



DA 2023-004

**General Retention and Disposal Authority for State  
Government Information**

DA Type: General

## General Retention and Disposal Authority for State Government Information

<b>Disposal Authority No</b>	2023-004
<b>Disposal Authority Type</b>	General
<b>Organisation/s</b>	[Applies to all State Government organisations]
<b>Disposal Authority Scope</b>	Fully revised General Retention and Disposal Authority for State Government Information, to supersede RD 2013-017
<b>Disposal Authority Status</b>	Approved by SRC
<b>Status Date</b>	29/08/2023

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# General Retention and Disposal Authority for State Government Information

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## INTRODUCTION

### 1. ABOUT THIS AUTHORITY

#### 1.1 Purpose of this General Retention and Disposal Authority

This General Retention and Disposal Authority for State Government Information (GRDASG), approved by the State Records Commission on the recommendation of the State Records Advisory Committee, is the official and continuing authority for the retention and disposal of common State government records in Western Australia.

This GRDASG covers records common to State government organisations in Western Australia, thereby providing consistent retention and disposal decisions. This GRDASG forms part of the retention and disposal component of the record keeping plan of each State government organisation, as required under section 16(3)(a-c) of the *State Records Act 2000*.

This GRDASG identifies records of State government organisations which are:

- State archives: State records that are to be retained permanently
- Temporary records: records that will be retained for a minimum period, as designated in the GRDASG, to satisfy legal, financial, business and public administration requirements before they may be destroyed.

If an organisation identifies any records which are **not** covered by the organisation's approved Retention and Disposal Authority / Sector Disposal Authority (whichever is applicable) or this GRDASG, the records **must not be destroyed**. In such a situation, the State Records Office (SRO) must be consulted to determine an appropriate course of action. No such records are to be destroyed until approval is obtained from the State Records Commission to amend the relevant disposal authority. The unauthorised destruction of government records is an offence under the *State Records Act 2000*.

The State Records Commission Standards and associated publications must be consulted before any disposal of records is conducted, whether as part of a formal / regular disposal program or on an ad hoc basis. Standards and publications are available on the SRO website.

This GRDASG supersedes:

- General Disposal Authority for State Government Information - DA 2013-017/1 (October 2017)

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- General Retention and Disposal Authority for Incidents and Allegations of Child Abuse or Neglect - DA 2020-003
- Ad Hoc Disposal Authority - COVID-19 Health and Vaccination Information - DA 2021-010
- Ad Hoc Disposal Authority - User Data in Government Mobile Device Applications (Apps) - DA 2022-004/1.

## 1.2 Scope of this General Retention and Disposal Authority

This GRDASG applies to records of common government activities / record categories performed by State government organisations and applies to records in all formats.

The GRDASG is arranged alphabetically by activity / record category, with disposal classes assigned respectively. Each activity / category can be applied to any **function** in the organisation.

Most activities are developed using Keyword AAA: A Thesaurus of General Terms (e.g. ARRANGEMENTS). Other record categories represent a particular set or type of record or subject (e.g. PERSONNEL MANAGEMENT).

To use this GRDASG, match the content of the file / records (not just the file / record title) to an activity / record category and apply the relevant retention and disposal action of that category. The retention and disposal action consists of:

- a disposal action - either "Retain as State archives", or "Destroy"
- a custody period - for records designated "Destroy", this provides the minimum retention period before destruction can take place.

Certain categories are designated "Retain in organisation". These are not considered State archives but are to be retained for the life of the organisation for ongoing administrative or reference purposes.

Records designated "State archives" must be retained permanently. The SRO document, Directions for keeping State archives awaiting transfer to the State Archives Collection, outlines how State archives are to be retained within organisations.

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## 1.3 Applying this General Retention and Disposal Authority

State government organisations must exercise caution when applying the retention and disposal decisions in this GRDASG to corresponding core business activities. 'Core business' means the organisation's main or essential business activity.

### For instance:

- The lead organisation/s charged with responding to and investigating ACCIDENTS, EMERGENCIES or INCIDENTS must include relevant records in their organisation Retention and Disposal Authority.
- The lead organisation/s charged with CONSTRUCTION / CAPITAL WORKS must include relevant records in their organisation Retention and Disposal Authority.
- Lead organisation/s charged with the planning and conduct of AUDITS, the investigation of CORRUPTION / MISCONDUCT, dealing with INFRINGEMENTS / LITIGATION / PROSECUTIONS, etc. must include the records of such activities in the organisation Retention and Disposal Authority.

The retention and disposal decisions in the GRDASG may be used as a guide for developing the retention and disposal decisions in organisation-specific Retention and Disposal Authorities, in consultation with the SRO.

## 2. SPECIFIC MATTERS

### 2.1 Use of the term "Significant" in this General Retention and Disposal Authority

In this GRDASG, each disposal class has usually been assigned a disposal action (e.g. "Retain as State archives" or "Destroy").

However, the significance of a given activity or event can vary. For example:

- **significant** accident or **other** accident
- **significant** acquisition or **other** acquisition

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- **significant** presentation or **other** presentation, etc.

To provide for these variations, in many cases, disposal classes have been split so that when an activity is **deemed significant** the records are designated as State archives, and when the activity is **deemed not significant** the records are sentenced for destruction. In the GRDASG, the term "significant" is used to identify records of archival value.

If the activity has any of the following characteristics, it is deemed **significant**:

- substantially impacts the whole-of-government function
- substantially impacts the implementation or development of legislation, regulations or government policy
- substantially impacts the organisation's business, structure or policy
- substantially impacts obligations, responsibilities or liabilities of the State or the organisation
- sets a legal or substantive precedent
- generates or involves substantial community or public interest, debate or controversy
- involves innovative, unique or precedent-setting practices, techniques or methods
- involves or affects property (land, infrastructure, structures, buildings or items) considered to have cultural, Aboriginal, environmental or heritage significance
- led or substantially contributed to a major investigation or formal inquiry
- concerns or affects the long term environmental impact on State land, waters and air.

The value of records can change over time. In assessing records that have reached their minimum retention period and are due for destruction, organisations should consider those that may have potential business or historic value, for possible further retention or archiving. Records that appear to be of interest as archival records should be referred to the SRO for review and evaluation.

See also section 2.4 of this Introduction, covering records relating to children.

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## 2.2 Investigations, Inquiries and Freedom of Information

If an Investigation or Inquiry is in progress (or likely or imminent), or if an access application under the *Freedom of Information Act 1992* has been lodged, all records relevant or subject to the Investigation / Inquiry / FOI application must be identified and retained until the action and any subsequent actions are completed. This applies regardless of whether the records in question are due for destruction.

## 2.3 Records relating to Aboriginal people

Section 76 of the *State Records Act 2000* requires that:

*"If a State records contains information about -*

*(a) Aboriginal cultural material or an Aboriginal site ...; or*

*(b) any other matter relating to the heritage of Aboriginal Australians,*

*these decisions must not be made unless Aboriginal bodies concerned with that information have been consulted about the decision -*

*(c) a decision on whether the record will be a State archive;*

*(d) if the record is not a State archive, a decision as to the retention period for the record".*

Section 76 of the *State Records Act 2000* also addresses requirements for restricted access decisions that may apply to State archives containing information about Aboriginal Australians or their culture.

Should an organisation identify records that may fall within the scope of section 76, consult the SRO.

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## **2.4 Records relating to children**

The Final Report of the Royal Commission into Institutional Responses to Child Sexual Abuse (Royal Commission) was handed down in 2017 and contains several recommendations concerning record keeping by institutions, including government organisations throughout Australia.

### **IMPORTANT NOTE - Retention of records relating to children**

In April 2018, the SRO issued a Disposal Freeze for government records relating to children. The SRO is currently working with organisations to address the retention and disposal of relevant records in their specific retention and disposal authorities, where applicable. **Until this process is complete, all government records relating to children must be retained in accordance with the Disposal Freeze.** In the interim, this GRDASG may be used to identify and sentence relevant retention periods for child-related records held in government organisations.

This version of the GRDASG includes amendments to enable the retention and disposal of records relating to incidents and allegations of child abuse or neglect. Such records may include:

- initial allegations, complaints or reports
- other reports including statutory reporting requirements
- case files or notes
- investigation or inquiry records
- evidence gathered including statements and interviews
- referrals to other bodies
- legal proceedings
- outcomes of investigations
- further actions or recommendations
- support or remedial action for individuals who have made allegations

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- relevant human resources records, such as staff misconduct and disciplinary actions.

In addition, certain categories of records in this GRDASG have been identified as possibly warranting further retention if they are considered potentially relevant to child abuse incidents or allegations in future. Organisations are responsible for assessing and determining the risk that business information may be required for such incidents or allegations. In determining this risk, the organisation should consider its core business, the level of interaction with children, and the nature of its interactions with children. See the document **Guidance for identifying and retaining records which may become relevant to an actual or alleged incident of child sexual abuse** on the SRO website for further information.

Any records relevant to an investigation of alleged child abuse or neglect **must** be retained until all actions relating to that investigation are completed. This applies regardless of whether the record has passed its minimum retention period as identified in this GRDASG.

## 2.5 Management of personal information

The *Freedom of Information Act 1992* defines personal information as:

*"personal information means information or an opinion, whether true or not, and whether recorded in a material form or not, about an individual, whether living or dead*

*(a) whose identity is apparent or can reasonably be ascertained from the information or opinion; or*

*(b) who can be identified by reference to an identification number or other identifying particular such as a fingerprint, retina print or body sample."*

Effective management of personal information (information that identifies an individual or could identify that individual) is of vital importance to all State government organisations that are required to obtain personal information about individuals in order to deliver services. Inappropriate use of personal information can compromise an individual's privacy, leading to undesirable outcomes for both the individual and the organisation. (Adapted from: Ombudsman Western Australia, *Guidelines for Agencies Management of Personal Information*, May 2013.)

State government organisations **must** store personal information securely, keep it no longer than necessary, protect it from misuse, unauthorised access, modification or disclosure, and dispose of it appropriately by ensuring no information is retrievable.



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## 3. DEFINITIONS

### 3. Definitions of terms

**Action completed:** The business as documented in the record/s has concluded; a project has been completed; a case has been closed; or all matters associated with an investigation or inspection have been finalised or completed. It does **NOT** mean the date the record/s were last used or accessed.

**Child:** a person who is under 18 years of age, and in the absence of positive evidence as to age, means a person who is apparently under 18 years of age (Source: *Children and Community Services Act 2004*)

**Child abuse:** may include physical abuse, sexual abuse, or emotional abuse (as defined in the *Children and Community Services Act 2004*).

**Child sexual abuse:** see **Sexual abuse**.

**Custody:** the minimum period the records will be retained before they are destroyed. Records designated as State archives must be retained permanently.

**Destroy:** the disposal action for a class of records identified as having temporary value, and which ultimately will be destroyed.

**Disposal action:** the action that occurs to the records once the retention period has expired. The final disposal action will be "Destroy" or "Retain as State archives".

**Employee:** a person employed by an organisation or under an employing authority, including those employed under a permanent, fixed term, temporary or casual contract of service. Includes any "worker" as defined by section 7 of the *Work, Health and Safety Act 2020* such as a contractor, subcontractor, self-employed person, outworker, apprentice or trainee, work experience student, employee of a labour hire company placed with a "host employer", and volunteers.

**Neglect:** includes failure by a child's parents to provide, arrange, or allow the provision of adequate care for the child, or effective medical, therapeutic or remedial treatment for the child. (Source: *Children and Community Services Act 2004*)

**Personal information:** information that identifies an individual or could identify that individual.

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**Retain in organisation:** records identified as **NOT** being State archives but which are to be retained in-house for the life of the organisation for ongoing administrative or reference purposes.

**Retain as State archives:** records to be retained permanently due to their value to the State of Western Australia.

**Sexual abuse:** in relation to a child, includes sexual behaviour in circumstances where (a) the child is the subject of bribery, coercion, a threat, exploitation or violence; or (b) the child has less power than another person involved in the behaviour; or (c) there is a significant disparity in the developmental function or maturity of the child and another person involved in the behaviour. (Source: *Children and Community Services Act 2004*)

A detailed definition is in the Royal Commission into Institutional Responses into Child Sexual Abuse Final Report, Volume 1, available at <https://www.childabuseroyalcommission.gov.au/final-report> .)

**Significant:** refer to section 2.1 of the Introduction.

**Successful audit:** successful completion of the audit for the financial year to which the records in question apply.

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No	Function/Activity	Description	Disposal Action	Custody
1	<b>EPHEMERAL RECORDS</b>	Ephemeral records: <ul style="list-style-type: none"> <li>• have no continuing value to the organisation</li> <li>• are generally only needed for a few hours or a few days</li> <li>• may not need to be placed within the official record keeping system.</li> </ul>		
1.1		Includes: <ul style="list-style-type: none"> <li>• after hours support call logs</li> <li>• blank or unused forms and templates developed by the organisation to enter transactions or activities</li> <li>• computer test records e.g. test data, test record forms</li> <li>• contact lists such as internal telephone directories, mailing lists and list of registered tradespersons and professionals</li> <li>• duplicate (or exact) copies of records, documents, circulars, forms, etc. where no substantial annotations have been made</li> <li>• duplicates / copies of tender submissions and specifications produced for distribution</li> </ul>	Destroy	Retain until business use ceases, then Destroy.

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No	Function/Activity	Description	Disposal Action	Custody
<i>EPHEMERAL RECORDS</i>				
		<ul style="list-style-type: none"> <li>• expressions of appreciation, sympathy or greetings with no enduring value. Includes Christmas cards, condolences, thank you cards and letters, and greeting cards</li> <li>• files created in error / empty files</li> <li>• information material produced by other organisations (where not used to make business decisions). Examples include price lists, catalogues, advertising material and brochures</li> <li>• library catalogues (hard copy or electronic) - individual catalogue entries</li> <li>• messages including voice mail, email, telephone messages, text messages or notes when the message <b>does not</b> relate to the business functions of the organisation</li> <li>• <b>near duplicates</b> of photographic and audio visual records - may include almost identical images or similar imagery with poor composition, lighting, focus and exposure. When assessed, they are deemed to add no value to the existing dataset</li> <li>• recordings of telephone calls that are recorded for customer service training or monitoring purposes</li> </ul>		

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No	Function/Activity	Description	Disposal Action	Custody
<i>ACCIDENTS / EMERGENCIES / INCIDENTS</i>				
		<ul style="list-style-type: none"> <li>• reference sets of manuals (internal and external), directories, addresses and contact lists</li> <li>• rough drafts of reports, correspondence, routine or rough calculations not circulated to other employees for comment / input, for which a final draft has been produced and placed on the appropriate subject file</li> <li>• transitory messages giving minor instructions of a routine instructional nature that are used to further some activity in either a paper-based or electronic format e.g. corrections, requesting file creation or retrieval, filing a letter, formatting documents</li> <li>• unsolicited letters or promotional material offering goods or services to the organisation</li> <li>• working papers, background notes and reference materials used to prepare or complete other documents (where these documents have been allocated to the appropriate subject file)</li> </ul>		
2	<b>ACCIDENTS / EMERGENCIES / INCIDENTS</b>	Management of accidents, emergencies and incidents, such as: <ul style="list-style-type: none"> <li>• injury to employees</li> <li>• injury to visitors and the public whilst on</li> </ul>		

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No	Function/Activity	Description	Disposal Action	Custody
<i>ACCIDENTS / EMERGENCIES / INCIDENTS</i>				
		<p>organisation premises</p> <ul style="list-style-type: none"> <li>• damage to organisation infrastructure, land, facilities, buildings, vehicles, equipment</li> <li>• actual or alleged incidents of child abuse or neglect involving persons external to the organisation.</li> </ul> <p>Includes notification, investigation, response, management and reporting.</p> <p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• CHILD ABUSE OR NEGLECT</li> <li>• CLAIMS</li> <li>• RISK MANAGEMENT / RISK ASSESSMENT</li> <li>• SECURITY / SURVEILLANCE</li> <li>• WORK HEALTH AND SAFETY</li> </ul>		
2.1		<p><b>Significant</b> accidents, emergencies or incidents, such as incidents that cause death or permanent disability.</p>	Archive	Retain as State archives.
2.2		<p>Incidents, allegations and reports of child abuse or neglect on organisation premises concerning a person external to the organisation.</p>	Destroy	Retain 100 years after action completed, then Destroy.

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No	Function/Activity	Description	Disposal Action	Custody
<i>ACCIDENTS / EMERGENCIES / INCIDENTS</i>				
2.3		Incidents, illnesses, injuries or trauma suffered by children; or that may have occurred following an incident whilst in care of the organisation operated child care services.	Destroy	Retain 7 years after child turns 18 (reaches age of majority) or 7 years after death, then Destroy.
2.4		Accidents, emergencies or incidents not included in previous sections and which impact the environment e.g. oil / chemical spills.	Destroy	Retain 20 years after action completed, then Destroy.
2.5		<b>Other</b> accidents, emergencies or incidents not included in previous sections.	Destroy	Retain 7 years after action completed, then Destroy.
3	<b>ACQUISITION / DISPOSAL</b>	<p>Acquisition and disposal of property, goods and services.</p> <p>Includes feasibility studies. investigations and analysis that led to acquisition / disposal, including related financial records.</p> <p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• AGREEMENTS / CONTRACTS / JOINT VENTURES / DEEDS</li> <li>• ALLOCATION / DISTRIBUTION</li> <li>• ASSET MANAGEMENT</li> <li>• BANKING / BANK ACCOUNTS</li> </ul>		

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No	Function/Activity	Description	Disposal Action	Custody
<i>ACQUISITION / DISPOSAL</i>				
		<ul style="list-style-type: none"> <li>• CONSTRUCTION / CAPITAL WORKS</li> <li>• CREDITORS</li> <li>• DATA MANAGEMENT</li> <li>• LEASING / LEASING OUT</li> <li>• MAINTENANCE</li> <li>• RECORDS / INFORMATION MANAGEMENT</li> <li>• SPONSORSHIPS / GRANTS / DONATIONS / SUBSIDIES</li> <li>• TAXATION</li> <li>• TENDERING</li> </ul>		
3.1		<b>Significant</b> acquisition or disposal of property (land or buildings), vehicles, equipment, stores, or other goods and services.	Archive	Retain as State archives.
3.2		Acquisition or disposal of contaminated (asbestos or other hazardous substances) land, buildings, plant or equipment, not included in previous section.	Destroy	Retain 100 years after disposal or action completed, whichever is later, then Destroy.
3.3		<b>Other</b> acquisition or disposal of property (land or buildings), vehicles, equipment, stores, or goods and services, not included in previous sections.	Destroy	Retain 7 years after disposal or action completed, whichever is later, then Destroy.



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No	Function/Activity	Description	Disposal Action	Custody
<i>ACQUISITION / DISPOSAL</i>				
3.4		Acquisition of office stationery and consumables.  Potential acquisitions or disposals not proceeded with or cancelled.	Destroy	Retain 2 years after action completed, then Destroy.
3.5		Title deeds and certificates of title.		After disposal of property, transfer documents to new owner.
4	<b>ADDRESSES / PRESENTATIONS / SPEECHES</b>	Addresses, presentations or speeches presented by or to organisation officers, such as for professional, community relations or sales purposes.  Includes: <ul style="list-style-type: none"><li>• preparatory and background material</li><li>• working papers and draft versions</li><li>• multimedia presentations and transcripts.</li></ul> <b>See also related ACTIVITIES:</b> <ul style="list-style-type: none"><li>• CELEBRATIONS / CEREMONIES / COMPETITIONS / EVENTS / HONOURS / AWARDS</li><li>• CONFERENCES / SEMINARS</li><li>• EDUCATION</li></ul>		

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No	Function/Activity	Description	Disposal Action	Custody
<i>ADDRESSES / PRESENTATIONS / SPEECHES</i>				
		<ul style="list-style-type: none"> <li>• PUBLISHING / PUBLICATIONS</li> <li>• TRAINING AND DEVELOPMENT</li> </ul>		
4.1		<p><b>Significant</b> addresses, presentations or speeches, presented by or to organisation officers, such as those:</p> <ul style="list-style-type: none"> <li>• given at major state or public occasions</li> <li>• delivered by ministers, board members, senior government officers or invited dignitaries.</li> </ul>	Archive	Retain as State archives.
4.2		<p><b>Other</b> addresses, presentations or speeches, not included in the previous section, such as:</p> <ul style="list-style-type: none"> <li>• general promotion of organisation services / programs</li> <li>• marketing of products.</li> </ul>	Destroy	Retain 5 years after action completed, then Destroy.
5	<b>ADVANCES</b>	<p>Money given or lent for a project or activity before its commencement or completion.</p> <p><b>See also related ACTIVITY:</b></p> <ul style="list-style-type: none"> <li>• AUTHORISATIONS / DELEGATIONS</li> </ul>		
5.1		<p>Treasurer's Advance Account - cash advances and sub-advances. Includes:</p> <ul style="list-style-type: none"> <li>• applications</li> </ul>	Destroy	Retain 6 years after successful audit, then Destroy.

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No	Function/Activity	Description	Disposal Action	Custody
<i>ADVICE</i>				
		<ul style="list-style-type: none"> <li>• authorisations</li> <li>• certificates of disposition of funds</li> <li>• refunds</li> <li>• requisition for advance</li> <li>• approval to open bank accounts to hold advances.</li> </ul> <p>Petty cash (imprest) advances and stamp account records. Includes:</p> <ul style="list-style-type: none"> <li>• petty cash books, sheets and receipts</li> <li>• correspondence regarding handovers / takeovers</li> <li>• balances and statements</li> <li>• records of internal checking by internal checking officers / audit.</li> </ul> <p>Supplementary funding - requisitions for supplementary funding.</p>		
6	<b>ADVICE</b>	<p>Advice, opinions or recommendations offered to or received by the organisation, such as:</p> <ul style="list-style-type: none"> <li>• legal advice</li> </ul>		

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No	Function/Activity	Description	Disposal Action	Custody
<i>ADVICE</i>				
		<ul style="list-style-type: none"> <li>• strategic project advice</li> <li>• briefing notes</li> <li>• instructions / directions</li> <li>• Requests for Information (RFI) and file notes.</li> </ul> <p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• CHILD ABUSE OR NEGLECT</li> <li>• ENQUIRIES</li> <li>• FREEDOM OF INFORMATION</li> <li>• INFRINGEMENTS / LITIGATION / PROSECUTIONS</li> <li>• LEGISLATION</li> <li>• LIAISON</li> <li>• REPORTING</li> <li>• REPRESENTATIONS</li> </ul>		
6.1		<p><b>Significant</b> advice provided or received by the organisation from internal or external sources.</p> <p>Provision of advice or response to State Government or a Minister concerning substantive aspects of</p>	Archive	Retain as State archives.

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No	Function/Activity	Description	Disposal Action	Custody
<i>ADVICE</i>				
		<p>organisation functions, responsibilities, obligations and liabilities e.g. in the form of briefing notes / briefing papers.</p> <p>Legal advice or opinion obtained by the organisation from internal or external sources, where <b>NOT</b> captured on the subject file to which the advice relates.</p>		
6.2		<p><b>Other</b> advice provided or received by the organisation relating to organisation business, not included in the previous section.</p> <p>Includes source information that is considered necessary to substantiate advice.</p>	Destroy	Retain 7 years after action completed, then Destroy.
6.3		Advice provided or received by the organisation relating to routine operational or administrative matters, not included in the previous sections.	Destroy	Retain 2 years after action completed, then Destroy.
7	<b>AGREEMENTS / CONTRACTS / JOINT VENTURES / DEEDS</b>	<p>Establishment, management and finalisation of <b>all</b> binding agreements, established for any purpose.</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>• agreements - service agreements, partnerships, projects</li> <li>• contracts - standard, under seal or deed, or special contracts</li> <li>• joint ventures</li> </ul>		

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No	Function/Activity	Description	Disposal Action	Custody
<i>AGREEMENTS / CONTRACTS / JOINT VENTURES / DEEDS</i>				
		<ul style="list-style-type: none"> <li>• memoranda of understanding</li> <li>• deeds.</li> </ul> <p><b>NOTE:</b> Organisations are advised to be aware of certain agreements, relating to services provided for children, which may be potentially relevant to future cases or allegations of child abuse or neglect. See also section 2.4 in the introduction to this GRDA.</p> <p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• ACQUISITION / DISPOSAL</li> <li>• ASSET MANAGEMENT</li> <li>• CHILD ABUSE OR NEGLECT</li> <li>• CLAIMS</li> <li>• DATA MANAGEMENT</li> <li>• EMPLOYMENT CONDITIONS / EQUAL EMPLOYMENT OPPORTUNITY</li> <li>• INDUSTRIAL RELATIONS</li> <li>• LEASING / LEASING OUT</li> <li>• MAINTENANCE</li> <li>• PRIVACY</li> </ul>		

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No	Function/Activity	Description	Disposal Action	Custody
<i>AGREEMENTS / CONTRACTS / JOINT VENTURES / DEEDS</i>				
		<ul style="list-style-type: none"> <li>• RECRUITMENT / SEPARATIONS</li> <li>• SECURITY / SURVEILLANCE</li> <li>• SPONSORSHIPS / GRANTS / DONATIONS / SUBSIDIES</li> <li>• TENDERING</li> </ul>		
7.1		<p><b>Significant</b> agreements, contracts, joint ventures or deeds.</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>• the transfer of State Government or organisation responsibilities, functions, obligations or liabilities, including corporatisation or privatisation</li> <li>• substantial Public Private Partnerships</li> <li>• large scale projects or programs</li> <li>• agreements / contracts requiring Ministerial approval</li> <li>• final signed project agreements and contracts (including all schedules to agreements and variations and amendments)</li> <li>• strategic or high-level agreements / contracts relating to organisation functions,</li> </ul>	Archive	Retain as State archives.

