

Australian Capital Territory

Territory Records (Records Disposal Schedule – Traffic & Transport Records) Approval 2015 (No 1)

Notifiable instrument NI2015-362

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 – Traffic & Transport Records) Approval 2015 (No 1)

2. Approval

I approve the Records Disposal Schedule – Traffic & Transport Records.

3. Commencement

This instrument commences on the day after notification.

4. Revocation

I revoke Notifiable Instrument NI2004-180.

Danielle Wickman
Director of Territory Records
3 July 2015



Records Disposal Schedule

Traffic & Transport Records

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INTRODUCTION

The *Records Disposal Schedule - Traffic & Transport 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 traffic and transport 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 - Traffic & Transport 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 Traffic & Transport 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 - Traffic & Transport 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. 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:

Evidence Act 2011

Freedom of Information Act 1989

Interstate Road Transport Act 1985 (Cwlth)

Interstate Road Transport Charge Act 1985 (Cwlth)

Limitation Act 1985

Motor Vehicle Standards Act 1989 (Cwlth)

NRMA-ACT Road Safety Trust Act 1992

Public Unleased Land Act 2013

Road Transport (Alcohol and Drugs) Act 1977

Road Transport (Driver Licensing) Act 1999

Road Transport (General) Act 1999

Road Transport (Mass, Dimensions and Loading) Act 2009

Road Transport (Public Passenger Services) Act 2001

Road Transport (Safety and Traffic Management) Act 1999

Road Transport (Third-Party Insurance) Act 2008

Road Transport (Vehicle Registration) Act 1999

Territory Records Act 2002

Work Health and Safety 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.

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

TRAFFIC & TRANSPORT

The function of developing policy and planning for transport infrastructure to ensure the safe and efficient movement of traffic, including management of traffic (i.e. Local Area Traffic Management), parking enforcement and the regulation and monitoring of transport service providers, (e.g. Taxis, Hire Car Operators, Inspection Stations and Authorised Examiners), vehicle registration and the setting of fees for insurance purposes. Also includes all services and facilities for the supply of road, rail or water transport and includes all forms of public transport, (e.g. buses, ferries, rail, taxis).

Accreditation

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

Advice

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

Agreements

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

Audit

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

Authorisation

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

Committees

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

Compliance

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

Conferences

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

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.

Infringements

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

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.

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.

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.

Registration

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

Reporting

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

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

Research

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

Reviewing

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

Reviews (decisions)

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

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.

Standards

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

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

TRAFFIC & TRANSPORT

The function of developing policy and planning for transport infrastructure to ensure the safe and efficient movement of traffic, including management of traffic (i.e. Local Area Traffic Management), parking enforcement and the regulation and monitoring of transport service providers, (e.g. Taxis, Hire Car Operators, Inspection Stations and Authorised Examiners), vehicle registration and the setting of fees for insurance purposes. Also includes all services and facilities for the supply of road, rail or water transport and includes all forms of public transport, (e.g. buses, ferries, rail, taxis).

[For the construction and maintenance of road and rail infrastructure, use ROAD AND RAIL MANAGEMENT.]

Accreditation

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

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
189.158.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting the accreditation of public transport service providers, including: <ul style="list-style-type: none">● taxi operators;● bus operators;● hire car operators;● accredited driving and motorcycle riding instructors;● quality assurance accreditation of Road User Services;● authorised inspection stations;● authorised examiner repairers;● trader plates applications and certificates of business, including listing of current businesses.	Destroy 7 years after accreditation expires or is cancelled

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.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
189.005.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting advice (other than legal advice) relating to traffic and transport matters with Territory or National significance affecting policy or the subject of high public or political interest. Including advice provided by the agency to members of the public or other organisations and advice received from internal or external organisations or from members of the public.	Retain as Territory Archives
189.005.002 ■■■■■■■■■■■■■■■■■■■■	Records documenting routine advice (other than legal advice) relating to the provision of traffic and transport services in the Territory with no Territory or National significance affecting policy or were not the subject of high public or political interest. Including advice provided by the agency to members of the public or other organisations and advice received from internal or external organisations or from members of the public.	Destroy 7 years after last action

