



DA 2015-001/1

**General Disposal Authority for Local Government  
Records**

DA Type: General

## General Disposal Authority for Local Government Records

<b>Disposal Authority No</b>	2015-001/1
<b>Disposal Authority Type</b>	General
<b>Organisation/s</b>	[Applies to all Local Government organisations]
<b>Disposal Authority Scope</b>	Covers records of common activities across local government. Amendments to Section 100 to align retention periods for CCTV records with the Western Australian State CCTV Strategy.
<b>Disposal Authority Status</b>	Approved by SRC
<b>Status Date</b>	30/04/2019

## General Disposal Authority for Local Government Records

Authority number: 2015-001/1

### List of Functions and Activities covered

Reference	Function	Activity	Page
1	EPHEMERAL RECORDS		19
2	ABANDONMENTS		21
3	ACCOUNTING		22
4	ACQUISITION / DISPOSAL		25
5	ADDRESSES / PRESENTATIONS / SPEECHES		27
6	ADVICE		28
7	AGREEMENTS / CONTRACTS / JOINT VENTURES / DEEDS		29
8	AMALGAMATIONS AND BOUNDARIES		33
9	ANIMAL MANAGEMENT		34
10	APPEALS		35
11	APPLICATION DEVELOPMENT		36
12	APPLICATIONS / APPROVALS / LICENCES / PERMITS		37
13	APPOINTMENTS		40
14	ARRANGEMENTS		41

## General Disposal Authority for Local Government Records

**Authority number: 2015-001/1**

**List of Functions and Activities covered**

<b>Reference</b>	<b>Function</b>	<b>Activity</b>	<b>Page</b>
15	AUDITING		42
16	AUTHORIZATIONS / DELEGATIONS		43
17	AWARDS / HONOURS / PRIZES		44
18	BANKING		45
19	BUDGETING		46
20	CELEBRATIONS / CEREMONIES / FUNCTIONS / EVENTS		47
21	CEMETERIES / CREMATORIA		47
22	CERTIFICATION		49
23	CIRCULARS		50
24	CLAIMS MANAGEMENT		51
25	COMMITTEES		53
25.1		MEETINGS OF COUNCIL	54
25.2		COMMITTEES OF COUNCIL	55
25.3		INTERNAL COMMITTEES OF LOCAL GOVERNMENT	56
25.4		EXTERNAL COMMITTEES	59

## General Disposal Authority for Local Government Records

**Authority number: 2015-001/1**

**List of Functions and Activities covered**

Reference	Function	Activity	Page
26	COMMUNITY CONSULTATION		60
27	COMPLIANCE		62
28	CONFERENCES / SEMINARS		64
29	CONNECTION		65
30	CONTACTS		66
31	CORPORATE STYLE		67
32	CREDITORS		67
33	DATA MANAGEMENT		69
34	DEBTORS		71
34.8		Debtors - Rates	73
35	DEPRECIATION		73
36	DESIGN AND CONSTRUCTION		74
37	DEVELOPMENT, BUILDING AND SUBDIVISION APPLICATIONS		77
37.1		DEVELOPMENT APPLICATIONS	78

## General Disposal Authority for Local Government Records

**Authority number: 2015-001/1**

**List of Functions and Activities covered**

Reference	Function	Activity	Page
37.2		BUILDING LICENCE APPLICATIONS	80
37.3		SUBDIVISION APPLICATIONS	83
38	DIARIES		84
39	DISCIPLINE		84
40	EDUCATION		85
41	ELECTED MEMBERS		86
42	ELECTIONS		87
43	EMPLOYEE WELFARE		90
44	EMPLOYMENT CONDITIONS AND EQUAL EMPLOYMENT OPPORTUNITY		90
45	ENQUIRIES		92
46	ESTABLISHMENT		93
47	EVALUATION		94
48	FINANCIAL REPORTING		95
49	FLEET MANAGEMENT		97

## General Disposal Authority for Local Government Records

**Authority number: 2015-001/1**

<b>List of Functions and Activities covered</b>
---

<b>Reference</b>	<b>Function</b>	<b>Activity</b>	<b>Page</b>
50	FREEDOM OF INFORMATION		98
51	GEOGRAPHICAL LAND INFORMATION		99
52	GREETINGS / GIFTS / INVITATIONS		101
53	GRIEVANCES		102
54	HORTICULTURAL SERVICES		102
55	IMPLEMENTATION		105
56	INDUSTRIAL RELATIONS		105
57	INDUSTRIES		107
58	INFRINGEMENTS / LITIGATION / PROSECUTIONS		108
59	INQUIRIES		111
60	INSPECTIONS		112
61	INTELLECTUAL PROPERTY		113
62	INTERNATIONAL RELATIONS		114
63	INVESTMENTS		115
64	LEASING		115

## General Disposal Authority for Local Government Records

**Authority number: 2015-001/1**

<b>List of Functions and Activities covered</b>
---

Reference	Function	Activity	Page
65	LEAVE		116
66	LEGISLATION (including Local Laws)		116
67	LIAISON		117
68	LIBRARY AND INFORMATION ACCESS		118
69	LOANS		120
70	MAINTENANCE		121
71	MARKETING / PROMOTIONS / CAMPAIGNS		122
72	MEDIA LIAISON / MEDIA RELATIONS		124
73	MEETINGS		126
74	MEMORIALS		129
75	MONITORING		130
76	MUSEUM AND GALLERIES MANAGEMENT		131
77	NAMING		132
78	NOTIFICATIONS AND ORDERS		133
79	OCCUPATIONAL HEALTH AND SAFETY		135



## General Disposal Authority for Local Government Records

**Authority number: 2015-001/1**

**List of Functions and Activities covered**

Reference	Function	Activity	Page
80	PAYROLL		138
81	PERFORMANCE APPRAISAL		140
82	PERFORMANCE MANAGEMENT		141
83	PLANNING		141
84	POLICY		143
85	PRIVACY		144
86	PROCEDURES		145
87	PROPOSALS		146
88	PUBLIC REACTION		146
89	PUBLICATIONS AND PRINTING		147
90	RATES PAYMENTS		149
90.1		Rate Record	150
91	RECORDS MANAGEMENT		153
92	RECRUITMENT		157
92.1		PERSONAL FILES	157

## General Disposal Authority for Local Government Records

**Authority number: 2015-001/1**

**List of Functions and Activities covered**

<b>Reference</b>	<b>Function</b>	<b>Activity</b>	<b>Page</b>
93	REGISTERS		161
94	REPORTING		166
95	RESEARCH		166
96	REVENUE / FEES & CHARGES / LEVIES		167
96.1		REVENUE	168
96.2		FEES AND CHARGES	168
96.3		LEVIES	169
97	REVIEWING		169
98	RISK ASSESSMENT		170
99	ROAD AND STREET MANAGEMENT		171
100	SECURITY AND SURVEILLANCE		172
101	SEPARATIONS		175
102	SERVICE PROVIDERS		175
103	SERVICE PROVISION		176
103.1		CLIENTS	177

## General Disposal Authority for Local Government Records

**Authority number: 2015-001/1**

**List of Functions and Activities covered**

Reference	Function	Activity	Page
103.2		PROGRAMS AND SERVICES	180
103.3		SERVICE PROVISION - WASTE MANAGEMENT	183
104	SIGNS		184
105	SPONSORSHIPS / GRANTS / DONATIONS / SUBSIDIES		185
106	SUGGESTION SCHEMES		186
107	STORES		186
108	SUBMISSIONS		188
109	SUPERANNUATION		190
110	SURVEYS		190
111	TAXATION		191
112	TENDERING / QUOTATIONS		193
113	TRAINING AND DEVELOPMENT		195
114	TRAVEL		197
115	TRUSTS		197
116	UNCLAIMED MONEY		198

## General Disposal Authority for Local Government Records

**Authority number: 2015-001/1**

**List of Functions and Activities covered**

Reference	Function	Activity	Page
117	URBAN DESIGN		198
118	USAGE		199
119	USER SUPPORT		200
120	VALUATIONS		200
121	VISITS / TOURS		201
122	VOLUNTEERING		202
123	WORK EXPERIENCE		203
124	ZONING		204
124.1		REGION SCHEMES	204
124.2		TOWN PLANNING SCHEMES	205
124.3		STRUCTURE PLANS	206
124.4		ENVIRONMENTAL SCHEMES	206

# General Disposal Authority for Local Government Records

Authority number: 2015-001/1

## INTRODUCTION

### 1. ABOUT THIS DISPOSAL AUTHORITY

#### 1.1 Important Note

The State Records Office guideline *Records Retention and Disposal Instructions* 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.

**NOTE:** For records categories designated as "destroy" which contain records created **prior to 1950**, consult the State Records Office (for further appraisal) before any destruction occurs.

#### 1.2 Purpose of this General Disposal Authority

This General Disposal Authority for Local Government Records (GDALG), having been approved by the State Records Commission on the recommendation of the State Records Advisory Committee, is the official and continuing authority for the disposal of local government records in Western Australia.

This GDALG covers records common to most local government authorities in Western Australia, thereby providing consistent disposal decisions throughout local government and eliminating the need for each local government to prepare a disposal authority for its records. This GDALG is the retention and disposal component of the Recordkeeping Plan of each local government authority, as required under section 16(3)(a-c) of the *State Records Act 2000*.

This GDALG identifies records of local government authorities which are:

- State archives: records that will be transferred to the State Records Office of Western Australia for permanent retention;
- Temporary records: records that will be retained for a minimum period, as stated in the body of the GDALG, to satisfy legal, financial, business and public administration requirements before they may be destroyed; and

# General Disposal Authority for Local Government Records

## Authority number: 2015-001/1

- Permanent within Local Government: records that are not State archives but will be retained permanently within the local government authority.

If a local government authority identifies records which are not covered by this GDALG, **they must not be destroyed**. In such a situation, the State Records Office must be consulted to determine an appropriate course of action. The unauthorised destruction of government records is an offence under the *State Records Act 2000*.

## 1.3 Scope of this Authority

This GDALG applies to records of common local government activities / record categories typically performed in the public administration of local government agencies. The GDALG applies to records in all formats.

The GDALG is arranged alphabetically by activity / record category, with disposal classes assigned to each activity / category. Each activity / category can be applied to any **function** in the agency, thus providing the broadest possible application across local government.

Most activities are derived from the Keywords for Councils Thesaurus (e.g. ARRANGEMENTS). Other record categories represent a particular set or type of record or subject (e.g. RATES PAYMENTS).

Agency files / records need not have exactly the same 'title' as an activity or records category listed in this GDALG. To use this GDALG, it is a matter of the scope and content of the agency file / record (i.e. whatever it is titled or named) equating to an activity or record in this GDALG for the retention and disposal decisions of that category to be applied.

This GDALG supersedes the General Disposal Authority for Local Government Records - RD 2015-001 (published 2016) and RD 2010046 (published 2010).

## 2. SPECIFIC MATTERS

### 2.1 Use of the Term "Significant" in this General Disposal Authority

## General Disposal Authority for Local Government Records

### Authority number: 2015-001/1

In this GDALG, each disposal class has usually been assigned a Disposal Action e.g. *Required as State Archives, Permanent Within Local Government* or *Destroy*.

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

- Major accident or minor accident;
- Major acquisition or minor acquisition;
- Major presentation or minor presentation, etc.

Therefore, to cater for such variations in the significance of events or activities, disposal classes have in many cases 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 these cases, the term "Significant" has been used to identify records of archival value.

The criteria for determining which records are "significant" are that the activity:

- Substantially impacts the whole-of-local-government function;
- Substantially impacts the development of legislation, regulations or local government policy; or
- Sets a legal or substantive precedent;
- Significantly impacts or affects the local government's business, structure or policy; or
- Involved substantial public debate or controversy; or
- Generated wide community interest; or
- Caused major changes to organisational policy; or
- Concerns / affects the long term environmental impact on local government land, waters and air;
- Led or substantially contributed to a major investigation or formal inquiry;

## General Disposal Authority for Local Government Records

### Authority number: 2015-001/1

- Involves innovative or unique practices, techniques or methods;
- Involved items or property considered to have cultural, Aboriginal, environmental or heritage value.

The value of records can change over time. In assessing records that have reached their minimum retention period and are due for destruction, officers 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 State Records Office for review and evaluation.

**NOTE:** For records categories designated as "destroy" which contain records created **prior to 1950**, consult the State Records Office (for further appraisal) before any destruction occurs.

### 2.2 Investigations, Inquiries and Freedom of Information

If an Investigation or Inquiry is in progress (or likely or imminent), or if a request for access to information under the *Freedom of Information Act 1992* has been lodged, all records relevant or subject to the Investigation / Inquiry / FOI request 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 -*

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



## General Disposal Authority for Local Government Records

### Authority number: 2015-001/1

*(b) 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 a local government identify records that may fall within the scope of section 76, consult the State Records Office.

### Health Records

Health care facilities must retain Aboriginal patient records indefinitely for clients with a date of birth prior to and including 1970. In addition to this, Aboriginal patient records created by remote clinics in the Kimberley and Pilbara Health regions must also be kept indefinitely.

Please refer to section 103 of this GDA (Service Provision) for records of health services provided by local governments.

## 2.4 Elected Members' Records

Records created or received in the course of Elected Members' local government duties that fall within the ambit of the State Records Commission Policy on Local Government Elected Members (2009) are government records and as such are subject to the same legislative requirements as any other government record. This Policy is available on the State Records Office of WA's website.

## 2.5 Amalgamations and Separations of Local Governments

In the event of two or more local governments being amalgamated, it is vital that these organizations' records be maintained as evidence of their existence and accountable practices. To enable ease of access as well as maintain the integrity of those records, records of the subsumed organization or organizations (where the original organization will cease to exist) should be transferred into the custody of the new local government. The original series of records must be retained so that no alterations can be made, and should be retained as distinct from the records that document the ongoing activities of the new local government.

In cases where the local government is separated into two or more new organizations, the SRO should be contacted for advice on managing custody arrangements for the records of the original local government.

# General Disposal Authority for Local Government Records

**Authority number: 2015-001/1**

For further information, please refer to the SRO Guideline: *Management of Information Following Administrative Change*.

## 3. DEFINITIONS

### 3.1 Definition of Terms

**Action completed:** this trigger is frequently used for disposal classes in this GDALG. It means the business as documented in the record/s has concluded (e.g. a project has been completed, a case has been closed, 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.

**Custody:** the minimum period the records will be retained before they are archived or destroyed.

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

- **NOTE:** For records categories designated as "destroy" in this GDALG which contain records **created prior to 1950**, consult the State Records Office (for further appraisal) before any destruction occurs.

**Disposal Action:** the action that occurs to the records once the retention period has expired. The final disposition will be "Destroy", "Required as State archives" or "Permanent within Local Government".

**Permanent Within Local Government:** the disposal action for a class of records identified as NOT being State archives but which are to be retained permanently in-house by the local government authority for ongoing reference purposes.

**Required as State archives:** the disposal action for a class of records identified as having permanent value to the State of Western Australia. Such records will be transferred to the State Records Office. (Requests for the local government authority to retain State archives permanently in their custody need to be approved by the State Records Commission via the agency's Recordkeeping Plan).

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

## General Disposal Authority for Local Government Records

Authority number: 2015-001/1

No	Function/Activity	Description	Disposal Action	Custody
1	<b>EPHEMERAL RECORDS</b>	Ephemeral records have no continuing value to the local government and generally are only needed for a few hours or a few days. They may not need to be placed within the official recordkeeping system (e.g. brochures and fliers not produced by the local government).		
1.1		Duplicate (or extract) copies of records, documents, circulars, forms, etc. where no substantial annotations have been made.	Destroy	Retain until reference ceases
1.2		Information material produced by other organisations (where not used to make business decisions). Examples include price lists, catalogues, advertising material and brochures.	Destroy	Retain until reference ceases
1.3		Reference sets of manuals (internal and external), directories, addresses and contact lists.	Destroy	Retain until reference ceases
1.4		Unsolicited letters or promotional material offering goods or services to the local government.	Destroy	Retain until reference ceases
1.5		<p>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 local government.</p> <p><b>NB: Messages which do relate to the business functions of the local government must be recorded (i.e. summarised in a file note or similar) and allocated to the appropriate subject file. Once the message has been</b></p>	Destroy	Retain until reference ceases

**Authority number: 2015-001/1**

No	Function/Activity	Description	Disposal Action	Custody
<i>EPHEMERAL RECORDS</i>				
		<b>attached to file, the original message may then be destroyed.</b>		
1.6		<p>Rough drafts of reports, correspondence, routine or rough calculations not circulated to other staff for comment / input, for which a final draft has been produced and placed on the appropriate subject file.</p> <p><b>NB: Versions of drafts which contain major changes to content must be allocated to the appropriate subject file, e.g. internal policy.</b></p>	Destroy	Retain until reference ceases
1.7		Transitory messages giving minor instructions and 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).	Destroy	Retain until reference ceases
1.8		<p>Letters or cards of appreciation, sympathy or greetings with no enduring value. Includes but is not limited to Christmas cards, condolences, thank you cards and letters and greeting cards.</p> <p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• 52. GREETINGS / GIFTS / INVITATIONS</li> <li>• 88. PUBLIC REACTION</li> </ul>	Destroy	Retain until reference ceases
1.9		Working papers, background notes and reference materials used to prepare or complete other documents (where these documents have been	Destroy	Retain until reference ceases

**Authority number: 2015-001/1**

No	Function/Activity	Description	Disposal Action	Custody
<i>EPHEMERAL RECORDS</i>				
		<p>allocated to the appropriate subject file).</p> <p><b>NB: Working papers and background notes relating to the development of internal policy or high level strategic issues must be allocated to the appropriate subject file.</b></p> <p><b>Local governments must be mindful of the content of working papers and retain them as part of a subject file if deemed necessary.</b></p>		
1.10		Computer test records ( <i>e.g.</i> test data, test record forms).	Destroy	Retain until reference ceases
1.11		Fax transmission reports.	Destroy	Retain until reference ceases
1.12		<p>After hours support call logs.</p> <p>Detailed messages containing information not reproduced elsewhere should be allocated to the subject file to which they relate.</p>	Destroy	Retain until reference ceases
1.13		Recordings of telephone calls that are recorded for customer service training purposes.	Destroy	Retain until reference ceases
2	<b>ABANDONMENTS</b>	<p>The handling of abandonments that are in breach of laws and regulations.</p> <p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• 4. ACQUISITION / DISPOSAL</li> </ul>		