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No	Function/Activity	Description	Disposal Action	Custody
<i>AGREEMENTS / CONTRACTS / JOINT VENTURES / DEEDS</i>				
		responsibilities, obligations and liabilities.		
7.2		<p>Agreements, contracts, joint ventures or deeds <b>under seal</b> prior to 15 November 2005, not included in the previous section.</p> <p>Includes subsidiary, related agreements and contracts associated with a project agreement, where held separately to the project agreement, and which are under seal or deed.</p>	Destroy	Retain 21 years after discharge or expiration of all obligations under the agreement, then Destroy.
7.3		<p>Agreements, contracts, joint ventures or deeds <b>under seal</b> from 15 November 2005 (Section 8 of the <i>Limitations Act 2005</i>), not included in previous sections.</p> <p>Includes subsidiary, related agreements and contracts associated with a project agreement, where held separately to the project agreement, and which are under seal or deed.</p>	Destroy	Retain 12 years after discharge or expiration of all obligations under the agreement, then Destroy.
7.4		<p><b>Other</b> agreements, contracts, joint ventures or deeds not included in previous sections.</p> <p>Operational records relating to day-to-day administration of the contracts and agreements.</p> <p>Privacy and confidentiality agreements between the organisation and the entity which the organisation has entered into an agreement with.</p> <p><b>NOTE:</b> this category does <b>NOT</b> apply to confidentiality agreements with employees which is</p>	Destroy	Retain 7 years after discharge or expiration of all obligations under the agreement, then Destroy.



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No	Function/Activity	Description	Disposal Action	Custody
<i>AGREEMENTS / CONTRACTS / JOINT VENTURES / DEEDS</i>				
		covered under <b>EMPLOYMENT CONDITIONS / EQUAL EMPLOYMENT OPPORTUNITY.</b>		
7.5		<p>Agreements, contracts, joint ventures or deeds that have <b>NOT</b> been successfully negotiated or approved.</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>• draft agreements</li> <li>• draft memoranda of understanding</li> <li>• draft negotiation papers</li> <li>• withdrawn offers</li> <li>• proposals.</li> </ul>	Destroy	Retain 2 years after action completed, then Destroy.
8	<b>ALLOCATION / DISTRIBUTION</b>	<p>Allocating or assigning of money, items or equipment to employees or organisation units.</p> <p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• ACQUISITION / DISPOSAL</li> <li>• ARRANGEMENTS</li> <li>• COMPLIANCE</li> <li>• RECORDS / INFORMATION MANAGEMENT</li> </ul>		
8.1		Allocation of funds (including Treasury funds):	Destroy	Retain 6 years after the financial year in which

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No	Function/Activity	Description	Disposal Action	Custody
<i>ALLOCATION / DISTRIBUTION</i>				
		<ul style="list-style-type: none"> <li>• to the organisation in response to budget requests</li> <li>• within the organisation, including proposals for funding for specific projects.</li> </ul> <p>Accounting records associated with the distribution of organisation publications, including subscriptions.</p>		allocation is made, then Destroy.
8.2		<p>Distribution and supply of organisation publications, where not included in previous sections. Includes distribution lists.</p> <p>Bulk mailouts, details and listings.</p>	Destroy	Retain 3 years after action completed, then Destroy.
9	<b>APPOINTMENT DIARIES / CALENDAR ENTRIES</b>	<p>Diaries and appointment records of organisation employees.</p> <p><b>NOTE:</b> Organisations are advised to be aware of diary entries which may be potentially relevant to future cases or allegations of child abuse or neglect. See also section 2.4 in the introduction to this GRDA.</p> <p><b>See also related ACTIVITY:</b></p> <ul style="list-style-type: none"> <li>• CHILD ABUSE OR NEGLECT</li> </ul>		
9.1		Appointment diaries and calendar entries which contain detailed or substantial information not recorded elsewhere of:	Archive	Retain as State archives.

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No	Function/Activity	Description	Disposal Action	Custody
<i>APPOINTMENT DIARIES / CALENDAR ENTRIES</i>				
		<ul style="list-style-type: none"> <li>• directors general</li> <li>• deputy directors general</li> <li>• chief executive officers (CEOs)</li> <li>• deputy chief executive officers</li> <li>• senior executives.</li> </ul>		
9.2		Appointment diaries and calendar entries of authorised officers that deal with the public / clients - where these contain detailed information in relation to counselling or other casework in relation to child abuse or neglect.	Destroy	Retain 100 years after action completed, then Destroy.
9.3		Appointment diaries and calendar entries of: <ul style="list-style-type: none"> <li>• directors general, deputy directors general, CEOs, deputy CEOs and senior executives not included in previous sections</li> <li>• authorised officers that deal with the public / clients - containing detailed information not recorded elsewhere.</li> </ul>	Destroy	Retain 5 years after action completed, then Destroy.
9.4		All other appointment diaries / calendar entries not included in previous sections, containing basic information e.g. meeting dates, times.	Destroy	Retain 1 year after action completed, then Destroy.

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No	Function/Activity	Description	Disposal Action	Custody
<i>ARRANGEMENTS</i>				
10	<b>ARRANGEMENTS</b>	<p>Administrative arrangements for:</p> <ul style="list-style-type: none"> <li>• a journey or trip</li> <li>• usage of facilities or space, vehicles, equipment or goods</li> <li>• events, functions, celebrations, ceremonies, competitions, conferences / seminars, exhibitions and meetings</li> <li>• employee catering (canteen).</li> </ul> <p>Includes:</p> <ul style="list-style-type: none"> <li>• invitations, responses and guest lists</li> <li>• programs</li> <li>• accommodation, catering and bookings.</li> </ul> <p><b>NOTE:</b> Organisations are advised to be aware of arrangements records which may be potentially relevant to future cases or allegations of child abuse or neglect. See also section 2.4 in the introduction to this GRDA.</p> <p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• ALLOCATION / DISTRIBUTION</li> <li>• AUTHORISATIONS / DELEGATIONS</li> </ul>		

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No	Function/Activity	Description	Disposal Action	Custody
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*ARRANGEMENTS*

		<ul style="list-style-type: none"><li>• CELEBRATIONS / CEREMONIES / COMPETITIONS / EVENTS / HONOURS / AWARDS</li><li>• COMMITTEES / BOARDS / TASK FORCES</li><li>• CHILD ABUSE OR NEGLECT</li><li>• COMMITTEES / BOARDS / TASK FORCES</li><li>• CONFERENCES / SEMINARS</li><li>• EDUCATION</li><li>• EXHIBITIONS / DISPLAYS</li><li>• MEETINGS</li><li>• PUBLIC REACTION</li><li>• PUBLISHING / PUBLICATIONS</li><li>• SECURITY / SURVEILLANCE</li><li>• TAXATION</li><li>• TRAINING AND DEVELOPMENT</li><li>• VISITS</li><li>• VOLUNTEERING / WORK EXPERIENCE</li></ul>		
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No	Function/Activity	Description	Disposal Action	Custody
<i>ARRANGEMENTS</i>				
10.1		Arrangements for <b>significant</b> events, functions, ceremonies, celebrations, etc.	Archive	Retain as State archives.
10.2		Arrangements for the use of facilities or equipment known to contain asbestos or other hazardous substances / materials. Includes security arrangements.	Destroy	Retain 100 years after action completed, then Destroy.
10.3		Arrangements for: <ul style="list-style-type: none"> <li>• <b>other</b> events, functions, ceremonies, celebrations, education, training, conferences or seminars, competitions, exhibitions, meetings etc. organised by the organisation. Includes program development, publicity, registration of participants, venue, catering, accommodation, transport, etc.</li> <li>• the use, including security arrangements, of facilities, motor vehicles or equipment not included in previous section. Includes parking arrangements, booking forms and log books (excluding vehicle log books)</li> <li>• employee travel, including travel itineraries, authorisations, entitlements, etc.</li> <li>• receipt and dispatch of mail, including courier services</li> <li>• moving or relocation of all or part of the organisation.</li> </ul>	Destroy	Retain 7 years after action completed, then Destroy.

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No	Function/Activity	Description	Disposal Action	Custody
<i>ARRANGEMENTS</i>				
		Lost property - receipts for returned property.		
10.4		<p>Delivery of equipment and stores e.g. delivery instructions, packing slips.</p> <p>Stores, plant and equipment - issued, distributed and returned.</p> <p>Plant in use reports.</p> <p>Telephones, two-way radios, intercoms, mobile telephones, facsimile machines.</p>	Destroy	Retain 2 years after action completed, then Destroy.
11	<b>ASSET MANAGEMENT</b>	<p>Monitoring, assessing and managing organisation assets.</p> <p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• ACQUISITION / DISPOSAL</li> <li>• AGREEMENTS / CONTRACTS / JOINT VENTURES / DEEDS</li> </ul>		
11.1		<p>Control and management of assets, including:</p> <ul style="list-style-type: none"> <li>• valuation, revaluation and depreciation schedules and reports</li> <li>• asset inventories - lists of organisation possessions and assets</li> <li>• stocktake records, including reconciliations with</li> </ul>	Destroy	Retain 6 years after successful audit, then Destroy.

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No	Function/Activity	Description	Disposal Action	Custody
<i>ASSET MANAGEMENT</i>				
		<p>assets register or similar records.</p> <p>The transfer of assets within the organisation or to another organisation.</p>		
11.2		Stocktake - worksheets, data input forms, tally sheets, stock cards and working instructions.	Destroy	Retain 2 years after action completed, then Destroy.
12	<b>AUDIT</b>	<p>Internal or external examination of organisation business, projects, operations, accounts, quality assurance and records to ensure legislative and regulatory compliance.</p> <p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• COMPLIANCE</li> <li>• INSPECTIONS</li> <li>• PROCEDURES</li> <li>• PROJECTS / PROJECT MANAGEMENT</li> <li>• RECORDS / INFORMATION MANAGEMENT</li> <li>• RISK MANAGEMENT / RISK ASSESSMENT</li> <li>• SECURITY / SURVEILLANCE</li> <li>• STANDARDS / CODES OF PRACTICE</li> </ul>		



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No	Function/Activity	Description	Disposal Action	Custody
<i>AUDIT</i>				
		<ul style="list-style-type: none"> <li>• TAXATION</li> <li>• WORK HEALTH AND SAFETY</li> </ul>		
12.1		<p><b>Significant</b> internal or external audits, including those that concern findings of hazardous substances, are presented to Parliament or examine core project functions or compliance at a strategic level.</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>• audit plan and strategy</li> <li>• interim and final report, findings and recommendations</li> <li>• responses to findings and implementation of recommendations.</li> </ul>	Archive	Retain as State archives.
12.2		Appointment of auditor/s for internal or external audits.	Destroy	Retain 7 years after expiry of auditor's contract or cessation of appointment, then Destroy.
12.3		<p><b>Other</b> audits, not included in previous sections.</p> <p>Includes planning, conduct of audits, working papers, drafts of audit reports / copies, supporting papers and exemptions from internal audits.</p>	Destroy	Retain 7 years after action completed, then Destroy.

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No	Function/Activity	Description	Disposal Action	Custody
<i>AUTHORISATIONS / DELEGATIONS</i>				
13	<b>AUTHORISATIONS / DELEGATIONS</b>	<p>Giving official permission to an employee to carry out certain tasks or responsibilities.</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>• authorisation or permission to perform certain actions</li> <li>• delegation of authority to perform certain actions</li> <li>• authorisations by an accountable officer or authority for other officers to carry out duties which are specified in the Treasurer's Instructions.</li> </ul> <p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• ADVANCES</li> <li>• ARRANGEMENTS</li> <li>• BANKING / BANK ACCOUNTS</li> <li>• CHEQUE MANAGEMENT</li> <li>• CORPORATE CREDIT CARDS</li> <li>• CREDITORS</li> </ul>		
13.1		Authorisation or delegations of authority, including financial authority, <b>to</b> principal officers and officers	Archive	Retain as State archives.

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No	Function/Activity	Description	Disposal Action	Custody
<i>AUTHORISATIONS / DELEGATIONS</i>				
13.2		<p>occupying statutory positions.</p> <p><b>Other</b> authorisations or delegations of authority for all other matters, including financial and accounting and personnel management, not included in previous sections.</p> <p>Delegations of authority made by the principal officer or officers occupying statutory positions associated with:</p> <ul style="list-style-type: none"> <li>• collection agencies</li> <li>• certifying and incurring officers</li> <li>• cheque and Electronic Funds Transfer signatories</li> <li>• corporate credit card holders (signatories)</li> <li>• authorised signatories - bank accounts.</li> </ul>	Destroy	Retain 7 years after delegation or authority expires, ceases, superseded or revoked, then Destroy.
13.3		Handing over statements used by relieving and relief employees in relation to monetary transactions and forms.	Destroy	Retain 2 years after successful audit, then Destroy.
13.4		<p>Authorisations to conduct financial transactions on behalf of clients, such as:</p> <ul style="list-style-type: none"> <li>• direct debit authorisations</li> <li>• credit card authorisations.</li> </ul>	Destroy	Retain 6 months after action completed, then Destroy.

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No	Function/Activity	Description	Disposal Action	Custody
<i>BANKING / BANK ACCOUNTS</i>				
14	<b>BANKING / BANK ACCOUNTS</b>	Opening, maintenance and reconciliation of bank accounts.  <b>See also related ACTIVITIES:</b> <ul style="list-style-type: none"><li>• ACQUISITION / DISPOSAL</li><li>• AUTHORISATIONS / DELEGATIONS</li><li>• CARDHOLDER DATA</li><li>• CHEQUE MANAGEMENT</li></ul>		
14.1		Establishment of bank accounts.	Destroy	Retain 7 years after closure of account, then Destroy.
14.2		Bonds / bank guarantees - associated records of the holding and release of bonds and / or bank guarantees.	Destroy	Retain 7 years after bond / bank guarantee is returned, then Destroy.
14.3		Bank deposit records. Includes: <ul style="list-style-type: none"><li>• deposit books, slips or butts</li><li>• bank receipts</li><li>• online banking correspondence (BPAY etc.).</li><li>• lists of cheques lodged for collection</li></ul>	Destroy	Retain 6 years after successful audit, then Destroy.

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No	Function/Activity	Description	Disposal Action	Custody
<i>BANKING / BANK ACCOUNTS</i>				
		<ul style="list-style-type: none"> <li>• amounts banked and amounts recorded on bank abstracts or remittances to Treasury.</li> </ul> <p>Bank statement and reconciliation records. Includes:</p> <ul style="list-style-type: none"> <li>• statements or certificates of balance</li> <li>• interest, dividend or reconciliation statements</li> <li>• outstanding balances</li> <li>• credit card - bills and payments.</li> </ul> <p><b>NOTE:</b> Credit cardholder details must be managed in accordance with the Payment Card Industry Data Security Standards (PCI DSS).</p>		
14.4		Bonds / bank guarantees - held temporarily for security while construction of infrastructure, operational facilities and other capital works is undertaken.		Return to applicant or bank when matter finalised.
15	<b>BOOKS OF ACCOUNT</b>	<p>Systematic documenting of organisation financial transactions e.g. cash books, ledgers, journals.</p> <p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• CREDITORS</li> <li>• DEBTORS</li> </ul>		
15.1		Cash books, or consecutive records of cash receipts	Destroy	Retain 6 years after

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No	Function/Activity	Description	Disposal Action	Custody
<i>BUDGETING</i>				
		<p>and payments from each account / fund.</p> <p>General or subsidiary journals.</p> <p>General or subsidiary ledgers and ledger accounts in any format, produced for the purposes of preparing certified financial statements of published information.</p>		successful audit, then Destroy.
16	<b>BUDGETING</b>	<p>Managing the organisation's expected income and expenditure, over a specified period of time, such as the financial year.</p> <p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• REPORTING</li> <li>• TREASURY REPORTING</li> </ul>		
16.1		Budget estimate folders / packs prepared by the organisation for the Minister and corporate executive for presentation to Legislative Assembly hearings.	Destroy	Retain 7 years after action completed, then Destroy.
16.2		<p>Annual estimates by the organisation for consolidated funds, sent to the Minister for approval.</p> <p>Annual estimates and budgeting documents for organisations which do not have access to the consolidated fund e.g. Government Trading Enterprises or Government Financial Enterprises.</p>	Destroy	Retain 3 years after successful audit, then Destroy.
16.3		Calculations and costings - regular e.g. annual or quarterly: forward, draft, revised and additional	Destroy	Retain 2 years after successful audit, then

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No	Function/Activity	Description	Disposal Action	Custody
<i>CARDHOLDER DATA</i>				
		estimates and working papers for ongoing budget estimate policy and programs. Includes adjustments due to indexation.		Destroy.
17	<b>CARDHOLDER DATA</b>	<p>Cardholder data or information captured as part of a financial transaction - processed, transmitted or stored in any form.</p> <p>Sensitive cardholder authentication data captured as part of an electronic financial transaction.</p> <p>Cards include credit cards, debit cards etc.</p> <p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• BANKING / BANK ACCOUNTS</li> <li>• RECEIPTS / REVENUE</li> </ul>		
17.1		<p>Includes:</p> <ul style="list-style-type: none"> <li>• primary account number (PAN) (rendered unreadable)</li> <li>• cardholder name</li> <li>• expiration date</li> <li>• service code</li> <li>• card verification value</li> </ul>	Destroy	Retain until transaction completed, then Destroy.

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No	Function/Activity	Description	Disposal Action	Custody
<i>CELEBRATIONS / CEREMONIES / COMPETITIONS / EVENTS / HONOURS / AWARDS</i>				
		<ul style="list-style-type: none"> <li>• full magnetic stripe data</li> <li>• Personal Identification Number (PIN) / PIN block.</li> </ul> <p><b>NOTE:</b> Credit cardholder details and other data must be managed in accordance with the Payment Card Industry Data Security Standards (PCI DSS).</p>		
18	<p><b>CELEBRATIONS / CEREMONIES / COMPETITIONS / EVENTS / HONOURS / AWARDS</b></p>	<p>Celebrations, ceremonies, social functions and events hosted or attended by the organisation to honour a particular event; and awards, honours and prizes initiated or received by the organisation.</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>• launches, openings, closures</li> <li>• community relations events</li> <li>• competitions run by the organisation</li> <li>• awards, honours and competition terms and conditions, nominations, judging, names of winners / finalists, entries or photographs of entries.</li> </ul> <p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• ADDRESSES / PRESENTATION / SPEECHES</li> <li>• ARRANGEMENTS</li> </ul>		



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No	Function/Activity	Description	Disposal Action	Custody
<i>CELEBRATIONS / CEREMONIES / COMPETITIONS / EVENTS / HONOURS / AWARDS</i>				
		<ul style="list-style-type: none"> <li>• MARKETING</li> <li>• PERSONNEL MANAGEMENT</li> <li>• VISITS</li> </ul>		
18.1		<p><b>Significant</b> celebrations, ceremonies, competitions, events, honours and awards, including:</p> <ul style="list-style-type: none"> <li>• those of State or organisation significance</li> <li>• major anniversaries, launches, openings</li> <li>• substantial honours or awards conferred on organisation or employees for distinction or notable achievement</li> <li>• substantial honours or awards presented by the organisation.</li> </ul>	Archive	Retain as State archives.
18.2		<p><b>Other</b> celebrations, ceremonies, competitions, honours and awards not included in previous section.</p> <p>Social functions.</p>	Destroy	Retain 5 years after action completed, then Destroy.
18.3		<p>Unsuccessful nominations for honours / awards.</p> <p>Entries for competitions.</p> <p>Invitations to sponsor, judge or nominate for awards / prizes from external parties.</p>	Destroy	Retain 2 years after action completed, then Destroy.

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No	Function/Activity	Description	Disposal Action	Custody
<i>CHEQUE MANAGEMENT</i>				
19	<b>CHEQUE MANAGEMENT</b>	<p>Preparation and management of cheques and money orders.</p> <p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• AUTHORISATIONS / DELEGATIONS</li> <li>• BANKING / BANK ACCOUNTS</li> <li>• CREDITORS</li> <li>• DEFICIENCIES / LOSSES</li> <li>• EXPENDITURE / PAYMENTS</li> <li>• SALARIES / WAGES / PAYROLL</li> <li>• TREASURY REPORTING</li> </ul>		
19.1		<p>Cheques - preparation: including cheque books / butts / counterfoils.</p> <p>Cancelled, dishonoured, stale, or stopped cheques - notices, actions and associated correspondence.</p> <p>Recovery or write off actions for cheques, including return of irregular cheques and post-dated cheques.</p>	Destroy	Retain 6 years after successful audit, then Destroy.
20	<b>CHILD ABUSE OR</b>	Incidents, allegations and reports of child abuse		

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No	Function/Activity	Description	Disposal Action	Custody
<i>CHILD ABUSE OR NEGLECT</i>				
	<b>NEGLECT</b>	<p>or neglect.</p> <p>Organisational processes for creating and maintaining a safe environment for children, including responses to the Royal Commission into Institutional Responses to Child Sexual Abuse (Royal Commission).</p> <p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• ACCIDENTS / EMERGENCIES / INCIDENTS</li> <li>• ADVICE</li> <li>• AGREEMENTS / CONTRACTS / JOINT VENTURES / DEEDS</li> <li>• APPOINTMENT DIARIES / CALENDAR ENTRIES</li> <li>• ARRANGEMENTS</li> <li>• CLAIMS</li> <li>• CORRUPTION / MISCONDUCT</li> <li>• DISCIPLINE</li> <li>• EMPLOYMENT CONDITIONS / EQUAL EMPLOYMENT OPPORTUNITIES</li> <li>• EVALUATION / REVIEWING</li> </ul>		

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No	Function/Activity	Description	Disposal Action	Custody
<i>CHILD ABUSE OR NEGLECT</i>				
		<ul style="list-style-type: none"> <li>• GRIEVANCES</li> <li>• INFRINGEMENTS / LITIGATION / PROSECUTION</li> <li>• INQUIRIES</li> <li>• LIAISON</li> <li>• PLANNING</li> <li>• POLICY</li> <li>• PROCEDURES</li> <li>• PUBLIC REACTION</li> <li>• REPORTING</li> <li>• TRAINING AND DEVELOPMENT</li> </ul>		
20.1		<p>Strategic level activities associated with creating and managing a safe environment for children, and handling and investigating allegations or incidents of child abuse or neglect.</p> <p>Includes the organisation's response to the Royal Commission and its recommendations, and how the National Principles for Child Safe Organisations have been embedded into organisational governance.</p> <p>Includes:</p>	Archive	Retain as State archives.

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No	Function/Activity	Description	Disposal Action	Custody
<i>CHILD ABUSE OR NEGLECT</i>				
		<ul style="list-style-type: none"> <li>• policy and procedures - development and implementation</li> <li>• codes of conduct / codes of practice</li> <li>• risk assessment and management</li> <li>• strategic level planning for projects, programs and services</li> <li>• strategic level evaluations and reviews.</li> </ul>		
20.2		<p>Allegations or incidents of child abuse (including child sexual abuse) or neglect, concerning an employee or other person engaged by the organisation.</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>• initial allegations, complaints or reports</li> <li>• other reports including statutory reporting requirements</li> <li>• case files, diaries, or notes</li> <li>• investigation or inquiry records</li> <li>• evidence gathered, including statements and interviews</li> <li>• supporting information relevant to the incident or allegation e.g. employee rosters,</li> </ul>	Destroy	Retain 100 years after action completed, then Destroy.

