evaluating, and developing corporate and employee work performance so that the agency's goals and objectives are achieved and also benefiting employees through recognition, performance feedback, catering for work needs and offering career guidance.

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.

Recruitment

The process of recruiting which includes applying for approval to fill existing vacancies, advertising vacant positions and handling applications, interviews, selection, culling and appointment. Also includes recruiting volunteers.

Rehabilitation

The process of managing programs designed to restore the injured worker to the fullest physical, psychological, social, vocational and economic usefulness of which they are capable - consistent with pre-injury status. Includes early intervention with appropriate, adequate and timely services through the use of a rehabilitation coordinator.

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.

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.

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.

Salaries

The process of managing the payment of salaries to personnel.

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.

Separations

The activities associated with managing any method of leaving an agency. Includes resignation, transfer to another agency, retirement, dismissal, death, redundancy, retrenchment and dispensations of services of temporary personnel.

Social Clubs

The activities involved in the agency's relationship with social clubs.

Suggestions

The process of using suggestions from personnel and the public to improve the services and processes of the agency.

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.

Training

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

RECORDS DISPOSAL SCHEDULE

PERSONNEL

The function of managing all employees and volunteer workers in the agency. Including encouraging staff to develop their skills and abilities (through activities, programs and events) to maximise their potential and increase their productivity by identifying and implementing all aspects of training and development needs and programs (internal and external) available. Also includes reviews of actions, overtime, salaries, superannuation, working hours.

Accidents

The activities involved in dealing with mishaps causing injury or damage. Includes damage or injury to the organisation's property or member of staff incurred while coming to, at, or leaving work, or to the general public or visitors whilst on the organisation's premises. Also includes measures to prevent accidents occurring.

Entry No. 012.001.001

Description of Records

Accident/incident reports where an employee Destroy 75 years after is injured but no compensation claim is lodged.

date of birth of employee or 7 years after last action.

[For accidents where a compensation claim is whichever is later made by an employee, use COMPENSATION - Case Management.

For accident reports retained for occupational health & safety purposes, use OCCUPATIONAL HEALTH & SAFETY (OH&S) - Accidents.1

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.]

Entry No. 012.003.001

Description of Records

Records documenting the acquisition of goods Destroy 7 years after (e.g. training packages) and services (e.g. last action training consultants) required to support the personnel 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).

[For the acquisition of staff development goods and services through a tender process, use PERSONNEL - Tendering.

For managing contracted services supporting the acquisition process, use PERSONNEL - Contracting-out.]

Addresses (presentations)

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

[For the publication of addresses in conference proceedings or training material, use PUBLICATION - Production.]

Entry No. 012.004.001

Description of Records

Records documenting the preparation of addresses and final versions of addresses delivered to conferences and training courses supporting staff training and development. Includes working papers and drafts.

Destroy 6 months after last action

Disposal Action

Disposal 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.]

Entry No.	Description of Records	Disposal Action
012.005.001	Records relating to the receipt and provision of advice on staff training and development. Includes the procurement and distribution of advice on training courses.	Destroy 3 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.]

Entry No.	Description of Records	Disposal Action
012.006.001	Records documenting negotiations, establishment and implementation of an Australian Workplace Agreement (AWA) with an individual employee. Includes an authorised version of the final agreement. [For Certified Agreements, use INDUSTRIAL RELATIONS - Enterprise Bargaining.]	Destroy 75 years after date of birth of employee or 7 years after last action, whichever is later
012.006.002	Records documenting other employment agreements/contracts made with employees. Includes the agreement and records of negotiations.	Destroy 7 years after separation from the ACTPS

Allowances

The activities involved in arranging and managing money paid to employees in addition to salary to cover expenses incurred in the course of employment (e.g. travelling allowances).

Entry No. 012.008.001

Description of Records

Records documenting the payment of allowances to employees. Includes, overtime, last action first aid, clothing, travelling allowances and higher duties and to attend training courses.

[For the payment of allowances to employees, use FINANCIAL MANAGEMENT - Salaries.]

Disposal Action

Destroy 7 years after

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.