**Authority number: 2015-001/1**

No	Function/Activity	Description	Disposal Action	Custody
<i>ABANDONMENTS</i>				
		<ul style="list-style-type: none"> <li>• 34. DEBTORS</li> <li>• 58. INFRINGEMENTS / LITIGATION / PROSECUTIONS</li> <li>• 78. NOTIFICATIONS AND ORDERS</li> </ul>		
2.1		<p>Abandoned vehicles and property, including lost property, of substantial value - including but not limited to:</p> <ul style="list-style-type: none"> <li>• initial report/complaint; and</li> <li>• collection, impounding or removal.</li> </ul>	Destroy	Retain 7 years after action completed, then Destroy.
2.2		<p>Abandoned items or lost property of low or little value.</p> <p>Includes initial report/delivery and collection / disposal.</p>	Destroy	Retain 2 years after action completed, then Destroy.
3	<b>ACCOUNTING</b>	<p>The collecting, recording, classifying, summarising and analysing financial transactions.</p> <p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• 18. BANKING</li> <li>• 32. CREDITORS</li> <li>• 34. DEBTORS</li> </ul>		

**Authority number: 2015-001/1**

No	Function/Activity	Description	Disposal Action	Custody
<i>ACCOUNTING</i>				
		<ul style="list-style-type: none"> <li>• 48. FINANCIAL REPORTING</li> <li>• 96. REVENUE / FEES &amp; CHARGES / LEVIES</li> <li>• 116. UNCLAIMED MONEY</li> </ul>		
3.1		Bonds / bank guarantees - held temporarily for security.	Return to applicant or bank when matter finalised	Until matter finalised
3.2		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.
3.3		Accounting - Evidence of payments and supporting documentation. Includes but is not limited to: <ul style="list-style-type: none"> <li>• invoices, cheques, credit notes, payment vouchers;</li> <li>• approvals, purchase orders, transactions, cash books, journals;</li> <li>• sales tax records;</li> <li>• ex-gratia payments; and</li> <li>• batch and trial balance reports.</li> </ul>	Destroy	Retain 6 years after successful audit, then Destroy.
3.4		Reconciliation - records of account balances and reconciliations, including variations to published	Destroy	Retain 6 years after successful audit, then

**Authority number: 2015-001/1**

No	Function/Activity	Description	Disposal Action	Custody
<i>ACCOUNTING</i>				
		figures.		Destroy.
3.5		General or subsidiary journals, ledgers and ledger accounts in any format.	Destroy	Retain 6 years after successful audit, then Destroy.
3.6		Accounting manuals - master copies.	Destroy	Retain 6 years after superseded, then Destroy.
3.7		Petty cash management records, including receipts, register, and vouchers (if attached to a receipt).	Destroy	Retain 6 years after successful audit, then Destroy.
3.8		Petty cash vouchers - where details are recorded in a register.	Destroy	Retain 1 year after successful audit, then Destroy.
3.9		<p>Cardholder data captured as part of an electronic financial transaction, including information printed, processed, transmitted or stored in any form on a payment card.</p> <p>Information may include, but is not limited to:</p> <ul style="list-style-type: none"><li>• Primary Account Number (PAN)</li><li>• cardholder name</li><li>• expiry date and service code</li></ul> <p>Management of these records must be in accordance</p>	Destroy	Retain 3 months after action completed, then Destroy.



**Authority number: 2015-001/1**

No	Function/Activity	Description	Disposal Action	Custody
<i>ACCOUNTING</i>				
		with the Payment Card Industry - Data Security Standard (PCI - DSS)		
3.10		<p>Sensitive authentication data - sensitive cardholder authentication data captured as part of an electronic financial transaction.</p> <p>Information may include, but is not limited to:</p> <ul style="list-style-type: none"> <li>• card verification value</li> <li>• full magnetic stripe data</li> <li>• Personal Identification Number (PIN) / PIN block</li> </ul> <p>Management of these records must be in accordance with the Payment Card Industry Data Security Standard (PCI - DSS)</p>	Destroy	Destroy once action completed
4	<b>ACQUISITION / DISPOSAL</b>	<p>The acquisition and disposal of property and other goods or services.</p> <p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• 7. AGREEMENTS / CONTRACTS / JOINT VENTURES / DEEDS</li> <li>• 18. BANKING</li> <li>• 32. CREDITORS</li> </ul>		

**Authority number: 2015-001/1**

No	Function/Activity	Description	Disposal Action	Custody
<i>ACQUISITION / DISPOSAL</i>				
		<ul style="list-style-type: none"> <li>• 48. FINANCIAL REPORTING</li> <li>• 64. LEASING</li> <li>• 91. RECORDS MANAGEMENT</li> <li>• 105. SPONSORSHIPS / GRANTS / DONATIONS / SUBSIDIES</li> <li>• 107. STORES</li> <li>• 112. TENDERING / QUOTATIONS</li> </ul>		
4.1	<b>Significant</b>	<p><b>Significant</b> acquisition and disposal of: Property (land or buildings), vehicles, equipment, stores, or other goods and services.</p> <p><b>Note: See the definition of "Significant" in section 2.1 in the Introduction of this GDA.</b></p>	Required as State archives	Retain 5 years after successful audit, then transfer to the SRO.
4.2	<b>Other</b>	<p><b>Other</b> acquisitions, not included in sections 4.1 or 4.3.</p> <p>Other acquisitions may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• non-significant property and buildings;</li> <li>• vehicles, equipment and stores;</li> <li>• library and reference materials;</li> </ul>	Destroy	Retain 6 years after successful audit, then Destroy.

**Authority number: 2015-001/1**

No	Function/Activity	Description	Disposal Action	Custody
<i>ACQUISITION / DISPOSAL</i>				
		<ul style="list-style-type: none"> <li>• technology and telecommunications systems; and</li> <li>• software and hardware.</li> </ul>		
4.3		Stationery - The purchase of office stationery, including but not limited to: <ul style="list-style-type: none"> <li>• enquiries and correspondence;</li> <li>• determination of material; and</li> <li>• list of items to be purchased.</li> </ul>	Destroy	Retain 2 years after action completed, then Destroy.
4.4	<b>Other</b>	<b>Other</b> disposals, not included in section 4.1.	Destroy	Retain 7 years after property disposed of, or expiry of relevant lease, then Destroy.
4.5		Acquisition and Disposal - cases cancelled or not proceeded with.	Destroy	Retain 2 years after action completed, then Destroy.
5	<b>ADDRESSES / PRESENTATIONS / SPEECHES</b>	Addresses, presentations or speeches presented for any purpose, by or to the Mayor / President, Elected Members (Councillors) or local government officers.  Includes multimedia presentations and transcripts.  <b>See also related ACTIVITIES:</b> <ul style="list-style-type: none"> <li>• 89. PUBLICATIONS AND PRINTING</li> </ul>		

**Authority number: 2015-001/1**

No	Function/Activity	Description	Disposal Action	Custody
<i>ADDRESSES / PRESENTATIONS / SPEECHES</i>				
		<ul style="list-style-type: none"> <li>113. TRAINING AND DEVELOPMENT</li> </ul>		
5.1	<b>Significant</b>	<p><b>Significant</b> addresses / presentations / speeches - presented by or to the Mayor / President, Elected Members, senior local government officers or invited dignitaries.</p> <p><i>For example, community centenary, state visit, opening of council chambers or new public building.</i></p> <p><b>Note: See the definition of "Significant" in section 2.1 in the Introduction of this GDA.</b></p>	Required as State archives	Retain 5 years after action completed, then transfer to the SRO.
5.2	<b>Other</b>	<p><b>Other</b> addresses / presentations / speeches, not included in section 5.1.</p> <p>Includes those delivered by Mayor / President, Elected Members or local government officers on routine occasions.</p>	Destroy	Retain 5 years after action completed, then Destroy.
5.3		<p>Addresses - preparatory and background material. Includes the development or preparation of addresses, presentations or speeches, such as working papers, background research and draft versions etc. (where not held with the master / final version).</p>	Destroy	Retain 2 years after action completed, then Destroy.
6	<b>ADVICE</b>	<p>Advice received or provided by the local government authority. Includes legal advice obtained by the organisation.</p> <p><b>See also related ACTIVITY:</b></p>		

**Authority number: 2015-001/1**

No	Function/Activity	Description	Disposal Action	Custody
<i>ADVICE</i>				
		<ul style="list-style-type: none"> <li>• 45. ENQUIRIES</li> </ul>		
6.1	<b>Significant</b>	<p><b>Significant</b> advice received or provided by the local government.</p> <p><b>Note: See the definition of "Significant" in section 2.1 in the Introduction of this GDA.</b></p>	Required as State archives	Retain 5 years after action completed, then transfer to the SRO.
6.2	<b>Legal</b>	Legal advice or opinion obtained by the local government from internal or external sources, where held separately from the activity to which the advice relates.	Required as State archives	Retain 5 years after action completed, then transfer to the SRO.
6.3	<b>Other</b>	<b>Other</b> advice received or provided by the local government relating to local government business, not included in sections 6.1 or 6.2.	Destroy	Retain 7 years after action completed, then Destroy.
6.4		Advice received or provided by the local government which concerns routine operational or administrative matters, not included in sections 6.1 - 6.3.	Destroy	Retain 2 years after action completed, then Destroy.
7	<b>AGREEMENTS / CONTRACTS / JOINT VENTURES / DEEDS</b>	<p>The establishment and management of <b>ALL</b> binding agreements, including but not limited to:</p> <ul style="list-style-type: none"> <li>• agreements (including service agreements);</li> <li>• contracts - standard, under seal or deed, or special contracts;</li> <li>• joint ventures;</li> </ul>		

**Authority number: 2015-001/1**

No	Function/Activity	Description	Disposal Action	Custody
<i>AGREEMENTS / CONTRACTS / JOINT VENTURES / DEEDS</i>				
		<ul style="list-style-type: none"> <li>• memorandums of understanding;</li> <li>• deeds</li> </ul> <p>Established for any purpose, including, but not limited to:</p> <ul style="list-style-type: none"> <li>• provision of services between local governments;</li> <li>• acquisition or disposal of local government property (including Native Title);</li> <li>• provision of services by external contractors / consultants;</li> <li>• performance of local government projects, programs and services by contractors or outsourced agents;</li> <li>• Caveats;</li> <li>• Vesting orders or (Reserve) Management Orders and Easements;</li> <li>• joint ventures between local governments or between local and state government organisations or between local governments and the private sector;</li> <li>• the use of internal or external bureau services;</li> </ul>		

**Authority number: 2015-001/1**

No	Function/Activity	Description	Disposal Action	Custody
<i>AGREEMENTS / CONTRACTS / JOINT VENTURES / DEEDS</i>				
		<ul style="list-style-type: none"> <li>• enterprise bargaining and workplace agreements; and</li> <li>• employment contracts.</li> </ul> <p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• 3. ACCOUNTING</li> <li>• 93. REGISTERS</li> <li>• 112. TENDERING / QUOTATIONS</li> </ul>		
7.1	<b>Significant</b>	<p><b>Significant</b> agreements, contracts, joint ventures or deeds.</p> <p>Including, but not limited to, agreements:</p> <ul style="list-style-type: none"> <li>• relating to major local government infrastructure;</li> <li>• relating to landmark structures;</li> <li>• relating to substantial transfer of local government responsibilities;</li> <li>• relating to the privatization of local government functions;</li> <li>• involving substantial Public Private Partnerships;</li> </ul>	Required as State archives	Retain 5 years after expiry of agreement, then transfer to the SRO.

**Authority number: 2015-001/1**

No	Function/Activity	Description	Disposal Action	Custody
<i>AGREEMENTS / CONTRACTS / JOINT VENTURES / DEEDS</i>				
		<ul style="list-style-type: none"> <li>• requiring Ministerial approval;</li> <li>• relating to the appointment of a Chief Executive Officer of the local government.</li> </ul> <p><b>Note: See also the definition of "Significant" in section 2.1 in the Introduction of this GDA.</b></p>		
7.2		<p>Agreements, Joint Ventures, Contracts - under seal or deed, not included in section 7.1.</p> <p>The establishment, management and finalization of agreements, joint ventures and contracts under seal or deed.</p>	Destroy	Retain 21 years after Expiry of Agreement, or at end of defects liability period, if applicable, then Destroy.
7.3	<b>Other</b>	<b>Other</b> agreements, contracts, joint ventures and deeds, not included in sections 7.1 or 7.2.	Destroy	Retain 7 years after expiry of agreement, then Destroy.
7.4		Vesting orders / (reserve) management orders placing control of reserved Crown Land with the local government (under the <i>Land Administration Act 1997</i> )	Permanent	Permanent within Local Government
7.5		Vesting or re-vesting orders due to the non-payment of debts	Destroy	Retain 7 years after action completed, then Destroy.
7.6		Caveats or withdrawals of caveats	Destroy	Retain 7 years after expiry of caveat, then Destroy.



**Authority number: 2015-001/1**

No	Function/Activity	Description	Disposal Action	Custody
<i>AGREEMENTS / CONTRACTS / JOINT VENTURES / DEEDS</i>				
7.7		Contract files- individual files for each contract service containing records relevant to that contract, such as complaints, enquiries, and copies of legal documentation.	Refer to relevant class for contract (7.1, 7.2 or 7.3) and sentence accordingly.	
7.8		Title deeds / Certificate of Title - for properties owned by the local government.	Destroy	Retain 7 years after disposal of property, then Destroy.
7.9		Section 70A Notifications (notifications placed on a Certificate of Title under the <i>Transfer of Land Act</i> )	Required as State archives	Retain 5 years after expired, then transfer to the SRO.
7.10		Easements - right of access to property	Destroy	Retain 7 years after expiry, then Destroy.
8	<b>AMALGAMATIONS AND BOUNDARIES</b>	<p>Matters associated with policies, monitoring and review of the local governments boundaries (federal, state and municipal) and proposals for amalgamation of administrations. Also includes proposing changes to the Electoral Commissioner and the Australian Statistician.</p> <p><b>See also related ACTIVITY:</b></p> <ul style="list-style-type: none"> <li>• 7. AGREEMENTS / CONTRACTS / JOINT VENTURES / DEEDS.</li> </ul>		
8.1		Plans - documenting changes in land use, boundaries	Required as State	Retain 5 years after action completed, then

**Authority number: 2015-001/1**

No	Function/Activity	Description	Disposal Action	Custody
<i>AMALGAMATIONS AND BOUNDARIES</i>				
		and areas of responsibility over time.	archives	transfer to the SRO.
8.2		<p>Amalgamation, separation, creation and abolition of local governments. This category covers:</p> <ul style="list-style-type: none"> <li>• amalgamations;</li> <li>• separations;</li> <li>• the abolition of a local government; and</li> <li>• the creation of a local government.</li> </ul> <p>Includes records of Regional Transition Groups and Regional Cooperative Groups.</p>	Required as State archives	Retain 5 years after action completed, then transfer to the SRO.
9	<b>ANIMAL MANAGEMENT</b>	<p>Managing the humane treatment and control of animals. Includes lost and stray animals and impounding procedures.</p> <p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• 12. APPLICATIONS / APPROVALS / LICENCES / PERMITS</li> <li>• 58. INFRINGEMENTS / LITIGATION / PROSECUTIONS</li> <li>• 93. REGISTERS</li> </ul>		
9.1		Native Animal Protection - protecting the welfare of native animals and other wildlife.	Required as State archives	Retain 5 years after action completed, then

**Authority number: 2015-001/1**

No	Function/Activity	Description	Disposal Action	Custody
<i>ANIMAL MANAGEMENT</i>				
				transfer to the SRO.
9.2		Impounding / collection records - including but not limited to: <ul style="list-style-type: none"> <li>• pound book;</li> <li>• receipts for animals impounded or released before impounding;</li> <li>• claims relating to impounding;</li> <li>• approvals from Veterinary Surgeon's Board / Veterinarian to administer drugs; and</li> <li>• authorization to sell / dispose of animals.</li> </ul>	Destroy	Retain 7 years after action completed, then Destroy.
9.3		Reports - mistreatment / neglect of animals. Includes reports regarding private animal owners and animal lodging establishments and evidence of animal mistreatment ( <i>i.e.</i> photographs and footage).	Destroy	Retain 7 years after action completed, then Destroy.
9.4		Death or disappearance of animal - correspondence.	Destroy	Retain 7 years after action completed, then Destroy.
9.5		Domestic animals, livestock, wildlife - management of strayed, lost and / or injured animals.	Destroy	Retain 2 years after action completed, then Destroy.
10	<b>APPEALS</b>	Managing appeals, to reconsider a decision/s made by the local government. Includes, but is not limited		

Authority number: 2015-001/1

No	Function/Activity	Description	Disposal Action	Custody
<i>APPEALS</i>				
		to: <ul style="list-style-type: none"> <li>• appeals against notices and infringements; and</li> <li>• appeals against the rejection of an application made to the local government.</li> </ul>		
10.1	<b>Significant</b>	<b>Significant</b> Appeals - including successful planning and development appeals.  <b>Note: See the definition of "Significant" in section 2.1 in the Introduction of this GDA.</b>	Required as State archives	Retain 5 years after action completed, then transfer to the SRO.
10.2	<b>Other</b>	<b>Other</b> appeals, not included in section 10.1.	Destroy	Retain 7 years after action completed, then Destroy.
11	<b>APPLICATION DEVELOPMENT</b>	The development or modification of software and programming codes to perform business applications. Includes the development of websites.  <b>NB: Original software should only be discontinued / destroyed if data and associated metadata that needs to be retained has been successfully migrated, or can be read and/or manipulated by subsequent systems.</b>  <b>See also related ACTIVITY:</b> <ul style="list-style-type: none"> <li>• 89. PUBLICATIONS AND PRINTING.</li> </ul>		
11.1		Applications that become operational - development	Destroy	Retain 7 years after system replaced or

**Authority number: 2015-001/1**

No	Function/Activity	Description	Disposal Action	Custody
<i>APPLICATION DEVELOPMENT</i>				
		<p>and design.</p> <p>Original software should only be discontinued / destroyed if data and associated metadata that needs to be retained has been successfully migrated.</p>		decommissioned and data is successfully migrated, then Destroy.
11.2		Applications that do not become operational - development and design.	Destroy	Retain 3 years after action completed, then Destroy.
12	<b>APPLICATIONS / APPROVALS / LICENCES / PERMITS</b>	<p>Managing applications for local government services, licences (including renewals), permits, registrations and other approvals. Includes, but is not limited to, applications and approvals for:</p> <ul style="list-style-type: none"> <li>• alcohol (liquor licences) and gaming;</li> <li>• animal licensing (including lifetime licences) and animal lodging;</li> <li>• burial on private property;</li> <li>• caravan parks, camping grounds and lodging houses;</li> <li>• inclusion in Register of Chemical Sensitive Residents;</li> <li>• clearing of native vegetation;</li> <li>• eating house / food business, itinerant and/or street food vendors, and other shop licences;</li> </ul>		

**Authority number: 2015-001/1**

No	Function/Activity	Description	Disposal Action	Custody
----	-------------------	-------------	-----------------	---------

*APPLICATIONS / APPROVALS / LICENCES / PERMITS*

		<ul style="list-style-type: none"> <li>• fire breaks and burning off;</li> <li>• trading in public places / offensive trades;</li> <li>• roads, including works, services, closures and openings;</li> <li>• parking permits and private car parks;</li> <li>• permits sought by the local government (e.g. fireworks permits for local government events);</li> <li>• private works and public premises permits;</li> <li>• scaffolding / cranes / blasting;</li> <li>• signs, hoardings, banners and gantries;</li> <li>• storage or disposal of dangerous chemicals / toxic waste / hazardous substances, including waste tracking forms or waste transfer certificates);</li> <li>• street parades, busking, vending machines and market stalls;</li> <li>• waste services, industrial trade waste into sewers, septic or alternative treatment units; and</li> <li>• water pumping supply and temporary water</li> </ul>		
--	--	---	--	--

**Authority number: 2015-001/1**

No	Function/Activity	Description	Disposal Action	Custody
<i>APPLICATIONS / APPROVALS / LICENCES / PERMITS</i>				
		<p>services.</p> <p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• 21. CEMETERIES / CREMATORIA</li> <li>• 37. DEVELOPMENT, BUILDING AND SUBDIVISION APPLICATIONS</li> <li>• 42. ELECTIONS</li> <li>• 50. FREEDOM OF INFORMATION</li> <li>• 92. RECRUITMENT</li> <li>• 93. REGISTERS</li> <li>• 105. SPONSORSHIPS / GRANTS / DONATIONS / SUBSIDIES</li> <li>• 122. VOLUNTEERING</li> </ul>		
12.1	<b>Significant</b>	<p><b>Significant</b> applications, approvals, licences or permits.</p> <p><b>Note: See the definition of "Significant" in section 2.1 in the Introduction of this GDA.</b></p>	Required as State archives	Retain 5 years after action completed, then transfer to the SRO.
12.2	<b>Other</b>	<p><b>Other</b> applications, approvals, licenses or permits, not included in section 12.1.</p>	Destroy	Retain 7 years after expiry of approval, then Destroy.