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No	Function/Activity	Description	Disposal Action	Custody
<i>CHILD ABUSE OR NEGLECT</i>				
		<p>attendance records</p> <ul style="list-style-type: none"> <li>• liaison with and referrals to other bodies</li> <li>• assessment reports or other records</li> <li>• legal proceedings</li> <li>• outcomes of investigations</li> <li>• further actions or recommendations</li> <li>• support or remedial action for individuals who have made allegations</li> <li>• sanctions, penalties and disciplinary actions</li> <li>• appeals and reviews.</li> <li>• formal reporting of incidents or allegations of child abuse or neglect, as required under mandatory reporting schemes or other requirements.</li> </ul> <p><b>NOTE:</b> This category does <b>NOT</b> include records (such as employee rosters or attendance records) that may become relevant as evidence for future allegations or incidents of child abuse or neglect.</p> <p>Organisations are responsible for assessing whether operational and administrative records may require further retention if they may become relevant to an actual or alleged incident of child abuse or neglect in</p>		

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No	Function/Activity	Description	Disposal Action	Custody
<i>CHILD ABUSE OR NEGLECT</i>				
		future. This assessment should consider the functions performed by the organisation, the extent to which it interacts with children, and the nature of those interactions.		
20.3		<p>Operational level activities associated with creating and managing a safe environment for children, and handling and investigating allegations or incidents of child abuse or neglect. Includes:</p> <ul style="list-style-type: none"> <li>• operational level planning for projects, programs and services</li> <li>• operational level evaluations and reviews.</li> </ul> <p>Training and other guidance in formalised processes for managing a safe environment for children, and handling and investigating allegations or incidents of child abuse or neglect. Includes:</p> <ul style="list-style-type: none"> <li>• training planning, development and delivery</li> <li>• training material</li> <li>• employee attendance records</li> <li>• employee completion / attainment records.</li> </ul>	Destroy	Retain 45 years after action completed, then Destroy.
21	<b>CIRCULARS</b>	Information circulars (notices) created, issued or received by the organisation to alert employees to policy or procedural matters.		

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No	Function/Activity	Description	Disposal Action	Custody
<i>CIRCULARS</i>				
		<p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• POLICY</li> <li>• PROCEDURES</li> <li>• PUBLISHING / PUBLICATIONS</li> </ul>		
21.1		<p>Circulars produced by the organisation relating to core business or organisation policy.</p> <p>Includes research, consultation, amendments and major drafts.</p>	Archive	Retain as State archives.
21.2		<p>Circulars (internal) relating to organisation administration and procedures.</p> <p>Includes research, consultation, amendments and major drafts.</p>	Destroy	Retain 7 years after action completed, then Destroy.
22	<b>CLAIMS</b>	<p>Monitoring and investigating insurance / compensation claims made to and by the organisation.</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>• insurance policies</li> <li>• claims and associated provision of compensation to employees for accidents, injury or disease arising out of, or in the course of, their employment</li> </ul>		



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No	Function/Activity	Description	Disposal Action	Custody
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*CLAIMS*

		<ul style="list-style-type: none"> <li>• insurance claims for loss or damage to property or injury to members of the public</li> <li>• financial loss and indemnity claims</li> <li>• industrial relations claims</li> </ul> <p><b>NOTE:</b> Employees include volunteers, work experience students, apprentices or trainees, employment scheme participants etc. See section 3 in the introduction to this GRDA.</p> <p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• ACCIDENTS / EMERGENCIES / INCIDENTS</li> <li>• AGREEMENTS / CONTRACTS / JOINT VENTURES / DEEDS</li> <li>• CHILD ABUSE OR NEGLECT</li> <li>• EMPLOYMENT CONDITIONS / EQUAL EMPLOYMENT OPPORTUNITY</li> <li>• INDUSTRIAL RELATIONS</li> <li>• INSURANCE</li> <li>• POLICY</li> <li>• PROCEDURES</li> </ul>		
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No	Function/Activity	Description	Disposal Action	Custody
<i>CLAIMS</i>				
		<ul style="list-style-type: none"> <li>• WORK HEALTH AND SAFETY</li> </ul>		
22.1		<p><b>Significant</b> claims and compensation cases, such as:</p> <ul style="list-style-type: none"> <li>• those involving a contaminated site</li> <li>• compensation claims from land owners for land acquired or for changed land use</li> <li>• professional indemnity liabilities insurance claim</li> <li>• industrial relations claims</li> <li>• appeals against compensation decisions (as applicable).</li> </ul>	Archive	Retain as State archives.
22.2		Claims and compensation cases relating to child abuse or neglect.	Destroy	Retain 100 years after action completed, then Destroy.
22.3		Public liability claims.	Destroy	Retain 7 years after the claimant turns 18 (reaches age of majority) or 7 years after action completed, whichever is later, then Destroy.
22.4		<b>Other</b> claims not included in previous sections, such as:	Destroy	Retain 7 years after action completed, then

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No	Function/Activity	Description	Disposal Action	Custody
<i>COMMITTEES / BOARDS / TASK FORCES</i>				
		<ul style="list-style-type: none"> <li>• motor vehicle</li> <li>• property</li> <li>• fire</li> <li>• volunteers' personal accident claims or equivalent accident claims</li> <li>• reimbursement for loss and damage to personal effects.</li> </ul> <p>All claims <b>NOT</b> proceeded with.</p> <p>Workers' compensation claims - <b>copies</b> held by originating organisation (where the <b>original</b> is lodged with RiskCover or equivalent organisation).</p> <p><b>NOTE: Original</b> workers' compensation claims are lodged with RiskCover or equivalent organisation (including records relating to injury, accident, disease and rehabilitation), and are managed under its functional retention and disposal authority.</p>		Destroy.
23	<b>COMMITTEES / BOARDS / TASK FORCES</b>	<p>Establishment and management of boards, committees and task forces for functional or administrative purposes, such as:</p> <ul style="list-style-type: none"> <li>• boards of management</li> <li>• advisory or approval committees or similar,</li> </ul>		

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No	Function/Activity	Description	Disposal Action	Custody
<i>COMMITTEES / BOARDS / TASK FORCES</i>				
		<p>established by a board or commission for business requirements, or established by legislation to perform a legislative function</p> <ul style="list-style-type: none"> <li>• internal core business or administrative committees</li> <li>• external (to organisation) core business or administrative committees</li> <li>• task forces and working groups.</li> </ul> <p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• ARRANGEMENTS</li> <li>• ESTABLISHMENT</li> <li>• INDUSTRIAL RELATIONS</li> <li>• MEETINGS</li> <li>• PLANNING</li> <li>• SUBMISSIONS</li> </ul>		
23.1		<p>Establishment and management of:</p> <ul style="list-style-type: none"> <li>• boards</li> <li>• advisory or approval committees managed by the organisation</li> </ul>	Archive	Retain as State archives.

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No	Function/Activity	Description	Disposal Action	Custody
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*COMMITTEES / BOARDS / TASK FORCES*

		<ul style="list-style-type: none"> <li>• internal committees relating to the organisation's core business functions or operations, high-level administrative, planning or policy, strategic and corporate management</li> <li>• boards or external committees relating to the organisation's core business functions or operations, high-level administrative, planning or policy, strategic and corporate management, where the organisation has a coordinating or secretarial role</li> <li>• task forces and high-level working groups established by the board or organisation</li> <li>• strategic project working groups</li> <li>• a WA State organisation representing the State's interests on an external committee, such as a national board / committee.</li> </ul> <p>Includes:</p> <ul style="list-style-type: none"> <li>• terms of reference and procedures</li> <li>• delegations of authority</li> <li>• nomination, appointment, resignation / termination of members</li> <li>• decisions on governance structure</li> </ul>		
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**Authority number: 2023-004**

No	Function/Activity	Description	Disposal Action	Custody
<i>COMMITTEES / BOARDS / TASK FORCES</i>				
		<ul style="list-style-type: none"> <li>• register of conflicts of interest compiled in and for board / committee meetings</li> <li>• agendas, minutes and supporting papers.</li> </ul>		
23.2		Remuneration, entitlements and allowances e.g. sitting fees, travelling allowances for members of all committees / boards.	Destroy	Retain 7 years after action completed, then Destroy.
23.3		<p>Internal committees relating to organisation administrative activities or branch / unit level management.</p> <p>Inter-agency / external committees.</p> <p>Establishment of <b>other</b> committees and groups not included in previous section, including the nomination, appointment and resignation / termination of members.</p> <p>Includes agendas, minutes and supporting papers.</p>	Destroy	Retain 5 years after action completed, then Destroy.
23.4		Recordings of meetings and verbatim transcripts (if produced).	Destroy	Retain 1 year after minutes confirmed, then Destroy.
23.5		<p>Election process for appointment of board / committee members.</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>• nomination forms and nominee resumes</li> </ul>	Destroy	Retain 1 year after declaration of election result, then Destroy.

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No	Function/Activity	Description	Disposal Action	Custody
<i>COMPLIANCE</i>				
		<ul style="list-style-type: none"> <li>• lists of successful nominees</li> <li>• election tally sheets, invalid ballots and completed ballots.</li> </ul>		
24	<b>COMPLIANCE</b>	<p>Compliance with mandatory or optional accountability, legal, regulatory or quality standards or requirements to which the organisation is subject.</p> <p>Includes breaches of compliance.</p> <p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• ALLOCATION / DISTRIBUTION</li> <li>• AUDIT</li> <li>• CORRUPTION / MISCONDUCT</li> <li>• DISCIPLINE</li> <li>• FORMS (FINANCIAL)</li> <li>• INFRINGEMENTS / LITIGATION / PROSECUTIONS</li> <li>• INSPECTIONS</li> <li>• LEGISLATION</li> <li>• POLICY</li> </ul>		

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No	Function/Activity	Description	Disposal Action	Custody
<i>COMPLIANCE</i>				
		<ul style="list-style-type: none"> <li>• PRIVACY</li> <li>• PROCEDURES</li> <li>• SECURITY / SURVEILLANCE</li> <li>• STANDARDS / CODES OF PRACTICE</li> <li>• TAXATION</li> <li>• TREASURY REPORTING</li> <li>• WORK HEALTH AND SAFETY</li> </ul>		
24.1		<p><b>Significant</b> breaches of compliance.</p> <p>Proof of compliance with environmental and heritage requirements. Includes:</p> <ul style="list-style-type: none"> <li>• environmental impact assessments / statements / studies</li> <li>• conservation orders / notices</li> <li>• contaminated / potentially contaminated sites</li> <li>• controlled waste</li> <li>• Native Title.</li> </ul>	Archive	Retain as State archives.
24.2		<p><b>Other</b> breaches of compliance, not included in previous section.</p>	Destroy	Retain 7 years after action completed, then



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No	Function/Activity	Description	Disposal Action	Custody
<i>COMPLIANCE</i>				
		<p>Proof of compliance with requirements not included in the previous section.</p> <p>Employees' conflicts of interest over an identified matter and the arrangements established to manage the issue, where kept separate to the activity-based file to which the matter relates.</p> <p>Aircraft (manned or unmanned) - technical log, pilot logs (including remote pilot logs), operational logs and operational release, Chief Pilot duty records.</p>		Destroy.
24.3		<p>Compliance with accountability requirements, such as the Treasurer's Instructions and accounting standards.</p> <p>Statements of compliance required within the organisation's annual report under the <i>Financial Management Act 2006</i>.</p>	Destroy	Retain 6 years after successful audit, then Destroy.
24.4		<p>Legislated registers, such as:</p> <ul style="list-style-type: none"> <li>• hazardous chemicals</li> <li>• asbestos.</li> </ul> <p>Gift registers (including photographs of gifts) - gifts given or received by the agency.</p> <p><b>NOTE:</b> Organisations should be aware of legislative requirements for keeping and retaining registers.</p>	Retain	Retain in organisation or according to legislative requirements.

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No	Function/Activity	Description	Disposal Action	Custody
<i>CONFERENCES / SEMINARS</i>				
25	<b>CONFERENCES / SEMINARS</b>	<p>Conferences / seminars organised and managed by the organisation, and external conferences / seminars.</p> <p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• ADDRESSES / PRESENTATIONS / SPEECHES</li> <li>• ARRANGEMENTS</li> <li>• PLANNING</li> <li>• PUBLISHING / PUBLICATIONS</li> <li>• TRAINING AND DEVELOPMENT</li> </ul>		
25.1		<p>Master set of proceedings and reports of <b>significant</b> conferences or seminars wholly coordinated / organised by the organisation.</p> <p>Final master copy of papers (presentations) delivered by organisation employees at externally arranged conferences / seminars.</p>	Archive	Retain as State archives.
25.2		<p><b>Other</b> conferences or seminars coordinated wholly by the organisation, not included in previous section - reports and proceedings.</p>	Destroy	Retain 5 years after action completed, then Destroy.
26	<b>CONSERVATION</b>	<p>Preservation, protection, and restoration of land or buildings, artefacts or information resources.</p> <p><b>See also related ACTIVITIES:</b></p>		

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No	Function/Activity	Description	Disposal Action	Custody
<i>CONSERVATION</i>				
		<ul style="list-style-type: none"> <li>• CONSTRUCTION / CAPITAL WORKS</li> <li>• MAINTENANCE</li> </ul>		
26.1		<p>The identification, assessment and conservation / preservation of:</p> <ul style="list-style-type: none"> <li>• land, infrastructure, places, structures, buildings or items considered to have cultural, heritage or environmental value</li> <li>• identification, assessment and clean up of contaminated or potentially contaminated sites.</li> </ul>	Archive	Retain as State archives.
26.2		Conservation work carried out on other property or items not included in the previous section.	Destroy	Retain 5 years after action completed, then Destroy.
27	<b>CONSTRUCTION / CAPITAL WORKS</b>	<p>Construction of infrastructure, operational facilities and other capital works, including rail, road and energy infrastructure.</p> <p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• ACQUISITION / DISPOSAL</li> <li>• CONSERVATION</li> <li>• INSTALLATION / COMMISSIONING</li> <li>• MAINTENANCE</li> </ul>		

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No	Function/Activity	Description	Disposal Action	Custody
<i>CONSTRUCTION / CAPITAL WORKS</i>				
		<ul style="list-style-type: none"> <li>• PLANNING</li> <li>• PROJECTS / PROJECT MANAGEMENT</li> </ul>		
27.1		<p><b>Significant</b> construction or building programs or capital works, including those not proceeded with.</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>• selection of suitable site / land</li> <li>• feasibility studies, investigations and analysis</li> <li>• environmental impact assessments, surveys, plans and licenses</li> <li>• assessment panels</li> <li>• consultation, selection and survey reports</li> <li>• <b>AS DESIGNED</b> drawings, plans or maps, photographs, models, including major drafts</li> <li>• specifications</li> <li>• formal approvals, including building and development applications</li> <li>• statutory permits</li> <li>• <b>AS BUILT / CONSTRUCTED</b> drawings, plans, maps or models, including structural,</li> </ul>	Archive	Retain as State archives.

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No	Function/Activity	Description	Disposal Action	Custody
<i>CONSTRUCTION / CAPITAL WORKS</i>				
		<p>electrical, mechanical and hydraulic, master landscape, public art and furniture drawings and plans</p> <ul style="list-style-type: none"> <li>• drafts from <b>AS DESIGNED</b> to <b>AS BUILT</b> changes</li> <li>• designs and specifications not proceeded with</li> <li>• disputes arising from management of or non-performance of entities involved in the project</li> <li>• faults affecting the handover or operation of the asset as required</li> <li>• variations</li> <li>• practical completion</li> <li>• commercial acceptance plan</li> <li>• final cost report and <b>AS BUILT</b> schedule</li> <li>• notice of substantial and final completion</li> <li>• testing</li> <li>• commissioning and practical completion plans.</li> </ul>		
27.2		<b>Major</b> construction programs, building projects or capital works not included in previous section.	Destroy	Retain 7 years after structure, building or facility is demolished, decommissioned or

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No	Function/Activity	Description	Disposal Action	Custody
<i>CONSTRUCTION / CAPITAL WORKS</i>				
		<p>Also includes:</p> <ul style="list-style-type: none"> <li>• non-construction related commissioning records (certificates of compliance, certificate of occupancy, final inspection documents, materials and workmanship guarantees, operational interface agreement)</li> <li>• approved building and development applications</li> <li>• published and unpublished documents required for the operation of the asset (manuals, software licences).</li> </ul>		otherwise disposed of, then Destroy.
27.3		<p><b>Minor</b> works or projects, not included in previous sections.</p> <p>Includes minor upgrades, renovations, refurbishments or fit-outs.</p>	Destroy	Retain 7 years after action completed, then Destroy.
27.4		<p>Activities leading up to the operational handover of the asset.</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>• operational handover plan</li> <li>• occupation and move-in program</li> <li>• equipment supply / asset register</li> </ul>	Destroy	Retain 5 years after action completed, then Destroy.

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No	Function/Activity	Description	Disposal Action	Custody
<i>CORPORATE CREDIT CARDS</i>				
		<ul style="list-style-type: none"> <li>• emergency procedures</li> <li>• maintenance program</li> <li>• complete project handover report</li> <li>• site control</li> <li>• transition to operations program</li> <li>• web presence.</li> </ul>		
28	<b>CORPORATE CREDIT CARDS</b>	Management and use of corporate credit cards issued to employees by the organisation for use in procuring items or services.  <b>See also related ACTIVITIES:</b> <ul style="list-style-type: none"> <li>• AUTHORISATIONS / DELEGATIONS</li> <li>• RECEIPTS / REVENUE</li> </ul>		
28.1		Credit card account establishment or cancellation.	Destroy	Retain 7 years after account is closed, then Destroy.
28.2		<b>Approved</b> exemption from obtaining corporate card services from the organisation's contracted suppliers.	Destroy	Retain 7 years after action completed, then Destroy.
28.3		Corporate credit card usage, such as:	Destroy	Retain 6 years after successful audit, then

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No	Function/Activity	Description	Disposal Action	Custody
<i>CORPORATE CREDIT CARDS</i>				
		<ul style="list-style-type: none"> <li>• credit card receipts or individual transaction details</li> <li>• monthly statements</li> <li>• payment details.</li> </ul>		Destroy.
28.4		<b>Unapproved</b> exemption from obtaining corporate card services from the organisation's contracted suppliers.	Destroy	Retain 2 years after action completed, then Destroy.
29	<b>CORPORATE IDENTITY</b>	<p>Development and protection of the organisation's corporate identity objects, such as name, crest, motto, logo, seal, corporate style and dress.</p> <p>Includes historical background, history of changes, conservation and context of individual objects / items.</p> <p><b>See also related ACTIVITY:</b></p> <ul style="list-style-type: none"> <li>• PUBLISHING / PUBLICATIONS</li> </ul>		
29.1		<p>Development and protection of corporate identity objects including design and format, such as:</p> <ul style="list-style-type: none"> <li>• crests</li> <li>• logo</li> <li>• seal</li> </ul>	Archive	Retain as State archives.



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No	Function/Activity	Description	Disposal Action	Custody
<i>CORPORATE IDENTITY</i>				
		<ul style="list-style-type: none"> <li>• banners</li> <li>• uniforms</li> <li>• honour boards.</li> </ul> <p>Includes historical background, history of changes, conservation and context of individual objects / items.</p>		
29.2		Corporate dress and corporate style- design and instructions including style guides.	Destroy	Retain 7 years after superseded, then Destroy.
29.3		<p>Corporate identity objects, including:</p> <ul style="list-style-type: none"> <li>• applications to use</li> <li>• falsification or misuse of.</li> </ul>	Destroy	Retain 7 years after action completed, then Destroy.
29.4		Registration of business names by the organisation.	Destroy	Retain 2 years after action completed, then Destroy.
30	<b>CORRUPTION / MISCONDUCT</b>	<p>Strategies for the prevention of corruption / misconduct and processes for the disclosure and investigation of corruption / misconduct allegations.</p> <p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• CHILD ABUSE OR NEGLECT</li> </ul>		

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No	Function/Activity	Description	Disposal Action	Custody
<i>CORRUPTION / MISCONDUCT</i>				
		<ul style="list-style-type: none"> <li>• COMPLIANCE</li> <li>• DISCIPLINE</li> <li>• MEETINGS</li> </ul>		
30.1		<p>Public Interest Disclosures or allegations of corruption / misconduct - proven or substantiated.</p> <p>Includes investigation records, evidence and findings but <b>excludes</b> the identity of any person making a disclosure of public interest information or alleging corruption / misconduct.</p>	Archive	Retain as State archives.
30.2		<p>Incidences of employee misconduct concerning child abuse or neglect.</p> <p>Includes all records relevant to the incident, including notification, investigation, response, management and reporting.</p>	Destroy	Retain 100 years after action completed, then Destroy.
30.3		<p>Public Interest Disclosures or allegations of corruption / misconduct - unproven or unsubstantiated, refused or discontinued, or referred to another authority.</p> <p>Development and implementation of strategies for the prevention of corruption / misconduct in the organisation.</p> <p>Appointment of Public Interest Disclosure officers within the organisation.</p>	Destroy	Retain 7 years after action completed, then Destroy.

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No	Function/Activity	Description	Disposal Action	Custody
<i>CREDITORS</i>				
31	<b>CREDITORS</b>	<p>Management of payments to parties to which the organisation owes money.</p> <p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• ACQUISITION / DISPOSAL</li> <li>• AUTHORISATIONS / DELEGATIONS</li> <li>• BOOKS OF ACCOUNT</li> <li>• CHEQUE MANAGEMENT</li> <li>• EXPENDITURE / PAYMENTS</li> </ul>		
31.1		<p>Invoices received by the organisation and their payment, including correspondence with creditors, payment authorisations and disbursements.</p> <p>Reconciliations, including:</p> <ul style="list-style-type: none"> <li>• monthly statements / payments due listings</li> <li>• end of year reconciliations</li> <li>• sundry creditors listings.</li> </ul> <p>Statements - end of year.</p>	Destroy	Retain 6 years after successful audit, then Destroy.
32	<b>CUSTOMER SERVICE</b>	<p>Provision and management of customer services.</p> <p><b>See also related ACTIVITIES:</b></p>		

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No	Function/Activity	Description	Disposal Action	Custody
<i>CUSTOMER SERVICE</i>				
		<ul style="list-style-type: none"> <li>• ENQUIRIES</li> <li>• PLANNING</li> <li>• PUBLIC REACTION</li> <li>• PUBLISHING / PUBLICATIONS</li> </ul>		
32.1		Development and final version of customer service charter.	Destroy	Retain 7 years after action completed, then Destroy.
32.2		Development, implementation, management and monitoring of customer services facilities and practices.  Includes: <ul style="list-style-type: none"> <li>• specialised services, such as interpreters, services and facilities</li> <li>• help / information services</li> <li>• outreach services.</li> </ul>	Destroy	Retain 5 years after action completed, then Destroy.
33	<b>DATA MANAGEMENT</b>	Managing data and ensuring data integrity.  Developing, testing and deploying database systems and applications.  <b>See also related ACTIVITIES:</b>		

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No	Function/Activity	Description	Disposal Action	Custody
<i>DATA MANAGEMENT</i>				
		<ul style="list-style-type: none"> <li>• ACQUISITION / DISPOSAL</li> <li>• AGREEMENTS / CONTRACTS / JOINT VENTURES / DEEDS</li> <li>• EVALUATION / REVIEWING</li> <li>• IMPLEMENTATION</li> <li>• PLANNING</li> <li>• MAINTENANCE</li> <li>• PUBLISHING / PUBLICATIONS</li> <li>• RECORDS / INFORMATION MANAGEMENT</li> <li>• RISK MANAGEMENT / RISK ASSESSMENT</li> <li>• SECURITY / SURVEILLANCE</li> </ul>		
33.1		Evidence of data use: creation, access, update, within the data management system.	Destroy	Retain for the life of the record(s) that is the subject of the audit trail.
33.2		<p>Automatically generated logs and other logs relating to system incidents such as security breaches, abuse of the system, and inappropriate use of system.</p> <p>Includes information captured on application servers, database servers, web servers and related technical</p>	Destroy	Retain for life of the system.