Entry No.
012.011.001

Description of Records

Records documenting arrangements for an employee to undertake a journey or trip for work related reasons. Includes arrangements for employees to attend training courses, conferences and obtaining official passports and visas.

Disposal Action

Destroy 2 years after last action

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.

Entry No. 012.013.001

Description of Records

Records documenting the planning and conduct of internal and external audits relating to the personnel function. Includes:

- final internal and external audit reports;
- final reports from audits conducted by the ACT Auditor General's Office
- liaison with the auditing body;
- notes taken at opening and exit interviews;
- draft report;
- comments.

Disposal Action

Destroy 5 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.

Entry No.	Description of Records	Disposal Action
012.014.001	Delegations of power to agency staff to authorise administrative action and relating to the personnel function.	Destroy 7 years after delegation expires
012.014.002	Authorisations for administrative actions relating to the personnel function (e.g. authorisations to collect group certificates).	Destroy 7 years after last action

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.

[For records of statistical reporting on claims, use GOVERNMENT INSURANCE SERVICES - Reporting.]

Entry No.	Description of Records	Disposal Action
012.019.001	Records documenting insurance claims. Includes copies of claims, reports and related correspondence.	Destroy 7 years after last action
	[For compensation claims covering personal injury lodged by ACTPS personnel, use	

For compensation claims covering personal injury lodged by volunteer workers, use this activity.]

COMPENSATION - Case Management.

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.]

Entry No. 012.020.001

Description of Records

Records of internal and external committees formed to consider matters relating to the personnel function. Includes:

Disposal Action

Destroy 3 years after last action

- documents establishing the committee;
- final versions of minutes;
- reports;
- recommendations;
- supporting documents such as briefing papers and discussion papers.

[For consultations with Workplace Relations Committees, use INDUSTRIAL RELATIONS - Committees.

For negotiations with staff and union representatives in establishing a Certified Agreement, use INDUSTRIAL RELATIONS - Enterprise Bargaining.]

012.020.002

Working papers documenting the conduct and Destroy 6 months after administration of committees held to consider last action matters relating to the personnel function.

Includes:

- agenda;
- notices of meetings;
- draft minutes.

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.

Description of Records Entry No. Disposal Action

012.021.001 Records documenting agency compliance with mandatory or optional standards or with statutory requirements relating to the

last action

Destroy 7 years after

Destroy 3 years after

personnel function.

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.

Entry No. **Description of Records** Disposal Action

012.022.001 Master copies of unpublished proceedings and Destroy 5 years after reports, speeches and papers, including last action reports commenting on and assessing

conferences arranged by the agency to support

staff training and development.

[For published agency arranged conference proceedings, use PUBLICATIONS -

Production.]

012.022.002 Records documenting conferences arranged by the agency to support staff training

last action development. Includes:

- program development;
- invitations to speakers;
- promotion activities;
- registrations;
- venue bookings;
- copies of financial statements.

012.022.003 Assessments of conferences arranged by other Destroy 3 years after date of conference organisations.

Conferences (Continued)

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.

Entry No. 012.022.004

Description of Records

Records documenting the attendance of staff at conferences arranged by other organisations. Includes conference promotion material, programs, conference registration forms and copies of published conference proceedings and official reports.

[For travel and accommodation arrangements made for staff to attend conferences, use PERSONNEL - Arrangements.

Place one copy of published conference proceedings and official reports in the agency library or information centre.]

Contracting out

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

Entry No. 012.025.001

Description of Records

Records documenting contract management relating to the personnel function. Includes:

- minutes of meetings with main stakeholders;
- performance and evaluation reports.

Disposal Action

Destroy 6 months after last action

Disposal Action

Destroy 7 years after completion or other termination of agreement or contract

Counselling

The activities associated with giving advice or guidance to an employee or client for various reasons.

[For counselling as part of a service for managing an employee's compensation case use COMPENSATION - Case Management.]

Entry No.	Description of Records	Disposal Action
012.029.001	Records documenting financial counselling of staff on separation. Includes superannuation and retirement counselling.	• •
012.029.002	Records documenting general counselling of staff. Includes:	Destroy 2 years after last action

- personal counselling;
- new entry counselling;
- career counselling;
- work performance counselling;
- counselling for minor breaches to the Code of Conduct.