Agreements

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

[For agreements with other governments, including international governments, use GOVERNMENT RELATIONS - Agreements.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
189.006.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting the negotiation, establishment, maintenance and review of agreements and memorandums of understanding, including final versions, relating to the provision of traffic and transport that are significant to the Territory or have national impact or high public or political interest.	Retain as Territory Archives
189.006.002 ■■■■■■■■■■■■■■■■■■■■	Records documenting the negotiation, establishment, maintenance and review of agreements, including final versions, relating to the provision of traffic and transport that are not significant to the Territory or have no national impact or high public or political interest.	Destroy 7 years after agreement expires or is superseded

Audit

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

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
189.013.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting the planning and conducting of internal and external audits relating to the provision of traffic and transport services in the Territory, including Roads Safety Audits, quality assurance, Accredited Driving Instructors, and the Authorised Inspection Scheme. Also includes: <ul style="list-style-type: none"> ● liaison with the auditing body; ● minutes of meetings; ● notes taken at interviews; ● draft reports, and comments. 	Destroy 7 years after last action

Compliance

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

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
189.021.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting routine compliance inspections of service provider’s premises, facilities, equipment and vehicles relating to the provision of traffic and transport services in the Territory, including: <ul style="list-style-type: none">• accredited bus operators;• taxi operators;• hire car operators;• ferry operators;• rail operators;• accredited driving or motorcycle riding instructors; and• the authorised examiners scheme in the ACT.	Destroy 20 years after last action
189.021.002 ■■■■■■■■■■■■■■■■■■■■	Records documenting the issuing of Disciplinary Notices for non-compliance to service provider’s, including: <ul style="list-style-type: none">• accredited bus operators;• taxi operators;• hire car operators;• ferry operators;• rail operators;• accredited driving or motorcycle riding instructors; and• the authorised examiners scheme in the ACT.	Destroy 20 years after last action
189.021.003 ■■■■■■■■■■■■■■■■■■■■	Records documenting compliance inspections of modified vehicles, imported vehicles, individual constructed vehicles, and written off and re-built vehicles for compliance to standards.	Destroy 7 years after last action
189.021.004 ■■■■■■■■■■■■■■■■■■■■	Records documenting compliance to traffic and transport rules and standards of vehicles and traffic, including On Road Vehicle Inspections, Heavy Vehicle monitoring and Temporary Traffic Management plans and controls.	Destroy 7 years after last action

Conferences

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

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
189.022.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting the activities involved in arranging conferences held by the agency or attending conferences held by other agencies or organisations relating to traffic and transport topics and issues. Includes registrations, publicity and reports of participants.	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>
189.025.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting contract management relating to the provision of traffic and transport services in the Territory that is significant to the Territory or has national impact or high public or political interest. Includes: minutes of meetings with contractors and performance and evaluation reports.	Retain as Territory Archives
189.025.002 ■■■■■■■■■■■■■■■■■■■■	Records documenting contract management relating to the provision of traffic and transport services in the Territory that is not significant to the Territory or does not have national impact or high public or political interest. Includes: minutes of meetings with contractors and performance and evaluation reports.	Destroy 7 years after completion or other termination of agreement or contract

Evaluation

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

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
189.042.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting the evaluation of schemes and programs relating to the provision of traffic and transport services in the Territory that are significant to the Territory or have national impact or high public or political interest.	Retain as Territory Archives
189.042.002 ■■■■■■■■■■■■■■■■■■■■	Records documenting the evaluation of schemes and programs designed specifically to help young people in the ACT to become safer and more competent drivers, (e.g. the Road Ready Program, including Road Ready Plus).	Retain as Territory Archives
189.042.003 ■■■■■■■■■■■■■■■■■■■■	Records documenting the evaluation of programs relating to the provision of traffic and transport services in the Territory not designed for young people or are not significant to the Territory or have no national impact or high public or political interest. Includes the evaluation of traffic “black spots” and Local Area Traffic Management treatments (e.g. speed reduction measures).	Destroy 15 years after evaluation

Fees and Charges Determination

The activities associated with determining fees and charges.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
189.201.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting the activities associated with determining fees and charges for the provision of traffic and transport services in the Territory, (e.g. bus and rail fares, traffic fines and road opening permits). <i>[For records relating to guidelines for the waiver of fees, use TRAFFIC & TRANSPORT – Procedures.]</i>	Destroy 7 years after last action

Joint ventures

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

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
189.062.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting the management of joint ventures relating to the provision of traffic and transport services in the Territory with Territory or National significance or were the subject of high public or political interest. Includes records relating to the establishment, maintenance and review of joint venture agreements and contracts.	Retain as Territory Archives
189.062.002 ■■■■■■■■■■■■■■■■■■■■	Records documenting the management of joint ventures relating to the provision of traffic and transport services in the Territory. Includes records relating to the establishment, maintenance and review of joint venture agreements and contracts.	Destroy 7 years after last action