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No	Function/Activity	Description	Disposal Action	Custody
<i>DATA MANAGEMENT</i>				
33.3		<p>infrastructure.</p> <p>Project management records (initiation, planning, development, delivery and installation), and all records relating to the software development life cycle, including database development, for original (bespoke) systems development.</p> <p><b>NOTE:</b> Original software should only be discontinued / destroyed if data and associated metadata that needs to be retained has been retained.</p> <p>For the purposes of this GRDA, original software includes significant customisation of commercial, off-the-shelf software.</p> <p>Applications that become operational - development and design.</p> <p>Installation of technology and telecommunications equipment and hardware.</p>	Destroy	Retain 7 years after system / application is closed, discontinued or superseded, and relevant data is successfully migrated (as applicable), then Destroy.
33.4		<p>Automatically generated logs and other logs, other than those relating to system incidents in previous sections.</p> <p>Includes information captured on application servers, database servers, web servers and related technical infrastructure.</p>	Destroy	Retain 7 years after action completed, then Destroy.
33.5		Assessment, development, design or modification of software / applications that do not become	Destroy	Retain 2 years after action completed, then

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No	Function/Activity	Description	Disposal Action	Custody
<i>DATA MANAGEMENT</i>				
		operational.  Systems or applications investigated but not purchased - studies, analysis.  Records of system user groups.		Destroy.
33.6		Service requests for assistance i.e. routine / minor Information and Communications Technology (ICT) support.	Destroy	Retain 1 year after action completed, then Destroy.
33.7		Planning and management of backups, software and configuration settings to mitigate the risk of losing system availability or important data as part of a ransomware attack, or other form of destructive attack.	Destroy	Retain in accordance with the organisation's business continuity requirements.
34	<b>DEBTORS</b>	Parties that owe money to the organisation.  <b>See also related ACTIVITIES:</b>  <ul style="list-style-type: none"> <li>• BOOKS OF ACCOUNT</li> <li>• FEES AND CHARGES</li> <li>• INFRINGEMENTS / LITIGATION / PROSECUTIONS</li> <li>• RECEIPTS / REVENUE</li> </ul>		
34.1		Debtor management. Includes:	Destroy	Retain 6 years after successful audit, then

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No	Function/Activity	Description	Disposal Action	Custody
<i>DEBTORS</i>				
		<ul style="list-style-type: none"> <li>• debtor invoices (organisation's copies)</li> <li>• source documentation used for raising invoices / debit notes</li> <li>• correspondence relating to transactions</li> <li>• reconciliations</li> <li>• sundry debtor accounts</li> <li>• debtor maintenance forms or similar records used to create a new debtor's details</li> <li>• write-offs - record of amounts</li> <li>• bankruptcy proceedings and associated correspondence.</li> </ul>		Destroy.
34.2		Debtors records including: <ul style="list-style-type: none"> <li>• reports and listings</li> <li>• payment history updates</li> <li>• arrears listings</li> <li>• transaction reports.</li> </ul>	Destroy	Retain 2 years after successful audit, then Destroy.
35	<b>DEFICIENCIES / LOSSES</b>	Deficiencies and losses of public monies, other monies and assets of the organisation.		



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No	Function/Activity	Description	Disposal Action	Custody
<i>DEFICIENCIES / LOSSES</i>				
		<p><b>See also related ACTIVITY:</b></p> <ul style="list-style-type: none"> <li>• CHEQUE MANAGEMENT</li> </ul>		
35.1		<p><b>Significant</b> cases or claims in respect to public property, equipment, revenue or other debts, such as:</p> <ul style="list-style-type: none"> <li>• actual, attempted or suspected fraud, theft, misappropriation or negligence</li> <li>• write-offs</li> <li>• irrecoverable revenue, debts and overpayments</li> <li>• claims and cases referred to the Crown Solicitor / Attorney General.</li> </ul> <p>Includes audit trails to original transactions, individual amounts written off, and details of recovery actions taken.</p>	Archive	Retain as State archives.
35.2		<p>Case records or claims in respect of public property, equipment, revenue or other debts not included in the previous section. Includes audit trails to original transactions, individual amounts written off, and details of recovery actions taken</p> <p>Reports - losses or deficiencies of accountable forms.</p>	Destroy	Retain 6 years after successful audit, or 7 years after action is completed, whichever is later, then Destroy.
35.3		Lost, deficient or obsolete stores.	Destroy	Retain 2 years after successful audit, then

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No	Function/Activity	Description	Disposal Action	Custody
<i>DISCIPLINE</i>				
				Destroy.
36	<b>DISCIPLINE</b>	<p>Management of the disciplinary process concerning organisation employees.</p> <p>Includes:</p> <ul style="list-style-type: none"><li>• allegations</li><li>• investigations, interviews and statements</li><li>• assessments and reports</li><li>• charges</li><li>• warnings</li><li>• punishments</li><li>• appeals</li><li>• dismissals</li><li>• disciplinary action relating to breaches of the code of conduct or other policy</li><li>• referrals to external bodies.</li></ul> <p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"><li>• CHILD ABUSE OR NEGLECT</li></ul>		

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No	Function/Activity	Description	Disposal Action	Custody
<i>DISCIPLINE</i>				
		<ul style="list-style-type: none"> <li>• COMPLIANCE</li> <li>• CORRUPTION / MISCONDUCT</li> <li>• EMPLOYMENT CONDITIONS / EQUAL EMPLOYMENT OPPORTUNITY</li> <li>• GRIEVANCES</li> <li>• PERSONNEL MANAGEMENT</li> <li>• POLICY</li> <li>• PROCEDURES</li> <li>• RECRUITMENT / SEPARATIONS</li> </ul>		
36.1		Discipline and / or remedial action of employees concerning cases of child abuse or neglect.	Destroy	Retain 100 years after action completed, then destroy.
36.2		Disciplinary actions not covered in previous section, including action relating to breaches of the code of conduct, where not held on personnel file.	Destroy	Retain 7 years after action completed, then Destroy.
37	<b>EDUCATION</b>	<p>Development and delivery of education services or programs to the public and private sectors to raise awareness or educate on organisation business or requirements.</p> <p>Includes resources and references, working papers and supplementary material used to develop</p>		

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No	Function/Activity	Description	Disposal Action	Custody
<i>EDUCATION</i>				
		education programs. <b>See also related ACTIVITIES:</b> <ul style="list-style-type: none"> <li>• ADDRESSES / PRESENTATIONS / SPEECHES</li> <li>• ARRANGEMENTS</li> <li>• EXHIBITIONS / DISPLAYS</li> <li>• MARKETING</li> <li>• PUBLISHING / PUBLICATIONS</li> <li>• TRAINING AND DEVELOPMENT</li> <li>• VISITS</li> </ul>		
37.1		<b>Significant</b> education programs.	Archive	Retain as State archives.
37.2		<b>Other</b> education programs / services not included in previous section.	Destroy	Retain 7 years after action completed, then Destroy.
38	<b>EMPLOYMENT CONDITIONS / EQUAL EMPLOYMENT OPPORTUNITY</b>	Managing the general conditions of employment for all employees (permanent, temporary or contract) and the management of equal employment opportunity. <b>See also related ACTIVITIES:</b> <ul style="list-style-type: none"> <li>• AGREEMENTS / CONTRACTS / JOINT</li> </ul>		

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No	Function/Activity	Description	Disposal Action	Custody
<i>EMPLOYMENT CONDITIONS / EQUAL EMPLOYMENT OPPORTUNITY</i>				
		VENTURES / DEEDS <ul style="list-style-type: none"> <li>• CHILD ABUSE OR NEGLECT</li> <li>• CLAIMS</li> <li>• DISCIPLINE</li> <li>• GRIEVANCES</li> <li>• INDUSTRIAL RELATIONS</li> <li>• PERFORMANCE PLANNING / APPRAISAL</li> <li>• PERSONNEL MANAGEMENT</li> <li>• POLICY</li> <li>• PROCEDURES</li> <li>• RECRUITMENT / SEPARATIONS</li> <li>• SALARIES / WAGES / PAYROLL</li> <li>• TRAINING AND DEVELOPMENT</li> <li>• WORK HEALTH AND SAFETY</li> </ul>		
38.1		Increment, promotion (successful) and probation records where not held on personnel file.	Destroy	Retain 100 years after date of birth, or 7 years after cessation of employment, whichever is later, or 7 years after

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No	Function/Activity	Description	Disposal Action	Custody
<i>EMPLOYMENT CONDITIONS / EQUAL EMPLOYMENT OPPORTUNITY</i>				
38.2		<p>Counselling provided to individual employees where records not held on personnel file.</p> <p>Management of counselling schemes or programs to assist employees.</p> <p>Employee clothing, including uniforms, badges and protective clothing records.</p> <p>Employee social club records.</p> <p>Equal Employment Opportunity initiatives and case files.</p> <p>Flexible work practices proposed and / or implemented throughout the organisation.</p> <p>Salary sacrifice schemes - successful requests and associated arrangements, where not held on personnel file.</p> <p>Signed documentation e.g. confidentiality agreements, policy acknowledgments, where not on personnel file.</p> <p>Working hours - complaints, requests and directions.</p>	Destroy	<p>death, then Destroy.</p> <p>Retain 7 years after action completed, then Destroy.</p>
38.3		Employee exchange or secondment programs - determination of conditions, planning and administrative arrangements.	Destroy	Retain 5 years after action completed, then Destroy.

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No	Function/Activity	Description	Disposal Action	Custody
<i>EMPLOYMENT CONDITIONS / EQUAL EMPLOYMENT OPPORTUNITY</i>				
38.4		<p>Promotion requests - unsuccessful, where not held on personnel file.</p> <p>Salary sacrifice schemes - unsuccessful requests for salary sacrifice by employees, where not held on personnel file.</p> <p>Requests for the provision of employee amenities.</p> <p>Suggestions submitted by employees, on an ad-hoc basis or via a suggestion scheme, employee questionnaire or suggestion box.</p>	Destroy	Retain 2 years after action completed, then Destroy.
38.5		<p>Working hours - rosters.</p> <p><b>NOTE:</b> Organisations are advised to be aware of certain rosters which may be potentially relevant to future cases or allegations of child abuse or neglect. See also section 2.4 in the introduction to this GRDA.</p>	Destroy	Retain 1 year after action completed, then Destroy.
38.6		Car parking - staff.	Destroy	Retain until superseded.
39	<b>ENQUIRIES</b>	<p>Receipt and handling of requests for information about the organisation and its services, from members of the public and other organisations.</p> <p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"><li>• ADVICE</li><li>• CUSTOMER SERVICE</li></ul>		

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No	Function/Activity	Description	Disposal Action	Custody
<i>ENQUIRIES</i>				
		<ul style="list-style-type: none"> <li>• FREEDOM OF INFORMATION</li> <li>• INFRINGEMENTS / LITIGATION / PROSECUTIONS</li> <li>• INQUIRIES</li> <li>• LIAISON</li> <li>• MAINTENANCE</li> <li>• MEDIA RELATIONS</li> <li>• PUBLIC REACTION</li> </ul>		
39.1		<p>Enquiries involving:</p> <ul style="list-style-type: none"> <li>• requests and provision of access to the organisation's records for legal purposes, such as discovery orders, court subpoenas, tribunal requests, Ombudsman's office, etc.</li> <li>• investigation and a detailed and / or specific response.</li> </ul>	Destroy	Retain 7 years after action completed, then Destroy.
39.2		Enquiries which require a routine or standard response, or referred to another party for response.	Destroy	Retain 2 years after action completed, then Destroy.
39.3		Communications to the organisation where the original record e.g. form, email or voice message has been entered into a business system such as	Destroy	Retain 6 months after all relevant details entered into system



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No	Function/Activity	Description	Disposal Action	Custody
<i>ESTABLISHMENT</i>				
		<p>a customer request system.</p> <p><b>NOTE:</b> Organisations must ensure all relevant details are transferred from the original record to the business system, in accordance with internal risk management procedures. Each organisation must determine whether the original records should be retained for risk management purposes.</p>		and confirmed correct, then Destroy.
40	<b>ESTABLISHMENT</b>	<p>Establishment and management of organisational structure, positions, duties and reporting relationships between employees.</p> <p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• COMMITTEES / BOARDS / TASK FORCES</li> <li>• PERSONNEL MANAGEMENT</li> <li>• PLANNING</li> <li>• RECRUITMENT / SEPARATIONS</li> </ul>		
40.1		<p>Initial establishment of organisation, function and purpose, legislative basis, and administrative arrangements regarding establishment.</p> <p><b>Significant</b> restructures / restructuring, such as:</p> <ul style="list-style-type: none"> <li>• reviews and restructures affecting the organisation as a whole or major sections of the organisation</li> </ul>	Archive	Retain as State archives.

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No	Function/Activity	Description	Disposal Action	Custody
<i>ESTABLISHMENT</i>				
		<ul style="list-style-type: none"><li>• amalgamations</li><li>• classification</li><li>• corporatisation</li><li>• organisational charts</li><li>• privatisation</li><li>• redeployment</li><li>• retraining.</li></ul>		
40.2		Reclassification requests - successful.  Position history records / position files, including determination of duty statements, required qualifications, reclassifications. Not to be confused with personnel files.	Destroy	Retain 7 years after position abolished, then Destroy.
40.3		Restructures or restructuring not included in previous sections, such as reviews and restructures affecting only particular sections of the organisation and having little effect on the overall functioning of the organisation.	Destroy	Retain 5 years after action completed, then Destroy.
40.4		Reclassification requests - unsuccessful.	Destroy	Retain 2 years after position abolished, then Destroy.
40.5		Management of vacant (unoccupied) positions in the	Destroy	Retain 1 year after

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No	Function/Activity	Description	Disposal Action	Custody
<i>EVALUATION / REVIEWING</i>				
		organisation. Sourcing of temporary employees for positions. See <b>RECRUITMENT / SEPARATIONS</b> for recruitment records.		action completed, then Destroy.
41	<b>EVALUATION / REVIEWING</b>	Re-evaluating or re-examining in order to determine success or effectiveness. May relate to: <ul style="list-style-type: none"> <li>• facilities, systems and equipment</li> <li>• organisational structure</li> <li>• procedures and practices.</li> </ul> <b>See also related ACTIVITIES:</b> <ul style="list-style-type: none"> <li>• CHILD ABUSE OR NEGLECT</li> <li>• DATA MANAGEMENT</li> <li>• IMPLEMENTATION</li> <li>• PROJECTS / PROJECT MANAGEMENT</li> <li>• REPORTING</li> <li>• TRAINING AND DEVELOPMENT</li> </ul>		
41.1		<b>Significant</b> evaluations and reviews. Strategic level evaluations / reviews of organisation	Archive	Retain as State archives.

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No	Function/Activity	Description	Disposal Action	Custody
<i>EVALUATION / REVIEWING</i>				
		functions, operations and business processes, services, plans, policies, projects, programs and plans.		
41.2		<p><b>Other</b> evaluations / reviews not included in previous section.</p> <p>Operational level evaluations and reviews of organisation functions, operations and business processes, services, plans, policies, and strategies.</p>	Destroy	Retain 7 years after action completed, then Destroy.
41.3		<p>Performance management practices - development and implementation.</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>• key performance indicators (KPIs)</li> <li>• benchmarking</li> <li>• performance targets, including missed targets</li> <li>• national competitiveness</li> <li>• continuous improvement programs.</li> </ul>	Destroy	Retain 5 years after action completed, then Destroy.
42	<b>EXPENDITURE / PAYMENTS</b>	<p>Process of spending cash funds of the organisation.</p> <p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• CHEQUE MANAGEMENT</li> </ul>		

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No	Function/Activity	Description	Disposal Action	Custody
<i>EXPENDITURE / PAYMENTS</i>				
		<ul style="list-style-type: none"> <li>• CREDITORS</li> </ul>		
42.1		<p>Payments and supporting documentation e.g. invoices, credit card monthly statements and other claims for payment.</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>• payment vouchers</li> <li>• invoices</li> <li>• duplicates of claims</li> <li>• payment by cheque or Electronic Funds Transfer and returned payments</li> <li>• act of grace payments</li> <li>• credit notes</li> <li>• cash payment vouchers</li> <li>• debit batch registers.</li> </ul>	Destroy	Retain 6 years after successful audit, then Destroy.
43	<b>EXHIBITIONS / DISPLAYS</b>	<p>Development and conduct of exhibitions or displays to exhibit organisation material and / or to promote organisation programs and services.</p> <p><b>See also related ACTIVITY:</b></p> <ul style="list-style-type: none"> <li>• ARRANGEMENTS</li> </ul>		

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No	Function/Activity	Description	Disposal Action	Custody
<i>EXHIBITIONS / DISPLAYS</i>				
		<ul style="list-style-type: none"> <li>• EDUCATION</li> </ul>		
43.1		<p><b>Significant</b> exhibitions, including planning and development, production and design of the exhibition / display.</p> <p>May include film, video or photographic record of exhibition or display.</p>	Archive	Retain as State archives.
43.2		<p><b>Other</b> exhibitions and displays not included in previous section.</p>	Destroy	Retain 7 years after action completed, then Destroy.
44	<b>FEES AND CHARGES</b>	<p>Fees or charges incurred for the organisation's goods or services.</p> <p><b>See also related ACTIVITY:</b></p> <ul style="list-style-type: none"> <li>• DEBTORS</li> </ul>		
44.1		Development, management and approvals related to fees and charges.	Destroy	Retain 6 years after successful audit, then Destroy.
44.2		Lists of regulatory fees and charges.		Retain 2 years after superseded, then Destroy.
45	<b>FORMS (FINANCIAL)</b>	Finance and accounting documents or forms used to record financial transactions. Includes Treasury forms or forms developed by the organisation.		

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No	Function/Activity	Description	Disposal Action	Custody
<i>FORMS (FINANCIAL)</i>				
		<p><b>See also related ACTIVITY:</b></p> <ul style="list-style-type: none"> <li>• COMPLIANCE</li> </ul>		
45.1		<p>Missing monetary forms - records of investigations and approvals for non-production.</p> <p>Estimated quarterly expenditure.</p> <p>Cancelled, spoilt, obsolete or surplus monetary forms not issued and records relating to their management.</p>	Destroy	Retain 6 years after successful audit, then Destroy.
46	<b>FREEDOM OF INFORMATION</b>	<p>Management of requests / applications to the organisation made under the <i>Freedom of Information Act 1992</i>.</p> <p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• ADVICE</li> <li>• ENQUIRIES</li> <li>• PRIVACY</li> <li>• PUBLISHING / PUBLICATIONS</li> <li>• RECORDS / INFORMATION MANAGEMENT</li> <li>• REPORTING</li> </ul>		
46.1		<p><b>Significant</b> requests / applications made under Freedom of Information legislation, including</p>	Archive	Retain as State archives.

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No	Function/Activity	Description	Disposal Action	Custody
<i>FREEDOM OF INFORMATION</i>				
		<p>applications submitted to external review conducted by the Information Commissioner, or appealed to the Supreme Court on a point of law.</p> <p><b>NOTE:</b> Archived requests must include copies of documents that are the subject of the request.</p>		
46.2		<b>Other</b> requests / applications made under Freedom of Information legislation, not included in the previous section.	Destroy	Retain 7 years after action completed, then Destroy.
46.3		Requests / applications - cancelled, withdrawn or not proceeded with, or fully referred to another agency.	Destroy	Retain 2 years after action completed, then Destroy.
47	<b>FUNDRAISING</b>	Fundraising activities undertaken by the organisation.		
47.1		<b>Significant</b> fundraising or appeals, including proposals, consultation, major drafts, final plan and approvals, records of funds raised and reports.	Archive	Retain as State archives.
47.2		<b>Other</b> fundraising or appeals not included in previous section.	Destroy	Retain 6 years after successful audit, then Destroy.
47.3		Planning and management of fundraising activities.	Destroy	Retain 2 years after action completed, then Destroy.
48	<b>GOVERNMENT APPS AND WEBSITES -</b>	Data sent to and received from private citizens in order to download and use applications (apps)		



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No	Function/Activity	Description	Disposal Action	Custody
<i>GOVERNMENT APPS AND WEBSITES - USER DATA</i>				
	<b>USER DATA</b>	provided by the organisation, via external distribution services such as the Apple App Store and Google Play, or accessible via official State government websites.		
48.1		<p>Data provided by private citizens in order to create a user account for an organisation app. Such data is usually required for account creation and verification purposes and includes:</p> <ul style="list-style-type: none"> <li>• name</li> <li>• email address</li> <li>• mobile phone number</li> <li>• date of birth</li> <li>• username and password</li> <li>• other forms of identity e.g. myGovID.</li> </ul>	Destroy	Retain until user account is closed, then Destroy.
48.2		<p><b>Other</b> user data (service-related).</p> <p>Data sent to, and received from app users in order to receive a specific service from the organisation. Includes:</p> <ul style="list-style-type: none"> <li>• licensing details</li> <li>• payment information.</li> </ul> <p>Such data is transactional in nature, sent to, and</p>	Destroy	Retain in accordance with the business activity to which the data relates.

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No	Function/Activity	Description	Disposal Action	Custody
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*GRIEVANCES*

		received by the organisation via the use of the app, and subsequently maintained in a business information system external to the app.		
49	<b>GRIEVANCES</b>	<p>Management and resolution of grievances and complaints reported by organisation employees.</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>• complaints</li> <li>• investigations, assessments, interviews, statements</li> <li>• reports</li> <li>• appeals</li> <li>• decisions and actions.</li> </ul> <p><b>NOTE:</b> Documentation of unsubstantiated grievances <b>should not</b> be placed on either parties' personnel files.</p> <p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• CHILD ABUSE OR NEGLECT</li> <li>• DISCIPLINE</li> <li>• EMPLOYMENT CONDITIONS / EQUAL EMPLOYMENT OPPORTUNITY</li> </ul>		

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No	Function/Activity	Description	Disposal Action	Custody
<i>GRIEVANCES</i>				
		<ul style="list-style-type: none"> <li>• PERSONNEL MANAGEMENT</li> <li>• WORK HEALTH AND SAFETY</li> </ul>		
49.1		Grievances / discipline relating to employee misconduct concerning child abuse or neglect.	Destroy	Retain 100 years after action completed, then Destroy.
49.2		Grievances (where not held on personnel file) about work health and safety matters that include complaints / objections to: <ul style="list-style-type: none"> <li>• undertaking hazardous duties</li> <li>• working environment hazards, including noise, dust, chemicals, heat etc.</li> </ul>	Destroy	Retain 50 years after action completed, then Destroy.
49.3		Formal grievances (where not held on personnel file) lodged by employees, including discrimination or harassment.	Destroy	Retain 7 years after action completed, then Destroy.
49.4		Informal, unsubstantiated or other grievances (where not held on personnel file) lodged by employees, including discrimination and harassment, that do not result in formal proceedings.	Destroy	Retain 2 years after action completed, then Destroy.
50	<b>IMPLEMENTATION</b>	Implementation of plans, policies, procedures, instructions and information technology systems.  <b>See also related ACTIVITIES:</b>		

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No	Function/Activity	Description	Disposal Action	Custody
<i>IMPLEMENTATION</i>				
		<ul style="list-style-type: none"> <li>• DATA MANAGEMENT</li> <li>• EVALUATION / REVIEWING</li> <li>• PLANNING</li> <li>• POLICY</li> <li>• PROCEDURES</li> <li>• PROJECTS / PROJECT MANAGEMENT</li> <li>• REPORTING</li> </ul>		
50.1		<p><b>Significant</b> information relating to the implementation of core business strategies, plans, policies, projects or programs.</p> <p><b>NOTE:</b> Includes organisation implementation of practices arising from the Royal Commission into Institutional Responses to Child Sexual Abuse (RCIRCSA).</p>	Archive	Retain as State archives.
50.2		<p><b>Other</b> implementation of core business strategies, plans, policies, projects or programs, not included in previous section.</p> <p>Administrative plans, policies, instructions, programs, systems or solutions.</p> <p>Implementation of information technology systems.</p>	Destroy	Retain 7 years after action completed, then Destroy.

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No	Function/Activity	Description	Disposal Action	Custody
<i>INDUSTRIAL RELATIONS</i>				
51	<b>INDUSTRIAL RELATIONS</b>	<p>Managing an agreed set of employment conditions and levels of payment. Includes:</p> <ul style="list-style-type: none"> <li>• negotiations between management, employees and unions</li> <li>• industrial action or disputes</li> <li>• enterprise bargaining</li> <li>• employer / employee negotiation.</li> </ul> <p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• AGREEMENTS / CONTRACTS / JOINT VENTURES / DEEDS</li> <li>• CLAIMS</li> <li>• COMMITTEES / BOARDS / TASK FORCES</li> <li>• EMPLOYMENT CONDITIONS / EQUAL EMPLOYMENT OPPORTUNITY</li> </ul>		
51.1		<p><b>Significant</b> industrial action e.g. strikes, go-slows and / or disputes involving organisation employees which have a substantial impact on the organisation.</p> <p>Negotiation and review of workplace enterprise / industrial agreements, awards or processes applying to the organisation which:</p>	Archive	Retain as State archives.

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No	Function/Activity	Description	Disposal Action	Custody
<i>INDUSTRIAL RELATIONS</i>				
		<ul style="list-style-type: none"> <li>• set a precedent</li> <li>• affect the majority of employees at the organisation</li> <li>• made an innovative / contentious change to working conditions</li> <li>• involved substantial organisation input.</li> </ul> <p>Workplace consultative / negotiating committees.</p>		
51.2		<p>Liaison with employees, employee bodies and unions on issues such as:</p> <ul style="list-style-type: none"> <li>• advice on changes to working arrangements</li> <li>• notes of meetings</li> <li>• information regarding union policies, newsletters, etc.</li> </ul>	Destroy	Retain 10 years after action completed, then Destroy.
51.3		<p>Organisation <b>copies</b> of workplace agreements, enterprise agreements or industrial agreements.</p> <p>Union right of entry arrangements, including entry notices.</p>	Destroy	Retain 7 years after action completed, then Destroy.
51.4		<p><b>Other</b> industrial action / disputes not included in previous sections, such as minor cases of industrial action e.g. short term and / or easily resolved</p>	Destroy	Retain 5 years after action completed, then Destroy.