[For counselling relating to a disciplinary matter, use PERSONNEL - Discipline.

For post appointment counselling and counselling of unsuccessful candidates, use PERSONNEL - Recruitment.

[For counselling of a psychological nature, use HEALTH TREATMENT & CARE.]

Customer service

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

Entry No.	Description of Records	Disposal Action
012.030.001	Records relating to help desk operations for	Destroy 1 year after
	staff of the ACTPS, including telephone voice	last action
	recordings used for training purposes and	
	advice and assistance to an individual on	
	personnel matters.	

Discipline

The activities and actions associated with the disciplinary process. Includes investigation, charges, formal inquiries, and punishment.

Entry No. 012.033.001	Description of Records Records documenting investigations of misconduct which are investigated, either by the agency or an external authority, and where allegations are proved to be unfounded and the employee has requested the retention of the records.	Disposal Action Destroy 75 years after the birth of the employee or 7 years after last action, whichever is the later
012.033.002	Records documenting investigations of misconduct (e.g. a breach of the Code of Conduct) by either the agency or an external body, which result in disciplinary action being taken.	Destroy 5 years after last action
	[For the carrying out of sanctions and suspensions on an employee found to have breached the Code of Conduct or found guilty of misconduct, use the relevant activity under the PERSONNEL function, (e.g. PERSONNEL - Salaries and/or PERSONNEL - Separations).	
	For appeals against a decision on a misconduct charge, use PERSONNEL - Reviews (decisions).]	
012.033.003	Records documenting allegations into misconduct where no follow-up investigation is made (i.e. where allegations are proved to be frivolous or vexatious).	Destroy 18 months after last action
012.033.004	Records documenting investigations of misconduct which are investigated, either by the agency or an external authority, and where allegations are proved to be unfounded and the employee has not requested the retention of the records.	Destroy 18 months after investigation is completed

Employment Conditions

The activities associated with managing the general conditions of employment for personnel.

Entry No. 012.039.001

Description of Records

Records documenting the appointment of heads of executive agencies. Includes report from Chief Executive on the vacancy, the Ministerial instrument of appointment and arrangements on remuneration and other employment conditions.

[For employment agreements/contracts (e.g. Australian Workplace Agreements), use PERSONNEL - Agreements.

For termination of appointment of heads of executive agencies, use PERSONNEL - Separations.]

Disposal Action

Destroy 75 years after date of birth of employee or 7 years after last action, whichever is later

Employment Conditions (Continued)

The activities associated with managing the general conditions of employment for personnel.

Entry No. 012.039.002

Description of Records

Records documenting the consolidated employment history of permanent officers and date of birth of Chief Executive, Executive Director and Director employees from initial appointment and subsequent promotions and details of higher duties undertaken. Includes:

Disposal Action

Destroy 75 years after employee or 7 years after last action, whichever is later

- letter of appointment and conditions of engagement
- letter of acceptance;
- details of assigned duties (initial and subsequent variations);
- probation reports;
- medical examinations/health declarations;
- records detailing personal particulars and supporting;
- documentation (e.g. birth certificates);
- evidence of educational qualifications;
- declarations of pecuniary interest;
- undertakings to preserve official secrets.

[For employment agreements/contracts (e.g. Australian Workplace Agreements), use PERSONNEL - Agreements.

For pre-employment security checks, use PERSONNEL - Security.

For salary and superannuation related records completed on appointment, use PERSONNEL - Salaries.

For reviews of recruitment decisions, use PERSONNEL - Reviews (decisions).

For moving personnel from one location to another to take up an appointment, use PERSONNEL - Moving.]

Employment Conditions (Continued)

The activities associated with managing the general conditions of employment for personnel.