**Authority number: 2015-001/1**

No	Function/Activity	Description	Disposal Action	Custody
<i>APPLICATIONS / APPROVALS / LICENCES / PERMITS</i>				
12.3		Applications (referrals) that are referred to the local government by another body for comment <i>e.g.</i> applications for extension of trading hours, grant or removal of liquor licence that has been referred by the relevant State authority.	Destroy	Retain 1 year after expiry of approval, then Destroy.
12.4		Septic or Alternative Treatment Unit applications - including applications for decommissioning of septic systems and Department of Health approvals.	Permanent	Permanent within local government
12.5		Office copies of licences, permits and registrations issued.	Destroy	Retain 2 years after action completed, then Destroy.
13	<b>APPOINTMENTS</b>	<p>The appointment of officers to provide services to the local government. Includes but is not limited to the appointment of fire control officers, State Emergency Service personnel, other emergency personnel and officers providing community health services (<i>e.g.</i> pharmacists).</p> <p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• 38. DIARIES</li> <li>• 41. ELECTED MEMBERS</li> <li>• 92. RECRUITMENT</li> <li>• 112. TENDERING / QUOTATIONS</li> </ul>		
13.1		Appointments - visiting pharmacists and doctors /	Destroy	Retain 25 years after



**Authority number: 2015-001/1**

No	Function/Activity	Description	Disposal Action	Custody
<i>APPOINTMENTS</i>				
		physicians for nursing homes and the community.		expiry of appointment, then Destroy.
13.2		<p>Appointments - not included in section 13.1.</p> <p>Includes, but is not limited to, appointments of:</p> <ul style="list-style-type: none"> <li>• consultants;</li> <li>• emergency personnel (fire control, fire wardens, State Emergency Services);</li> <li>• occupational health and safety officers; and</li> <li>• auditors for internal and external audits.</li> </ul> <p>Includes referees.</p>	Destroy	Retain 7 years after expiry of appointment, then Destroy.
14	<b>ARRANGEMENTS</b>	<p>The administrative aspects of arranging local government events, functions, ceremonies, celebrations and staff catering (canteen). Arrangements can include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• invitations, acceptances and guest lists;</li> <li>• programmes;</li> <li>• accommodation, catering and bookings.</li> </ul> <p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• 20. CELEBRATIONS / CEREMONIES</li> </ul>		

**Authority number: 2015-001/1**

No	Function/Activity	Description	Disposal Action	Custody
<i>ARRANGEMENTS</i>				
		<p style="text-align: center;">/ FUNCTIONS / EVENTS</p> <ul style="list-style-type: none"> <li>• 114. TRAVEL</li> </ul>		
14.1	<b>Significant</b>	<p>Arrangements for <b>Significant</b> events, functions, ceremonies, celebrations, etc.</p> <p><b>Note: See the definition of "Significant" in section 2.1 in the Introduction of this GDA.</b></p>	Required as State archives	Retain 5 years after action completed, then transfer to the SRO.
14.2	<b>Other</b>	<p>Arrangements for <b>Other</b> events, functions, ceremonies, celebrations, etc., not included in section 14.1.</p>	Destroy	Retain 7 years after action completed, then Destroy.
15	<b>AUDITING</b>	<p>The official scrutiny of accounts, activities and items to ensure legislative and regulatory compliance.</p> <p><b>See also related ACTIVITY:</b></p> <ul style="list-style-type: none"> <li>• 13. APPOINTMENTS.</li> </ul>		
15.1	<b>Significant</b>	<p><b>Significant</b> internal or external audits.</p> <p>Includes audit reports and supporting papers.</p> <p><b>Note: See the definition of "Significant" in section 2.1 in the Introduction of this GDA.</b></p>	Required as State archives	Retain 5 years after successful audit, then transfer to the SRO.
15.2	<b>Other</b>	<p><b>Other</b> internal or external audits, not included in section 15.1.</p> <p>Includes audit reports and supporting papers.</p>	Destroy	Retain 7 years after successful audit, then Destroy.

**Authority number: 2015-001/1**

No	Function/Activity	Description	Disposal Action	Custody
<i>AUTHORIZATIONS / DELEGATIONS</i>				
16	<b>AUTHORIZATIONS / DELEGATIONS</b>	<p>The process of:</p> <ul style="list-style-type: none"> <li>• delegating the exercise of powers or the performance of duties; or</li> <li>• authorizing persons or entities to undertake actions.</li> </ul> <p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• 18. BANKING</li> <li>• 32. CREDITORS</li> <li>• 93. REGISTERS</li> </ul>		
16.1		Authorization for use of Council Seal.	Required as State archives	Retain 5 years after action completed, then transfer to the SRO.
16.2		<p>Authorizations and delegations Committees, CEO, Elected Members and employees</p> <p>The authorization and delegation of the exercise of powers or the performance of duties. Includes delegations:</p> <ul style="list-style-type: none"> <li>• by a local government to committees, including audit committees;</li> <li>• by a local government to the Chief Executive Officer (CEO);</li> </ul>	Permanent	Permanent within local government

**Authority number: 2015-001/1**

No	Function/Activity	Description	Disposal Action	Custody
<i>AWARDS / HONOURS / PRIZES</i>				
		<ul style="list-style-type: none"> <li>• by the CEO to any employee; or</li> <li>• relating to Elected Members duties.</li> </ul>		
17	<b>AWARDS / HONOURS / PRIZES</b>	<p>Awards, honours and prizes initiated or received by the local government. Includes but is not limited to:</p> <ul style="list-style-type: none"> <li>• terms and conditions;</li> <li>• nominations, judging, names of winners / finalists; and</li> <li>• entries or photographs of entries (ensure entrant is aware their entry will be disposed as set out in the competition terms and conditions).</li> </ul> <p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• 14. ARRANGEMENTS</li> <li>• 45. ENQUIRIES</li> <li>• 56. INDUSTRIAL RELATIONS</li> </ul>		
17.1	<b>Significant</b>	<p><b>Significant</b> awards / honours / prizes.</p> <p><i>Note: See the definition of "Significant" in section 2.1 in the Introduction of this GDA.</i></p>	Required as State archives	Retain 5 years after action completed, then transfer to the SRO.
17.2	<b>Other</b>	<p><b>Other</b> awards / honours / prizes, not included in section 17.1.</p>	Destroy	Retain 7 years after action completed, then

**Authority number: 2015-001/1**

No	Function/Activity	Description	Disposal Action	Custody
<i>BANKING</i>				
18	<b>BANKING</b>	The opening, maintenance and reconciliation of bank accounts and credit card accounts.		Destroy.
18.1		Authorized signatories - bank accounts.	Destroy	Retain 7 years after authorization is superseded or revoked, then Destroy.
18.2		Establishment of bank accounts.	Destroy	Retain 7 years after closure of account, then Destroy.
18.3		<p>Bank deposit records, including but not limited to:</p> <ul style="list-style-type: none"> <li>• deposit books, slips or butts;</li> <li>• receipts, e.g. bank receipts;</li> <li>• online banking correspondence (BPay etc);</li> <li>• lists of cheques lodged for collection; and</li> <li>• amounts banked and those recorded on bank abstracts.</li> </ul> <p>Credit cardholder details must be managed in accordance with the Payment Card Industry Data Security Standards (PCI DSS).</p>	Destroy	Retain 6 years after successful audit, then Destroy.
18.4		Bank statement and reconciliation records, including	Destroy	Retain 6 years after successful audit, then

**Authority number: 2015-001/1**

No	Function/Activity	Description	Disposal Action	Custody
<i>BANKING</i>				
		but not limited to: <ul style="list-style-type: none"> <li>• statements or certificates of balance;</li> <li>• interest statements;</li> <li>• outstanding balances;</li> <li>• dividend statements; and</li> <li>• reconciliation statements.</li> </ul>		Destroy.
18.5		Credit card - bills and payments.  Credit cardholder details must be managed in accordance with the Payment Card Industry Data Security Standards (PCI DSS).	Destroy	Retain 6 years after successful audit, then Destroy.
18.6		Credit card- guidelines for use.	Destroy	Retain until superseded
19	<b>BUDGETING</b>	The management of expected income over a specified period of time.		
19.1		Annual Estimates and Budget Reviews - certified copy adopted by Council.  NB: These records will also be captured as part of the Council Minutes (official copy)	Destroy	Retain 6 years after successful audit, then Destroy.
19.2		Annual Estimates and Budget Reviews - drafts, calculations, costings and working papers.	Destroy	Retain 2 years after successful audit, then

**Authority number: 2015-001/1**

No	Function/Activity	Description	Disposal Action	Custody
<i>CELEBRATIONS / CEREMONIES / FUNCTIONS / EVENTS</i>				
20	<b>CELEBRATIONS / CEREMONIES / FUNCTIONS / EVENTS</b>	<p>Celebrations, ceremonies, social functions and events hosted or attended by the local government to honour a particular event.</p> <p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• 5. ADDRESSES / PRESENTATIONS / SPEECHES</li> <li>• 14. ARRANGEMENTS</li> </ul>		Destroy.
20.1	<b>Significant</b>	<p><b>Significant</b> celebrations, ceremonies, functions or events.</p> <p><b>Note: See the definition of "Significant" in section 2.1 in the Introduction of this GDA.</b></p>	Required as State archives	Retain 5 years after action completed, then transfer to the SRO.
20.2	<b>Other</b>	<p><b>Other</b> celebrations, ceremonies, functions or events, not included in section 20.1.</p>	Destroy	Retain 7 years after action completed, then Destroy.
21	<b>CEMETERIES / CREMATORIA</b>	<p>The care, control and management of a cemetery or crematorium by a local government.</p> <p><b>See also related ACTIVITY:</b></p> <ul style="list-style-type: none"> <li>• 66. LEGISLATION (including Local Laws)</li> </ul>		
21.1		Cemeteries and crematoria - plans / maps / drawings.	Required as State archives	Retain 5 years after action completed, then transfer to the SRO.

**Authority number: 2015-001/1**

No	Function/Activity	Description	Disposal Action	Custody
<i>CEMETERIES / CREMATORIA</i>				
21.2		Declaration and closure of cemeteries.  Orders issued by the Governor under section 4 of the <i>Cemeteries Act 1986</i> , such as: <ul style="list-style-type: none"> <li>• declaring land to be a cemetery;</li> <li>• declaring a cemetery to be closed;</li> <li>• declaring burials to be discontinued.</li> </ul>	Required as State archives	Retain 5 years after action completed, then transfer to the SRO.
21.3		Vesting of management of a cemetery.  The vesting (or transfer) of the management of a cemetery to or from a local government, under section 5 of the <i>Cemeteries Act 1986</i> .	Required as State archives	Retain 5 years after action completed, then transfer to the SRO.
21.4		Registers and indexes of approved burials, grants and interments.	Required as State archives	Retain 5 years after action completed, then transfer to the SRO.
21.5		Applications relating to cemeteries and crematoria, such as for burial, headstones and placement of ashes.	Destroy	Retain 7 years after closure of cemetery, then Destroy.
21.6		Burials - unapproved.	Destroy	Retain 2 years after action completed, then Destroy.
21.7		Licensing of funeral directors.  The licensing of funeral directors under Part IV,	Destroy	Retain 7 years after expiry of licence, then Destroy.



**Authority number: 2015-001/1**

No	Function/Activity	Description	Disposal Action	Custody
<i>CEMETERIES / CREMATORIA</i>				
		Division 3 of the <i>Cemeteries Act 1986</i> . Includes, but is not limited to: <ul style="list-style-type: none"> <li>• approval, refusal and renewal of licences;</li> <li>• suspension or cancellation of licence; and</li> <li>• records of reviews by the State Administrative Tribunal or predecessor agencies of local government decisions regarding suspensions and cancellations.</li> </ul>		
21.8		Permits - single funeral.  Single funeral permits issued under Part IV, Division 4 of the <i>Cemeteries Act 1986</i> .	Destroy	Retain 7 years after expiry of permit, then Destroy.
22	<b>CERTIFICATION</b>	Certification relating to local government operations or activities in accordance with legal or regulatory requirements.		
22.1		Water supply - certificate of polluted water supply.	Destroy	Retain 10 years after action completed, then Destroy.
22.2		Water supply - certification (non-polluted).	Destroy	Retain 2 years after disconnection, then Destroy.
22.3		Water board certificates and plumbers' certificates (copies).	Destroy	Retain 2 years after action completed, then Destroy.

**Authority number: 2015-001/1**

No	Function/Activity	Description	Disposal Action	Custody
<i>CERTIFICATION</i>				
		(Often issued in relation to a subdivision and / or amalgamation).		
22.4		Noxious plant / pests - certificate stating that land is not subject to notice of noxious plants or pests.	Destroy	Retain 30 years after action completed, then Destroy.
22.5		Noxious plant / pest - certificate of authorization to destroy.	Destroy	Retain 2 years after action completed, then Destroy.
22.6		Installation - certificates relating to the installation of energy supply and telecommunications.	Destroy	Retain 2 years after disconnection, then Destroy.
22.7		Eating house / food business certification - certification of sanitary food premises.	Destroy	Retain 7 years after date of expiry, then Destroy.
22.8		Substandard buildings - certification that a building is unfit for habitation.	Destroy	Retain 7 years after date of expiry, then Destroy.
23	<b>CIRCULARS</b>	<p>The receipt and circulation of notices created or received by the local government.</p> <p><b>See also related ACTIVITY:</b></p> <ul style="list-style-type: none"> <li>• 89. PUBLICATIONS AND PRINTING</li> </ul>		
23.1		Circulars (produced by the local government) -	Required as State	Retain 5 years after action completed, then

**Authority number: 2015-001/1**

No	Function/Activity	Description	Disposal Action	Custody
<i>CIRCULARS</i>				
		relating to core business or local government policy.  Includes research, consultation, amendments and major drafts.	archives	transfer to the SRO.
23.2		Circulars (internal) - relating to local government administration and procedures.  Includes research, consultation, amendments and major drafts.	Destroy	Retain 7 years after action completed, then Destroy.
23.3		Circulars - external.	Destroy	Retain until reference ceases
24	<b>CLAIMS MANAGEMENT</b>	Monitoring and investigating insurance / compensation claims made to and by the local government. Includes insurance policies.  <b>See also related ACTIVITIES:</b>  <ul style="list-style-type: none"> <li>• 7. AGREEMENTS / CONTRACTS / JOINT VENTURES / DEEDS</li> <li>• 56. INDUSTRIAL RELATIONS</li> <li>• 84. POLICY</li> <li>• 86. PROCEDURES</li> </ul>		
24.1	<b>Significant</b>	<b>Significant</b> claims and compensation cases including, but not limited to:	Required as State archives	Retain 5 years after action completed, then transfer to the SRO.