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No	Function/Activity	Description	Disposal Action	Custody
<i>INDUSTRIAL RELATIONS</i>				
		<p>disputes.</p> <p>Enterprise bargaining <b>not</b> resulting in an agreement; or where the organisation had little or no input.</p>		
51.5		Industrial relations elections - ballots and ballot papers.	Destroy	Retain 4 years after action completed, then Destroy.
52	<b>INFRINGEMENTS / LITIGATION / PROSECUTIONS</b>	<p><b>Infringements (penalties):</b> Handling breaches of rules and laws, such as minor or simple offences.</p> <p><b>Litigation:</b> Managing lawsuits or legal proceedings between the organisation and other parties.</p> <p><b>Prosecutions:</b> Managing legal proceedings between the organisation and other parties, in dispute over notices, infringements etc.</p> <p>Also includes 'cautions'.</p> <p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• ADVICE</li> <li>• CHILD ABUSE OR NEGLECT</li> <li>• COMPLIANCE</li> <li>• DEBTORS</li> <li>• ENQUIRIES</li> </ul>		

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No	Function/Activity	Description	Disposal Action	Custody
<i>INFRINGEMENTS / LITIGATION / PROSECUTIONS</i>				
		<ul style="list-style-type: none"> <li>• INQUIRIES</li> <li>• INSPECTIONS</li> <li>• INTELLECTUAL PROPERTY</li> <li>• LEGISLATION</li> <li>• PUBLIC REACTION</li> </ul>		
52.1		<b>Significant</b> litigation or prosecution.	Archive	Retain as State archives.
52.2		Litigation or prosecutions relating to child abuse or neglect.	Destroy	Retain 100 years after action completed, then Destroy.
52.3		<b>Other</b> litigation or prosecutions, not included in previous section.	Destroy	Retain 7 years after case completed or expiry of statute of limitation period, whichever is later, then Destroy.
52.4		<p>Complaints / reports / information received from the public or other parties alerting the organisation to possible offences, where not covered in previous sections, or where no action is taken.</p> <p>Infringement notices issued by the organisation for minor offences where no legal action results.</p>	Destroy	Retain 7 years after action completed, then Destroy.



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No	Function/Activity	Description	Disposal Action	Custody
<i>INFRINGEMENTS / LITIGATION / PROSECUTIONS</i>				
		<p>Intellectual property (copyright / patents / trademarks) infringements issued by or to the organisation.</p> <p>Subpoenas / discovery orders / Writ of Summons.</p> <p>Used infringement books where the information is <b>NOT</b> transferred elsewhere.</p>		
52.5		Infringement notices received by the organisation, such as parking, speeding or traffic infringements incurred by organisation employees.	Destroy	Retain 2 years after action completed, then Destroy.
52.6		Used infringements books where the information has been transferred elsewhere.	Destroy	Retain 6 months after action completed, then Destroy.
53	<b>INQUIRIES</b>	<p>Formal investigations carried out by persons or bodies authorised to inquire and report on a subject, such as Royal Commissions, Special Inquiries established under the <i>Public Sector Management Act 1994</i>, the Parliamentary Commissioner for Administrative Investigations (the Ombudsman), the Public Sector Commissioner (Public Interest Disclosures), or the Corruption and Crime Commission (CCC).</p> <p>Includes the organisation's participation in the inquiry by providing evidence in the form of submissions, statements, reports etc., whether by official request or voluntarily.</p>		

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No	Function/Activity	Description	Disposal Action	Custody
<i>INQUIRIES</i>				
		<p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• CHILD ABUSE OR NEGLECT</li> <li>• ENQUIRIES</li> <li>• INFRINGEMENTS / LITIGATION / PROSECUTIONS</li> </ul>		
53.1		<p>Inquiries <b>directly related</b> to the organisation's administration, functions, programs or services.</p> <p>Inquiries <b>not directly related</b> to the organisation's administration, etc., but where the organisation provided substantial input or evidence.</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>• organisation input / evidence in the form of submissions, statements, reports etc.</li> <li>• notice of decision / recommendations and records of the organisation's implementation of the recommendations</li> </ul>	Archive	Retain as State archives.
53.2		Inquiries not relating to the organisation's administration, etc. or requiring little or no input or action.	Destroy	Retain 3 years after action completed, then Destroy.
54	<b>INSPECTIONS</b>	Official examination / assessment of the organisation's projects, works, land, buildings, facilities, vehicles, plant and equipment to ensure		

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No	Function/Activity	Description	Disposal Action	Custody
<i>INSPECTIONS</i>				
		<p>compliance with agreed standards and objectives.</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>• groundwater testing</li> <li>• laboratory testing</li> <li>• plant and equipment condition</li> <li>• use of hazardous materials</li> <li>• contamination / damage.</li> </ul> <p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• AUDIT</li> <li>• COMPLIANCE</li> <li>• INFRINGEMENTS / LITIGATION / PROSECUTIONS</li> <li>• MAINTENANCE</li> <li>• PROJECTS / PROJECT MANAGEMENT</li> <li>• WORK HEALTH AND SAFETY</li> </ul>		
54.1		<p><b>Significant</b> inspections or tests, that may relate to:</p> <ul style="list-style-type: none"> <li>• findings of hazardous substances /</li> </ul>	Archive	Retain as State archives.

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No	Function/Activity	Description	Disposal Action	Custody
<i>INSPECTIONS</i>				
		<p>contamination</p> <ul style="list-style-type: none"> <li>• major ICT issues</li> <li>• significant delays or variations to a project</li> <li>• non-compliance with statutory or contractual obligations</li> <li>• major defects.</li> </ul> <p>Includes inspection forms, analysis of findings and final decisions.</p>		
54.2		<p><b>Other</b> inspections not included in previous section.</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>• routine inspections of facilities equipment and other items</li> <li>• test certificates (electrical, gas, fire, lifts, etc.)</li> <li>• calibration records</li> <li>• regular test results.</li> </ul>	Destroy	Retain 7 years after action completed, then Destroy.
55	<b>INSTALLATION / COMMISSIONING</b>	<p>Installation of equipment and components into position and connecting / adjusting for use.</p> <p><b>See also related ACTIVITY:</b></p>		

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No	Function/Activity	Description	Disposal Action	Custody
<i>INSTALLATION / COMMISSIONING</i>				
		<ul style="list-style-type: none"> <li>• CONSTRUCTION / CAPITAL WORKS</li> </ul>		
55.1		Installation and commissioning of equipment and components such as plumbing, air conditioning, cabling, etc. in properties and buildings considered to be <b>significant</b> .	Archive	Retain as State archives.
55.2		Installation and commissioning of equipment and components in properties and buildings not included in previous section, that contain hazardous materials such as asbestos.	Destroy	Retain 100 years after disposal or decommissioning, then Destroy.
55.3		<b>Other</b> installation and commissioning of utilities, equipment and components, not included in previous sections.	Destroy	Retain 7 years after disposal or decommissioning, then Destroy.
55.4		Installation of signage.	Destroy	Retain 2 years after action completed, then Destroy.
56	<b>INSURANCE</b>	<p>Policies taken out by the organisation to cover loss or damage to property, vehicles, or members of the public, including financial loss and indemnity insurance.</p> <p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• CLAIMS</li> <li>• REGISTERS</li> </ul>		

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No	Function/Activity	Description	Disposal Action	Custody
<i>INSURANCE</i>				
56.1		Insurance policies, liabilities and renewals relating to: <ul style="list-style-type: none"> <li>• buildings, property or major assets</li> <li>• financial loss, indemnity, vehicles, machinery, equipment and minor assets.</li> </ul>	Destroy	Retain 7 years after action completed, then Destroy.
57	<b>INTELLECTUAL PROPERTY</b>	Management of intellectual property (IP) held or maintained by the organisation.  <b>See also related ACTIVITIES:</b> <ul style="list-style-type: none"> <li>• INFRINGEMENTS / LITIGATION / PROSECTIONS</li> <li>• PUBLISHING / PUBLICATIONS</li> </ul>		
57.1		Copyright / patents / trademarks held, administered and registered by the organisation on behalf of the State.	Destroy	Destroy 7 years after intellectual property lapses.
57.2		Requests to reproduce material where the copyright is held by the organisation.  Requests by the organisation to reproduce material where the copyright is held by another party.	Destroy	Retain 7 years after action completed, then Destroy.
57.3		Royalties received by the organisation.	Destroy	Retain 6 years after successful audit, then Destroy.
58	<b>LEASING / LEASING</b>	Leasing premises, property, equipment, vehicles,		

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No	Function/Activity	Description	Disposal Action	Custody
<i>LEASING / LEASING OUT</i>				
	<b>OUT</b>	<p>items, etc. from or to another party.</p> <p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• ACQUISITION / DISPOSAL</li> <li>• AGREEMENTS / CONTRACTS / JOINT VENTURES / DEEDS</li> <li>• MAINTENANCE</li> <li>• RECEIPTS / REVENUE</li> </ul>		
58.1		<p><b>Significant</b> leases of premises, property, equipment, items, etc., from or to another party.</p> <p>Includes special leases, licences, tenancy and permissive occupancy agreements, contracts, agreements and conditions, documents of investigations and negotiations relating to leased property.</p>	Archive	Retain as State archives.
58.2		<p><b>Other</b> leases not included in previous section.</p> <p>Successful requests and applications to lease organisation owned land, property and equipment. Includes leasing terms and conditions and research conducted on applicants.</p> <p>Leasing of premises, property, equipment, items, etc., from or to another party.</p>	Destroy	Retain 7 years after action completed, then Destroy.

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No	Function/Activity	Description	Disposal Action	Custody
<i>LEASING / LEASING OUT</i>				
58.3		Unsuccessful leasing or leasing-out requests / applications.	Destroy	Retain 2 years after action completed, then Destroy.
59	<b>LEAVE</b>	<p>Management of leave for organisation employees.</p> <p><b>NOTE:</b> Organisations are advised to be aware of leave records which may be potentially relevant to future cases or allegations of child abuse or neglect. See also section 2.4 in the introduction to this GRDA.</p> <p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• EMPLOYMENT CONDITIONS / EQUAL EMPLOYMENT OPPORTUNITY</li> <li>• PERSONNEL MANAGEMENT</li> <li>• SALARIES / WAGES / PAYROLL</li> </ul>		
59.1		<p>Leave applications, including long service leave, listings, updates, associated correspondence and instructions.</p> <p><b>NOTE:</b> Records pertaining to long service leave must be retained under regulation 49D(3) of the <i>Industrial Relations Act 1979</i>.</p>	Destroy	Retain 7 years after cessation of employment, then Destroy.
60	<b>LEGISLATION</b>	<p>Development and amendment of legislation such as acts, regulations, rules, by-laws, etc.</p> <p><b>See also related ACTIVITIES:</b></p>		



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No	Function/Activity	Description	Disposal Action	Custody
<i>LEGISLATION</i>				
		<ul style="list-style-type: none"> <li>• ADVICE</li> <li>• COMPLIANCE</li> <li>• INFRINGEMENTS / LITIGATION / PROSECUTIONS</li> </ul>		
60.1		<p>Making, reviewing and amending legislation forming the legislative basis for the organisation or administered by the organisation, or directly related to the organisation's functions or operations.</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>• requests and proposals</li> <li>• consultation and comment</li> <li>• reviews and submissions</li> <li>• regulatory impact statements</li> <li>• major drafts and explanatory notes.</li> </ul> <p>Provision or receipt of advice (whether legal or other advice) on interpretation of legislation administered by the organisation or directly related to the organisation's functions or operations.</p> <p>Substantial input, comment or contribution by the organisation on other legislation affecting the organisation's functions or operations.</p>	Archive	Retain as State archives.

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No	Function/Activity	Description	Disposal Action	Custody
<i>LEGISLATION</i>				
60.2		<p>Minor input, comment or contribution by the organisation on other legislation affecting the organisation's functions and operations.</p> <p>Any comment or contribution by the organisation on other legislation not affecting the organisation's functions or operations.</p>	Destroy	Retain 10 years after action completed, then Destroy.
61	<b>LIAISON</b>	<p>Managing regular ongoing contact between the organisation and external bodies, including intergovernmental relations.</p> <p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• ADVICE</li> <li>• CHILD ABUSE OR NEGLECT</li> <li>• ENQUIRIES</li> </ul>		
61.1		<p><b>Significant</b> liaison with:</p> <ul style="list-style-type: none"> <li>• federal, state and local government organisations</li> <li>• community groups</li> <li>• professional and industry associations</li> <li>• private sector organisations.</li> </ul>	Archive	Retain as State archives.
61.2		<b>Other</b> general liaison or regular ongoing contact,	Destroy	Retain 5 years after

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No	Function/Activity	Description	Disposal Action	Custody
<i>MAINTENANCE</i>				
		including memberships and participation in activities.		action completed, then Destroy.
62	<b>MAINTENANCE</b>	<p>Maintenance, upkeep, repairs, servicing and refurbishment carried out on an asset, infrastructure, land, buildings, equipment, systems, property and vehicles.</p> <p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• ACQUISITION / DISPOSAL</li> <li>• AGREEMENTS / CONTRACTS / JOINT VENTURES / DEEDS</li> <li>• CONSERVATION</li> <li>• CONSTRUCTION / CAPITAL WORKS</li> <li>• DATA MANAGEMENT</li> <li>• ENQUIRIES</li> <li>• INSPECTIONS</li> <li>• LEASING / LEASING OUT</li> <li>• PUBLIC REACTION</li> </ul>		
62.1		<p><b>Significant</b> maintenance, repairs, or restoration on an asset carried out by the organisation, such as:</p> <ul style="list-style-type: none"> <li>• maintenance of land, buildings, equipment, and</li> </ul>	Archive	Retain as State archives.

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No	Function/Activity	Description	Disposal Action	Custody
<i>MAINTENANCE</i>				
		<p>structures of local, state or national significance</p> <ul style="list-style-type: none"> <li>• maintenance / restoration of property that is heritage listed</li> <li>• maintenance that is necessitated by disasters e.g. cyclone, fire, floods</li> <li>• maintenance that is necessitated by contamination e.g. contaminated site remediation.</li> </ul> <p>Maintenance program or project records include:</p> <ul style="list-style-type: none"> <li>• feasibility studies, investigations and analysis</li> <li>• environmental impact assessments</li> <li>• environmental surveys, assessments, plans and licences</li> <li>• design, major drafts and as-constructed drawings / plans / maps</li> <li>• specifications</li> <li>• formal approvals.</li> </ul>		
62.2		Maintenance of land, buildings, operational facilities, plant or equipment which contain asbestos, not included in previous section.	Destroy	Retain 100 years after action completed, then Destroy.

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No	Function/Activity	Description	Disposal Action	Custody
<i>MAINTENANCE</i>				
62.3		Maintenance using hazardous substances <b>NOT</b> involving asbestos. e.g. pest control.	Destroy	Retain 30 years after action completed, then Destroy.
62.4		<p><b>Other</b> maintenance carried out on land, infrastructure and operational facilities, equipment, systems, property and vehicles not included in previous sections.</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>• maintenance carried out on vehicles e.g. servicing, repairs and registration</li> <li>• maintenance programming / forward planning proposals</li> <li>• maintenance carried out on equipment, ICT equipment and systems</li> <li>• technical logs and test logs for manned and unmanned aircraft e.g. drones.</li> </ul>	Destroy	Retain 7 years after action completed, then Destroy.
63	<b>MARKETING</b>	<p>Marketing of the organisation and its business, services and products.</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>• advertising</li> <li>• marketing plans</li> </ul>		

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No	Function/Activity	Description	Disposal Action	Custody
<i>MARKETING</i>				
		<ul style="list-style-type: none"> <li>• publicity records regarding campaigns.</li> </ul> <p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• CELEBRATIONS / CEREMONIES / COMPETITIONS / EVENTS / HONOURS / AWARDS</li> <li>• EDUCATION</li> <li>• MEDIA RELATIONS</li> <li>• PLANNING</li> <li>• PUBLISHING / PUBLICATIONS</li> <li>• RECRUITMENT / SEPARATIONS</li> <li>• RESEARCH</li> <li>• SPONSORSHIPS / GRANTS / DONATIONS / SUBSIDIES</li> <li>• TENDERING</li> <li>• VISITS</li> </ul>		
63.1		<p><b>Significant</b> marketing programs, promotions, awareness raising, education and publicity campaigns, which relate to:</p> <ul style="list-style-type: none"> <li>• promotion of overall product or trademark, or</li> </ul>	Archive	Retain as State archives.

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No	Function/Activity	Description	Disposal Action	Custody
<i>MARKETING</i>				
		<p>innovative new product or service</p> <ul style="list-style-type: none"> <li>• matters of major community interest or controversy</li> <li>• new or substantial changes to existing government policies, programs or services</li> <li>• projects or programs of major impact</li> <li>• construction of major landmarks or structures</li> <li>• major health, environmental or conservation issues.</li> </ul> <p>Includes:</p> <ul style="list-style-type: none"> <li>• proposals, research, consultation</li> <li>• design and production</li> <li>• coordination, implementation and evaluation.</li> </ul>		
63.2		Advertisements in any media - master copies.	Destroy	Retain 7 years after action completed, then Destroy.
63.3		<b>Other</b> marketing programs, promotions, awareness raising, education and publicity campaigns not included in previous sections.	Destroy	Retain 5 years after action completed, then Destroy.
63.4		Display of products or information in such a way that it stimulates interest and entices customers to make	Destroy	Retain 3 years after action completed, then

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No	Function/Activity	Description	Disposal Action	Custody
<i>MEDIA RELATIONS</i>				
		a purchase or take action.		Destroy.
64	<b>MEDIA RELATIONS</b>	Managing media relationships, such as: <ul style="list-style-type: none"> <li>• managing media contacts</li> <li>• authorising and issuing news articles and press briefings</li> <li>• preparing and issuing media releases</li> <li>• organising media interviews.</li> </ul> <b>See also related ACTIVITIES:</b> <ul style="list-style-type: none"> <li>• ENQUIRIES</li> <li>• MARKETING</li> <li>• PRIVACY</li> <li>• PUBLISHING / PUBLICATIONS</li> </ul>		
64.1		<p><b>Significant</b> media relationships e.g. media appearances and interviews, responses to media enquiries, issuing press briefings.</p> <p>Media releases - development of media releases and final versions.</p> <p>Media clippings / press cuttings on or about the organisation and its activities, where not held on</p>	Archive	Retain as State archives.



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No	Function/Activity	Description	Disposal Action	Custody
<i>MEDIA RELATIONS</i>				
		relevant subject file.  <b>NOTE:</b> Media clippings / press cuttings must be managed in accordance with relevant copyright legislation.		
64.2		<b>Other</b> media relationships, not covered in previous section.  Media filming access requests and authorisations.	Destroy	Retain 7 years after action completed, then Destroy.
65	<b>MEETINGS</b>	Public, internal or external meetings, where <b>NOT</b> committees, attended by organisation employees.  Includes agendas, minutes, supporting papers and reports.  <b>See also related ACTIVITIES:</b> <ul style="list-style-type: none"> <li>• ARRANGEMENTS</li> <li>• COMMITTEES / BOARDS / TASK FORCES</li> <li>• CORRUPTION / MISCONDUCT</li> </ul>		
65.1		<b>Significant</b> and high-level meetings held to discuss / resolve matters relating to: <ul style="list-style-type: none"> <li>• organisation planning and policy</li> <li>• strategic and corporate management</li> </ul>	Archive	Retain as State archives.

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No	Function/Activity	Description	Disposal Action	Custody
<i>MEETINGS</i>				
		<ul style="list-style-type: none"> <li>• core business functions or operations</li> <li>• community consultation relating to significant issues.</li> </ul>		
65.2		<p><b>Other</b> meetings held to discuss / resolve matters relating to:</p> <ul style="list-style-type: none"> <li>• non-core business activities</li> <li>• mid to low-level administrative activities</li> <li>• facilitative functions or activities</li> <li>• informative functions or activities</li> <li>• low-level community consultation.</li> </ul>	Destroy	Retain 7 years after action completed, then Destroy.
65.3		Meetings where the organisation has <b>NO</b> coordinating or secretarial role.	Destroy	Retain 1 year after action completed, then Destroy.
65.4		Recordings of meetings and verbatim transcripts (if produced).	Destroy	Retain until transcribed and accepted by relevant person/s or authority, then Destroy.
66	<b>PERFORMANCE PLANNING / APPRAISAL</b>	<p>Evaluation of the performance of employees and their achievements in relation to set goals.</p> <p><b>See also related ACTIVITY:</b></p>		

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No	Function/Activity	Description	Disposal Action	Custody
<i>PERFORMANCE PLANNING / APPRAISAL</i>				
		<ul style="list-style-type: none"> <li>• EMPLOYMENT CONDITIONS / EQUAL EMPLOYMENT OPPORTUNITY</li> <li>• PERSONNEL MANAGEMENT</li> </ul>		
66.1		Performance appraisal records for: <ul style="list-style-type: none"> <li>• directors-general and deputy directors-general</li> <li>• chief executive officers and deputy chief executive officers</li> <li>• heads of government organisations</li> <li>• members of the senior executive service</li> <li>• those who have achieved fame, notoriety or a high public profile.</li> </ul>	Archive	Retain as State archives.
66.2		Performance appraisal records of employees not included in previous section, where not held on personnel file.  Includes: <ul style="list-style-type: none"> <li>• employee assessment reports</li> <li>• action to be taken</li> <li>• counselling on work performance</li> <li>• records of other discussions relating to</li> </ul>	Destroy	Retain 100 years after date of birth, or 7 years after cessation of employment, whichever is later, or 7 years after death, then Destroy.

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No	Function/Activity	Description	Disposal Action	Custody
<i>PERFORMANCE PLANNING / APPRAISAL</i>				
		<p>appraisal.</p> <p>Substandard performance where formal action is taken relating to poor performance. Includes investigation information.</p>		
66.3		Substandard performance where no formal action is taken.	Destroy	Retain 5 years after action completed, then Destroy.
66.4		Appraisal programs - working papers.	Destroy	Retain 2 years after action completed, then Destroy.
67	<b>PERSONNEL MANAGEMENT</b>	<p>Personal information kept on a personnel file for each employee of the organisation. See the definition of an employee in section 3 of the introduction to this GRDA.</p> <p>Personnel files typically include the following core information relating to an employee:</p> <ul style="list-style-type: none"> <li>• appointment and confirmation of employment</li> <li>• employment history</li> <li>• cessation of employment</li> <li>• name and date of birth of the employee</li> <li>• title and classification of the office held by the employee</li> </ul>		

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<b>No</b>	<b>Function/Activity</b>	<b>Description</b>	<b>Disposal Action</b>	<b>Custody</b>
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*PERSONNEL MANAGEMENT*

		<ul style="list-style-type: none"><li>• the term of the employee's appointment.</li></ul> <p>Personnel files may also include the following records, which, if held separately to the personnel file, are covered elsewhere in this GRDA:</p> <ul style="list-style-type: none"><li>• awards and honours</li><li>• application for employment</li><li>• complaints relating to Workplace Health and Safety</li><li>• copies of qualifications and references</li><li>• description of position and duty statement</li><li>• gratuities and allowances details</li><li>• higher duties instructions</li><li>• increment / promotion / probation records</li><li>• industrial award or agreement under which employee is employed</li><li>• letter of resignation, dismissal particulars, exit interviews</li><li>• medical reports i.e. supporting leave requests</li><li>• payment summaries</li></ul>		
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No	Function/Activity	Description	Disposal Action	Custody
<i>PERSONNEL MANAGEMENT</i>				
		<ul style="list-style-type: none"> <li>• references or statement of service supplied by other organisations</li> <li>• superannuation authorities and transfer of superannuation</li> <li>• training course assessments or reports.</li> </ul> <p><b>NOTE:</b> Organisations are advised to be aware of personnel files which may contain information in personnel files may be potentially relevant to future cases or allegations of child abuse or neglect. See also section 2.4 in the introduction to this GRDA.</p> <p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• CELEBRATIONS / CEREMONIES / COMPETITIONS / EVENTS / HONOURS / AWARDS</li> <li>• DISCIPLINE</li> <li>• EMPLOYMENT CONDITIONS / EQUAL EMPLOYMENT OPPORTUNITY</li> <li>• ESTABLISHMENT</li> <li>• GRIEVANCES</li> <li>• LEAVE</li> <li>• PERFORMANCE PLANNING / APPRAISAL</li> </ul>		

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No	Function/Activity	Description	Disposal Action	Custody
<i>PERSONNEL MANAGEMENT</i>				
		<ul style="list-style-type: none"> <li>• RECRUITMENT / SEPARATIONS</li> <li>• SALARIES / WAGES / PAYROLL</li> <li>• TRAINING AND DEVELOPMENT</li> <li>• VOLUNTEERING / WORK EXPERIENCE</li> <li>• WORK HEALTH AND SAFETY</li> </ul>		
67.1		Personnel files for: <ul style="list-style-type: none"> <li>• directors-general and deputy directors-general</li> <li>• chief executive officers and deputy chief executive officers</li> <li>• heads of government organisations</li> <li>• members of the senior executive service</li> <li>• those who have achieved fame, notoriety or a high public profile.</li> </ul>	Archive	Retain as State archives.
67.2		Personnel files for employees not included in previous section.  <b>NOTE:</b> Employees include volunteers, work experience students, apprentices or trainees, employment scheme participants etc. See section 3 in the introduction to this GRDA.	Destroy	Retain 100 years after date of birth, or 7 years after cessation of employment, whichever is later, or 7 years after death, then Destroy.