Entry No. 012.039.003	Description of Records Records documenting potential exposure to hazardous substances, including asbestos, or records detailing that an employee was located at places identified as containing hazardous substances. [For health surveillance of employees who have been exposed to hazardous substances, use OCCUPATIONAL HEALTH & SAFETY (OH&S) - Case Management.]	Disposal Action Destroy 75 years after date of birth of employee or 7 years after last action whichever is later
012.039.004	Records documenting redeployment of Chief Executive, Executive Director or Director personnel. Includes reassignment both at level and to a lower classification.	Destroy 75 years after date of birth of employee or 7 years after last action, whichever is later
012.039.005	Records documenting the reduction in the classification of an ACTPS employee either with or without the employees consent. [For disciplinary action leading to a reduction in the classification of an employee, use PERSONNEL - Discipline.]	Destroy 75 years after date of birth of employee or 7 years after last action, whichever is later
012.039.006	Records documenting the appointment of temporary employees. [For agreements/contracts undertaken with non-ongoing employees, use PERSONNEL - Agreements.]	Destroy 7 years after termination of appointment
012.039.007	Records supporting higher duty arrangements. [For arranging the payment of high duties allowances, use PERSONNEL - Allowances.]	Destroy 7 years after last action
012.039.008	Records documenting the management of personnel under employment schemes, (e.g. apprenticeships, scholarships, cadetships and traineeships).	Destroy 7 years after completion of training

Employment Conditions (Continued)

The activities associated with managing the general conditions of employment for personnel.

Entry No.	Description of Records	Disposal Action
012.039.009	Records documenting the management of non-Territory remuneration for performing duties as an ACTPS employee.	Destroy 7 years after last action
012.039.010	Attendance records for employees where agency agreements or individual employee agreements or contracts allow for the payment of overtime. Includes: • attendance books; • clock on/off cards; • flextime sheets; • overtime records.	Destroy 7 years after last action
012.039.011	Records documenting the engagement of volunteers and students undertaking work experience placements. Includes personal details, agreed undertakings relating to conditions of engagement and details of work performed.	Destroy 2 years after engagement ceases
012.039.012	[For insuring volunteer/work experience workers, use PERSONNEL - Insurance. For compensation claims lodged by volunteer/ work experience workers, use COMPENSATION - Claims.] Attendance records for employees where agency agreements or individual employee	Destroy 2 years after last action
	agreements or contracts do not allow for the payment of overtime. Includes: • attendance books; • clock on/off cards; • flextime sheets.	
012.039.013	Records documenting the management of rosters.	Destroy 1 year 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. 012.042.001

Description of Records

Records documenting the evaluation of existing and potential programs and services supporting the personnel function.

[For the evaluation of strategic personnel programs, use STRATEGIC MANAGEMENT - Evaluation.

For the evaluation of the performance of individual employees against performance agreements, use PERSONNEL - Performance Management.]

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.

Entry No. 012.051.001

Description of Records

Records documenting formal grievances lodged by an individual employee and considered either internally within the organisation and/or by an external body. Includes notes of meetings, reports and recommendations.

[For records covering disciplinary action resulting from a grievance, use PERSONNEL - Discipline.

For records covering grievances lodged by a number of employees, use INDUSTRIAL RELATIONS - Grievances.

For appeals against decisions (e.g. promotion), use PERSONNEL - Reviews (decisions).]

Disposal Action

Disposal Action

last action

Destroy 5 years after

Destroy 5 years after last action

Infringements

The activities associated with handling breaches of rules. Includes driving or traffic infringements and infringements of the agency's intellectual property.

Entry No.	Description of Records	Disposal Action
012.055.001	Records documenting infringements by an employee.	Destroy 18 months after last action

[For infringements which lead to disciplinary action, use PERSONNEL - Discipline.

For the management of driving infringements, use FLEET MANAGEMENT - Infringements.]

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.

[For workers compensation insurance, use COMPENSATION - Insurance.

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

Entry No.	Description of Records	Disposal Action
012.059.001	Insurance policies supporting the management of the personnel function, (e.g. for personal and household effects being moved overseas and insuring volunteer workers).	Destroy 7 years after last action
012.059.002	Records documenting the annual renewal of insurance policies.	Destroy 1 year after policy expires

Leave

The process of administering leave for which staff are eligible. Includes unauthorised leave taken by staff.

Entry No. 012.065.001	Description of Records Consolidated leave history records and records documenting long service leave, parental leave and leave without pay exceeding 5 days in any one calendar year (i.e. leave used to calculate entitlements for superannuation or long service leave).	Disposal Action Destroy 75 years after date of birth of employee or 7 years after last action, whichever is later
012.065.002	Records documenting all other leave (with and without pay). Includes: • sick leave, including medical	Destroy 7 years after last action
	certificates; recreation leave; special and personal leave; study leave; jury service; defence training leave.	