Leasing out

The activities involved in leasing-out items, equipment, accommodation, premises or real estate to another agency, organisation, group or person for a specified period and agreed price. Includes the formal documentation setting out conditions, rights, responsibilities, etc. of both parties. Also includes subleasing.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
189.065.001 ■■■■■■■■■■■■■■■■■■■■	Records relating to the leasing out or chartering of buses or other transport vehicles for sporting events, private functions or individual use. <i>[For the payment of hiring fees or charges, use FINANCIAL MANAGEMENT – Accounting or FINANCIAL MANAGEMENT – Payments.]</i>	Destroy 7 years after last action

Liaison

The activities associated with maintaining regular general contact between the agency and professional associations, professionals in related fields, other private sector organisations and community groups. Includes sharing informal advice and discussions, membership of professional associations and collaborating on projects that are not joint ventures.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
189.067.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting liaison between the agency and national or commonwealth bodies, (e.g. Australian Federal Police, National Transport Commission) with Territory or National significance on traffic and transport matters affecting policy or were the subject of high public or political interest. Includes liaison with the NRMA-ACT Road Safety Trust on policy issues and related submissions.	Retain as Territory Archives
189.067.002 ■■■■■■■■■■■■■■■■■■■■	Records documenting routine liaison between the agency and national or commonwealth bodies, (e.g. Australian Federal Police, National Transport Commission) without Territory or National significance. Also includes activities associated with maintaining regular contact between the agency and professional associations, private sector organisations and community groups, collaborating on projects that are not joint ventures and discussions and sharing of information.	Destroy 7 years after last action

Meetings

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

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
189.072.001 ■■■■■■■■■■■■■■■■■■■■■■	Minutes, agendas and discussion papers for meetings with national bodies on transport and traffic matters.	Retain as Territory Archives
189.072.002 ■■■■■■■■■■■■■■■■■■■■■■	Final versions of minutes and supporting documents tabled at meetings with local or state bodies held to support the provision of traffic and transport services in the Territory. Includes meetings with external agencies.	Destroy 7 years after last action
189.072.003 ■■■■■■■■■■■■■■■■■■■■■■	Working papers documenting the conduct and administration of managers meetings, staff meetings of business units held to support the provision of traffic and transport services in the Territory. Includes agendas, notices.	Destroy 6 months after last action

Planning

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

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
189.079.001 ■■■■■■■■■■■■■■■■■■■■■■	Records documenting the planning of long term strategies for high quality and sustainable transport for the ACT. Includes ACT road safety strategies and action plans.	Retain as Territory Archives
189.079.002 ■■■■■■■■■■■■■■■■■■■■■■	Records documenting planning measures taken to improve the safety of drivers, cyclists and pedestrians (excludes records relating to the Road Ready program).	Destroy 10 years after last action
189.079.003 ■■■■■■■■■■■■■■■■■■■■■■	Records documenting the development of plans to meet short term traffic and transport objectives, (e.g. truck routes and road limits). Includes working papers, reports analysing issues, comments received from other areas of the agency and final versions of plans.	Destroy 7 years after strategies or plans are superseded

Procedures

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

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
189.082.001 ■■■■■■■■■■■■■■■■■■■■	Master set of agency manuals, handbooks, etc., detailing procedures supporting the provision of traffic and transport services in the Territory.	Destroy 7 years after procedures are superseded
189.082.002 ■■■■■■■■■■■■■■■■■■■■	Records documenting the development of agency procedures supporting the provision of traffic and transport services in the Territory, including guidelines for the waiver of fees and charges, issuing of passes for student concessions and free travel and guidelines for processing applications for ticket replacements. <i>[For applications for student concession passes, free travel passes or for replacement tickets, use FINANCIAL MANAGEMENT – Accounting or FINANCIAL MANAGEMENT – Payments.]</i>	Destroy 1 year after production of procedures

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.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
189.084.001 ■■■■■■■■■■■■■■■■■■■■■■	Records documenting complaints from members of the community about public transport services or development, including taxi, bus, rail, ferry and hire car services with Territory or National significance, were the subject of high public or political interest or resulted in significant changes to policies. <i>[For letters of appreciation received by the agency, use COMMUNITY RELATIONS – Public Reaction.]</i>	Retain as Territory Archives
189.084.002 ■■■■■■■■■■■■■■■■■■■■■■	Records documenting complaints from members of the community about public transport and traffic matters, including Local Area Traffic Management, residential parking taxi, bus, rail, ferry and hire car services with no Territory or National significance, were not the subject of high public or political interest or did not result in significant changes to policies. <i>[For letters of appreciation received by the agency, use COMMUNITY RELATIONS – Public Reaction.]</i>	Destroy 7 years after last action