**Authority number: 2015-001/1**

No	Function/Activity	Description	Disposal Action	Custody
<i>CLAIMS MANAGEMENT</i>				
		<ul style="list-style-type: none"> <li>• those involving a contaminated site;</li> <li>• Industrial Relations cases; or</li> <li>• Professional Indemnity claims.</li> </ul> <p><b>Note: See the definition of "Significant" in section 2.1 in the Introduction of this GDA.</b></p>		
24.2	<b>Other</b>	<p><b>Other</b> Claims - workers compensation, not included in section 24.1.</p> <p>Covers non financial records e.g. injury management.</p>	Destroy	Retain 75 years after employee's date of birth or 7 years after retirement, whichever is later, or 7 years after death, then Destroy.
24.3	<b>Other</b>	<p><b>Other</b> Claims - public liability / personal injury, not included in section 24.1.</p>	Destroy	Retain 10 years after action completed or, if a minor, until they reach 25 years of age, then Destroy.
24.4	<b>Other</b>	<p><b>Other</b> Claims - motor vehicle, property, fire, construction, industrial special risk or other assets, not included in section 24.1.</p>	Destroy	Retain 7 years after action completed, then Destroy.
24.5		Claims - not proceeded with.	Destroy	Retain 7 years after action completed, then Destroy.
24.6		Policies, liabilities and renewals.	Destroy	Retain 7 years after disposal of building,

**Authority number: 2015-001/1**

No	Function/Activity	Description	Disposal Action	Custody
<i>CLAIMS MANAGEMENT</i>				
		<p>Current individual policies for buildings, property or major assets.</p> <p><i>Note: For expired policies that have been subsequently renewed, see section 24.7.</i></p>		property or asset, then Destroy.
24.7		Expired policies, liabilities and renewals that have been superseded, for buildings, property or major assets (i.e. where a current policy exists for the building, property or major asset).	Destroy	Retain 7 years after renewal of insurance policy, then Destroy.
24.8		Policies, liabilities and renewals - not related to buildings, property or major assets.	Destroy	Retain 7 years after expiry of insurance policy, then Destroy.
25	<b>COMMITTEES</b>	<p>Establishment and management of committees for functional or administrative purposes, and includes:</p> <ul style="list-style-type: none"> <li>• committees / meetings of Council established under the <i>Local Government Act 1995</i>;</li> <li>• advisory or approval committees, or similar, established by the local government;</li> <li>• internal functional or administrative committees of the local government; and</li> <li>• external committees involving local government.</li> </ul> <p><b>See also related ACTIVITIES:</b></p>		

**Authority number: 2015-001/1**

No	Function/Activity	Description	Disposal Action	Custody
<i>COMMITTEES - MEETINGS OF COUNCIL</i>				
		<ul style="list-style-type: none"> <li>• 14. ARRANGEMENTS</li> <li>• 73. MEETINGS</li> </ul>		
25.1	<b>MEETINGS OF COUNCIL</b>	All records pertaining to meetings of Council.		
25.1.1		Master set of: <ul style="list-style-type: none"> <li>• agenda and confirmed minutes;</li> <li>• business papers and reports;</li> <li>• notices of motion, questions and resolutions.</li> </ul>	Required as State archives	Retain 5 years after action completed, then transfer to the SRO.
25.1.2		Audio / visual recordings of meetings and verbatim transcripts (if produced).	Destroy	Retain 1 year after minutes confirmed, then Destroy.
25.1.3		Public notices relating to the meeting  Includes documents relating to the Council meeting made available for prior public inspection.	Destroy	Retain until superseded, then destroy.
25.1.4		Unconfirmed minutes of Council meetings (available for public inspection).	Destroy	Retain until minutes confirmed
25.1.5		Duplicate sets of agendas and minutes.	Destroy	Retain until reference ceases
25.1.6		Public questions given with prior notice.	Destroy	Retain 2 years after action completed, then

**Authority number: 2015-001/1**

No	Function/Activity	Description	Disposal Action	Custody
<i>COMMITTEES - MEETINGS OF COUNCIL</i>				
				Destroy.
25.1.7		Petitions from ratepayers, presented to Council.  <i>Note: Informal "petitions" (e.g. requests for signage) which are not presented to Council are to be sentenced in accordance with the activity to which the petition relates.</i>	Destroy	Retain 30 years after action completed, then Destroy.
25.2	<b>COMMITTEES OF COUNCIL</b>	The establishment and management of committees of Council.  <b>See also related ACTIVITIES:</b> <ul style="list-style-type: none"> <li>• 14. ARRANGEMENTS</li> <li>• 16. AUTHORISATIONS / DELEGATIONS</li> </ul>		
25.2.1		Establishment of committee  Records relating to the: <ul style="list-style-type: none"> <li>• establishment of committee;</li> <li>• appointment of members; and</li> <li>• Terms of Reference.</li> </ul>	Required as State archives	Retain 5 years after action completed, then transfer to the SRO.
25.2.2		Master set of: <ul style="list-style-type: none"> <li>• agenda and confirmed minutes;</li> </ul>	Required as State archives	Retain 5 years after action completed, then transfer to the SRO.

**Authority number: 2015-001/1**

No	Function/Activity	Description	Disposal Action	Custody
<i>COMMITTEES - COMMITTEES OF COUNCIL</i>				
		<ul style="list-style-type: none"> <li>• business papers and reports;</li> <li>• notices of motion, questions and resolutions.</li> </ul>		
25.2.3		Audio / visual recordings of meetings and verbatim transcripts (if produced).	Destroy	Retain 1 year after minutes confirmed, then Destroy.
25.2.4		Non-financial records of fees or remuneration for committee members.	Destroy	Retain 7 years after action completed, then Destroy.
25.2.5		Unconfirmed minutes of committee meetings (available for public inspection).	Destroy	Retain until minutes are confirmed, then Destroy.
25.2.6		Duplicate sets of agendas and minutes.	Destroy	Retain until reference ceases, then destroy.
25.2.7		Public notices relating to the meeting  Includes documents relating to the Committee meeting made available for prior public inspection.	Destroy	Retain until superseded
25.2.8		Public questions given with prior notice.	Destroy	Retain 2 years after action completed, then Destroy.
25.3	<b>INTERNAL COMMITTEES OF</b>	The establishment and management of committees internal to a local government (excluding committees		



**Authority number: 2015-001/1**

No	Function/Activity	Description	Disposal Action	Custody
<i>COMMITTEES - INTERNAL COMMITTEES OF LOCAL GOVERNMENT - Internal Committees</i>				
	<b>LOCAL GOVERNMENT</b>	of Council).  <b>See also related ACTIVITY:</b>  • 14. ARRANGEMENTS		
25.3.1	<b>Internal Committees</b>	Committees established for:  • local government planning and policy;  • strategic and corporate management;  • core business functions or operations; or  • high-level community consultation.		
25.3.1.1		Establishment of committee  Records relating to the:  • establishment of committee;  • appointment of members; and  • Terms of Reference.	Required as State archives	Retain 5 years after action completed, then transfer to the SRO.
25.3.1.2		Master set of:  • agenda and confirmed minutes;  • business papers and reports;	Required as State archives	Retain 5 years after action completed, then transfer to the SRO.

**Authority number: 2015-001/1**

No	Function/Activity	Description	Disposal Action	Custody
<i>COMMITTEES - INTERNAL COMMITTEES OF LOCAL GOVERNMENT - Internal Committees</i>				
		<ul style="list-style-type: none"> <li>• notices of motion, questions and resolutions.</li> </ul>		
25.3.1.3		Audio / visual recordings of meetings and verbatim transcripts (if produced).	Destroy	Retain 1 year after minutes confirmed, then Destroy.
25.3.2	<b>Internal Committees</b>	<b>Committees established for:</b> <ul style="list-style-type: none"> <li>• local government administrative functions or activities;</li> <li>• branch/unit level management; or</li> <li>• non-core business activities.</li> </ul>		
25.3.2.1		Establishment of committee Records relating to the: <ul style="list-style-type: none"> <li>• establishment of committee;</li> <li>• appointment of members; or</li> <li>• Terms of Reference.</li> </ul>	Destroy	Retain 5 years after action completed, then Destroy.
25.3.2.2		Master set of: <ul style="list-style-type: none"> <li>• agendas and confirmed minutes;</li> <li>• business papers and reports submitted to committee;</li> </ul>	Destroy	Retain 5 years after action completed, then Destroy.

**Authority number: 2015-001/1**

No	Function/Activity	Description	Disposal Action	Custody
<i>COMMITTEES - INTERNAL COMMITTEES OF LOCAL GOVERNMENT - Internal Committees</i>				
		<ul style="list-style-type: none"> <li>• resolutions and committee reports.</li> </ul>		
25.3.2.3		Audio / visual recordings of meetings, including transcripts (if produced).	Destroy	Retain 1 year after minutes confirmed, then Destroy.
25.4	<b>EXTERNAL COMMITTEES</b>	The participation by local government members or staff on committees external to the local government, convened by another government or private organisation, or association.		
25.4.1	<b>External Committees</b>	External Committees - where the local government has a coordinating or secretarial role.		
25.4.1.1		Committees established for: <ul style="list-style-type: none"> <li>• local government planning and policy;</li> <li>• core business functions or operations; or</li> <li>• high-level community consultation.</li> </ul> Agendas, minutes, business papers and reports submitted to committee, resolutions, and committee reports.	Required as State archives	Retain 5 years after action completed, then transfer to the SRO.
25.4.1.2		Committees established for: <ul style="list-style-type: none"> <li>• facilitative functions or activities;</li> <li>• informative functions or activities; or</li> </ul>	Destroy	Retain 5 years after action completed, then Destroy.

**Authority number: 2015-001/1**

No	Function/Activity	Description	Disposal Action	Custody
<i>COMMITTEES - EXTERNAL COMMITTEES - External Committees</i>				
		<ul style="list-style-type: none"> <li>• low-level community consultation.</li> </ul> <p>Agendas, minutes, business papers and reports submitted to committee and committee reports.</p>		
25.4.2	<b>External Committees</b>	External Committees - where the local government has NO coordinating or secretarial role.		
25.4.2.1		<p>Committees established for:</p> <ul style="list-style-type: none"> <li>• local government planning and policy;</li> <li>• core business functions or operations; or</li> <li>• high-level community consultation.</li> </ul> <p>Agendas, minutes, business papers and reports submitted to committee, resolutions, and committee reports.</p>	Destroy	Retain 7 years after action completed, then Destroy.
25.4.2.2		<p>Committees established for:</p> <ul style="list-style-type: none"> <li>• facilitative functions or activities;</li> <li>• informative functions or activities; or</li> <li>• low-level community consultation.</li> </ul> <p>Agendas, minutes, business papers and reports submitted to committee and committee reports.</p>	Destroy	Retain 2 years after action completed, then Destroy.
26	<b>COMMUNITY</b>	Consulting the community on issues, proposals		

**Authority number: 2015-001/1**

No	Function/Activity	Description	Disposal Action	Custody
<i>COMMUNITY CONSULTATION</i>				
	<b>CONSULTATION</b>	<p>or concerns, to gather comments and feedback for consideration by the local government.</p> <p>Note: This activity does not cover the release and submission of surveys.</p> <p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• 73. MEETINGS</li> <li>• 88. PUBLIC REACTION</li> <li>• 94. REPORTING</li> <li>• 110. SURVEYS</li> </ul>		
26.1	<b>Significant</b>	<p>Consultation on <b>Significant</b> issues - includes proposal / topic and comments / feedback received by the local government from members of the community - where held separately from the subject file to which the consultation relates.</p> <p><b>Note: See the definition of "Significant" in section 2.1 in the Introduction of this GDA.</b></p>	Required as State archives	Retain 5 years after action completed, then transfer to the SRO.
26.2	<b>Other</b>	<p>Consultation on <b>Other</b> issues, not included in section 26.1.</p> <p>Includes proposal / topic and comments / feedback received by the local government from members of the community.</p>	Destroy	Retain 7 years after action completed, then Destroy.

**Authority number: 2015-001/1**

No	Function/Activity	Description	Disposal Action	Custody
<i>COMPLIANCE</i>				
27	<b>COMPLIANCE</b>	<p>Compliance with mandatory or optional accountability, legal, regulatory or quality standards or requirements to which the local government is subject.</p> <p>Includes breaches of compliance.</p> <p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• 39. DISCIPLINE</li> <li>• 41. ELECTED MEMBERS</li> <li>• 58. INFRINGEMENTS / LITIGATION / PROSECUTIONS</li> </ul>		
27.1		<p>Proof of compliance with environmental and heritage requirements, including:</p> <ul style="list-style-type: none"> <li>• Environmental Impact Statements / Studies;</li> <li>• Conservation Orders / Notices</li> <li>• Contaminated / potentially contaminated sites;</li> <li>• Controlled waste; and</li> <li>• Native title</li> </ul>	Required as State archives	Retain 5 years after action completed, then transfer to the SRO.
27.2		<ul style="list-style-type: none"> <li>• Proof of compliance with requirements not included in section 27.1</li> </ul>	Destroy	Retain 7 years after action completed, then Destroy.

**Authority number: 2015-001/1**

No	Function/Activity	Description	Disposal Action	Custody
<i>COMPLIANCE</i>				
		<ul style="list-style-type: none"> <li>• Proof of compliance with Occupational Health and Safety standards</li> </ul>		
27.3	<b>Significant</b>	<p><b>Significant</b> breaches of compliance.</p> <p><b>Note: See the definition of "Significant" in section 2.1 in the Introduction of this GDA.</b></p>	Required as State archives	Retain 5 years after action completed, then transfer to the SRO.
27.4	<b>Other</b>	<b>Other</b> breaches of compliance, not included in section 27.3.	Destroy	Retain 7 years after action completed, then Destroy.
27.5		Proof of compliance with the Australian Accounting Standards (AAS).	Destroy	Retain 6 years after successful audit, then Destroy.
27.6		Accreditations - compliance documentation for facilities managed by the local government that require accreditation. Examples include day care and nursing homes.	Destroy	Retain 10 years after cessation of accreditation or activity, then Destroy.
27.7		<p>Disclosures, including:</p> <ul style="list-style-type: none"> <li>• Financial Interest / Annual Return / Primary Return;</li> <li>• Acknowledgement of receipt of disclosure of financial interest / annual return / primary return; and</li> <li>• Disclosures of interests in matters to be</li> </ul>	Destroy	Retain 7 years after employee or Elected Member separates from the local government, then Destroy.

**Authority number: 2015-001/1**

No	Function/Activity	Description	Disposal Action	Custody
<i>CONFERENCES / SEMINARS</i>				
		discussed at a council or committee meeting.		
28	<b>CONFERENCES / SEMINARS</b>	<p>Conferences / seminars organized and managed by the local government, and external conferences / seminars.</p> <p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• 5. ADDRESSES / PRESENTATIONS / SPEECHES</li> <li>• 14. ARRANGEMENTS</li> <li>• 89. PUBLICATIONS AND PRINTING</li> <li>• 113. TRAINING AND DEVELOPMENT</li> </ul>		
28.1	<b>Significant</b>	<p><b>Significant</b> conferences and seminars wholly coordinated / organized by the local government - proceedings and reports.</p> <p><b>Note: See the definition of "Significant" in section 2.1 in the Introduction of this GDA.</b></p>	Required as State archives	Retain 5 years after action completed, then transfer to the SRO.
28.2	<b>Other</b>	<p><b>Other</b> conferences or seminars coordinated wholly by the local government, not included in section 28.1 - reports and proceedings.</p>	Destroy	Retain 7 years after action completed, then Destroy.
28.3		Papers or presentations delivered by staff of the local government at externally arranged conferences or seminars.	Required as State archives	Retain 5 years after action completed, then transfer to the SRO.
28.4		Proceedings of externally arranged conferences or	Destroy	Retain until reference



**Authority number: 2015-001/1**

No	Function/Activity	Description	Disposal Action	Custody
<i>CONNECTION</i>				
		seminars.		ceases
29	<b>CONNECTION</b>	<p>The connection of gas, sewerage, water supplies, drainage, telecommunications, electrical, underground power and other systems.</p> <p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• 12. APPLICATIONS / APPROVALS / LICENCES / PERMITS</li> <li>• 84. POLICY</li> </ul>		
29.1		Maps of all sewerage works and Water Corporation plans.	Required as State archives	Retain 5 years after action completed, then transfer to the SRO.
29.2	<b>Significant</b>	<p><b>Significant</b> reinstatement works, where the local government is responsible for damage to local government or private property, e.g. significant environmental reconstitution.</p> <p><b>Note: See the definition of "Significant" in section 2.1 in the Introduction of this GDA.</b></p>	Required as State archives	Retain 5 years after action completed, then transfer to the SRO.
29.3	<b>Other</b>	<p><b>Other</b> reinstatement works, where the local government is responsible for damage to local government or private property, not included in section 29.2.</p> <p>Includes local government undertaking reinstatement works on arrangement.</p>	Destroy	Retain 7 years after action completed, then Destroy.

**Authority number: 2015-001/1**

No	Function/Activity	Description	Disposal Action	Custody
<i>CONNECTION</i>				
29.4		Cable locations - including current and defunct locations.	Permanent	Permanent within Local Government
29.5		<p>Intended work - advice of intention to connect (or disconnect) sewerage, water supplies, drainage, gas, telecommunications, electrical or other systems. Includes but is not limited to:</p> <ul style="list-style-type: none"> <li>• 'Dial before you dig' notices;</li> <li>• underground power;</li> <li>• location of intended works; and</li> <li>• 'Notice of intention to carry out work' notices.</li> </ul>	Destroy	Retain 7 years after action completed, then Destroy.
29.6		Site preparation- prior to connection or other intended works.	Destroy	Retain 7 years after action completed, then Destroy.
30	<b>CONTACTS</b>	The management of lists of names and contact details of individuals and organisations, collected for the purpose of performing local government functions.		
30.1		<p>Lists of names and contact details, including but not limited to:</p> <ul style="list-style-type: none"> <li>• government representatives and the public</li> <li>• emergency / next of kin details for employees and Elected Members</li> </ul>	Destroy	Retain until superseded or employee / Elected Member separates from the local government

**Authority number: 2015-001/1**

No	Function/Activity	Description	Disposal Action	Custody
<i>CORPORATE STYLE</i>				
		<ul style="list-style-type: none"> <li>• internal telephone directories</li> <li>• mailing lists</li> <li>• registered tradespersons and professionals</li> </ul>		
31	<b>CORPORATE STYLE</b>	Development and protection of local government identity objects such as crest, motto, logo, seal, corporate style and regalia.		
31.1		Design and conservation of: <ul style="list-style-type: none"> <li>• Chains of Office</li> <li>• crest / logo, flag</li> <li>• mayoral robes and regalia</li> <li>• honour boards</li> </ul>	Archive	Archive within local government
31.2		Banners, corporate dress, and corporate style-design and instructions including style guides.	Permanent	Permanent within local government
32	<b>CREDITORS</b>	The management of payments to parties to which the local government owes money.  <b>See also related ACTIVITY:</b> <ul style="list-style-type: none"> <li>• 93. REGISTERS.</li> </ul>		
32.1		Invoices received by the local government and their payment, including:	Destroy	Retain 6 years after successful audit, then

**Authority number: 2015-001/1**

No	Function/Activity	Description	Disposal Action	Custody
<i>CREDITORS</i>				
		<ul style="list-style-type: none"><li>• checking of invoices;</li><li>• issuing of cheques; and</li><li>• payment of claims.</li></ul>		Destroy.
32.2		Reconciliations, including: <ul style="list-style-type: none"><li>• monthly statements, / payments due listings;</li><li>• end of year reconciliations; and</li><li>• sundry creditors listings.</li></ul>	Destroy	Retain 2 years after successful audit, then Destroy.
32.3		Statements - end of year.	Destroy	Retain 6 years after successful audit, then Destroy.
32.4		Correspondence with creditors - including but not limited to: <ul style="list-style-type: none"><li>• individual creditors records;</li><li>• requests for invoices;</li><li>• queries regarding amounts; and</li><li>• covering letters for payments.</li></ul>	Destroy	Retain 6 years after successful audit, then Destroy.
32.5		Disbursements - local government.	Destroy	Retain 6 years after successful audit, then Destroy.