Marketing

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

Entry No.	Description of Records	Disposal Action
012.070.001	Records documenting recruitment campaigns run by an agency (e.g. graduate employment	• •
	schemes).	

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.

Entry No.	Description of Records	Disposal Action
012.072.001	Final version of minutes and supporting documents tabled at meetings held to support the personnel function.	Destroy 3 years after last action
012.072.002	Working papers documenting the condition and administration of meetings held to support the personnel function. Includes agenda, notices of meetings and draft minutes	Destroy 6 months after last action

Mentoring

The activities involved in managing mentoring programs within the agency.

Entry No.	Description of Records	Disposal Action
012.073.001	Reports commenting on and assessing agency-arranged mentoring programs held to support staff training and development.	Destroy 5 years after last action
012.073.002	Records documenting mentoring programs arranged by the agency to support staff training and development function. Includes:	Destroy 3 years after last action

- program development;
- invitations to speakers;
- promotion activities;
- registrations;
- venue bookings;
- copies of financial statements.

Moving

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

[For relocation of workgroups, use PROPERTY MANAGEMENT - Moving.]

Entry No. 012.075.001

Description of Records

Records documenting the removal of an employee and their family's personal effects. Includes arrangements made for the storage of personal and household effects at Territory expense.

[For any insurance claims made for loss or damage to property, use PERSONNEL - Insurance.

For managing financial transactions supporting the moving of an employee, use FINANCIAL MANAGEMENT - Accounting and/or FINANCIAL MANAGEMENT - Payment.]

Disposal Action

Destroy 3 years after last action

Performance Management

The process of identifying, evaluating, and developing corporate and employee work performance so that the agency's goals and objectives are achieved and also benefiting employees through recognition, performance feedback, catering for work needs and offering career guidance.

Entry No. 012.078.001

Description of Records

Records documenting the management of agency performance management schemes, including the conferring of awards (honours) on individuals, staff members and teams in recognition of achievements.

[For the development of agency performance management schemes, use PERSONNEL - Policy.

For training of staff in the conduct of agency performance management schemes, use PERSONNEL - Training.]

012.078.002

Performance agreements with individual employees. Includes final version of agreement, notes from meetings with employees and assessment and review reports.

[For Australian Workplace Agreements and other agreements/contracts covering the employment of individual employees, use PERSONNEL - Agreements.

For Certified Agreements made under the Workplace Relations Act 1996, use INDUSTRIAL RELATIONS - Enterprise Bargaining.]

Disposal Action

Destroy 5 years after last action

Destroy 2 years after agreement expires or is superseded

Planning

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

[For broad level human resource planning, use STRATEGIC MANAGEMENT - Planning.

For individual development plans produced as part of a performance agreement, use PERSONNEL - Performance Management.]

Entry No.	Description of Records	Disposal Action
012.079.001	Final version of agency-wide personnel plans (e.g. workplace diversity plan or succession plan), including staff training and development plans and training project management plans.	Destroy 5 years after plan is superseded
012.079.002	Final versions of sections or business unit's personnel plans, including staff training and development plans and plans for state, regional or overseas office.	Destroy 3 years after plan is superseded
012.079.003	Working papers used to develop all personnel plans, including staff training and development plans. Includes draft plans, reports analysing issues, and comments received from other areas of the agency.	Destroy 1 year after adoption of final plan
012.079.004	Copies of all personnel 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.

Entry No.	Description of Records	Disposal Action
012.080.001	Records documenting the development and establishment of the agency's personnel policies. Includes:	Retain as Territory Archives
	 policy proposals; research papers; results of consultations; supporting reports; major drafts; final policy documents. 	
012.080.002	Working papers documenting the development of all personnel policies.	Destroy 3 years after promulgation of new policy
012.080.003	Records documenting comments made on the development of government-wide policies relating to the personnel function.	Destroy 2 years after promulgation of new policy
012.080.004	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.