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No	Function/Activity	Description	Disposal Action	Custody
<i>PERSONNEL MANAGEMENT</i>				
67.3		<p>Duplicate personnel files for employees retained for reference purposes.</p> <p><b>NOTE:</b> Care must be taken to ensure these records are <b>exact duplicates</b> of the original file and contain no additional information.</p>	Destroy	Retain until cessation of employment, then Destroy.
68	<b>PHOTOGRAPHS / AUDIO VISUAL</b>	<p>Photographs / audio visual records of:</p> <ul style="list-style-type: none"> <li>• infrastructure, buildings, structures, landmarks</li> <li>• people, places, events.</li> </ul> <p>Includes photographs in all formats, such as digital, photographic prints, negatives, slides, as well as other audio visual material.</p> <p>This category covers individual photographs or photographic collections, which do not form part of a documented group / record. That is, they are not linked to an activity covered elsewhere in this GRDA or in the organisation's approved disposal authority.</p> <p>Photographs which do form an integral part of a record should be treated as part of that record and sentenced in accordance with the relevant activity.</p>		
68.1		<p>Photographs / audio visual material:</p> <ul style="list-style-type: none"> <li>• where the organisation (or a preceding organisation) played a lead role in what the photographs / audio visual material</li> </ul>	Archive	Retain as State archives.



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No	Function/Activity	Description	Disposal Action	Custody
<i>PHOTOGRAPHS / AUDIO VISUAL</i>				
		<p>documents</p> <ul style="list-style-type: none"> <li>• documenting <b>significant</b> events, structures, buildings, people, landmarks etc.</li> <li>• where contextual and descriptive information is available for the photographs to understand their <b>significant</b> content.</li> </ul>		
68.2		<p><b>Other</b> photographs and audio visual material not included in previous section.</p> <p>Includes photographs of unidentifiable landmarks, people, etc.</p> <p><b>NOTE:</b> If the content of photographs and audio visual material cannot be identified, the organisation is to consult with the SRO before destruction proceeds.</p>	Destroy	Retain 2 years after action completed, then Destroy.
69	<b>PLANNING</b>	<p>Planning to achieve organisation or government objectives.</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>• proposals</li> <li>• consultation</li> <li>• major drafts</li> <li>• final plan</li> </ul>		

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No	Function/Activity	Description	Disposal Action	Custody
<i>PLANNING</i>				
		<ul style="list-style-type: none"> <li>• approvals.</li> </ul> <p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• CHILD ABUSE OR NEGLECT</li> <li>• COMMITTEES / BOARDS / TASK FORCES</li> <li>• CONFERENCES / SEMINARS</li> <li>• CONSTRUCTION / CAPITAL WORKS</li> <li>• CUSTOMER SERVICE</li> <li>• DATA MANAGEMENT</li> <li>• ESTABLISHMENT</li> <li>• IMPLEMENTATION</li> <li>• MARKETING</li> <li>• PROJECTS / PROJECT MANAGEMENT</li> <li>• RECORDS / INFORMATION MANAGEMENT</li> <li>• RISK MANAGEMENT / RISK ASSESSMENT</li> </ul>		
69.1		<p><b>Significant</b> planning such as:</p> <ul style="list-style-type: none"> <li>• strategic or high-level planning of the organisation's core business functions</li> </ul>	Archive	Retain as State archives.

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No	Function/Activity	Description	Disposal Action	Custody
<i>PLANNING</i>				
		<p>or operations</p> <ul style="list-style-type: none"> <li>• whole-of-government planning, developed by the organisation or where the organisation provided substantial / major input</li> <li>• disaster planning / emergency management plans - implementation of plan following serious incidents.</li> </ul>		
69.2		<p><b>Other</b> planning such as:</p> <ul style="list-style-type: none"> <li>• operational level core business functions or operations</li> <li>• administrative plans, including organisation-wide financial management plan</li> <li>• conferences and seminars arranged by the organisation.</li> </ul>	Destroy	Retain 7 years after action completed, then Destroy.
69.3		Financial plans for business units or cost centres within the organisation.	Destroy	Retain 2 years after action completed, then Destroy.
70	<b>POLICY</b>	<p>Developing and establishing policies.</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>• research</li> <li>• consultation</li> </ul>		

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No	Function/Activity	Description	Disposal Action	Custody
<i>POLICY</i>				
		<ul style="list-style-type: none"> <li>• drafts</li> <li>• amendments</li> <li>• approvals.</li> </ul> <p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• CHILD ABUSE OR NEGLECT</li> <li>• CIRCULARS</li> <li>• CLAIMS</li> <li>• COMPLIANCE</li> <li>• DISCIPLINE</li> <li>• EMPLOYMENT CONDITIONS / EQUAL EMPLOYMENT OPPORTUNITY</li> <li>• IMPLEMENTATION</li> <li>• PRIVACY</li> <li>• PROCEDURES</li> <li>• RECORDS / INFORMATION MANAGEMENT</li> <li>• WORK HEALTH AND SAFETY</li> </ul>		
70.1		<b>Significant</b> policies, codes of conduct / codes or	Archive	Retain as State

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No	Function/Activity	Description	Disposal Action	Custody
<i>POLICY</i>				
		<p>practice, developed or adopted for internal or external use, relating to:</p> <ul style="list-style-type: none"> <li>• core business functions or operations</li> <li>• strategic or high-level administration</li> <li>• whole-of-government policy, developed by the organisation or where the organisation provided substantial / major input.</li> </ul>		archives.
70.2		Mid / low-level or operational level administrative policy developed or adopted for internal use in the administration of the organisation.	Destroy	Retain 7 years after superseded, then Destroy.
71	<b>PRIVACY</b>	<p>Application of the principles of privacy to organisation business.</p> <p><b>NOTE:</b> Organisations should not collect personal information unless it is absolutely necessary for business purposes. In most cases, it is sufficient to simply note and record that a person has the relevant qualifications, licences etc.</p> <p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• AGREEMENTS / CONTRACTS / JOINT VENTURES / DEEDS</li> <li>• COMPLIANCE</li> </ul>		

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No	Function/Activity	Description	Disposal Action	Custody
<i>PRIVACY</i>				
		<ul style="list-style-type: none"><li>• FREEDOM OF INFORMATION</li><li>• MEDIA RELATIONS</li><li>• POLICY</li><li>• PROCEDURES</li><li>• PUBLIC HEALTH EMERGENCY DATA</li><li>• PUBLISHING / PUBLICATIONS</li><li>• RECORDS / INFORMATION MANAGEMENT</li></ul>		
71.1		Media release forms or photo consent forms to authorise the use of a member of the public's photograph within a publication. These are often used for promotional purposes or for articles in the local newspaper.	Destroy	Retain 7 years after action completed, then Destroy.
71.2		Documents sighted by an organisation as proof of an individual's identity. Also known as 100 point identity check.  Documents may include: <ul style="list-style-type: none"><li>• birth certificate</li><li>• driver's license</li><li>• marriage certificate</li></ul>	Destroy	After verification and validation process concluded, Destroy.

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No	Function/Activity	Description	Disposal Action	Custody
<i>PRIVACY</i>				
		<ul style="list-style-type: none"> <li>• Medicare card</li> <li>• passport</li> <li>• rates notice</li> <li>• utility bills, etc.</li> <li>• qualifications</li> <li>• citizenship details.</li> </ul>		
71.3		Receipt of a person's personal information where it was not requested.	Destroy	Redact or Destroy upon receipt.
72	<b>PROCEDURES</b>	<p>Procedures and procedure manuals established for internal or external use. These could be developed by the organisation or externally produced.</p> <p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• AUDIT</li> <li>• CHILD ABUSE OR NEGLECT</li> <li>• CIRCULARS</li> <li>• CLAIMS</li> <li>• COMPLIANCE</li> <li>• DISCIPLINE</li> </ul>		

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No	Function/Activity	Description	Disposal Action	Custody
<i>PROCEDURES</i>				
		<ul style="list-style-type: none"> <li>• EMPLOYMENT CONDITIONS / EQUAL EMPLOYMENT OPPORTUNITY</li> <li>• IMPLEMENTATION</li> <li>• POLICY</li> <li>• PRIVACY</li> <li>• RECORDS / INFORMATION MANAGEMENT</li> <li>• WORK HEALTH AND SAFETY</li> </ul>		
72.1		<p>Procedures:</p> <ul style="list-style-type: none"> <li>• developed or adopted by the organisation which apply to its core business operations or activities</li> <li>• developed by the organisation for whole-of-government use</li> <li>• financial management procedures - exemptions from Treasurer's Instructions - <b>approved</b> applications.</li> </ul> <p>Includes:</p> <ul style="list-style-type: none"> <li>• research</li> <li>• proposals</li> </ul>	Archive	Retain as State archives.



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No	Function/Activity	Description	Disposal Action	Custody
<i>PROCEDURES</i>				
		<ul style="list-style-type: none"> <li>• consultation and comment</li> <li>• major drafts</li> <li>• approved final version.</li> </ul>		
72.2		<p>Procedures developed or adopted by the organisation which apply to its administration e.g. financial and human resource management.</p> <p>Includes financial management manuals.</p>	Destroy	Retain 7 years after superseded, then Destroy.
72.3		Financial management procedures - exemptions from Treasurer's Instructions - <b>unapproved</b> applications.	Destroy	Retain 2 years after superseded, then Destroy.
73	<b>PROJECTS / PROJECT MANAGEMENT</b>	<p>Planning, organising and managing resources to bring about the completion of a project utilising a combination of techniques, procedures, people and systems.</p> <p>Includes defining, planning, approval, implementation and evaluation of a project.</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>• project briefs / project plans / project initiation documents</li> <li>• project / progress reports</li> <li>• project meeting documentation</li> </ul>		

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No	Function/Activity	Description	Disposal Action	Custody
<i>PROJECTS / PROJECT MANAGEMENT</i>				
		<ul style="list-style-type: none"> <li>• project schedules / timelines</li> <li>• change requests</li> <li>• project risk assessments / registers and issues logs</li> <li>• project budget documentation</li> <li>• project closure / evaluation reports.</li> </ul> <p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• AUDIT</li> <li>• CONSTRUCTION / CAPITAL WORKS</li> <li>• EVALUATION / REVIEWING</li> <li>• IMPLEMENTATION</li> <li>• INSPECTIONS</li> <li>• PLANNING</li> </ul>		
73.1		<p><b>Significant</b> projects, including those not proceeded with, cancelled or withdrawn e.g. Perth Freight Link (Roe 8 Highway extension).</p> <p>Includes where the organisation:</p> <ul style="list-style-type: none"> <li>• is the lead organisation for the project</li> </ul>	Archive	Retain as State archives.

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No	Function/Activity	Description	Disposal Action	Custody
<i>PROJECTS / PROJECT MANAGEMENT</i>				
		<ul style="list-style-type: none"> <li>• has had major input into the planning, development and implementation of the project</li> <li>• is a principal driver of the project and performs secretariat duties for the board / committee responsible for managing project records</li> <li>• is a driver of the project and administers the funding for the project.</li> </ul>		
73.2		<b>Other</b> projects not included in previous section.	Destroy	Retain 7 years after action completed, then Destroy.
74	<b>PUBLIC HEALTH EMERGENCY DATA</b>	<p>Information collected from employees and / or visitors as part of a public health emergency.</p> <p>For example:</p> <ul style="list-style-type: none"> <li>• employees of, and visitors to, organisation premises or facilities</li> <li>• attendees at an event or conference hosted or coordinated by the organisation.</li> </ul> <p><b>NOTE:</b></p> <ul style="list-style-type: none"> <li>• employees include volunteers, work experience students, apprentices or trainees, employment scheme participants etc. See section 3 in the introduction to this GRDA.</li> </ul>		

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No	Function/Activity	Description	Disposal Action	Custody
<i>PUBLIC HEALTH EMERGENCY DATA</i>				
		<ul style="list-style-type: none"> <li>• information collected may contain personal information such as names, contact details and medical information. Organisations should <b>NOT</b> collect personal information unless it is absolutely necessary. Where collected, this information should only be retained for as long as lawfully required.</li> </ul> <p><b>See also related ACTIVITY:</b></p> <ul style="list-style-type: none"> <li>• PRIVACY</li> </ul>		
74.1		<p>Questionnaires / health declarations / health data collected from employees and / or visitors before entering organisation premises or facilities. Screening questions may cover details such as:</p> <ul style="list-style-type: none"> <li>• recent interstate and overseas travel</li> <li>• general health</li> <li>• recent testing</li> <li>• recent contact with persons with a confirmed case of a notifiable / infectious disease.</li> </ul> <p>Evidence of public health emergency vaccination or exemption status for employees and / or visitors, where required.</p> <p><b>NOTE:</b></p>	Destroy	Retain for the duration of the Public Health State of Emergency or when otherwise authorised in accordance with government directions, then Destroy

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No	Function/Activity	Description	Disposal Action	Custody
<i>PUBLIC HEALTH EMERGENCY DATA</i>				
		<ul style="list-style-type: none"> <li>• redact Individual Health Identifiers from any information that must be retained</li> <li>• remove from personnel file and / or other systems and destroy where no longer required to provide evidence of vaccination status.</li> </ul>		
74.2		<p>Case records.</p> <p>Evidence of an employee's specific action, for example, isolating, because of an affected person with a notifiable / infectious disease (family member, close contact etc.) where the affected person is named and those details have been retained.</p>	Destroy	Retain until no longer required, then Destroy.
75	<b>PUBLIC REACTION</b>	<p>Handling reaction to the organisation's policies and services. Includes:</p> <ul style="list-style-type: none"> <li>• complaints, suggestions or appreciation from clients or the public</li> <li>• greetings and invitations.</li> </ul> <p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• ARRANGEMENTS</li> <li>• CHILD ABUSE OR NEGLECT</li> <li>• CUSTOMER SERVICE</li> </ul>		

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No	Function/Activity	Description	Disposal Action	Custody
<i>PUBLIC REACTION</i>				
		<ul style="list-style-type: none"> <li>• ENQUIRIES</li> <li>• INFRINGEMENTS / LITIGATION / PROSECUTIONS</li> <li>• MAINTENANCE</li> </ul>		
75.1		<p><b>Significant</b> public reaction, which (among other things) sets a precedent, raises legal issues or leads to a change in policy or procedures.</p>	Archive	Retain as State archives.
75.2		<p>External or internal complaints or allegations of child abuse or neglect involving an employee engaged by the organisation.</p> <p><b>NOTE:</b> Employees include volunteers, work experience students, apprentices or trainees, employment scheme participants etc. See section 3 in the introduction to this GRDA.</p>	Destroy	Retain 100 years after action completed, then Destroy.
75.3		<p><b>Other</b> public reaction not included in previous sections, requiring investigation and specific response.</p>	Destroy	Retain 7 years after action completed, then Destroy.
75.4		<p>Public reaction which:</p> <ul style="list-style-type: none"> <li>• requires routine or no response</li> <li>• concerns minor administrative matters</li> <li>• is anonymous correspondence not included in previous sections</li> </ul>	Destroy	Retain 2 years after action completed, then Destroy.

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No	Function/Activity	Description	Disposal Action	Custody
<i>PUBLISHING / PUBLICATIONS</i>				
		<ul style="list-style-type: none"> <li>• conveys appreciation, condolences, compliments or greetings</li> <li>• consists of invitations received by the organisation.</li> </ul>		
76	<b>PUBLISHING / PUBLICATIONS</b>	<p>Works in all media including websites, developed by or for the organisation, issued or made available for distribution or sale.</p> <p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• ADDRESSES / PRESENTATIONS / SPEECHES</li> <li>• ARRANGEMENTS</li> <li>• CIRCULARS</li> <li>• CONFERENCES / SEMINARS</li> <li>• CORPORATE IDENTITY</li> <li>• CUSTOMER SERVICE</li> <li>• DATA MANAGEMENT</li> <li>• EDUCATION</li> <li>• FREEDOM OF INFORMATION</li> <li>• INTELLECTUAL PROPERTY</li> </ul>		

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No	Function/Activity	Description	Disposal Action	Custody
<i>PUBLISHING / PUBLICATIONS</i>				
		<ul style="list-style-type: none"> <li>• MARKETING</li> <li>• MEDIA RELATIONS</li> <li>• PRIVACY</li> <li>• REPORTING</li> <li>• RESEARCH</li> </ul>		
76.1		<p>Published material <b>REQUIRED</b> for legal deposit.</p> <p><b>NOTE:</b> Regulations issued under the <i>Legal Deposit Act 2012</i> will provide guidance on the published materials to be deposited.</p>		Deposit with the State Librarian in accordance with the Legal Deposit Act 2012.
76.2		<p>Master copies of material <b>NOT REQUIRED</b> to be deposited under the <i>Legal Deposit Act 2012</i>.</p> <p>Employee newsletters and directories - in-house.</p> <p>Logs of changes made to the organisation's website.</p>	Destroy	Retain 7 years after action completed, then Destroy.
76.3		<p>Supporting documentation of publications. Includes:</p> <ul style="list-style-type: none"> <li>• notes and reference materials</li> <li>• drafts</li> <li>• working copies with annotations</li> <li>• proposed amendments.</li> </ul>	Destroy	Retain 2 years after action completed, then Destroy.



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No	Function/Activity	Description	Disposal Action	Custody
<i>PUBLISHING / PUBLICATIONS</i>				
		<p>Includes information relating to submission for tabling in parliament.</p> <p>Arrangements for the:</p> <ul style="list-style-type: none"> <li>• design and production of organisation publications, such as printing, copying and binding</li> <li>• production of films, videos, multi-media and online services</li> </ul>		
76.4		<p>Business transacted on websites. Includes completed and submitted online forms such as requests for services, feedback forms, customer surveys and emails or database entries resulting from data entry by the customer.</p> <p>Record copies (i.e. copies saved into a record keeping system) of pages from the organisation's website, and records of substantial changes made.</p>		Dispose in accordance with the disposal action given under the relevant activities in this GRDA or the organisation's Retention and Disposal Authority.
77	<b>RECEIPTS / REVENUE</b>	<p>Receipt of money by the organisation.</p> <p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• CARDHOLDER DATA</li> <li>• CORPORATE CREDIT CARDS</li> <li>• DEBTORS</li> </ul>		

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No	Function/Activity	Description	Disposal Action	Custody
<i>RECEIPTS / REVENUE</i>				
		<ul style="list-style-type: none"> <li>• LEASING / LEASING OUT</li> </ul>		
77.1		Receipts and revenue - office copies of: <ul style="list-style-type: none"> <li>• official and other payment receipts</li> <li>• licences</li> <li>• permits</li> <li>• other money forms</li> <li>• cash register and computerised imprints / summaries (also known as daily income summaries or daily income statements)</li> <li>• cash receipts summaries</li> <li>• Crown Law abstracts</li> <li>• outstation cash abstract</li> <li>• outstation cash sheets</li> <li>• revenue cash books</li> <li>• direct credits</li> <li>• input forms for Treasury</li> <li>• statements of estimated revenue collections.</li> </ul>	Destroy	Retain 6 years after successful audit, then Destroy.

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No	Function/Activity	Description	Disposal Action	Custody
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*RECORDS / INFORMATION MANAGEMENT*

		<p><b>NOTE:</b> Credit cardholder details must be managed in accordance with the Payment Card Industry Data Security Standards (PCI DSS).</p>		
78	<p><b>RECORDS / INFORMATION MANAGEMENT</b></p>	<p>Management of records and information created or received by the organisation.</p> <p>Includes registration, classification, indexing, storage, retrieval and disposal of records.</p> <p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• ALLOCATION / DISTRIBUTION</li> <li>• ACQUISITION / DISPOSAL</li> <li>• AUDIT</li> <li>• DATA MANAGEMENT</li> <li>• FREEDOM OF INFORMATION</li> <li>• PLANNING</li> <li>• POLICY</li> <li>• PRIVACY</li> <li>• PROCEDURES</li> <li>• SECURITY / SURVEILLANCE</li> </ul>		

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No	Function/Activity	Description	Disposal Action	Custody
<i>RECORDS / INFORMATION MANAGEMENT</i>				
		<ul style="list-style-type: none"> <li>• TRAINING AND DEVELOPMENT</li> <li>• WORK HEALTH AND SAFETY</li> </ul>		
78.1		Record keeping systems - development and implementation.	Destroy	Retain 7 years after system superseded, then Destroy.
78.2		Management of control and access to records, including appraisal of sensitive and restricted records.	Destroy	Retain 7 years after action completed, then Destroy.
78.3		Mail processing records, including receipts, postage stamp registers, mail lodgement and bulk mailout coordination.	Destroy	Retain 6 years after action completed, then Destroy.
78.4		<p>Record keeping plan - major drafts and working papers.</p> <p>Records management customer service programs e.g. help desk - development, management and implementation.</p> <p>Records storage and disposal arrangements in onsite and offsite storage areas. Includes usage, selection, transfers, retrievals, reviews, security and disposal arrangements.</p>	Destroy	Retain 5 years after action completed, then Destroy.
78.5		Metadata from organisation record keeping applications and business information systems that manage information and records.		Retain for life of record, then Destroy.

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No	Function/Activity	Description	Disposal Action	Custody
<i>RECORDS / INFORMATION MANAGEMENT</i>				
78.6		Assessing information sensitivity - management of control and access to records, including appraisal of sensitive and restricted records.		Retain while records exist, then Destroy.
78.7		<p>Primary control records to provide meaning, context and access to records over time.</p> <p>Includes:</p> <ul style="list-style-type: none"><li>• organisation approved record keeping plan and associated documentation, such as record keeping policies and procedures, business classification schemes, thesauri, lists of authorised subject headings, indexes or file plans, vital records plan, and organisation disposal authorities</li><li>• record keeping metadata</li><li>• lists of records transferred to the State Records Office as archives</li><li>• lists and certificates of records destroyed</li><li>• lists of records transferred to or from another organisation</li><li>• documentation about processes for reproduction of original (hard copy) records and destruction of original hard copy records (source records), including scanning conversion certificates</li></ul>	Retain	Retain in organisation.

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No	Function/Activity	Description	Disposal Action	Custody
<i>RECRUITMENT / SEPARATIONS</i>				
		<ul style="list-style-type: none"> <li>• information asset register</li> <li>• knowledge management records created as part of knowledge management practices, e.g. transcripts of interviews with employees, collections of frequently asked questions.</li> </ul>		
79	<b>RECRUITMENT / SEPARATIONS</b>	<p>Process of employing suitable employees to fill organisation positions.</p> <p>Managing the departure of employees from the organisation due to resignation, retirement, redeployment, redundancy or termination.</p> <p><b>NOTE:</b> Employees include volunteers, work experience students, apprentices or trainees, employment scheme participants etc. See section 3 in the introduction to this GRDA.</p> <p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• AGREEMENTS / CONTRACTS / JOINT VENTURES / DEEDS</li> <li>• DISCIPLINE</li> <li>• EMPLOYMENT CONDITIONS / EQUAL EMPLOYMENT OPPORTUNITY</li> <li>• ESTABLISHMENT</li> <li>• MARKETING</li> </ul>		

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No	Function/Activity	Description	Disposal Action	Custody
<i>RECRUITMENT / SEPARATIONS</i>				
		<ul style="list-style-type: none"> <li>• PERSONNEL MANAGEMENT</li> <li>• SALARIES / WAGES / PAYROLL</li> <li>• VOLUNTEERING / WORK EXPERIENCE</li> <li>• WORK HEALTH AND SAFETY</li> </ul>		
79.1		<p>Successful applications and recruitment records for:</p> <ul style="list-style-type: none"> <li>• directors-general and deputy directors-general</li> <li>• chief executive officers and deputy chief executive officers</li> <li>• heads of government organisations</li> <li>• members of the senior executive service</li> <li>• those who have achieved fame, notoriety or a high public profile.</li> </ul> <p>Includes advertisements, interview notes, reports and final appointment.</p> <p>Personnel history cards or personnel summary information - records relating to appointment, classification, leave, superannuation, award coverage, qualifications etc.</p> <p>See PERSONNEL MANAGEMENT for personnel files.</p>	Archive	Retain as State archives.