**Authority number: 2015-001/1**

No	Function/Activity	Description	Disposal Action	Custody
<i>CREDITORS</i>				
32.6		Payment authorizations.	Destroy	Retain 6 years after successful audit, then Destroy.
33	<b>DATA MANAGEMENT</b>	<p>The management of data and databases held within a system.</p> <p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• 7. AGREEMENTS / CONTRACTS / JOINT VENTURES / DEEDS</li> <li>• 47. EVALUATION</li> <li>• 55. IMPLEMENTATION</li> <li>• 70. MAINTENANCE</li> <li>• 100. SECURITY AND SURVEILLANCE</li> </ul>		
33.1		Installation of hardware or software.	Destroy	Retain 7 years after action completed, then Destroy.
33.2		Database development - modification and design, including requests for changes.	Destroy	Retain 7 years after system discontinued or superseded, then Destroy.
33.3		Systems or applications investigated and purchased - studies, analysis.	Destroy	Retain 7 years after system discontinued or superseded, then

**Authority number: 2015-001/1**

No	Function/Activity	Description	Disposal Action	Custody
<i>DATA MANAGEMENT</i>				
				Destroy.
33.4		Audit trails of records - including information about who edited, accessed or viewed a record etc. where copies of the audit trails are kept separate to the data management system.	Destroy	Retain for the life of the record(s) that is subject of the audit trail
33.5		<p>System generated logs - containing data relating to specific incidents (e.g. security breaches, abuse of the system), including but not limited to:</p> <ul style="list-style-type: none"> <li>• STMP send/receive logs;</li> <li>• agent logs;</li> <li>• routing table logs;</li> <li>• security logs;</li> <li>• transaction logs;</li> <li>• POP3 and IMAP4 protocols; and</li> <li>• certificate logs.</li> </ul>	Destroy	Retain 7 years after action completed, then Destroy.
33.6		System generated logs - not relating to specific incidents.	Destroy	Retain and destroy in accordance with the local government's risk management procedures
33.7		PC logs - containing information such as hanging applications (i.e. frozen system) and remote logging	Destroy	Retain until disposal of

**Authority number: 2015-001/1**

No	Function/Activity	Description	Disposal Action	Custody
<i>DATA MANAGEMENT</i>				
		into PC.		PC
33.8		Manuals - including technical and user manuals.	Destroy	Retain 2 years after system replaced, then Destroy.
33.9		User groups for systems of the local government. Coordination, liaison, discussions.	Destroy	Retain 2 years after system replaced, then Destroy.
33.10		Metadata - allocation and maintenance of metadata. <b>NB: This category refers to records about metadata, NOT the metadata itself.</b>	Destroy	Retain 3 years after action completed, then Destroy.
33.11		Systems or applications investigated but not purchased - studies, analysis.	Destroy	Retain 2 years after action completed, then Destroy.
33.12		Requests for assistance.	Destroy	Retain 1 year after action completed, then Destroy.
33.13		Backup tapes.	Retain and re-use or destroy in accordance with the local government's risk management procedures	
34	<b>DEBTORS</b>	Parties that owe money to the local government.		

**Authority number: 2015-001/1**

No	Function/Activity	Description	Disposal Action	Custody
<i>DEBTORS</i>				
		<p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• 7. AGREEMENTS / CONTRACTS / JOINT VENTURES / DEEDS</li> <li>• 58. INFRINGEMENTS / LITIGATION / PROSECUTIONS</li> <li>• 90. RATES PAYMENTS</li> <li>• 93. REGISTERS</li> <li>• 96. REVENUE / FEES &amp; CHARGES / LEVIES</li> </ul>		
34.1		<p>Bankruptcy proceedings and associated correspondence.</p> <p>For rates payment debts, see 34.8.</p>	Destroy	Retain 7 years after action completed, then Destroy.
34.2		Debtors - invoices (office copy) and source documentation used to raise invoices.	Destroy	Retain 6 years after successful audit, then Destroy.
34.3		Debtors - sundry.	Destroy	Retain 6 years after successful audit, then Destroy.
34.4		Debtors - correspondence, including complaints and queries on amounts due, recovery measures / debt collection and follow ups.	Destroy	Retain 6 years after successful audit, then Destroy.
34.5		Reconciliations.	Destroy	Retain 6 years after



**Authority number: 2015-001/1**

No	Function/Activity	Description	Disposal Action	Custody
<i>DEBTORS</i>				
				successful audit, then Destroy.
34.6		Write offs - records of amounts.	Destroy	Retain 6 years after successful audit, then Destroy.
34.7		Debtors - listings, including payment history updates, arrears listings, transaction reports.	Destroy	Retain 2 years after action completed, then Destroy.
34.8	<b>Debtors - Rates</b>			
34.8.1		Write-offs resulting from unpaid rates. Includes Minister's approval and related correspondence	Required as State archives	Retain 5 years after action completed, then transfer to the SRO.
34.8.2		Sale of land resulting from unpaid rates	Required as State archives	Retain 5 years after action completed, then transfer to the SRO.
34.8.3		Possession of land pending payment of rates in arrears	Destroy	Retain 15 years after action completed, then Destroy.
34.8.4		Rates debtors balances, arrears book, debt collection, debtors interest calculations.	Destroy	Retain 7 years after action completed, then Destroy.
35	<b>DEPRECIATION</b>	Managing a decrease in value of local government assets.		

**Authority number: 2015-001/1**

No	Function/Activity	Description	Disposal Action	Custody
<i>DEPRECIATION</i>				
		<p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• 93. REGISTERS</li> <li>• 94. REPORTING</li> </ul>		
35.1		<p>Depreciation schedules.</p> <p>Also includes working papers to support the depreciation schedule</p>	Destroy	Retain 6 years after successful audit, then Destroy.
35.2		Depreciation expenses	Destroy	Retain 6 years after successful audit, then Destroy.
36	<b>DESIGN AND CONSTRUCTION</b>	<p>Designing, constructing and altering buildings and infrastructure by the local government within their jurisdiction. Also includes landscaping, traffic calming and dredging (including foreshore management).</p> <p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• 12. APPLICATIONS / APPROVALS / LICENCES / PERMITS</li> <li>• 70. MAINTENANCE</li> </ul>		
36.1	<b>Significant</b>	<p><b>Significant</b> construction or building programs or capital works, including those not proceeded with. Records include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Feasibility studies, investigations or analysis</li> </ul>	Required as State archives	Retain 5 years after action completed, then transfer to the SRO.

**Authority number: 2015-001/1**

No	Function/Activity	Description	Disposal Action	Custody
<i>DESIGN AND CONSTRUCTION</i>				
		<ul style="list-style-type: none"> <li>• Environmental Impact Statements</li> <li>• Dredging</li> <li>• Environmental surveys, assessments, plans and licences</li> <li>• Consultation, selection and survey reports</li> <li>• Design, major drafts and as-constructed drawings / plans / maps</li> <li>• Specifications</li> <li>• Formal approvals</li> </ul> <p><b>Note: See the definition of "Significant" in section 2.1 in the Introduction of this GDA.</b></p>		
36.2	<b>Major</b>	<b>Major</b> construction or building projects or capital works, alterations or fit-outs, not included in section 36.1.	Destroy	Retain 7 years after structure, building or facility is demolished, decommissioned or otherwise disposed of, or action completed, then Destroy
36.3	<b>Minor</b>	<b>Minor</b> works or projects, such as minor fit-outs, upgrades, refurbishments, not included in sections 36.1 or 36.2.	Destroy	Retain 7 years after action completed, then Destroy.
36.4		Individual files for:	Permanent	Permanent within local

**Authority number: 2015-001/1**

No	Function/Activity	Description	Disposal Action	Custody
<i>DESIGN AND CONSTRUCTION</i>				
		<ul style="list-style-type: none"> <li>• roads (including footpaths / bike paths / cycle ways);</li> <li>• bridges / structures; and</li> <li>• crossovers</li> </ul> <p>where not covered by sections 36.1 - 36.3.</p>		government
36.5		Public Buildings Files (transferred from Health Department of WA).	Destroy	Retain for the life of the building
36.6		<p>Road / street / traffic control design and construction, including:</p> <ul style="list-style-type: none"> <li>• traffic calming devices - e.g. roundabouts, speed limits, chicanes, speed humps, dips and grids</li> <li>• traffic management plans</li> <li>• level crossings / pedestrian crossings</li> <li>• materials analysis of asphalt, gravel, sand, bitumen and other construction materials</li> <li>• crossover subsidies, including inspection and refund details</li> <li>• parking zones, including authorized vehicle stands</li> </ul>	Destroy	Retain 7 years after action completed, then Destroy.

**Authority number: 2015-001/1**

No	Function/Activity	Description	Disposal Action	Custody
<i>DESIGN AND CONSTRUCTION</i>				
36.7		Construction or building projects or capital works, alterations or fit-outs, upgrades or refurbishments, not proceeded with, cancelled or withdrawn.	Destroy	Retain 2 years after action completed, then Destroy.
37	<b>DEVELOPMENT, BUILDING AND SUBDIVISION APPLICATIONS</b>	<p>Managing development, building and subdivision applications submitted to the local government. Includes, but is not limited to, applications and approvals (including supporting and superseded plans) for:</p> <ul style="list-style-type: none"> <li>• single, multiple or mixed-use dwellings;</li> <li>• subdivisions;</li> <li>• extensions or alterations to existing dwellings;</li> <li>• mobile telephone towers;</li> <li>• change of use;</li> <li>• home occupations;</li> <li>• garden sheds and patios;</li> <li>• demolitions; and</li> <li>• extractive industries.</li> </ul> <p><b>See related ACTIVITY:</b></p> <ul style="list-style-type: none"> <li>• 93. REGISTERS, for approval / permit registers.</li> </ul>		

**Authority number: 2015-001/1**

No	Function/Activity	Description	Disposal Action	Custody
<i>DEVELOPMENT, BUILDING AND SUBDIVISION APPLICATIONS - DEVELOPMENT APPLICATIONS</i>				
37.1	<b>DEVELOPMENT APPLICATIONS</b>	Development applications, including but not limited to application form, plans, superseded plans, objections, approvals and other supporting documentation.		
37.1.1	<b>Significant</b>	<p><b>Significant</b> Development Applications - APPROVED.</p> <p>Significant includes, but may not be limited to, applications which:</p> <ul style="list-style-type: none"> <li>• concern major changes to a heritage listed property;</li> <li>• are connected with major objection campaigns;</li> <li>• are controversial developments;</li> <li>• set a legal or design precedent;</li> <li>• uniquely demonstrate historical land use in the area;</li> <li>• were the subject of legal action; and / or</li> <li>• relate to building in seismic zones.</li> </ul> <p><b>Note: See also the definition of "Significant" in section 2.1 in the Introduction of this GDA.</b></p>	Required as State archives	Retain 5 years after action completed, then transfer to the SRO.
37.1.2	<b>Other</b>	<b>Other</b> Development Applications - APPROVED, not included in section 37.1.1.	Destroy	Retain 30 years after action completed, then Destroy.

**Authority number: 2015-001/1**

No	Function/Activity	Description	Disposal Action	Custody
<i>DEVELOPMENT, BUILDING AND SUBDIVISION APPLICATIONS - DEVELOPMENT APPLICATIONS</i>				
37.1.3	<b>Significant</b>	<p><b>Significant</b> Development Applications - UNAPPROVED at all levels</p> <p><b>Note: For guidance on what may constitute a "significant" application, see 37.1.1</b></p> <p><b>Note: See also the definition of "Significant" in section 2.1 in the Introduction of this GDA.</b></p>	Required as State archives	Retain 5 years after action completed, then transfer to the SRO.
37.1.4	<b>Other</b>	<b>Other</b> Development Applications - UNAPPROVED, not included in 37.1.3.	Destroy	Retain 7 years after action completed, then Destroy.
37.1.5	<b>3D Models</b>	<p>3D Models - Physical or computer-generated.</p> <p>Physical or computer-generated 3D model submitted as part of the Development Application and used as a visual aid to assist the decision-making process.</p>		
37.1.5.1		<p>Cases where the model or aspects of it lead to a motion to modify the recommendations presented</p> <ul style="list-style-type: none"> <li>• photograph or snapshot of 3D image (whether by a series of screen shots or video).</li> </ul>		Retain digital model, or photograph or snapshot of 3D model, in accordance with 37.1.1, 37.1.2, 37.1.3 or 37.1.4. Return physical model to creator.
37.1.5.2		Cases where the model or aspects of it do not lead to any motion to modify.		Destroy digital model when reference ceases or return physical model to creator

**Authority number: 2015-001/1**

No	Function/Activity	Description	Disposal Action	Custody
<i>DEVELOPMENT, BUILDING AND SUBDIVISION APPLICATIONS - DEVELOPMENT APPLICATIONS</i>				
37.1.6		<p>Photographic record of buildings before demolition where held separate to the development application.</p> <p>These are sometimes required as part of an application to demolish.</p>	Required as State archives	Retain 5 years after action completed, then transfer to the SRO.
37.1.7		Development Applications - cancelled.	Destroy	Retain 2 years after action completed, then Destroy.
37.2	<b>BUILDING LICENCE APPLICATIONS</b>	<p>Building Licence Applications. Each building licence application (often comprising a Building Licence File or envelope) may contain all documentation relevant to the procedures and work associated with that application, including:</p> <ul style="list-style-type: none"> <li>• application, drawings, plans;</li> <li>• structural calculations / specifications;</li> <li>• Certificate of Design Compliance;</li> <li>• cost estimates/receipts for fees paid;</li> <li>• licences / permits;</li> <li>• deposit of building material on street;</li> <li>• notice to builder - plans not approved;</li> <li>• notice of completion / notice of cessation;</li> </ul>		



**Authority number: 2015-001/1**

No	Function/Activity	Description	Disposal Action	Custody
<i>DEVELOPMENT, BUILDING AND SUBDIVISION APPLICATIONS - BUILDING LICENCE APPLICATIONS</i>				
		<ul style="list-style-type: none"> <li>• application for a declaration;</li> <li>• occupancy permit or modification or building approval certificate (including applications);</li> <li>• Certificate of Construction Compliance;</li> <li>• notice to local government of intention to commence work;</li> <li>• Certificate of Classification;</li> <li>• inspections relating to the approval process, including Form 7;</li> <li>• applications for building approval certificate;</li> <li>• extensions to the period of duration of certain occupancy permits or approval certificates;</li> <li>• notices about effect on other land (including responses);</li> <li>• building orders;</li> <li>• compaction certificates; and</li> <li>• Housing Indemnity Insurance Certificates.</li> </ul>		
37.2.1	<b>Significant</b>	<b>Significant</b> Building Licence Applications - APPROVED.	Required as State archives	Retain 5 years after action completed, then transfer to the SRO.

**Authority number: 2015-001/1**

No	Function/Activity	Description	Disposal Action	Custody
<i>DEVELOPMENT, BUILDING AND SUBDIVISION APPLICATIONS - BUILDING LICENCE APPLICATIONS</i>				
		<p>Significant includes, but may not be limited to, applications which:</p> <ul style="list-style-type: none"> <li>• concern major changes to a heritage listed property;</li> <li>• are connected with major objection campaigns;</li> <li>• are controversial developments;</li> <li>• set a legal or design precedent;</li> <li>• uniquely demonstrate historical land use in the area;</li> <li>• were the subject of legal action; and / or</li> <li>• relate to building in seismic zones.</li> </ul> <p><b>Note: See also the definition of "Significant" in section 2.1 in the Introduction of this GDA.</b></p>		
37.2.2	<b>Other</b>	<b>Other</b> Building Licence Applications - APPROVED, not included in section 37.2.1.	Permanent	Permanent within local government
37.2.3	<b>Significant</b>	<p><b>Significant</b> Building Licence Applications - UNAPPROVED.</p> <p><b>Note: For guidance on what may constitute a "significant" application, see 37.2.1.</b></p> <p><b>Note: See also the definition of "Significant" in</b></p>	Required as State archives	Retain 5 years after action completed, then transfer to the SRO.

**Authority number: 2015-001/1**

No	Function/Activity	Description	Disposal Action	Custody
<i>DEVELOPMENT, BUILDING AND SUBDIVISION APPLICATIONS - BUILDING LICENCE APPLICATIONS</i>				
		<b>section 2.1 in the Introduction of this GDA.</b>		
37.2.4	<b>Other</b>	<b>Other</b> Building Licence Applications - UNAPPROVED at all levels, not included in section 37.2.3.	Destroy	Retain 7 years after action completed, then Destroy.
37.2.5		Photographic record of buildings before demolition, where held separate to the building licence application.  These are sometimes required as part of a building application to demolish.	Required as State archives	Retain 5 years after action completed, then transfer to the SRO.
37.2.6		Building Licence Applications - Cancelled, withdrawn or not proceeded with.	Destroy	Retain 2 years after action completed, then Destroy.
37.3	<b>SUBDIVISION APPLICATIONS</b>	Subdivision applications include, but may not be limited to, application form, plans, approval, comments and supporting documentation.		
37.3.1	<b>Significant</b>	<b>Significant</b> subdivision applications - APPROVED.  <i>Note: Significant might include application concerning major land subdivisions.</i>  <b>Note: See also the definition of "Significant" in section 2.1 in the Introduction of this GDA.</b>	Permanent	Permanent within Local Government
37.3.2	<b>Other</b>	<b>Other</b> subdivision / strata subdivision applications - APPROVED, not included in section 37.3.1.	Destroy	Retain 30 years after action completed, then Destroy.