Entry No. 012.082.001	Description of Records Master set of agency manuals, handbooks, directives, etc. detailing procedures supporting the personnel function.	Disposal Action Destroy 5 years after procedures are superseded
012.082.002	Records documenting the development of agency procedures supporting the personnel function.	Destroy 1 year after completion of procedures
012.082.003	Copies of manuals, handbooks, directives etc.	Destroy 6 months after last action

Recruitment

The process of recruiting which includes applying for approval to fill existing vacancies, advertising vacant positions and handling applications, interviews, selection, culling and appointment. Also includes recruiting volunteers.

Entry No. 012.086.001

Description of Records

Records documenting the filling of vacancies Destroy 1 year after in an agency. Includes officers and executive and temporary employees. Includes:

Disposal Action

recruitment has been finalised

- advertisements;
- applications;
- referee reports;
- interview reports;
- gazette notices;
- notification to unsuccessful applicants.

[For letter of appointment to the successful applicant and supporting documentation, use PERSONNEL - Employment Conditions.

For post recruitment counselling, use PERSONNEL - Counselling.]

012.086.002 Records documenting the management of unsolicited applications.

Destroy 1 year after last action

Rehabilitation

The process of managing programs designed to restore the injured worker to the fullest physical, psychological, social, vocational and economic usefulness of which they are capable - consistent with pre-injury status. Includes early intervention with appropriate, adequate and timely services through the use of a rehabilitation coordinator.

Entry No. 012.087.001

Description of Records

Records documenting the rehabilitation of workers to full employment which are not related to a compensation case. Includes return to work plans.

[For rehabilitation records relating to compensation cases, use COMPENSATION -Case Management.]

Disposal Action

Destroy 7 years after completion of rehabilitation

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.]

Entry No.	Description of Records	Disposal Action
012.088.001	Final versions of formal internal reports and reports made to external agencies relating to the personnel function (e.g. workplace diversity report).	Destroy 5 years after last action
012.088.002	Records documenting surveys carried out support the personnel function.	Destroy 5 years after last action
012.088.003	Final version of periodic internal reports on general administrative matters used to monitor and document recurring activities to support the personnel function.	Destroy 3 years after last action
012.088.004	Working papers documenting the development of all reports. Includes drafts and comments received.	Destroy 1 year after report is completed
012.088.005	Copies of personnel reports.	Destroy 6 months after last action

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.

Disposal Action

Destroy 3 years after

end of appointment

Entry No.
012.090.001

Description of Records

Records documenting the nomination, appointment, resignation from and/or termination of agency representatives on bodies considering matters relating to the personnel function.

[For appointments on community RELATIONS - Representatives.

For appointments on government bodies, use GOVERNMENT RELATIONS -Representatives.]

organisations, use COMMUNITY

Reviewing

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

[For review of a recruitment decision, use PERSONNEL - Reviews (decisions).]

Entry No.	Description of Records	Disposal Action
012.093.001	Records documenting a review of agency programs and operations supporting the personnel function. Includes documents establishing the review, final version of report and action plan.	Destroy 5 years after last action
012.093.002	Working papers documenting a review of agency programs and operations supporting the personnel function.	Destroy 2 years after last action

Reviews (decisions)

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

[For disciplinary action taken as a result of a misconduct charge, use PERSONNEL - Discipline.]

Entry No.	Description of Records	Disposal Action
012.094.001	Records documenting reviews of actions, other than reviews of promotion decisions, either carried out within the agency or by an external authority.	Destroy 5 years after last action
012.094.002	Records documenting applications for reviews of action that were not proceeded with (e.g. if the application for review is considered frivolous or vexatious).	<u> </u>
012.094.003	Records documenting reviews of promotion decisions.	Destroy 1 year after recruitment has been finalised

Salaries

The process of managing the payment of salaries to personnel.

Entry No. 012.096.001	 Description of Records Records documenting the payment of employees' salaries. Includes: taxation declaration records; group certificates; payroll deduction authorities; records relating to the recovery of overpayments; deductions to satisfy a judgement debt; employee pay history records. [For the payment of salaries, use FINANCIAL MANAGEMENT - Salaries.] 	Disposal Action Destroy 75 years after date of birth of employee or 7 years after last action, whichever is later
012.096.002	Records documenting superannuation deductions.	Destroy 7 years after termination of employment in the ACTPS
012.096.003	Records documenting the management of special salary packaging arrangements. Includes Fringe Benefit Tax (FBT) arrangements.	Destroy 7 years after last action

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.