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No	Function/Activity	Description	Disposal Action	Custody
<i>RECRUITMENT / SEPARATIONS</i>				
79.2		<p>Medical examinations - certificates for pre-employment medicals, where not held on personnel file.</p> <p><b>Successful</b> applications and recruitment records for advertised <b>specified callings</b> positions, where kept separate to personnel file, and not included in previous section.</p> <p><b>NOTE:</b> Specified callings positions are designated, professional positions identified in the Public Service Award 1992, requiring a tertiary qualification or approved equivalent.</p>	Destroy	Retain 15 years after action completed, then Destroy.
79.3		<p>Application and recruitment records, where kept separate to personnel file and not included in previous sections:</p> <ul style="list-style-type: none"> <li>• <b>successful</b> applications and recruitment records for advertised positions</li> <li>• security checks carried out as part of pre-employment vetting or periodic reviews. Includes checks carried out by WA Police or police authorities in other jurisdictions</li> <li>• Working with Children checks</li> <li>• examinations to certify competency i.e. copies of examination papers.</li> </ul> <p>Employment scheme records including</p>	Destroy	Retain 7 years after action completed, then Destroy.



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No	Function/Activity	Description	Disposal Action	Custody
<i>RECRUITMENT / SEPARATIONS</i>				
		<p>correspondence with and submissions to employment agencies / funding / selection of participants.</p> <p>Skilled migration programs for employing skilled migrants. Includes:</p> <ul style="list-style-type: none"> <li>• visa applications received, processed and forwarded to the Department of Home Affairs (or relevant Department) for approval. Applies to all types of visa applications including Regional Sponsored Migration Scheme visas and Temporary Skill Shortage Visa (TSS Visa).</li> <li>• notifications from Department of Home Affairs on outcome of application.</li> </ul> <p><b>Separation</b> records where kept separate to personnel file. Includes:</p> <ul style="list-style-type: none"> <li>• exit interviews</li> <li>• resignations and terminations, including resignation letters</li> <li>• retirement notices.</li> </ul> <p>Redundancy / redeployment / severance and retirement packages / schemes, including lists of employees offered redundancy.</p>		
79.4		Acting / relief arrangements, where kept separate to personnel file - information relating to the	Destroy	Retain 3 years after action completed, then

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No	Function/Activity	Description	Disposal Action	Custody
<i>RECRUITMENT / SEPARATIONS</i>				
		arrangement of acting positions e.g. higher duties.		Destroy.
79.5		Appeals relating to recruitment decisions or promotions, where kept separate to personnel file.	Destroy	Retain 2 years after action completed, then Destroy.
79.6		Mass recruitment campaigns - relating to the co-ordination and advertising of entry level mass recruitment campaigns.  Applications and recruitment records of: <ul style="list-style-type: none"><li>• unsuccessful applicants</li><li>• successful applications that have subsequently declined appointment.</li></ul>	Destroy	Retain 2 years after action completed, then Destroy.
79.7		Unsolicited applications for employment.	Destroy	Retain 6 months after action completed, then Destroy.
79.8		Criminal history records revealing serious criminal history of applicant/s.	Destroy	Once application withdrawn or when reference ceases, whichever is later.
79.9		Interview notes - informal notes taken by the interview panel for temporary use e.g. memory prompts.	Destroy	Retain until expiry of appeal period, then Destroy.
79.10		Emergency / next of kin details for employees.	Destroy	Retain until cessation of employment, then

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No	Function/Activity	Description	Disposal Action	Custody
<i>REGISTERED TRAINING ORGANISATION (RTO)</i>				
80	<b>REGISTERED TRAINING ORGANISATION (RTO)</b>	<p>Activities carried out by organisations that are Registered Training Organisations (RTOs).</p> <p><b>NOTE:</b> Organisations are advised to be aware of student records which may be potentially relevant to future cases or allegations of child abuse or neglect. See also section 2.4 in the introduction to this GRDA.</p>		Destroy.
80.1		<p>Student records containing information directly relating to students. Includes:</p> <ul style="list-style-type: none"> <li>• student's full name, address, email address, phone number, date of birth etc.</li> <li>• unique student identifier (USI)</li> <li>• results</li> <li>• statements of attainment</li> <li>• student ID number</li> <li>• qualification title and date completed.</li> </ul>	Destroy	Retain 30 years after action completed, then Destroy.
80.2		<p>Developing courses for delivery to participants.</p> <p>Development of training products.</p>		Retain 7 years after course delivery ceases, then Destroy.
80.3		Organisation accreditation as an approved RTO and	Destroy	Retain 7 years after action completed, then

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No	Function/Activity	Description	Disposal Action	Custody
<i>REGISTERED TRAINING ORGANISATION (RTO)</i>				
		<p>maintaining that status.</p> <p>Strategies and operational plans supporting the development, delivery and continuous improvement of accredited courses.</p> <p>Liaison with and interaction with students.</p>		Destroy.
80.4		<p>Student attendance rolls.</p> <p>Assessment and / or training record books.</p> <p>Assessment tools.</p> <p>Recognition of prior learning assessment.</p>	Destroy	Retain 5 years after action completed, then Destroy.
80.5		Completed student assessments, workbooks, etc., where not returned to students.	Destroy	Retain 6 months after assessment completed, then Destroy.
81	<b>REGISTERS</b>	<p>Registers created within the organisation for the purpose of listing, cataloguing or creating an inventory.</p> <p>Retain in accordance with the subject matter to which they relate.</p> <p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• ACCIDENTS / EMERGENCIES / INCIDENTS</li> <li>• ACQUISITION / DISPOSAL</li> </ul>		

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<b>No</b>	<b>Function/Activity</b>	<b>Description</b>	<b>Disposal Action</b>	<b>Custody</b>
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*REGISTERS*

		<ul style="list-style-type: none"><li>• AGREEMENTS / CONTRACTS / JOINT VENTURES / DEEDS</li><li>• ASSET MANAGEMENT</li><li>• ALLOCATION / DISTRIBUTION</li><li>• AUTHORISATIONS / DELEGATIONS</li><li>• CHEQUE MANAGEMENT</li><li>• COMPLIANCE</li><li>• CREDITORS</li><li>• DEBTORS</li><li>• DEFICIENCIES / LOSSES</li><li>• EXPENDITURE / PAYMENTS</li><li>• FREEDOM OF INFORMATION</li><li>• INFRINGEMENTS / LITIGATION / PROSECUTIONS</li><li>• INSURANCE</li><li>• INTELLECTUAL PROPERTY</li><li>• LEGISLATION</li></ul>		
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No	Function/Activity	Description	Disposal Action	Custody
<i>REPORTING</i>				
		<ul style="list-style-type: none"> <li>• PUBLIC REACTION</li> <li>• PUBLISHING / PUBLICATIONS</li> <li>• RECORDS / INFORMATION MANAGEMENT</li> <li>• RISK MANAGEMENT / RISK ASSESSMENT</li> <li>• SUBMISSIONS</li> <li>• TENDERING</li> <li>• VISITS</li> <li>• WORK HEALTH AND SAFETY</li> </ul>		
82	<b>REPORTING</b>	<p>Providing a formal response to a situation or request (internal, external or as a requirement of corporate policies), and providing formal statements or findings of the results of the examination or investigation.</p> <p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• ADVICE</li> <li>• BUDGETING</li> <li>• CHILD ABUSE OR NEGLECT</li> <li>• EVALUATION / REVIEWING</li> <li>• FREEDOM OF INFORMATION</li> </ul>		

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No	Function/Activity	Description	Disposal Action	Custody
<i>REPORTING</i>				
		<ul style="list-style-type: none"> <li>• IMPLEMENTATION</li> <li>• PUBLISHING / PUBLICATIONS</li> <li>• REPRESENTATIONS</li> <li>• SURVEYS / STATISTICS</li> <li>• TAXATION</li> </ul>		
82.1		Strategic-level and statutory reporting to State Government, Minister or organisation board (as applicable) on organisation functions, operations and services.	Archive	Retain as State archives.
82.2		Formal reporting about child abuse or neglect cases or allegations as required.	Destroy	Retain 100 years after action completed, then destroy.
82.3		<p>Operational-level reporting on organisation activities, functions, operations and services.</p> <p>Formal reports to external organisations required as a statutory obligation, where not included in previous section.</p> <p>Reports required by central control agencies on a regular basis, such as Freedom of Information, human resource management, fleet management.</p>	Destroy	Retain 7 years after action completed, then Destroy.
83	<b>REPRESENTATIONS</b>	Responses to community-based representations, Ministerials or parliamentary questions directed to		

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No	Function/Activity	Description	Disposal Action	Custody
<i>REPRESENTATIONS</i>				
		<p>the organisation seeking a formal response.</p> <p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• ADVICE</li> <li>• SUBMISSIONS</li> <li>• REPORTING</li> </ul>		
83.1		<p><b>Significant</b> representations, including community-based representations, directed to the organisation.</p> <p>Ministerials regarding functional or operational issues, where <b>NOT</b> captured on a subject file.</p> <p>Responses to parliamentary questions, where <b>NOT</b> captured on a subject file.</p> <p><b>NOTE:</b> Ministerials or parliamentary questions held with the subject to which they relate are sentenced in accordance with the subject matter in this GRDA or the organisation's approved disposal authority.</p>	Archive	Retain as State archives.
83.2		Representations, including community-based representations, directed to the organisation, where not included in previous section.	Destroy	Retain 5 years after action completed, then Destroy.
84	<b>REPRESENTATIVES</b>	Nomination, appointment and resignation of employees as official representatives to agencies, unions and other groups.		



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No	Function/Activity	Description	Disposal Action	Custody
<i>REPRESENTATIVES</i>				
84.1		Nomination, appointment and resignation of organisation representatives.	Destroy	Retain 2 years after action completed, then Destroy.
85	<b>RESEARCH</b>	Investigations into a subject or area to discover and present information.  <b>See also related ACTIVITIES:</b> <ul style="list-style-type: none"> <li>• MARKETING</li> <li>• PUBLISHING / PUBLICATIONS</li> </ul>		
85.1		<b>Significant</b> research, concerning: <ul style="list-style-type: none"> <li>• strategic direction and organisation-wide issues</li> <li>• critical business functions</li> <li>• development of policies, plans, strategies and legislation</li> <li>• analysis of trends and research where source material is unique or difficult to obtain</li> <li>• original scientific or technical research forming the basis of organisation publications.</li> </ul>	Archive	Retain as State archives.
85.2		<b>Other</b> research concerning business functions and processes, operational issues, administrative matters, functional analysis, and readily available reference material, not included in previous section.	Destroy	Retain 5 years after action completed, then Destroy.

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No	Function/Activity	Description	Disposal Action	Custody
<i>RESEARCH</i>				
85.3		Routine research, such as collating information for library / information queries or literature searches.	Destroy	Retain 1 year after action completed, then Destroy.
86	<b>RISK MANAGEMENT / RISK ASSESSMENT</b>	<p>Identification and assessment of risks and implementation of appropriate practices to reduce the impact of material or economic loss arising from an incident.</p> <p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• ACCIDENTS / EMERGENCIES / INCIDENTS</li> <li>• AUDIT</li> <li>• DATA MANAGEMENT</li> <li>• PLANNING</li> <li>• WORK HEALTH AND SAFETY</li> </ul>		
86.1		<p>Implementation of risk management or disaster recovery plan and strategies following major disasters or serious incidents.</p> <p>Strategic studies, risk studies and risk assessments relating to the organisation as a whole.</p> <p>Risk assessment / risk management practices associated with creating and managing a safe environment for children, including those resulting from the recommendations in the Final Report of the</p>	Archive	Retain as State archives.

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No	Function/Activity	Description	Disposal Action	Custody
<i>RISK MANAGEMENT / RISK ASSESSMENT</i>				
		Royal Commission into Institutional Responses to Child Sexual Abuse.		
86.2		<p>Risk analysis - studies undertaken to analyse or assess risks in relation to the operations of the organisation, not included in a risk management plan.</p> <p>Risk management or disaster recovery plan (or similar).</p> <p>Records identifying risks and the development of appropriate risk management practices.</p>	Destroy	Retain 7 years after action completed, then Destroy.
86.3		Implementation of risk management or disaster recovery plan and strategies following other incidents, not included in previous sections.	Destroy	Retain 5 years after action completed, then Destroy.
87	<b>SALARIES / WAGES / PAYROLL</b>	<p>Payment of salaries and wages to organisation employees.</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>• payroll disbursement records</li> <li>• payment of allowances to employees</li> <li>• management of the organisation's payroll.</li> </ul> <p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• CHEQUE MANAGEMENT</li> </ul>		

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No	Function/Activity	Description	Disposal Action	Custody
<i>SALARIES / WAGES / PAYROLL</i>				
		<ul style="list-style-type: none"> <li>• EMPLOYMENT CONDITIONS / EQUAL EMPLOYMENT OPPORTUNITY</li> <li>• LEAVE</li> <li>• PERSONNEL MANAGEMENT</li> <li>• RECRUITMENT / SEPARATIONS</li> <li>• TAXATION</li> </ul>		
87.1		Salary packaging - internal policies, procedures and conditions for salary packaging arrangements.	Archive	Retain as State archives.
87.2		<p>Details of individual salary packaging arrangements - where not held on personnel file.</p> <p>Allowances - for example: shift work, higher duties, property, overtime, on call, expenses.</p> <p>Termination payment calculations.</p> <p>Attendance records, including time sheets / cards, flexi-sheets, attendance books and registers.</p> <p><b>NOTE:</b> Organisations are advised to be aware of attendance records which may be potentially relevant to future cases or allegations of child abuse or neglect. See also section 2.4 in the introduction to this GRDA.</p>	Destroy	Retain 7 years after action completed, then Destroy.
87.3		Allowances - payment to employees e.g. travel	Destroy	Retain 6 years after

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No	Function/Activity	Description	Disposal Action	Custody
<i>SALARIES / WAGES / PAYROLL</i>				
		<p>allowances, vehicle allowances.</p> <p>Earnings record cards and master file data of year to date payroll.</p> <p>Notification of transfer of superannuation, including transfer authorisations.</p> <p>Paid cheques and cash orders.</p> <p>Payment summaries - organisation copy.</p> <p>Paysheets, payroll listings and related reports, including:</p> <ul style="list-style-type: none"> <li>• employees paid by all modes, including loading / penalty rates</li> <li>• employee master file data</li> <li>• listing of journal transfer entries</li> <li>• commencements and terminations for pay week</li> <li>• cost history accounting reconciliation summaries</li> <li>• year to date (i.e. June 30) payroll expenditure</li> </ul> <p>Prepay / rebank records.</p> <p>Salaries and wages records generated for human</p>		<p>successful audit, then Destroy.</p>

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No	Function/Activity	Description	Disposal Action	Custody
<i>SALARIES / WAGES / PAYROLL</i>				
		<p>resource management purposes.</p> <p>Salaries deductions records, including:</p> <ul style="list-style-type: none"> <li>• superannuation</li> <li>• taxation</li> <li>• life assurance</li> <li>• trade union fees</li> <li>• credit union fees</li> <li>• health insurance</li> <li>• voluntary deductions.</li> </ul> <p>Salary control records, including:</p> <ul style="list-style-type: none"> <li>• ledger cards</li> <li>• summary sheets</li> <li>• ledger machine salary proof sheets</li> <li>• salary control cards.</li> </ul> <p>Superannuation - remittances, summaries and returns of payments made.</p>		
87.4		Income tax declarations for employees, including	Destroy	Retain 5 years after cessation of

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No	Function/Activity	Description	Disposal Action	Custody
<i>SALARIES / WAGES / PAYROLL</i>				
		employee tax file numbers.		employment, then destroy.
87.5		Salary variations. Pay distribution sheets. Payroll transactions records, including: <ul style="list-style-type: none"> <li>• accepted transactions</li> <li>• audit list reports</li> <li>• cost history accounting reconciliation summaries</li> <li>• deduction reconciliations</li> <li>• departmental earnings and allowances summaries</li> <li>• earnings and allowances</li> <li>• earnings and allowances summaries</li> <li>• employees affected by award changes</li> <li>• employees affected by award variations</li> <li>• employee hours summaries</li> <li>• employees not receiving normal pay</li> </ul>	Destroy	Retain 2 years after successful audit, then Destroy.

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No	Function/Activity	Description	Disposal Action	Custody
<i>SALARIES / WAGES / PAYROLL</i>				
		<ul style="list-style-type: none"> <li>• increment due warnings</li> <li>• lists of employees on leave (normal pay)</li> <li>• paid in advance</li> <li>• pay details warnings</li> <li>• payroll accounting reconciliation of rebanks</li> <li>• post payroll exceptions</li> <li>• ranges of employees</li> <li>• re-validations</li> <li>• transaction codes forms</li> <li>• variations to earnings and allowances.</li> </ul>		
87.6		Control / errors / amendment reports, including reports on salary under- and overpayments.  Overtime requests / directions.	Destroy	Retain 2 years after action completed, then Destroy.
87.7		Employee listings - including addresses, contact details and changes of address.  Salary packaging records - expressions of interest.  Superannuation - general information not specific to a fund / plan.	Destroy	Retain 1 year after action completed, then Destroy.



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No	Function/Activity	Description	Disposal Action	Custody
<i>SECURITY / SURVEILLANCE</i>				
88	<b>SECURITY / SURVEILLANCE</b>	<p>Management of security of the organisation's employees, premises and facilities, equipment, systems and information.</p> <p><b>NOTE:</b></p> <ul style="list-style-type: none"> <li>• images / footage referred to in the section below includes images / footage from any image capture device, such as CCTV, camcorders, cameras, mobile devices etc.</li> <li>• organisations are advised to be aware of security and surveillance records which may be potentially relevant to future cases or allegations of child abuse or neglect. See also section 2.4 in the introduction to this GRDA.</li> </ul> <p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• ACCIDENTS / EMERGENCIES / INCIDENTS</li> <li>• AGREEMENTS / CONTRACTS / JOINT VENTURES / DEEDS</li> <li>• ARRANGEMENTS</li> <li>• AUDIT</li> <li>• COMPLIANCE</li> <li>• DATA MANAGEMENT</li> </ul>		

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No	Function/Activity	Description	Disposal Action	Custody
<i>SECURITY / SURVEILLANCE</i>				
		<ul style="list-style-type: none"> <li>• RECORDS / INFORMATION MANAGEMENT</li> </ul>		
88.1		<p><b>Significant</b> security incidents and / or breaches, including notification, investigation, response, management and reporting. Includes CCTV / surveillance footage as required.</p>	Archive	Retain as State archives.
88.2		<p><b>Other</b> security incidents and / or breaches not included in previous section, including:</p> <ul style="list-style-type: none"> <li>• notification, investigation, response, management and reporting. Includes images / footage as required</li> <li>• images / footage provided by the organisation to other authorities where the organisation is not party to the incident / investigation in any further capacity and it does not involve the organisation's employees or assets.</li> </ul> <p>Security measures or arrangements, including:</p> <ul style="list-style-type: none"> <li>• control of access to property and buildings</li> <li>• restricted access areas</li> <li>• logs / summaries of persons entering / exiting premises</li> <li>• security signage</li> <li>• security patrols</li> </ul>	Destroy	Retain 7 years after action completed, then Destroy.

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No	Function/Activity	Description	Disposal Action	Custody
<i>SECURITY / SURVEILLANCE</i>				
		<ul style="list-style-type: none"> <li>• registers of security card and pass holders.</li> </ul>		
88.3		Applications for Aviation Security Identification Cards - successful and unsuccessful.	Destroy	Retain 3 years after action completed, then Destroy.
88.4		Security measures and arrangements relating to: <ul style="list-style-type: none"> <li>• technology and telecommunications systems</li> <li>• records, information and data security</li> <li>• user identification, passwords and codes</li> <li>• employee access passes, keys and authorisations</li> <li>• emergency services arrangements, including emergency and first aid officers.</li> </ul>	Destroy	Retain 2 years after authorisation or arrangement expires or is superseded, or after last action, whichever is applicable, then Destroy.
88.5		Surveillance / CCTV footage taken from fixed cameras around public open spaces and public access areas, where footage is <b>NOT</b> required for investigations.  <b>NOTE:</b> Although the minimum retention period is 31 days, it is recommended that organisations hold images / footage for the system determined limit.	Destroy	Retain 31 days after footage is taken before destruction or re-use.
88.6		Surveillance / CCTV footage taken by: <ul style="list-style-type: none"> <li>• fixed cameras around organisation premises</li> </ul>	Destroy	Retain 7 days after footage is taken before destruction or re-use.

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No	Function/Activity	Description	Disposal Action	Custody
<i>SPONSORSHIPS / GRANTS / DONATIONS / SUBSIDIES</i>				
		<p>and facilities with employees in attendance on a regular basis</p> <ul style="list-style-type: none"> <li>• mobile cameras or vehicle-based cameras</li> </ul> <p>where footage is <b>NOT</b> required for investigations.</p>		
89	<p><b>SPONSORSHIPS / GRANTS / DONATIONS / SUBSIDIES</b></p>	<p>Managing sponsorships, grants, donations and subsidies coordinated or accessed by the organisation. Including the provision of financial assistance to an individual or organisation to encourage benefits for one or both parties.</p> <p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• ACQUISITION / DISPOSAL</li> <li>• AGREEMENTS / CONTRACTS / JOINT VENTURES / DEEDS</li> <li>• MARKETING</li> </ul>		
89.1		<p><b>Significant</b> sponsorship / grants / donations / subsidies - projects and related proposals, including financial transactions and administration of sponsorship, and reports.</p> <p>Includes applications and acquittals.</p>	Archive	Retain as State archives.
89.2		<p><b>Other</b> sponsorship / grant / subsidy programs - <b>successful</b> applications and nominations from individuals or organisations, not included in the</p>	Destroy	Retain 6 years after successful audit, or 7 years after action completed, whichever is

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No	Function/Activity	Description	Disposal Action	Custody
<i>SPONSORSHIPS / GRANTS / DONATIONS / SUBSIDIES</i>				
		<p>previous section. Includes acquittals.</p> <p>Sponsorships / grants / subsidies - internal program administration e.g. application packages, information for applicants, determination of selection criteria.</p> <p>Donations - non-significant - accepted.</p>		later, then Destroy.
89.3		<b>Unsuccessful</b> applications and nominations for sponsorships, grants and subsidies. Includes cancelled, refused, withdrawn applications.	Destroy	Retain 2 years after action completed, then Destroy.
89.4		Donations - refused.	Destroy	Retain 1 year after action completed, then Destroy.
90	<b>STANDARDS / CODES OF PRACTICE</b>	<p>The development of official standards or codes of practice for the organisation, client or whole-of-government use.</p> <p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• AUDIT</li> <li>• COMPLIANCE</li> </ul>		
90.1		<p>Official standards or codes of practice developed by the organisation for:</p> <ul style="list-style-type: none"> <li>• organisation or internal use</li> <li>• client or customer use</li> </ul>	Archive	Retain as State archives.

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No	Function/Activity	Description	Disposal Action	Custody
<i>STANDARDS / CODES OF PRACTICE</i>				
		<ul style="list-style-type: none"> <li>• whole-of-government use where the organisation provided substantial input</li> <li>• technical, engineering, quality, and operational standards</li> <li>• child sexual abuse incidents and allegations.</li> </ul> <p>Includes proposal, consultation, major drafts, approvals, amendments, and master or final approved version of standard or code of practice.</p>		
90.2		Implementation of benchmarks to enhance quality and efficiency.	Destroy	Retain 7 years after action completed, then Destroy.
90.3		Organisation input into standards or codes of practice developed by another party.	Destroy	Retain 5 years after action completed, then Destroy.
91	<b>SUBMISSIONS</b>	<p>Formal statement of opinion or position submitted to or by the organisation.</p> <p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• COMMITTEES / BOARDS / TASK FORCES</li> <li>• REPRESENTATIONS</li> </ul>		
91.1		<p><b>Significant</b> submissions, including:</p> <ul style="list-style-type: none"> <li>• Cabinet submissions (including major drafts)</li> </ul>	Archive	Retain as State archives.