**Authority number: 2015-001/1**

No	Function/Activity	Description	Disposal Action	Custody
<i>DEVELOPMENT, BUILDING AND SUBDIVISION APPLICATIONS - SUBDIVISION APPLICATIONS</i>				
37.3.3		Subdivision / strata subdivision applications - UNAPPROVED at all levels.	Destroy	Retain 7 years after action completed, then Destroy.
37.3.4		Subdivision / strata subdivision applications - cancelled, withdrawn or not proceeded with.	Destroy	Retain 2 years after action completed, then Destroy.
38	<b>DIARIES</b>	Diaries and appointment books of local government staff and Elected Members.		
38.1		Appointment books / diaries - CEOs, Senior Executives and Elected Members - containing significant information not recorded elsewhere.  <b>Note: See also the definition of "Significant" in section 2.1 in the Introduction of this GDA.</b>	Required as State archives	Retain 5 years after action completed, then transfer to the SRO.
38.2		Appointment books / diaries - authorized officers that deal with the public - containing detailed information not recorded elsewhere.	Destroy	Retain 7 years after action completed, then Destroy.
38.3		Appointment books / diaries - other staff- containing basic information (e.g. dates, times).	Destroy	Retain until references ceases
39	<b>DISCIPLINE</b>	Management of the disciplinary process concerning local government staff and Elected Members. Including but not limited to investigation, charges, warnings, punishment and appeals.  <b>See also related ACTIVITIES:</b>		

**Authority number: 2015-001/1**

No	Function/Activity	Description	Disposal Action	Custody
<i>DISCIPLINE</i>				
		<ul style="list-style-type: none"> <li>• 27. COMPLIANCE</li> <li>• 53. GRIEVANCES</li> <li>• 84. POLICY</li> <li>• 86. PROCEDURES</li> </ul>		
39.1		Discipline- (if kept separate to Personal File) disciplinary actions taken against employees including allegations, investigations, charges, warnings, punishment and appeals. Also includes disciplinary action relating to breaches of Code of Conduct.	If kept separate to personal file: Destroy	If kept separate to personal file: Retain 7 years after action completed, then Destroy.
40	<b>EDUCATION</b>	<p>The provision of community information and education programs to increase understanding and awareness of community issues.</p> <p><b>See also related ACTIVITY:</b></p> <ul style="list-style-type: none"> <li>• 71. MARKETING / PROMOTIONS / CAMPAIGNS</li> </ul>		
40.1	<b>Significant</b>	<p><b>Significant</b> education programs - including but not limited to environmental and conservation issues.</p> <p><b>Note: See also the definition of "Significant" in section 2.1 in the Introduction of this GDA.</b></p>	Required as State archives	Retain 5 years after action completed, then transfer to the SRO.
40.2	<b>Other</b>	<p><b>Other</b> education programs provided in the interests of community service, not included in section 40.1.</p>	Destroy	Retain 7 years after action completed, then Destroy.

**Authority number: 2015-001/1**

No	Function/Activity	Description	Disposal Action	Custody
<i>ELECTED MEMBERS</i>				
		Includes development, operation and implementation records.		
41	<b>ELECTED MEMBERS</b>	<p>The coordination of matters associated with Elected Members of Council.</p> <p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• 14. ARRANGEMENTS</li> <li>• 16. AUTHORIZATIONS / DELEGATIONS</li> <li>• 20. CELEBRATIONS / CEREMONIES / FUNCTIONS / EVENTS</li> <li>• 27. COMPLIANCE</li> <li>• 39. DISCIPLINE</li> <li>• 42. ELECTIONS</li> <li>• 59. INQUIRIES</li> <li>• 84. POLICY</li> <li>• 93. REGISTERS</li> <li>• 113. TRAINING AND DEVELOPMENT</li> <li>• 114. TRAVEL</li> </ul>		
41.1		Elected Members - coordination and management.	Required as State	Retain 5 years after

**Authority number: 2015-001/1**

No	Function/Activity	Description	Disposal Action	Custody
<i>ELECTED MEMBERS</i>				
		Includes, but may not be limited to: <ul style="list-style-type: none"> <li>• Declarations, Oaths, and Affirmations (including Form 5, Form 6 and Form 7) made by an Elected Member.</li> <li>• Leave of absence</li> <li>• History (including photographic) and profiles of Elected Members of the local government</li> <li>• Resignations</li> </ul>	archives	action completed, then transfer to the SRO.
41.2		Appointments - Elected Members appointment conditions.	Destroy	Retain 7 years after Elected Member leaves office, then Destroy.
41.3		Appointments - notices of the appointment of an Elected Member.	Destroy	Retain 7 years after action completed, then Destroy.
41.4		Allowances / benefits provided to Elected Members.	Destroy	Retain 7 years after action completed, then Destroy.
42	<b>ELECTIONS</b>	Conducting public elections to select local government Elected Members, including Mayoral elections. Also includes records associated with preparing the electoral roll.  <b>See also related ACTIVITIES:</b>		

**Authority number: 2015-001/1**

No	Function/Activity	Description	Disposal Action	Custody
<i>ELECTIONS</i>				
		<ul style="list-style-type: none"> <li>• 10. APPEALS</li> <li>• 56. INDUSTRIAL RELATIONS</li> <li>• 71. MARKETING / PROMOTIONS / CAMPAIGNS</li> <li>• 86. PROCEDURES</li> <li>• 93. REGISTERS</li> </ul>		
42.1		Elections - Returning officer's declaration of outcome.	Required as State archives	Retain 5 years after action completed, then transfer to the SRO.
42.2		Election of Council President / Deputy or Mayor, including elections by other Elected Members.	Required as State archives	Retain 5 years after action completed, then transfer to the SRO.
42.3		Elections - photographic history.	Required as State archives	Retain 5 years after action completed, then transfer to the SRO.
42.4		Electoral roll- Returning Officer's copy.	Destroy	Retain 30 years after action completed, then Destroy.
42.5		Electoral roll - office copies.	Destroy	Retain 1 year after action completed, then Destroy.
42.6		Enrolment Eligibility Claim forms - accepted.	Destroy	Retain 2 years after claim expires, then



**Authority number: 2015-001/1**

No	Function/Activity	Description	Disposal Action	Custody
<i>ELECTIONS</i>				
		<i>Note: Details about expiry of eligibility claims are set out in section 4.33 of the Local Government Act 1995.</i>		Destroy.
42.7		Enrolment Eligibility Claim forms - rejected.	Destroy	Retain 2 years after claim rejected, then Destroy.
42.8		Section 51B forms- requests for details to be removed from Electoral Roll, concerning: <ul style="list-style-type: none"> <li>• property owners; and</li> <li>• property occupiers.</li> </ul>	Destroy	Retain 2 years after claim expires, then Destroy.
42.9		Elections - the coordination of local government elections, including: <ul style="list-style-type: none"> <li>• ballot papers (complete and incomplete);</li> <li>• correspondence relating to voting and postal voting, including replacement postal voting;</li> <li>• nomination forms / candidate details;</li> <li>• selection of scrutineer;</li> <li>• election re-counts;</li> <li>• polling booths; and</li> <li>• appeals.</li> </ul>	Destroy	Retain 4 years after election result announced, then Destroy.

**Authority number: 2015-001/1**

No	Function/Activity	Description	Disposal Action	Custody
<i>ELECTIONS</i>				
42.10		Non-local government elections in which the local government is involved. Includes the election of members of the Water Board by the local government under Section 9 of the <i>Water Boards Act 1904</i> (now repealed).	Destroy	Retain 7 years after action completed, then Destroy.
42.11		Objections and claims to electoral roll.	Destroy	Retain 2 years after action completed, then Destroy.
43	<b>EMPLOYEE WELFARE</b>	The provision of support and counselling services to employees.  <b>See also related ACTIVITY:</b>  • 103. SERVICE PROVISION		
43.1		Counselling schemes to assist staff.	Destroy	Retain 7 years after action completed, then Destroy.
43.2		Counselling provided to individual staff.	Destroy	7 years after action completed (if held separately to Personal File)
44	<b>EMPLOYMENT CONDITIONS AND EQUAL EMPLOYMENT OPPORTUNITY</b>	Managing the general conditions of employment for all staff (permanent, temporary or contract) and the management of equal employment opportunity.  <b>See also related ACTIVITIES:</b>		

**Authority number: 2015-001/1**

No	Function/Activity	Description	Disposal Action	Custody
<i>EMPLOYMENT CONDITIONS AND EQUAL EMPLOYMENT OPPORTUNITY</i>				
		<ul style="list-style-type: none"> <li>• 24. CLAIMS MANAGEMENT</li> <li>• 39. DISCIPLINE</li> <li>• 53. GRIEVANCES</li> <li>• 56. INDUSTRIAL RELATIONS</li> <li>• 79. OCCUPATIONAL HEALTH AND SAFETY</li> <li>• 80. PAYROLL</li> <li>• 82. PERFORMANCE MANAGEMENT</li> <li>• 84. POLICY</li> <li>• 86. PROCEDURES</li> <li>• 92. RECRUITMENT</li> <li>• 113. TRAINING AND DEVELOPMENT</li> </ul>		
44.1		Increment, promotion and probation records - where held separate to Personal File.		Retain in accordance with PERSONAL FILE - see section 92.1.
44.2		Equal Employment Opportunity initiatives and case files.	Destroy	Retain 7 years after action completed, then Destroy.
44.3		Clothing, including uniforms, badges and protective clothing.	Destroy	Retain 7 years after action completed, then

**Authority number: 2015-001/1**

No	Function/Activity	Description	Disposal Action	Custody
<i>EMPLOYMENT CONDITIONS AND EQUAL EMPLOYMENT OPPORTUNITY</i>				
				Destroy.
44.4		Salary sacrifice schemes / arrangements for staff.	Destroy	Retain 7 years after action completed, then Destroy.
44.5		Officer exchange or secondment programs - determination of conditions.	Destroy	Retain 5 years after program ends, then Destroy.
44.6		Working hours - complaints.	Destroy	Retain 7 years after action completed, then Destroy.
44.7		Working hours - requests and / or directions.	Destroy	Retain 2 years after action completed, then Destroy.
44.8		Working hours- rosters.	Destroy	Retain 1 year after superseded, then Destroy.
44.9		Requests for the provision of staff amenities.	Destroy	Retain 2 years after action completed, then Destroy.
44.10		Car parking - staff.	Destroy	Retain until superseded
45	<b>ENQUIRIES</b>	Receipt and handling of requests for information from members of the public and other organisations (including the media).		

**Authority number: 2015-001/1**

No	Function/Activity	Description	Disposal Action	Custody
<i>ENQUIRIES</i>				
		<p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• 6. ADVICE</li> <li>• 50. FREEDOM OF INFORMATION</li> <li>• 58. INFRINGEMENTS / LITIGATION / PROSECUTIONS</li> <li>• 59. INQUIRIES</li> <li>• 93. REGISTERS</li> </ul>		
45.1		<p>Enquiries involving:</p> <ul style="list-style-type: none"> <li>• requests and provision of access to local government 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.
45.2		<p>Enquiries which require a routine or standard response, or which are referred to another party for response.</p>	Destroy	Retain 2 years after action completed, then Destroy.
46	<b>ESTABLISHMENT</b>	<p>Managing positions, duties and reporting relationships between staff.</p> <p><b>See also related ACTIVITIES:</b></p>		

**Authority number: 2015-001/1**

No	Function/Activity	Description	Disposal Action	Custody
<i>ESTABLISHMENT</i>				
		<ul style="list-style-type: none"> <li>• 83. PLANNING</li> <li>• 92. RECRUITMENT</li> </ul>		
46.1		Position files - including determination of duty statements, required qualifications, reclassifications. <b>Not to be confused with personal files.</b>	Destroy	Retain 2 years after position abolished, then Destroy.
46.2		Reclassification requests.	Destroy	Retain 2 years after position abolished, then Destroy.
47	<b>EVALUATION</b>	Assessing and / or appraising a program or service within the local government. Includes but is not limited to the evaluation of: <ul style="list-style-type: none"> <li>• equipment, information systems, technology;</li> <li>• strategic management, policies, procedures;</li> <li>• feasibility studies;</li> <li>• programs and projects.</li> </ul> <b>See also related ACTIVITY:</b> <ul style="list-style-type: none"> <li>• 94. REPORTING</li> </ul>		
47.1	<b>Significant</b>	<ul style="list-style-type: none"> <li>• <b>Significant</b> evaluations; and</li> <li>• Strategic-level evaluations of local government operations, services, policies, projects and</li> </ul>	Required as State archives	Retain 5 years after action completed, then transfer to the SRO.

**Authority number: 2015-001/1**

No	Function/Activity	Description	Disposal Action	Custody
<i>EVALUATION</i>				
		<p>programs.</p> <p><b>Note: See also the definition of "Significant" in section 2.1 in the Introduction of this GDA.</b></p>		
47.2	<b>Other</b>	<b>Other</b> evaluations, not included in section 47.1, including but not limited to operational-level evaluations.	Destroy	Retain 7 years after action completed, then Destroy.
48	<b>FINANCIAL REPORTING</b>	The activity of preparing reports and summaries of financial transactions.		
48.1		Financial Statements, including annual, quarterly or monthly.	Destroy	Retain 6 years after successful audit, then Destroy.
48.2		<p>Transaction and input forms - includes documents concerned with updating financial information, including:</p> <ul style="list-style-type: none"> <li>• remittances to bank;</li> <li>• journal/batch headers;</li> <li>• payment vouchers (or equivalent); and</li> <li>• supporting documents.</li> </ul>	Destroy	Retain 6 years after successful audit, then Destroy.
48.3		<p>Management reports - produced regularly by accounting or financial systems and used for:</p> <ul style="list-style-type: none"> <li>• creating output for updating ledgers;</li> </ul>	Destroy	Retain 6 years after successful audit, then Destroy.

**Authority number: 2015-001/1**

No	Function/Activity	Description	Disposal Action	Custody
<i>FINANCIAL REPORTING</i>				
		<ul style="list-style-type: none"> <li>• reports for GST compliance;</li> <li>• preparation of financial statements;</li> <li>• preparation of accounts receivable; and</li> <li>• calculation of accounts payable, including cheque details and management reports.</li> </ul>		
48.4		General processing records, including: <ul style="list-style-type: none"> <li>• banking summaries; and</li> <li>• debit and credit batch registers.</li> </ul>	Destroy	Retain 6 years after successful audit, then Destroy.
48.5		System reports - checking and control.  Daily, weekly or other batch, error control or transaction reports used for control purposes, including: <ul style="list-style-type: none"> <li>• advice of journal credits;</li> <li>• audit logs;</li> <li>• batch completion reports;</li> <li>• consolidated outstanding suspended postings reports;</li> <li>• lists of postings; and</li> </ul>	Destroy	Retain 6 years after successful audit, then Destroy.



**Authority number: 2015-001/1**

No	Function/Activity	Description	Disposal Action	Custody
<i>FINANCIAL REPORTING</i>				
		<ul style="list-style-type: none"> <li>• stale cheques reports.</li> </ul>		
48.6		Financial reports to Council.	Destroy	Retain 1 year after date of audit, then Destroy.
49	<b>FLEET MANAGEMENT</b>	<p>The management of the local government's vehicle fleet, including heavy or light commercial vehicles.</p> <p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• 4. ACQUISITION / DISPOSAL</li> <li>• 24. CLAIMS MANAGEMENT</li> <li>• 58. INFRINGEMENTS / LITIGATION / PROSECUTIONS</li> <li>• 70. MAINTENANCE</li> <li>• 112. TENDERING / QUOTATIONS</li> </ul>		
49.1		Applications - successful applications for the use of fleet vehicles.	Destroy	Retain 7 years after action completed, then Destroy.
49.2		Applications - unsuccessful applications for the use of fleet vehicles.	Destroy	Retain 3 years after action completed, then Destroy.
49.3		Lease back vehicles - accounting and salary deduction.	Destroy	Retain 7 years after action completed, then Destroy.

**Authority number: 2015-001/1**

No	Function/Activity	Description	Disposal Action	Custody
<i>FLEET MANAGEMENT</i>				
49.4		Log books- for local government fleet vehicles.	Destroy	Retain 6 years after successful audit, then Destroy.
49.5		Fuel cards and associated correspondence.	Destroy	Retain 6 years after successful audit, then Destroy.
49.6		Allocation - management of fleet vehicle allocation.	Destroy	Retain 3 years after action completed, then Destroy.
49.7		Booking records - for local government fleet vehicles.	Destroy	Retain 3 years after action completed, then Destroy.
49.8		Parking and garaging of fleet vehicles / vehicle parking allocations.	Destroy	Retain 3 years after action completed, then Destroy.
49.9		Vehicle registrations / licensing.	Destroy	Retain 7 years after expiry of registration, then Destroy.
49.10		Warranties and guarantees - fleet vehicles.	Destroy	Retain until disposal of vehicle
50	<b>FREEDOM OF INFORMATION</b>	Management of requests / applications to the local government made under the <i>Freedom of Information Act 1992</i> .		

**Authority number: 2015-001/1**

No	Function/Activity	Description	Disposal Action	Custody
<i>FREEDOM OF INFORMATION</i>				
		<p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• 6. ADVICE</li> <li>• 89. PUBLICATIONS AND PRINTING</li> <li>• 93. REGISTERS</li> <li>• 94. REPORTING</li> </ul>		
50.1	<b>Significant</b>	<p><b>Significant</b> requests / applications made under Freedom of Information legislation, including applications submitted to external review conducted by the Supreme Court.</p> <p><i>Archived requests must include copies of documents that are the subject of the request.</i></p> <p><b>Note: See the definition of "Significant" in section 2.1 in the Introduction of this GDA.</b></p>	Required as State archives	Retain 5 years after action completed, then transfer to the SRO.
50.2	<b>Other</b>	<p><b>Other</b> requests / applications made under Freedom of Information, not included in section 50.1.</p>	Destroy	Retain 7 years after action completed, then Destroy.
50.3		<p>Requests / applications - cancelled, withdrawn or not proceeded with, or fully referred to another agency.</p>	Destroy	Retain 2 years after action completed, then Destroy.
51	<b>GEOGRAPHICAL LAND INFORMATION</b>	<p>Managing land and environmental information that includes property information, environmental data and house numbering.</p>		

**Authority number: 2015-001/1**

No	Function/Activity	Description	Disposal Action	Custody
<i>GEOGRAPHICAL LAND INFORMATION</i>				
		<p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• 33. DATA MANAGEMENT</li> <li>• 77. NAMING</li> <li>• 102. SERVICE PROVIDERS</li> </ul>		
51.1		<p>Numbering or renumbering of houses or lots in the local government area. Can include but is not limited to:</p> <ul style="list-style-type: none"> <li>• master record that documents original house / lot numbering and subsequent changes</li> <li>• notices to residents;</li> <li>• requests for house or lot number changes;</li> <li>• plans showing house or lot numbers; and</li> <li>• local government consultation records</li> </ul>	Required as State archives	Retain 5 years after action completed, then transfer to the SRO.
51.2		<p>Aerial photography commissioned and purchased by the local government (including supporting documentation) where kept separate to the subject file to which it relates.</p> <p>Includes requests to the local government for Geographical Information System (GIS) data.</p>	Destroy	Retain 7 years after action completed, then Destroy.
51.3		Land information certificates - requests and	Destroy	Retain 6 years after

**Authority number: 2015-001/1**

No	Function/Activity	Description	Disposal Action	Custody
<i>GREETINGS / GIFTS / INVITATIONS</i>				
		correspondence.		action completed, then Destroy.
52	<b>GREETINGS / GIFTS / INVITATIONS</b>	<p>Greetings (e.g. cards) and gifts sent and received by the local government. Also includes invitations received by local government staff and Elected Members.</p> <p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• 1. EPHEMERAL RECORDS</li> <li>• 93. REGISTERS</li> </ul>		
52.1	<b>Significant</b>	<p><b>Significant</b> gifts (records of) sent or received by the local government.</p> <p>(excludes gift registers).</p> <p><b>Note: See the definition of "Significant" in section 2.1 in the Introduction of this GDA.</b></p>	Required as State archives	Retain 5 years after action completed, then transfer to the SRO.
52.2	<b>Other</b>	<p><b>Other</b> gifts (records of) sent or received by the local government, not included in section 52.1.</p> <p>(excludes gift registers).</p>	Destroy	Retain 7 years after action completed, then Destroy.
52.3		Greetings and invitations sent or received by the local government (e.g. Christmas cards, condolences, congratulations). Includes preparation and sending (including address lists).	Destroy	Retain 1 year after action completed, then Destroy.