[For the issue of keys to employees, use PROPERTY MANAGEMENT - Security or EQUIPMENT & STORES - Security.

For security breaches by an employee involving the inappropriate handling of records and/or the disclosure of information, use INFORMATION MANAGEMENT - Security.

For security breaches by an employee involving premises, use PROPERTY MANAGEMENT - Security.

For security breaches by an employee involving equipment and stores, use EQUIPMENT & STORES - Security.

For security breaches by an employee involving the use of technology, use TECHNOLOGY & TELECOMMUNICATIONS - Security.

For any disciplinary action taken against an employee for a breach of security, use PERSONNEL - Discipline.]

Entry No. 012.097.001	Description of Records Register of security clearances and passes held by agency staff.	Disposal Action Destroy 10 years after last entry
012.097.002	Records documenting the issue of security passes to employees.	Destroy 5 years after pass expires
012.097.003	Records documenting security checks (vetting) carried out as part of preengagement and pre-employment checks, or periodic reviews.	Destroy 5 years after separation from the ACTPS or 6 years after the date of the last clearance check on file, whichever is sooner

Separations

The activities associated with managing any method of leaving an agency. Includes resignation, transfer to another agency, retirement, dismissal, death, redundancy, retrenchment and dispensations of services of temporary personnel.

Entry No.	Description of Records	Disposal Action
012.098.001	Records documenting the separation of officers and executives. Includes:	Destroy 75 years after date of birth of
	 retirements (including retirement with incentive); resignations; voluntary redundancies; dismissal; death; transfer to another agency; retrenchment. 	employee or 7 years after last action, whichever is later
012.098.002	Records documenting the termination of a non-ongoing employee before the completion of a specified term of employment.	Destroy 7 years after termination

Social clubs

The activities involved in the agency's relationship with social clubs.

Entry No.	Description of Records	Disposal Action
012.099.001	Records documenting staff social clubs	Destroy 2 years after
	including support and/or sponsorship given by last action	
	the agency.	

Suggestions

The process of using suggestions from personnel and the public to improve the services and processes of the agency.

Entry No.	Description of Records	Disposal Action
012.103.001	Records documenting management of staff suggestion schemes promoted by an agency, including staff suggestions.	Destroy 2 years after last action

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.

Entry No. 012.104.001	Description of Records Final versions of signed contracts under seal	Disposal Action Destroy 12 years after completion or other termination of agreement or contract
012.104.002	Signed simple contracts and agreements resulting from tenders and supporting records.	Destroy 7 years after completion or other termination of agreement or contract
012.104.003	Records documenting the development, issue and evaluation of tenders, including simple contracts and agreements, unsuccessful tenders or a tender process where there is no suitable bidder, or where the tender process has been discontinued. Records may include: • draft contract; • due diligence checks; • evaluation and final reports; • Expression of Interest; • post-offer negotiations; • public notices; • recommendations; • Request for Proposals; • Request for Tender (RFT); • Statement of Requirements.	Destroy 7 years after last action
012.104.004	Contract and Tender registers	Destroy 7 years after last action

Training

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

[For internal and external training courses attended by staff, use PERSONNEL - Training.

For conferences attended by staff, use PERSONNEL - Conferences.]

Entry No. 012.105.001	Description of Records Records documenting occupational health and safety training provided to agency staff including managers and occupational health and safety representatives. Includes hazardous substance training and training provided to staff working in confined spaces.	training is completed
012.105.002	Occupational health and safety (OH&S) training register.	Destroy 50 years after last entry
012.105.003	Records documenting the administration of specific study schemes (e.g. Studybank, scholarships, agency-supported apprenticeship and other specific trainee schemes).	Destroy 7 years after last action
012.105.004	Notices of examination results of either internal or external courses attended by staff.	Destroy 7 years after last action
012.105.005	Records documenting the administration of government-wide initiatives.	Destroy 5 years after last action
012.105.006	Records detailing staff attendance at both internal and external courses including records documenting assessments of courses and course evaluations made by staff after attending courses.	Destroy 3 years after last action

Training (Continued)

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

[For internal and external training courses attended by staff, use PERSONNEL - Training. For conferences attended by staff, use PERSONNEL - Conferences.]