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No	Function/Activity	Description	Disposal Action	Custody
<i>SUBMISSIONS</i>				
		<p>prepared by the organisation</p> <ul style="list-style-type: none"> <li>• submissions to State Government or Minister relating to organisation operations / business</li> <li>• those made by the organisation to other organisations, governments or parties</li> <li>• those received by the organisation from other parties.</li> </ul>		
91.2		<p><b>Other</b> submissions made or received by the organisation, not included in previous section.</p> <p>Organisation comment or contribution to whole-of-government submissions (co-ordinated by a central agency).</p>	Destroy	Retain 7 years after action completed, then Destroy.
92	<b>SURVEYS / STATISTICS</b>	<p>Surveys, statistics, studies, questionnaires developed or completed by the organisation, including returns collection, collation and analysis.</p> <p>Statistical information collected / collated by the organisation.</p> <p><b>See also related ACTIVITY:</b></p> <ul style="list-style-type: none"> <li>• PUBLISHING / PUBLICATIONS</li> <li>• REPORTING</li> </ul>		
92.1		<p><b>Significant</b> surveys conducted by or for the organisation, including the final version of survey or</p>	Archive	Retain as State

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No	Function/Activity	Description	Disposal Action	Custody
<i>SURVEYS / STATISTICS</i>				
		<p>questionnaire issued, collated results and analysis, and report.</p> <p>Consolidated statistics collected on major business activities of the organisation - where not published e.g. annual report or not forwarded to the Australian Bureau of Statistics (ABS).</p>		archives.
92.2		<p><b>Other</b> surveys conducted by or for the organisation, not included in previous section, including the final version of survey or questionnaire issued, collated results and analysis, and report.</p> <p>Survey returns - responses, data and working papers.</p> <p>Consolidated statistics collected on major business activities of the agency which are published e.g. annual report or are forwarded to the Australian Bureau of Statistics.</p> <p>Consolidated statistics on minor / other organisation business activities.</p>	Destroy	Retain 5 years after action completed, then Destroy.
92.3		Organisation responses to surveys conducted by another party.	Destroy	Retain 2 years after action completed, then Destroy.
93	<b>TAXATION</b>	<p>Assessing and paying taxes and other taxation matters of the organisation.</p> <p><b>See also related ACTIVITIES:</b></p>		



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No	Function/Activity	Description	Disposal Action	Custody
<i>TAXATION</i>				
		<ul style="list-style-type: none"> <li>• ACQUISITION / DISPOSAL</li> <li>• ARRANGEMENTS</li> <li>• AUDIT</li> <li>• COMPLIANCE</li> <li>• REPORTING</li> <li>• SALARIES / WAGES / PAYROLL</li> </ul>		
93.1		Taxation records including: <ul style="list-style-type: none"> <li>• Australian Business Number (ABN) applications, registration and administration</li> <li>• fringe benefits tax (FBT) - calculations and payments</li> <li>• goods and services tax - (GST) - assessment and payment records, including business activity statements (BAS) and tax invoices</li> <li>• payroll and PAYG tax - records of payment</li> <li>• payroll summaries (group certificates) - employer's copy</li> <li>• prescribed payments tax system</li> <li>• records of tax calculations and payments for</li> </ul>	Destroy	Retain 6 years after successful audit, then Destroy.

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No	Function/Activity	Description	Disposal Action	Custody
<i>TENDERING</i>				
		<p>other taxes</p> <ul style="list-style-type: none"> <li>• stamp duty</li> <li>• tax calculations and payments - for other taxes</li> <li>• vehicle log books.</li> </ul>		
94	<b>TENDERING</b>	<p>Receipt and assessment of tenders for the procurement of goods, services, products and works.</p> <p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• ACQUISITION / DISPOSAL</li> <li>• AGREEMENTS / CONTRACTS / JOINT VENTURES / DEEDS</li> <li>• MARKETING</li> </ul>		
94.1		<p><b>Significant</b> tenders include those that:</p> <ul style="list-style-type: none"> <li>• involve the substantial transfer of organisation or State Government responsibilities</li> <li>• are associated with the privatisation of State Government functions</li> <li>• involve substantial Public Private Partnerships</li> <li>• involve inter-governmental relations</li> <li>• are to do with large-scale government</li> </ul>	Archive	Retain as State archives.

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No	Function/Activity	Description	Disposal Action	Custody
<i>TENDERING</i>				
		<p>infrastructure projects</p> <ul style="list-style-type: none"> <li>• require Ministerial approval.</li> </ul> <p>Includes:</p> <ul style="list-style-type: none"> <li>• successful tenders</li> <li>• successful tenders where the subsequent contract was <b>NOT</b> awarded or let</li> <li>• unsuccessful tenders of significant projects, buildings, infrastructure, etc.</li> </ul>		
94.2		<p>Successful tenders - where subsequent contract or deed is <b>under seal</b> prior to 15 November 2005, not included in previous section.</p> <p>Includes all documents provided in response to an invitation to tender and associated administrative records.</p>	Destroy	Retain 21 years after discharge or expiration of all obligations under the contract, then Destroy.
94.3		<p>Successful tenders - where subsequent contract or deed is <b>under seal</b> from 15 November 2005 (Section 8 of the <i>Limitations Act 2005</i>), not included in previous section.</p> <p>Includes all documents provided in response to an invitation to tender and associated administrative records.</p>	Destroy	Retain 12 years after discharge or expiration of all obligations under the contract, then Destroy.
94.4		<b>Other</b> successful tender submissions, not included in	Destroy	Retain 7 years after discharge or expiration

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No	Function/Activity	Description	Disposal Action	Custody
<i>TENDERING</i>				
		<p>previous sections.</p> <p>Tender specifications and documentation development, including expression of interest (EOI), request for proposal (RFP) and request for tender (RFT).</p>		<p>of all obligations under the contract, then Destroy.</p>
94.5		<p>Tender process - administration records, including the receipt, evaluation and advice of outcomes.</p> <p>Tender process - advertising arrangements, copies of advertisements, and enquiries.</p> <p>Tenders - unsuccessful or cancelled, not included in previous section.</p>	Destroy	<p>Retain 2 years after contract is let, then Destroy.</p>
95	<b>TRAINING AND DEVELOPMENT</b>	<p>Training, including inductions, to develop the skills and knowledge of organisation employees.</p> <p><b>NOTE:</b></p> <ul style="list-style-type: none"> <li>• employees include volunteers, work experience students, apprentices or trainees, employment scheme participants etc. See section 3 in the introduction to this GRDA.</li> <li>• organisations are advised to be aware of training and development records which may be potentially relevant to future cases or allegations of child abuse or neglect. See also section 2.4 in the introduction to this GRDA.</li> </ul>		

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No	Function/Activity	Description	Disposal Action	Custody
<i>TRAINING AND DEVELOPMENT</i>				
		<p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• ADDRESSES / PRESENTATIONS / SPEECHES</li> <li>• ARRANGEMENTS</li> <li>• CHILD ABUSE OR NEGLECT</li> <li>• CONFERENCES / SEMINARS</li> <li>• EDUCATION</li> <li>• EMPLOYMENT CONDITIONS / EQUAL EMPLOYMENT OPPORTUNITY</li> <li>• EVALUATION / REVIEWING</li> <li>• PERSONNEL MANAGEMENT</li> <li>• RECORDS / INFORMATION MANAGEMENT</li> <li>• VOLUNTEERING / WORK EXPERIENCE</li> <li>• WORK HEALTH AND SAFETY</li> </ul>		
95.1		<p>Training records of employees where not held on personnel file. Includes:</p> <ul style="list-style-type: none"> <li>• employee attendance records</li> <li>• reports of participants</li> </ul>	Destroy	Retain 7 years after cessation of employment, then Destroy.

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No	Function/Activity	Description	Disposal Action	Custody
<i>TRAINING AND DEVELOPMENT</i>				
		<ul style="list-style-type: none"> <li>• examinations and assessments to certify competency of employees</li> <li>• unmanned aircraft e.g. drones crew member training.</li> </ul>		
95.2		Training courses, inductions, conferences and seminars. Includes: <ul style="list-style-type: none"> <li>• course information</li> <li>• travel arrangements</li> <li>• notifications of course details.</li> </ul>	Destroy	Retain 7 years after action completed, then Destroy.
95.3		Planning and development of training courses and inductions, including needs analysis and course materials.  Awards and honours schemes, including nominations not proceeded with.  Study assistance, including subsidies for employee training, where not held on personnel file.  Fellowships.	Destroy	Retain 5 years after action completed, then Destroy.
95.4		Externally produced training materials to support information delivered in an external training program.	Destroy	Retain 2 years after action completed, then Destroy.
96	<b>TREASURY</b>	Managing the organisation's funds by ensuring an		

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No	Function/Activity	Description	Disposal Action	Custody
<i>TREASURY MANAGEMENT</i>				
	<b>MANAGEMENT</b>	<p>effective system of internal control is in operation.</p> <p>Includes investments, loans, trust accounts and unclaimed money.</p>		
96.1		Establishment and management of investments made by the organisation.	Destroy	Retain 7 years after investment has liquidated or matured, then Destroy.
96.2		Establishment and management of loans taken out by the organisation.	Destroy	Retain for 7 years after duration of loan, then Destroy.
96.3		<p>Trust accounts of the organisation - administration records.</p> <p>Unclaimed money - administration and lodgement with Treasury.</p>	Destroy	Retain 6 years after successful audit, then Destroy.
96.4		Investment proposals that do not result in an investment being made.	Destroy	Retain 2 years after action completed, then Destroy.
97	<b>TREASURY REPORTING</b>	<p>The collation and provision of financial reporting to Treasury.</p> <p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• BUDGETING</li> <li>• CHEQUE MANAGEMENT</li> </ul>		

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No	Function/Activity	Description	Disposal Action	Custody
<i>TREASURY REPORTING</i>				
		<ul style="list-style-type: none"> <li>• COMPLIANCE</li> </ul>		
97.1		Treasury reporting - Government Trading Enterprises <ul style="list-style-type: none"> <li>• strategic development plan</li> <li>• statement of corporate intent.</li> </ul>	Archive	Retain as State archives.
97.2		Treasury reporting - reports, updates, financial statements, estimates and supporting records such as: <ul style="list-style-type: none"> <li>• periodic internal or system reports on general administrative matters</li> <li>• management reports</li> <li>• transaction and input forms and documents concerned with updating financial information</li> <li>• general processing records.</li> </ul> Whole of government reporting - pre-election financial projection statement.	Destroy	Retain 7 years after action completed, then Destroy.
97.3		Treasury reporting - service structures - reports on charges.	Destroy	Retain 7 years after submitted to Minister, then Destroy.
97.4		Treasury reporting - social concessions <ul style="list-style-type: none"> <li>• concession reports (where full or partial</li> </ul>	Destroy	Retain 7 years after information submitted, then Destroy.



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No	Function/Activity	Description	Disposal Action	Custody
<i>TREASURY REPORTING</i>				
		exemptions from fees charged by organisations apply to identified groups such as charities).		
97.5		<p>Treasury reporting - whole of government reporting.</p> <p>Monthly and quarterly actual reports of:</p> <ul style="list-style-type: none"> <li>• operating statements</li> <li>• statements of financial performance</li> <li>• statements of financial position</li> <li>• statements of cash flows</li> <li>• financial statement notes</li> <li>• fixed asset schedule items.</li> </ul> <p>Mid-year review financial estimates.</p>	Destroy	Retain 7 years after action completed, then Destroy.
97.6		<p><b>Treasury reporting - Government Trading Enterprises</b></p> <ul style="list-style-type: none"> <li>• periodic performance reports e.g. half-yearly or quarterly.</li> </ul> <p><b>Treasury reporting - resource allocation</b></p> <ul style="list-style-type: none"> <li>• annual report of budget statement information detailing performance information, performance measures and financial resource</li> </ul>	Destroy	Retain 6 years after successful audit, then Destroy.

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No	Function/Activity	Description	Disposal Action	Custody
<i>TREASURY REPORTING</i>				
		<p>information.</p> <ul style="list-style-type: none"> <li>• budget monitoring reports and review of agency cash flow profiles and estimated revenue collections.</li> <li>• draft and final bilateral submissions, including reviews of fees and charges.</li> </ul> <p>Parameter changes, including:</p> <ul style="list-style-type: none"> <li>• consequences of the business environment for own-source revenue</li> <li>• error corrections</li> <li>• changes to accounting policies and practices</li> <li>• Cabinet decisions made subsequent to finalisation of mid-year review estimates.</li> </ul> <p><b>Treasury reporting - loan and contingent liabilities</b> - reports regarding:</p> <ul style="list-style-type: none"> <li>• borrowing by organisations which are guaranteed by the Treasurer</li> <li>• liabilities of organisations which form a contingent liability of the Treasurer.</li> </ul> <p><b>Treasury reporting - Goods and Services Tax Division 81 exemptions</b></p>		

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No	Function/Activity	Description	Disposal Action	Custody
<i>TREASURY REPORTING</i>				
		<ul style="list-style-type: none"> <li>• reports regarding exemptions as permitted under Division 81 of the <i>A New Tax System (Goods and Services Tax) Act 1999</i> (Commonwealth).</li> </ul> <p><b>Treasury reporting - Public Bank Account and Treasurer's Accounts</b> - reports of payments and / or receipts exceeding \$100,000.</p> <p><b>Treasury reporting - whole of government annual reporting and government finance statistics</b></p> <p>Annual projected outcomes to 30 June, forward estimates and 3 forward budget years of statement of financial position, operating statement and statement of cash flow items.</p> <p>Provisional annual actual reports of selected statement of financial position items.</p> <p>Final annual actual reports of:</p> <ul style="list-style-type: none"> <li>• operating statements</li> <li>• statements of financial performance</li> <li>• statements of financial position</li> <li>• statements of cash flows</li> <li>• financial statement notes</li> </ul>		

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No	Function/Activity	Description	Disposal Action	Custody
<i>TREASURY REPORTING</i>				
		<ul style="list-style-type: none"> <li>• fixed asset schedule items.</li> </ul> <p><b>Management reports</b> - produced regularly by accounting or financial systems and used for:</p> <ul style="list-style-type: none"> <li>• creating output for updating ledgers</li> <li>• reports for GST compliance</li> <li>• preparation of financial statements</li> <li>• preparation of accounts receivable</li> <li>• calculation of accounts payable, including cheque details and management reports.</li> </ul> <p>Transaction and input forms and documents concerned with updating financial information, including:</p> <ul style="list-style-type: none"> <li>• remittances to Treasury</li> <li>• repayment of expenditure</li> <li>• remittances to bank</li> <li>• journal/batch headers (debit and credit)</li> <li>• equivalent of payment vouchers</li> <li>• supporting documents.</li> </ul>		

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No	Function/Activity	Description	Disposal Action	Custody
<i>TREASURY REPORTING</i>				
		<p>General processing records, including:</p> <ul style="list-style-type: none"> <li>• Treasury reconciliation</li> <li>• banking summaries</li> <li>• debit and credit batch registers.</li> </ul> <p>Annual financial statements - required to be submitted to the Office of the Auditor General and Parliament.</p> <p>Monthly or quarterly financial statements - internal (including balance sheets).</p>		
97.7		Whole of government reporting - pre-election financial projection statement.	Destroy	Retain 6 years after action completed, then Destroy.
97.8		Treasury reporting - monthly reports of transactions against the Treasurer's accounts, including total monthly debits, total monthly credits, end of month closing balance and statement of cash flow.	Destroy	Retain 3 years after successful audit, then Destroy.
97.9		<p>Treasury reporting - Public Bank Account - daily reports of drawings and deposits processed, or expected to be processed.</p> <p>Periodic internal or system reports on general administrative matters used to document and monitor regular or routine activities. Includes:</p>	Destroy	Retain 2 years after successful audit, then Destroy.

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No	Function/Activity	Description	Disposal Action	Custody
<i>VISITS</i>				
		<ul style="list-style-type: none"> <li>• system reports - checking and control</li> <li>• daily, weekly and other batch, error control or transaction reports used for checking and control purposes</li> <li>• advice of journal credits</li> <li>• audit logs</li> <li>• batch completion summaries</li> <li>• consolidated outstanding suspended postings reports</li> <li>• lists of postings</li> <li>• stale cheques reports.</li> </ul>		
98	<b>VISITS</b>	<p>Arrangement and management of visits to the organisation and official visits by employees to other bodies.</p> <p><b>NOTE:</b> Organisations are advised to be aware of visits records which may be potentially relevant to future cases or allegations of child abuse or neglect. See also section 2.4 in the introduction to this GRDA.</p> <p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• ARRANGEMENTS</li> </ul>		

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No	Function/Activity	Description	Disposal Action	Custody
<i>VISITS</i>				
		<ul style="list-style-type: none"> <li>• CELEBRATIONS / CEREMONIES / COMPETITIONS / EVENTS / HONOURS / AWARDS</li> <li>• EDUCATION</li> <li>• MARKETING</li> </ul>		
98.1		<p>Official visits to the organisation by significant persons, dignitaries or delegations from other organisations or non-government bodies.</p> <p>Official or high-level visits by organisation employees to other Government organisations or non-government bodies in Australia or overseas, including visit reports.</p> <p><b>Significant</b> visitor registration systems and visitor books - relating to a significant occasion or event or visits by notable persons.</p> <p><b>NOTE:</b></p> <ul style="list-style-type: none"> <li>• preferably store visitor information on a daily basis (not in a visitor book) to protect visitors' personal information</li> <li>• protect the confidentiality of visitor information</li> <li>• store visitor registration information securely</li> </ul>	Archive	Retain as State archives.
98.2		Visits to the organisation by members of the public,	Destroy	Retain 7 years after

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No	Function/Activity	Description	Disposal Action	Custody
<i>VISITS</i>				
		<p>general government or non-government visitors or casual groups e.g. students.</p> <p>Mid / low level visits by organisation employees to other government organisations / groups.</p>		action completed, then Destroy.
98.3		<p>Records of requests for visits - unsuccessful or denied.</p> <p>Visitor registration systems and visitor books, not included in previous sections, typically required for premises security etc.</p> <p><b>NOTE:</b></p> <ul style="list-style-type: none"> <li>• if the organisation requires visitor logs to be retained longer for business or legislative purposes, please refer to your organisation's retention and disposal authority</li> <li>• preferably store visitor information on a daily basis (not in a visitor book) to protect visitors personal information</li> <li>• protect the confidentiality of visitor information</li> <li>• store visitor registration information securely</li> </ul>	Destroy	Retain 2 years after action completed, then Destroy.
99	<b>VOLUNTEERING / WORK EXPERIENCE</b>	Coordination, recruitment and welfare of volunteers, work experience persons, student placements, and employment scheme participants within the organisation.		



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No	Function/Activity	Description	Disposal Action	Custody
<i>VOLUNTEERING / WORK EXPERIENCE</i>				
		<p>Workers are defined in section 7 of the <i>Work Health and Safety Act 2020</i>, and include:</p> <ul style="list-style-type: none"> <li>• a student gaining work experience</li> <li>• a volunteer</li> <li>• etc.</li> </ul> <p><b>NOTE:</b> Organisations are advised to be aware of volunteer information which may be potentially relevant to future cases or allegations of child abuse or neglect. See also section 2.4 in the introduction to this GRDA.</p> <p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• ARRANGEMENTS</li> <li>• PERSONNEL MANAGEMENT</li> <li>• RECRUITMENT / SEPARATIONS</li> <li>• TRAINING AND DEVELOPMENT</li> <li>• WORK HEALTH AND SAFETY</li> </ul>		
99.1		<p>Files for volunteers / work experience / student placements / employment scheme participants.</p> <p>Files include the following core information:</p>	Destroy	Retain 100 years after date of birth, or 7 years after cessation of employment, whichever is later, or 7 years after

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No	Function/Activity	Description	Disposal Action	Custody
<i>VOLUNTEERING / WORK EXPERIENCE</i>				
		<ul style="list-style-type: none"> <li>• applications</li> <li>• appointment and confirmation</li> <li>• cessation</li> <li>• insurance arrangements</li> <li>• name and date of birth</li> <li>• term of appointment</li> <li>• timetables and / or schedules</li> <li>• title of the office held</li> <li>• training provided / completed.</li> </ul> <p><b>NOTE:</b> WA Police Guidelines require original National Police Certificates for volunteers be returned to the owner once recorded that the certificate has been sighted.</p>		death, then Destroy.
99.2		Administrative matters relating to the management and coordination of volunteers or individuals on work experience placements and job assistance schemes.	Destroy	Retain 7 years after action completed, then Destroy.
100	<b>WORK HEALTH AND SAFETY</b>	Implementing and co-ordinating Work Health and Safety (WHS) and the associated legislation and requirements throughout the organisation.  <b>See also related ACTIVITIES:</b>		

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No	Function/Activity	Description	Disposal Action	Custody
<i>WORK HEALTH AND SAFETY</i>				
		<ul style="list-style-type: none"> <li>• ACCIDENTS / EMERGENCIES / INCIDENTS</li> <li>• AUDIT</li> <li>• CLAIMS</li> <li>• COMPLIANCE</li> <li>• EMPLOYMENT CONDITIONS / EQUAL EMPLOYMENT OPPORTUNITY</li> <li>• GRIEVANCES</li> <li>• INSPECTIONS</li> <li>• PERSONNEL MANAGEMENT</li> <li>• POLICY</li> <li>• PROCEDURES</li> <li>• RECRUITMENT / SEPARATIONS</li> <li>• RISK MANAGEMENT / RISK ASSESSMENT</li> <li>• TRAINING AND DEVELOPMENT</li> <li>• VOLUNTEERING / WORK EXPERIENCE</li> </ul>		
100.1		WHS inspections of organisation property, workplaces and equipment that identify <b>significant</b> hazards. Includes measures or remedial actions	Archive	Retain as State archives.

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No	Function/Activity	Description	Disposal Action	Custody
<i>WORK HEALTH AND SAFETY</i>				
		<p>undertaken to minimise risks or hazards.</p> <p>The identification, assessment and clean up of contaminated sites, or sites potentially contaminated by hazardous substances such as:</p> <ul style="list-style-type: none"> <li>• asbestos</li> <li>• oils</li> <li>• chemicals</li> <li>• biological hazards</li> <li>• radioactive material</li> <li>• etc.</li> </ul> <p>Includes safety precautions and advice on health risks.</p>		
100.2		<p>Personnel records documenting historical exposure or potential exposure of employee to hazardous substances.</p> <p>Rehabilitation of employee following a workplace accident.</p>	Destroy	Retain 100 years after date of birth, or 7 years after cessation of employment, whichever is later, or 7 years after death, then Destroy.
100.3		<p>Records / reports of hazardous substances (including asbestos) and situations including:</p> <ul style="list-style-type: none"> <li>• assessment reports which give rise to</li> </ul>	Destroy	Retain 100 years after action completed, then Destroy.

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No	Function/Activity	Description	Disposal Action	Custody
<i>WORK HEALTH AND SAFETY</i>				
		monitoring or health surveillance <ul style="list-style-type: none"> <li>• results of all environmental monitoring</li> </ul>		
100.4		Complaints / grievances (where not held on personnel file) about WHS matters that include complaints / objections to: <ul style="list-style-type: none"> <li>• undertaking hazardous duties</li> <li>• working environment hazards, including noise, dust, carcinogenic substances, chemicals, heat etc.</li> <li>• working in an infectious disease or occupational zoonoses environment.</li> </ul>	Destroy	Retain 50 years after action completed, then Destroy.
100.5		Health monitoring relating to individuals engaged in the use, handling or storage of asbestos, where not held on personnel file.	Destroy	Retain 40 years after action completed, then Destroy.
100.6		Health monitoring relating to individuals engaged in the use, handling or storage of hazardous substances (not asbestos) where not held on personnel file.	Destroy	Retain 30 years after action completed, then Destroy.
100.7		Where not held on personnel file, <ul style="list-style-type: none"> <li>• medical records of employees</li> <li>• fitness for work records containing medical information.</li> </ul>	Destroy	Retain 15 years after action completed, then Destroy.

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No	Function/Activity	Description	Disposal Action	Custody
<i>WORK HEALTH AND SAFETY</i>				
		Records of drug and alcohol testing.		
100.8		<p><b>Other</b> inspections not included in previous sections, including routine WHS inspections.</p> <p>Complaints / grievances from employees about concerns / objections relating to other WHS matters not included in previous sections. Includes measures or remedial action undertaken to minimise risks or hazards.</p> <p>Risk management - appointments of representatives promoting WHS (fire wardens, WHS officers, first aid officers etc.) and measures taken to promote WHS e.g. fire evacuation drills, job safety analysis cards.</p> <p>Records of hazardous substances (excluding asbestos) and situations relating to assessments and assessment reports which do not give rise to monitoring or health surveillance.</p> <p>Health promotion and awareness programs for employees, such as:</p> <ul style="list-style-type: none"> <li>• wellness</li> <li>• ergonomics</li> <li>• other healthy lifestyle programs</li> <li>• blood donations.</li> </ul>	Destroy	Retain 7 years after action completed, then Destroy.

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No	Function/Activity	Description	Disposal Action	Custody
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*WORK HEALTH AND SAFETY*