Registration

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

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
189.155.001 ■■■■■■■■■■■■■■■■■■■■■■	Vehicle registration registers.	Retain as Territory Archives
189.155.002 ■■■■■■■■■■■■■■■■■■■■■■	Records documenting the granting, renewal and cancellation of all vehicle registrations in the ACT. Includes surrendered vehicle registrations and registrations not renewed and the establishment and maintenance of vehicle registration registers.	Destroy 7 years after last action

Reporting

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

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

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

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

Entry No.	Description of Records	Disposal Action
189.088.001 ■■■■■■■■■■■■■■■■■■■■	Final versions of formal internal and external reports relating to traffic and transport issues significant to the Territory or have national impact or significant public or political interest, (e.g. ACT Road Crash Statistics).	Retain as Territory Archives
189.088.002 ■■■■■■■■■■■■■■■■■■■■	Final versions of formal internal and external reports relating to traffic and transport issues without significance to the Territory or that do not have national impact or significant public or political interest. Includes working papers documenting the development of all reports, including routine monthly reports.	Destroy 7 years after last action

Research

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

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
189.091.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting major research carried out to support the provision of traffic and transport services in the Territory that resulted in major policy changes, innovative infrastructure or traffic and transport designs and strategies.	Retain as Territory Archives
189.091.002 ■■■■■■■■■■■■■■■■■■■■	Records documenting major research carried out to support the provision of traffic and transport services in the Territory that did not result in major policy changes, innovative infrastructure or traffic and transport designs and strategies.	Destroy 7 years after last action
189.091.003 ■■■■■■■■■■■■■■■■■■■■	Records documenting minor research carried out to support the provision of traffic and transport services in the Territory.	Destroy 6 months after last action

Reviewing

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

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
189.093.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting liaison and negotiation with transport providers, (e.g. bus, rail or ferry operators), for reviewing routes, frequency of services and timetables.	Retain as Territory Archives
189.093.002 ■■■■■■■■■■■■■■■■■■■■	Records documenting the monitoring of traffic speeds and volumes. Includes traffic studies and transport surveys and reviews of road limits and vehicle usage of roads, including heavy vehicles.	Destroy 10 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.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
189.094.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting reviews of decisions relating to all types of driver and motorcycle rider licensing, vehicle registration and parking infringement issues. Includes the agency's response to the request for review and reviews by external agencies.	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>
189.100.001 ■■■■■■■■■■■■■■■■■■■■	Records of Authorised Persons listed at Road User Services.	Retain as Territory Archives
189.100.002 ■■■■■■■■■■■■■■■■■■■■	Records documenting negotiations and liaison with providers of traffic and transport services, including records relating to routes, frequency of services and timetables.	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>
189.168.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting the standards for vehicle modifications, personal vehicle imports, re-called vehicles and rally cars. Also includes standards for taxi operators, bus operators, hire car operators and accredited public passenger service operators.	Retain as Territory Archives
189.168.002 ■■■■■■■■■■■■■■■■■■■■	Records documenting the implementation of industry and agency standards to support the provision of traffic and transport services, including medical standards and guidelines in relation to the issuing of driver licences and infrastructure assets performing traffic & transport functions. i.e. sign posts, signage, line marking etc.	Destroy 7 years after standards are superseded

RETAIN AS TERRITORY ARCHIVES

TRAFFIC & TRANSPORT

The function of developing policy and planning for transport infrastructure to ensure the safe and efficient movement of traffic, including management of traffic (i.e. Local Area Traffic Management), parking enforcement and the regulation and monitoring of transport service providers, (e.g. Taxis, Hire Car Operators, Inspection Stations and Authorised Examiners), vehicle registration and the setting of fees for insurance purposes. Also includes all services and facilities for the supply of road, rail or water transport and includes all forms of public transport, (e.g. buses, ferries, rail, taxis).

[For the construction and maintenance of road and rail infrastructure, use ROAD AND RAIL MANAGEMENT.]