**Authority number: 2015-001/1**

No	Function/Activity	Description	Disposal Action	Custody
<i>GRIEVANCES</i>				
53	<b>GRIEVANCES</b>	The management and resolution of grievances and complaints reported by employees of the local government		
53.1		Grievances (not held on personal file) about occupational health and safety matters that include complaints/objections to: <ul style="list-style-type: none"> <li>• undertaking hazardous duties; and</li> <li>• working environment hazards, including noise, dust, chemicals, heat etc.</li> </ul>	Destroy	Retain 50 years after action completed, then Destroy.
53.2		Formal grievances (not held on personal file) lodged by employees, including discrimination or harassment. Includes investigation records and final decisions and actions.	Destroy	Retain 7 years after action completed, then Destroy.
53.3		Other grievances (not held on personal file) lodged by employees not resulting in formal proceedings, including discrimination and harassment. Includes complaints, investigation records and final decisions and actions.	Destroy	Retain 2 years after action completed, then Destroy.
54	<b>HORTICULTURAL SERVICES</b>	Management of parks and reserves including reconstruction and remodelling of gardens, parks, playing fields and reserves (including water bodies located within the park or reserve). Also includes the provision of horticultural services to the community. <p><b>See also related ACTIVITIES:</b></p>		

**Authority number: 2015-001/1**

No	Function/Activity	Description	Disposal Action	Custody
<i>HORTICULTURAL SERVICES</i>				
		<ul style="list-style-type: none"> <li>• 12. APPLICATIONS / APPROVALS / LICENCES / PERMITS</li> <li>• 36. DESIGN AND CONSTRUCTION</li> <li>• 70. MAINTENANCE</li> <li>• 118. USAGE</li> </ul>		
54.1	<b>Significant</b>	<p><b>Significant</b> parks and reserves management - development, plans, projects, programs, specifications and implementation.</p> <p><b>Note: See the definition of "Significant" in section 2.1 in the Introduction of this GDA.</b></p>	Required as State archives	Retain 5 years after action completed, then transfer to the SRO.
54.2	<b>Other</b>	<p><b>Other</b> parks and reserves management, not included in section 54.1.</p> <p>Including but not limited to:</p> <ul style="list-style-type: none"> <li>• provision of plants and materials;</li> <li>• paving;</li> <li>• road reserves;</li> <li>• roundabout vegetation;</li> <li>• minor landscaping projects; and</li> <li>• irrigation.</li> </ul>	Destroy	Retain 7 years after action completed, then Destroy.

**Authority number: 2015-001/1**

No	Function/Activity	Description	Disposal Action	Custody
<i>HORTICULTURAL SERVICES</i>				
54.3		Chemical usage - noxious plants or pests, including: <ul style="list-style-type: none"><li>• properties sprayed or affected by sprays;</li><li>• types of poison used;</li><li>• concentrations;</li><li>• precautions taken; and</li><li>• effects of spraying on waterways and environment.</li></ul>	Required as State archives	Retain 5 years after action completed, then transfer to the SRO.
54.4		Street or verge trees - preservation orders, including arboricultural reports.	Required as State archives	Retain 5 years after action completed, then transfer to the SRO.
54.5		Street or verge trees / free trees - disbursement records.	Destroy	Retain 7 years after action completed, then Destroy.
54.6		Street or verge trees / free trees - requests. Also includes requests for new or replacement trees.	Destroy	Retain 2 years after action completed, then Destroy.
54.7		Street or verge trees / free trees - lists of trees or plants available for distribution, including planting instructions.	Destroy	Retain 1 year after action completed, then Destroy.
54.8		Lighting - provision of lighting to parks and reserves.	Destroy	Retain 7 years after action completed, then Destroy.



**Authority number: 2015-001/1**

No	Function/Activity	Description	Disposal Action	Custody
<i>HORTICULTURAL SERVICES</i>				
54.9		Requests for access to parks and reserves.	Destroy	Retain 2 years after action completed, then Destroy.
54.10		Noxious plants or pests - requests for eradication.	Destroy	Retain 2 years after action completed, then Destroy.
54.11		Reticulation - plans / drawings / specifications.	Destroy	Retain 2 years after superseded, then Destroy.
55	<b>IMPLEMENTATION</b>	<p>The process of putting information technology systems into operation at the local government.</p> <p><b>See also related ACTIVITY:</b></p> <ul style="list-style-type: none"> <li>• 94. REPORTING</li> </ul>		
55.1		Implementation of information technology systems.	Destroy	Retain 7 years after system defunct, then Destroy.
56	<b>INDUSTRIAL RELATIONS</b>	<p>Managing an agreed set of employment conditions and levels of payment.</p> <p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• 24. CLAIMS MANAGEMENT</li> <li>• 25. COMMITTEES</li> </ul>		

**Authority number: 2015-001/1**

No	Function/Activity	Description	Disposal Action	Custody
<i>INDUSTRIAL RELATIONS</i>				
		<ul style="list-style-type: none"> <li>• 44. EMPLOYMENT CONDITIONS AND EQUAL EMPLOYMENT OPPORTUNITY</li> </ul>		
56.1		<p>Negotiation and review of workplace enterprise / industrial agreements or awards and processes applying to the local government that:</p> <ul style="list-style-type: none"> <li>• set a precedent</li> <li>• affect the majority of employees at the local government</li> <li>• made an innovative / contentious change to working conditions</li> <li>• involved substantial agency input</li> </ul>	Required as State archives	Retain 5 years after action completed, then transfer to the SRO.
56.2	<b>Significant</b>	<b>Significant</b> industrial action / disputes, including industrial action (strikes, go-slows, etc.) and / or disputes involving local government staff which have a substantial impact on the agency.	Required as State archives	Retain 5 years after action completed, then transfer to the SRO.
56.3	<b>Other</b>	<b>Other</b> industrial action / disputes / negotiations not included in section 56.1 or 56.2, such as minor cases of industrial action (e.g. short term and easily resolved disputes).	Destroy	Retain 5 years after action completed, then Destroy.
56.4		<p>Liaison with employees, staff bodies and unions, on issues such as:</p> <ul style="list-style-type: none"> <li>• advice on changes to working arrangements</li> </ul>	Destroy	Retain 10 years after action completed, then Destroy.

**Authority number: 2015-001/1**

No	Function/Activity	Description	Disposal Action	Custody
<i>INDUSTRIAL RELATIONS</i>				
		<ul style="list-style-type: none"> <li>• notes of meetings</li> <li>• information on union policies, newsletters etc.</li> </ul>		
56.5		Duplicates of Workplace Agreements, Enterprise Agreements, Industrial Agreements	Destroy	Retain 7 years after action completed, then Destroy.
56.6		Union right of entry arrangements, including entry notices	Destroy	Retain 7 years after action completed, then Destroy.
56.7		<ul style="list-style-type: none"> <li>• Enterprise bargaining <u>not</u> resulting in an industrial agreement; OR</li> <li>• Where the local government had little or no input.</li> </ul>	Destroy	Retain 5 years after action completed, then Destroy.
56.8		Industrial Relations - ballots and ballot papers.	Destroy	Retain 4 years after action completed, then Destroy.
57	<b>INDUSTRIES</b>	<p>Programs and projects relating to the development or promotion of local industries.</p> <p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• 20. CELEBRATIONS / CEREMONIES / FUNCTIONS / EVENTS</li> <li>• 71. MARKETING / PROMOTIONS / CAMPAIGNS</li> </ul>		

**Authority number: 2015-001/1**

No	Function/Activity	Description	Disposal Action	Custody
<i>INDUSTRIES</i>				
		<ul style="list-style-type: none"> <li>• 95. RESEARCH</li> </ul>		
57.1	<b>Significant</b>	<p><b>Significant</b> projects and programs concerning development and promotion of local industries.</p> <p><b>Note: See the definition of "Significant" in section 2.1 in the Introduction of this GDA.</b></p>	Required as State archives	Retain 5 years after action completed, then transfer to the SRO.
57.2	<b>Other</b>	<p><b>Other</b> projects and strategies concerning the development of local industries, not included in section 57.1.</p>	Destroy	Retain 7 years after action completed, then Destroy.
58	<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 local government and other parties.</p> <p><b>Prosecutions:</b> Managing legal proceedings between the local government 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>• 6. ADVICE</li> <li>• 59. INQUIRIES</li> <li>• 60. INSPECTIONS</li> </ul>		

**Authority number: 2015-001/1**

No	Function/Activity	Description	Disposal Action	Custody
<i>INFRINGEMENTS / LITIGATION / PROSECUTIONS</i>				
		<ul style="list-style-type: none"> <li>• 78. NOTIFICATIONS AND ORDERS</li> <li>• 93. REGISTERS</li> <li>• 96. REVENUE / FEES &amp; CHARGES / LEVIES</li> </ul>		
58.1	<b>Significant</b>	<p><b>Significant</b> litigation or prosecutions.</p> <p><i><b>Note: See the definition of "Significant" in section 2.1 in the Introduction of this GDA.</b></i></p>	Required as State archives	Retain 5 years after case completed, then transfer to the SRO.
58.2	<b>Other</b>	<p><b>Other</b> litigation or prosecutions, not included in section 58.1.</p>	Destroy	Retain 7 years after case completed or expiry of statute of limitation period, whichever is later, then Destroy.
58.3		<p>Infringement notices and cautions issued by the local government for minor offences where no legal action results.</p> <p>Includes, but not limited to, infringements for:</p> <ul style="list-style-type: none"> <li>• unregistered animals;</li> <li>• backyard burning / rubbish dumping;</li> <li>• bicycles on footpaths / skateboarding;</li> <li>• graffiti / vandalism / littering;</li> </ul>	Destroy	Retain 7 years after action completed, then Destroy.

**Authority number: 2015-001/1**

No	Function/Activity	Description	Disposal Action	Custody
<i>INFRINGEMENTS / LITIGATION / PROSECUTIONS</i>				
		<ul style="list-style-type: none"> <li>• Ordinance 30 breaches;</li> <li>• Food Act breaches;</li> <li>• noise controls;</li> <li>• posters - unauthorized display;</li> <li>• traffic / transport / parking offences;</li> <li>• light traffic thoroughfares;</li> <li>• unauthorized tree removal; and</li> <li>• weed control.</li> </ul>		
58.4		Infringement notices received by the local government, such as parking, speeding / traffic infringements incurred by council staff.	Destroy	Retain 2 years after action completed, then Destroy.
58.5		Complaints / reports / information received from the public or other parties alerting the local government to possible offences, where not covered in sections 58.1 - 58.4, or where no action is taken.	Destroy	Retain 7 years after action completed, then Destroy.
58.6		Used infringement books where the information is <u>not</u> transferred elsewhere.	Destroy	Retain 7 years after action completed, then Destroy.
58.7		Used infringements books where the information has been transferred elsewhere.	Destroy	Retain 6 months after action completed, then Destroy.

**Authority number: 2015-001/1**

No	Function/Activity	Description	Disposal Action	Custody
<i>INFRINGEMENTS / LITIGATION / PROSECUTIONS</i>				
58.8		Subpoenas / discovery orders / Writ of Summons.	Destroy	Retain 2 years after action completed, then Destroy.
59	<b>INQUIRIES</b>	<p>Formal investigations carried out by persons or bodies authorized to inquire and report on a subject, such as Royal Commissions, 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 local government's participation in the inquiry by providing evidence in the form of submissions, statements, reports etc, whether by official request or voluntarily.</p>		
59.1		<p>Inquiries <b>directly related</b> to the local government's administration, functions, programs or services.</p> <p>Includes local government input / evidence in the form submissions, statements, reports etc.</p> <p>Includes notice of decision / recommendations and records of local government's implementation of recommendations.</p> <p><b>OR</b></p> <p>Inquiries <b>not directly related</b> to the local government's administration, etc., but local government provided substantial input in the form of</p>	Required as State archives	Retain 5 years after action completed, then transfer to the SRO.

**Authority number: 2015-001/1**

No	Function/Activity	Description	Disposal Action	Custody
<i>INQUIRIES</i>				
		submissions, statements, reports etc.		
59.2		Inquiries not relating to the local government administration, etc., or requiring little or no input or action action.	Destroy	Retain 3 years after action completed, then Destroy.
60	<b>INSPECTIONS</b>	<p>Official examinations to ensure compliance with agreed standards and objectives.</p> <p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• 15. AUDITING</li> <li>• 27. COMPLIANCE</li> <li>• 37. DEVELOPMENT, BUILDING AND SUBDIVISION APPLICATIONS</li> <li>• 58. INFRINGEMENTS / LITIGATION / PROSECUTIONS</li> <li>• 79. OCCUPATIONAL HEALTH AND SAFETY</li> </ul>		
60.1	<b>Significant</b>	<p><b>Significant</b> inspections.</p> <p>Includes inspection forms, analysis of findings and final decisions.</p> <p><b>Note: See the definition of "Significant" in section 2.1 in the Introduction of this GDA.</b></p>	Required as State archives	Retain 5 years after action completed, then transfer to the SRO.
60.2		Inspections of Septic or alternative treatment units.	Permanent	Permanent within Local



**Authority number: 2015-001/1**

No	Function/Activity	Description	Disposal Action	Custody
<i>INSPECTIONS</i>				
		Inspections often relate to decommissioning.		Government
60.3	<b>Other</b>	<p><b>Other</b> inspections, not included in sections 60.1 or 60.2.</p> <p>Such as routine inspections relating to public health (e.g. pool inspections, septic quarterly maintenance reports, eating house / food business, camping ground inspection records).</p> <p>Includes inspection forms, analysis of findings and final decisions.</p>	Destroy	Retain 10 years after action completed, then Destroy.
60.4		Inspections - records / cards / books providing a record of inspections completed for building licences issued (where kept separate to licence / application file).	Destroy	Retain 2 years after action completed, then Destroy.
61	<b>INTELLECTUAL PROPERTY</b>	<p>Intellectual property held or maintained by the local government, including copyright, patents and trademarks.</p> <p><b>See also related ACTIVITY:</b></p> <ul style="list-style-type: none"> <li>• 58. INFRINGEMENTS / LITIGATION / PROSECUTIONS</li> </ul>		
61.1		Copyright / patents / trademarks - held, administered and registered by the local government.	Destroy	Retain 7 years after expiry, then Destroy.

**Authority number: 2015-001/1**

No	Function/Activity	Description	Disposal Action	Custody
<i>INTELLECTUAL PROPERTY</i>				
61.2		Requests to reproduce material (where the copyright is held by the local government).	Destroy	Retain 7 years after action completed, then Destroy.
61.3		Requests to reproduce material (where the copyright is held by another party).	Destroy	Retain 7 years after action completed, then Destroy.
61.4		Royalties - received by the local government.	Destroy	Retain 6 years after successful audit, then Destroy.
62	<b>INTERNATIONAL RELATIONS</b>	Managing relations with other countries, including Sister City arrangements.  <b>See also related ACTIVITIES:</b> <ul style="list-style-type: none"> <li>• 7. AGREEMENTS / CONTRACTS / JOINT VENTURES / DEEDS</li> <li>• 114. TRAVEL</li> <li>• 121. VISITS / TOURS</li> </ul>		
62.1	<b>Significant</b>	<b>Significant</b> cultural, work, economic or other information exchange in relation to Sister Cities and other international relations  <b>Note: See the definition of "Significant" in section 2.1 in the Introduction of this GDA.</b>	Required as State archives	Retain 5 years after action completed, then transfer to the SRO.
62.2	<b>Other</b>	<b>Other</b> cultural, work, economic or other information	Destroy	Retain 7 years after

**Authority number: 2015-001/1**

No	Function/Activity	Description	Disposal Action	Custody
<i>INVESTMENTS</i>				
		exchange / correspondence in relation to Sister Cities and other international relations, not included in section 62.1		action completed, then Destroy.
63	<b>INVESTMENTS</b>	Managing monetary resources invested by the local government.  <b>See also related ACTIVITY:</b> <ul style="list-style-type: none"> <li>• 93. REGISTERS</li> </ul>		
63.1		Investments - full details, establishment and management. Includes but is not limited to: <ul style="list-style-type: none"> <li>• passbooks, receipts and dividend statements;</li> <li>• certificates;</li> <li>• correspondence and working papers.</li> </ul>	Destroy	Retain 7 years after investment has liquidated or matured, then Destroy.
63.2		Investments - proposals that do not eventuate in an investment.	Destroy	Retain 2 years after action completed, then Destroy.
64	<b>LEASING</b>	Leasing to and leasing out by the local government.  <b>See also related ACTIVITIES:</b> <ul style="list-style-type: none"> <li>• 7. AGREEMENTS / CONTRACTS / JOINT VENTURES / DEEDS</li> <li>• 70. MAINTENANCE</li> </ul>		

**Authority number: 2015-001/1**

No	Function/Activity	Description	Disposal Action	Custody
<i>LEASING</i>				
		<ul style="list-style-type: none"> <li>• 96. REVENUE / FEES &amp; CHARGES / LEVIES</li> </ul>		
64.1		<p>Leasing - successful requests and applications to lease local government owned land and property.</p> <p>Also includes leasing terms and conditions and research conducted on applicants</p>	Destroy	Retain 7 years after expiry of lease, then Destroy.
64.2		Leasing - unsuccessful requests and applications to lease a local government owned property.	Destroy	Retain 2 years after action completed, then Destroy.
65	<b>LEAVE</b>	<p>The management of leave for staff throughout the local government.</p> <p><b>See also related ACTIVITY:</b></p> <ul style="list-style-type: none"> <li>• 41. ELECTED MEMBERS</li> </ul>		
65.1		Leave - applications, listings, updates, associated correspondence and instructions.	Destroy	Retain 7 years after action completed, then Destroy.
66	<b>LEGISLATION (including Local Laws)</b>	<p>The development and amendment of legislation (Acts and Regulations) and Local Laws (By-laws).</p> <p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• 1. EPHEMERAL RECORDS</li> <li>• 6. ADVICE</li> </ul>		

**Authority number: 2015-001/1**

No	Function/Activity	Description	Disposal Action	Custody
<i>LEGISLATION (including Local Laws)</i>				
		<ul style="list-style-type: none"> <li>• 93. REGISTERS</li> </ul>		
66.1		<p>Local Laws, and other legislation directly related to the local government's administration, functions or services.</p> <p>Includes development, amendment, submission and approvals.</p> <p>Also includes proposals, annotated copies etc. where the local government has provided input or comment.</p>	Required as State archives	Retain 5 years after action completed, then transfer to the SRO.
66.2		Other legislation - development of or amendment to legislation indirectly or not related to the operations and functions of the local government.	Destroy	Retain 2 years after action completed, then Destroy.
67	<b>LIAISON</b>	<p>Regular ongoing contact between the local government and external bodies, including intergovernmental relations.</p> <p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• 57. INDUSTRIES</li> <li>• 62. INTERNATIONAL RELATIONS</li> </ul>		
67.1	<b>Significant</b>	<p><b>Significant</b> liaison with industry, professional and customer associations.</p> <p><b>Note: See the definition of "Significant" in section 2.1 in the Introduction of this GDA.</b></p>	Required as State archives	Retain 5 years after action completed, then transfer to the SRO.