Entry No. 012.105.007

Description of Records

Disposal Action

last action

Records detailing administrative arrangements Destroy 2 years after supporting the conduct of and attendance of staff at training courses run internally by the agency. Includes:

- lodgement of application forms;
- processing applications;
- confirmation of course attendance venue bookings;
- hire of equipment;
- catering;
- copies of financial records.

[For the payment of accounts supporting the running of internal courses, use FINANCIAL MANAGEMENT - Accounting and Payments.

For travel and accommodation arrangements made for staff to attend training courses, use PERSONNEL - Arrangements.]

012.105.008 Working papers documenting the development of training material for courses run internally by the agency.

Destroy 1 year after training material is produced

012.105.009 Master set of training material for courses run Destroy 6 months internally by the agency (e.g. induction courses, graduate training and training of volunteers). Includes:

after last action

- programs;
- lecture notes;
- hand-outs;
- films and videos.

[For publishing training material, use PUBLICATION - Production.]

RETAIN AS TERRITORY ARCHIVES

PERSONNEL

The function of managing all employees and volunteer workers in the agency. Including encouraging staff to develop their skills and abilities (through activities, programs and events) to maximise their potential and increase their productivity by identifying and implementing all aspects of training and development needs and programs (internal and external) available. Also includes reviews of actions, overtime, salaries, superannuation, working hours.

Policy

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

Entry No. 012.080.001

Description of Records

Records documenting the development and establishment of the agency's personnel policies. Includes:

- policy proposals;
- research papers;
- results of consultations;
- supporting reports;
- major drafts;
- final policy documents.

Disposal Action

Retain as Territory Archives

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

Amendments to the Personnel Records Disposal Schedule

Dated xxxxx 2015

Function (Amendments)

New Features (Insertions)			
Activity	Entry no.	Description	
Customer Service	012.030.001	New class to cover help desk voice recordings and associated records.	

Enhancements (Changes) Activity Entry no. **Description** Acquisition Scope Note Classification and disposal guidance added. Addresses (presentations) 012.004.002 Class combined with 012.004.001. Advice Scope Note Classification and disposal guidance added. Classification and disposal guidance added. Agreements Scope Note Audit 012.013.002 Class combined with 012.013.001. Claims Scope Note Classification and disposal guidance added. Committees Scope Note Classification and disposal guidance added. Conferences 012.022.002 Class combined with 012.022.001. 012.022.003 Moved to class 012.022.002. Conferences 012.022.004 Moved to class 012.022.003. Conferences Conferences 012.022.006 Class combined with 012.022.005 and deleted. Discipline 012.033.001 Disposal action changed to correct the incorrect retention period. 012.065.002 Class combined with 012.065.001. Leave Leave 012.065.003 Moved to class 012.065.002. Performance Management 012.078.002 Class combined with 012.078.001. Performance Management 012.078.003 Moved to class 012.078.002. 012.079.002 Class combined with 012.079.001. Planning

Classes combined and moved to 012.079.002.

012.079.003

Planning

Enhancements (Changes)

Activity	Entry no.	Description
	012.079.004	
Planning	012.079.005 012.079.006	Classes combined and moved to 012.079.003.
Planning	012.079.007	Moved to class 012.079.004.
Security	012.097.003	Disposal action changed to correct the incorrect retention period.
Tendering	012.097.001	Class description changed.
Tendering	012.097.002 012.097.003 012.097.004	Classes combined and moved to 012.097.002.
Tendering	012.097.006	Moved to class 012.097.002.
Tendering	012.097.005 012.097.007	Classes combined and moved to 012.097.003.
Training	012.105.007	Class combined with 012.105.006.
Training	012.105.008 012.105.009	Classes combined and moved to 012.105.007.
Training	012.105.010	Moved to class 012.105.008.
Training	012.105.011	Moved to class 012.105.009.