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.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
189.005.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting advice (other than legal advice) relating to traffic and transport matters with Territory or National significance affecting policy or the subject of high public or political interest. Including advice provided by the agency to members of the public or other organisations and advice received from internal or external organisations or from members of the public.	Retain as Territory Archives

Agreements

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

[For agreements with other governments, including international governments, use GOVERNMENT RELATIONS - Agreements.]

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
189.006.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting the negotiation, establishment, maintenance and review of agreements and memoranda of understanding, including final versions, relating to the provision of traffic and transport that are significant to the Territory or have national impact or high public or political interest.	Retain as Territory Archives

Committees

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

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

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

Entry No.	Description of Records	Disposal Action
189.020.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting high-level corporate, inter-agency or inter-government committees with overall responsibility for making major decisions in the area of providing traffic and transport services in the Territory. Includes: <ul style="list-style-type: none"> • documents establishing the committee; • final versions of minutes; • reports; • recommendations; • supporting documents such as briefing and discussion papers; • working papers. 	Retain as Territory Archives

Contracting out

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

Entry No.	Description of Records	Disposal Action
189.025.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting contract management relating to the provision of traffic and transport services in the Territory. Includes: minutes of meetings with contractors and performance and evaluation reports that are significant to the Territory or have national impact or high public or political interest.	Retain as Territory Archives

Evaluation

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

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
189.042.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting the evaluation of schemes and programs relating to the provision of traffic and transport services in the Territory that are significant to the Territory or have national impact or high public or political interest.	Retain as Territory Archives
189.042.002 ■■■■■■■■■■■■■■■■■■■■	Records documenting the evaluation of schemes and programs designed specifically to help young people in the ACT to become safer and more competent drivers, (e.g. the Road Ready Program, including Road Ready Plus).	Retain as Territory Archives

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.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
189.062.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting the management of joint ventures relating to the provision of traffic and transport services in the Territory with Territory or National significance or were the subject of high public or political interest. Includes records relating to the establishment, maintenance and review of joint venture agreements and contracts.	Retain as Territory Archives

Liaison

The activities associated with maintaining regular general contact between the agency and professional associations, professionals in related fields, other private sector organisations and community groups. Includes sharing informal advice and discussions, membership of professional associations and collaborating on projects that are not joint ventures.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
189.067.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting liaison between the agency and national or commonwealth bodies, (e.g. Australian Federal Police, National Transport Commission) with Territory or National significance on traffic and transport matters affecting policy or were the subject of high public or political interest. Includes liaison with the NRMA-ACT Road Safety Trust on policy issues and related submissions.	Retain as Territory Archives

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.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
189.072.001 ■■■■■■■■■■■■■■■■■■■■	Minutes, agendas and discussion papers for meetings with national bodies on transport and traffic matters.	Retain as Territory Archives

Planning

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

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
189.079.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting the planning of long term strategies for high quality and sustainable transport for the ACT. Includes ACT road safety strategies and action plans.	Retain as Territory Archives

Registration

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

Entry No.	Description of Records	Disposal Action
189.155.001 ■■■■■■■■■■■■■■■■■■■■	Vehicle registration registers.	Retain as Territory Archives

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
189.088.001 ■■■■■■■■■■■■■■■■■■■■	Final versions of formal internal and external reports relating to traffic and transport issues significant to the Territory or have national impact or significant public or political interest, (e.g. ACT Road Crash Statistics).	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
189.091.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting major research carried out to support the provision of traffic and transport services in the Territory that resulted in major policy changes, innovative infrastructure or traffic and transport designs and strategies.	Retain as Territory Archives

Reviewing

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

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
189.093.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting liaison and negotiation with transport providers, (e.g. bus, rail or ferry operators), for reviewing routes, frequency of services and timetables.	Retain as Territory Archives

Standards

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

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
189.100.001 ■■■■■■■■■■■■■■■■■■■■	Records documenting the standards for vehicle modifications, personal vehicle imports, re-called vehicles and rally cars. Also includes standards for taxi operators, bus operators, hire car operators and accredited public passenger service operators.	Retain as Territory Archives

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.

<i>Entry No.</i>	<i>Description of Records</i>	<i>Disposal Action</i>
189.104.001 ■■■■■■■■■■■■■■■■■■■■	Final versions of signed contracts under seal with government bodies or private organisations that <ul style="list-style-type: none"> • have major significance to the agency; • have implications for major liabilities or obligations for the agency; • establish a precedent; • involved significant political or public interest. 	Retain as Territory Archives