**Authority number: 2015-001/1**

No	Function/Activity	Description	Disposal Action	Custody
<i>LIAISON</i>				
67.2	<b>Other</b>	<b>Other</b> liaison with industry, professional and customer associations, not included in section 67.1.	Destroy	Retain 7 years after action completed, then Destroy.
67.3		Professional and industry associations - memberships and participation in activities.	Destroy	Retain 5 years after action completed, then Destroy.
67.4		Intergovernmental Relations - relating to matters such as the division of functions, intergovernmental initiatives, relationships and resource sharing.  Including federal, state and local governments.	Destroy	Retain 7 years after action completed, then Destroy.
67.5		Professional and industry associations - invitations to join, promotional material.	Destroy	Retain until reference ceases
68	<b>LIBRARY AND INFORMATION ACCESS</b>	Providing libraries and public access to information. Includes promoting library activities, collection management, corporate libraries, providing access to computers and the internet, mobile library services, reference services and toy libraries.  <b>See also related ACTIVITIES:</b>  <ul style="list-style-type: none"> <li>• 4. ACQUISITION / DISPOSAL</li> <li>• 71. MARKETING / PROMOTIONS / CAMPAIGNS</li> <li>• 84. POLICY</li> <li>• 85. PRIVACY</li> </ul>		

**Authority number: 2015-001/1**

No	Function/Activity	Description	Disposal Action	Custody
<i>LIBRARY AND INFORMATION ACCESS</i>				
		<ul style="list-style-type: none"> <li>• 96. REVENUE / FEES &amp; CHARGES / LEVIES</li> </ul>		
68.1		<p>Library programs - including, but not limited to:</p> <ul style="list-style-type: none"> <li>• mobile library services;</li> <li>• services for children / local studies; and</li> <li>• literacy and outreach programmes.</li> </ul> <p><b>See also related ACTIVITY:</b></p> <ul style="list-style-type: none"> <li>• 105. SPONSORSHIPS / GRANTS / DONATIONS / SUBSIDIES</li> </ul>	Destroy	Retain 7 years after action completed, then Destroy.
68.2		Collection maintenance records.	Destroy	Retain 7 years after action completed, then Destroy.
68.3		Library catalogues (hard copy or electronic) - individual catalogue entries.	Destroy	Retain until reference ceases
68.4		Library catalogues / book stock register (hard copy or electronic) - entire catalogue.	Destroy	Retain until catalogue discontinued or superseded
68.5		<p>Library services administrative records - including but not limited to:</p> <ul style="list-style-type: none"> <li>• membership forms;</li> <li>• subscriptions;</li> </ul>	Destroy	Retain 2 years after action completed, then Destroy.

**Authority number: 2015-001/1**

No	Function/Activity	Description	Disposal Action	Custody
<i>LIBRARY AND INFORMATION ACCESS</i>				
		<ul style="list-style-type: none"> <li>• loan requests (including inter-library loans);</li> <li>• holdings; and</li> <li>• renewal records.</li> </ul>		
68.6		Library services - photocopying records.	Destroy	Retain 2 years after action completed, then Destroy.
68.7		Library services - overdue notices and follow up.	Destroy	Retain 1 year after action completed, then Destroy.
68.8		Membership Register.	Destroy	Retain until membership expires
69	<b>LOANS</b>	<p>The borrowing of money to enable the local government to carry out its functions.</p> <p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• 7. AGREEMENTS / CONTRACTS / JOINT VENTURES / DEEDS</li> <li>• 93. REGISTERS</li> </ul>		
69.1		Loans - details relating to each loan.	Destroy	Retain for 7 years after duration of loan, then Destroy



**Authority number: 2015-001/1**

No	Function/Activity	Description	Disposal Action	Custody
<i>MAINTENANCE</i>				
70	<b>MAINTENANCE</b>	<p>Maintenance, repairs or refurbishment carried out on local government property and systems, including but not limited to:</p> <ul style="list-style-type: none"> <li>• buildings and structures;</li> <li>• roads and bridges;</li> <li>• local government owned land, including parks and reserves; and</li> <li>• equipment (including technology and communications systems).</li> </ul> <p>Also includes requests for maintenance, checklists, warranties and guarantees.</p> <p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• 7. AGREEMENTS / CONTRACTS / JOINT VENTURES / DEEDS</li> <li>• 36. DESIGN AND CONSTRUCTION</li> <li>• 45. ENQUIRIES</li> <li>• 60. INSPECTIONS</li> <li>• 88. PUBLIC REACTION</li> </ul>		
70.1	<b>Significant</b>	<b>Significant</b> maintenance and conservation work carried out by the local government. Includes but is	Required as State archives	Retain 5 years after action completed, then

**Authority number: 2015-001/1**

No	Function/Activity	Description	Disposal Action	Custody
<i>MAINTENANCE</i>				
		<p>not limited to:</p> <ul style="list-style-type: none"> <li>• maintenance of land, buildings, equipment, and structures of local, state or national significance;</li> <li>• maintenance / restoration of property that is heritage listed;</li> <li>• maintenance that is necessitated by disasters (e.g. floods, fire); and</li> <li>• maintenance that is necessitated by contamination (e.g. asbestos, other contaminated site remediation).</li> </ul> <p><b>Note: See also the definition of "Significant" in section 2.1 in the Introduction of this GDA.</b></p>		transfer to the SRO.
70.2	<b>Other</b>	<b>Other</b> maintenance, not included in section 70.1. Includes minor or routine maintenance programs (e.g. public toilets, street lighting, graffiti).	Destroy	Retain 7 years after action completed, then Destroy.
71	<b>MARKETING / PROMOTIONS / CAMPAIGNS</b>	<p>Marketing and promotion of the local government, its programs and services, and the area. Includes campaigns conducted by the local government to raise awareness of issues or special programs.</p> <p>Also includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• advertising on local government property;</li> </ul>		

**Authority number: 2015-001/1**

No	Function/Activity	Description	Disposal Action	Custody
<i>MARKETING / PROMOTIONS / CAMPAIGNS</i>				
		<ul style="list-style-type: none"> <li>• advertising of local government services;</li> <li>• statutory advertising;</li> <li>• advertising on signs;</li> <li>• advertising of tenders; and</li> <li>• advertising of local government elections.</li> </ul> <p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• 40. EDUCATION</li> <li>• 72. MEDIA LIAISON / MEDIA RELATIONS</li> <li>• 83. PLANNING</li> <li>• 89. PUBLICATIONS AND PRINTING</li> <li>• 92. RECRUITMENT</li> </ul>		
71.1	<b>Significant</b>	<p><b>Significant</b> marketing programs, promotions, awareness raising, education and publicity campaigns, which relate to issues in the area, such as:</p> <ul style="list-style-type: none"> <li>• matters of major community interest or controversy;</li> <li>• new or substantial changes to existing local government policies, programs or services;</li> </ul>	Required as State archives	Retain 5 years after action completed, then transfer to the SRO.

**Authority number: 2015-001/1**

No	Function/Activity	Description	Disposal Action	Custody
<i>MARKETING / PROMOTIONS / CAMPAIGNS</i>				
		<ul style="list-style-type: none"> <li>• projects or programs of major local impact;</li> <li>• construction of major local landmarks or structures;</li> <li>• major health, environmental or conservation issues in the area.</li> </ul> <p><b>Note: See also the definition of "Significant" in section 2.1 in the Introduction of this GDA.</b></p>		
71.2	<b>Other</b>	<b>Other</b> marketing programs, promotions, awareness raising, education and publicity campaigns not included in section 71.1.	Destroy	Retain 5 years after action completed, then Destroy.
71.3		Advertisements (all media) - master copy.	Destroy	Retain 7 years after action completed, then Destroy.
71.4		Local government elections - advertisements.	Destroy	Retain 7 years after action completed, then Destroy.
71.5		Working papers relating to the placement of advertisements.	Destroy	Retain 3 years after action completed, then Destroy.
72	<b>MEDIA LIAISON / MEDIA RELATIONS</b>	Liaison between the local government and the media. Includes managing media contacts, authorizing and issuing news articles, press releases and briefings, and organizing media interviews.		

**Authority number: 2015-001/1**

No	Function/Activity	Description	Disposal Action	Custody
<i>MEDIA LIAISON / MEDIA RELATIONS</i>				
		<p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• 45. ENQUIRIES</li> <li>• 71. MARKETING / PROMOTIONS / CAMPAIGNS</li> <li>• 85. PRIVACY</li> <li>• 89. PUBLICATIONS AND PRINTING</li> </ul>		
72.1		Media Releases.	Required as State archives	Retain 5 years after action completed, then transfer to the SRO.
72.2		Media releases received from other organisations.	Destroy	Retain until reference ceases
72.3		<p>Press Clippings - <u>if</u> the local government chooses to collect clippings on or about the local government and its activities AND RETAIN THEM ON A SEPARATE FILE.</p> <p><i>Note: Media clippings must be managed in accordance with relevant copyright legislation.</i></p> <p>If press clippings are held on a relevant subject file, then sentence according to that subject.</p>	Required as State archives	Retain 5 years after action completed, then transfer to the SRO.
72.4		Media filming access requests and authorizations.	Destroy	Retain 7 years after action completed, then Destroy.

**Authority number: 2015-001/1**

No	Function/Activity	Description	Disposal Action	Custody
<i>MEDIA LIAISON / MEDIA RELATIONS</i>				
72.5		Media relationships - management of the local government's relationship with the media <i>e.g.</i> arrangements for speaking to the media.	Destroy	Retain 3 years after action completed, then Destroy.
73	<b>MEETINGS</b>	<p>Meetings held for functional or administrative purposes, of groups within the local government or external meetings attended by local government staff and / or Elected Members. Includes public meetings.</p> <p>Includes meetings of groups / entities that are not considered to be committees, such as working groups, task forces, etc.</p> <p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• 14. ARRANGEMENTS</li> <li>• 25. COMMITTEES</li> </ul>		
73.1		<p>High-level internal meetings held to discuss / resolve matters relating to, but not limited to:</p> <ul style="list-style-type: none"> <li>• local government planning and policy;</li> <li>• strategic and corporate management;</li> <li>• core business functions or operations; or</li> <li>• community consultation relating to significant issues.</li> </ul> <p>Includes agendas, minutes, supporting papers and</p>	Required as State archives	Retain 5 years after action completed, then transfer to the SRO.

**Authority number: 2015-001/1**

No	Function/Activity	Description	Disposal Action	Custody
<i>MEETINGS</i>				
73.2		<p>reports.</p> <p>Other internal meetings held to discuss / resolve matters relating to, but not limited to:</p> <ul style="list-style-type: none"> <li>• local government non-core business activities;</li> <li>• mid to low-level administrative activities;</li> <li>• facilitative functions or activities;</li> <li>• informative functions or activities; and</li> <li>• low-level community consultation.</li> </ul> <p>Includes agendas, minutes, supporting papers and reports.</p>	Destroy	Retain 7 years after action completed, then Destroy.
73.3		<p>External meetings, where the local government has a coordinating or secretarial role, held to discuss / resolve matters relating to, but not limited to:</p> <ul style="list-style-type: none"> <li>• local government planning and policy;</li> <li>• strategic and corporate management;</li> <li>• core business functions or operations;</li> <li>• appointment of referees; or</li> <li>• high-level community consultation.</li> </ul>	Required as State archives	Retain 5 years after action completed, then transfer to the SRO.

**Authority number: 2015-001/1**

No	Function/Activity	Description	Disposal Action	Custody
<i>MEETINGS</i>				
		Agendas, minutes, supporting papers and reports.		
73.4		<p>External Meetings, where the local government has a coordinating or secretarial role, held to discuss / resolve matters relating to, but not limited to:</p> <ul style="list-style-type: none"> <li>• local government non-core business activities;</li> <li>• mid to low-level administrative activities;</li> <li>• facilitative functions or activities;</li> <li>• informative functions or activities; or</li> <li>• low-level community consultation.</li> </ul> <p>Agendas, minutes, business papers and reports.</p>	Destroy	Retain 7 years after action completed, then Destroy.
73.5		External Meetings, where the local government has NO coordinating or secretarial role.	Destroy	Retain 2 years after action completed, then Destroy.
73.6		<p>PUBLIC MEETINGS held to discuss / resolve matters relating to, but not limited to:</p> <ul style="list-style-type: none"> <li>• local government planning and policy;</li> <li>• strategic and corporate management;</li> <li>• core business functions or operations; or</li> <li>• high-level community consultation.</li> </ul>	Required as State archives	Retain 5 years after action completed, then transfer to the SRO.



**Authority number: 2015-001/1**

No	Function/Activity	Description	Disposal Action	Custody
<i>MEETINGS</i>				
		Discussion papers, questions on notice, feedback and reports.		
73.7		<p>PUBLIC MEETINGS held to discuss / resolve matters relating to, but not limited to:</p> <ul style="list-style-type: none"> <li>• local government non-core business activities;</li> <li>• mid to low-level administrative activities;</li> <li>• facilitative functions or activities;</li> <li>• informative functions or activities; or</li> <li>• low-level community consultation.</li> </ul> <p>Discussion papers, questions on notice, feedback and reports.</p>	Destroy	Retain 7 years after action completed, then Destroy.
73.8		Recordings of meetings.	Destroy	Retain until any minutes accepted / authorised by relevant persons(s) or authority
74	<b>MEMORIALS</b>	<p>The concept, design, collection of information, suggestions and concepts for memorials such as commemorative plaques, statues, clocks, park benches, time capsules etc.</p> <p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• 36. DESIGN AND CONSTRUCTION</li> </ul>		

**Authority number: 2015-001/1**

No	Function/Activity	Description	Disposal Action	Custody
<i>MEMORIALS</i>				
		<ul style="list-style-type: none"> <li>• 70. MAINTENANCE</li> </ul>		
74.1		Memorial design, site register, correspondence, reports (including conservation reports) for memorials that proceed.	Required as State archives	Retain 5 years after action completed, then transfer to the SRO.
74.2		Requests, proposals, nominations or suggestions for memorials that do not proceed (e.g. cancelled, unsuccessful).	Destroy	Retain 7 years after action completed, then Destroy.
75	<b>MONITORING</b>	<p>Monitoring the operations and effects of various systems and situations within the local government and its jurisdiction, for reasons such as environmental, public and employee health and safety (e.g. food and water sampling) and the efficiency of local government services. Includes, but is not limited to, the monitoring of:</p> <ul style="list-style-type: none"> <li>• car park daily operating reports; traffic volume / traffic count data;</li> <li>• flood locations; weather data;</li> <li>• foods / drugs;</li> <li>• meter testing;</li> <li>• plant materials analysis, water quality analysis (e.g. dams, waterways, swimming pools)</li> <li>• pollution / noise pollution / air quality, waste management; extractive industries; effluent</li> </ul>		

Authority number: 2015-001/1

No	Function/Activity	Description	Disposal Action	Custody
<i>MONITORING</i>				
		discharge; <b>See also related ACTIVITIES:</b> <ul style="list-style-type: none"> <li>• 78. NOTIFICATIONS AND ORDERS</li> <li>• 94. REPORTING</li> </ul>		
75.1	<b>Significant</b>	<b>Significant</b> monitoring Such as, where there may be potential long term impacts on public health and safety.  <i><b>Note: See the definition of "Significant" in section 2.1 in the Introduction of this GDA.</b></i>	Required as State archives	Retain 5 years after action completed, then transfer to the SRO.
75.2	<b>Other</b>	<b>Other</b> monitoring of environmental and other systems and factors, not included in section 75.1  Such as, where there is little long term impact on public health and safety.	Destroy	Retain 10 years after action completed, then Destroy.
75.3		Maps of floodplain / flood zones / flood level records.	Required as State archives	Retain 5 years after action completed, then transfer to the SRO.
76	<b>MUSEUM AND GALLERIES MANAGEMENT</b>	The operation of museums and galleries. Includes the development and management of collections, exhibitions and public programs.  <b>See also related ACTIVITIES:</b>		

**Authority number: 2015-001/1**

No	Function/Activity	Description	Disposal Action	Custody
<i>MUSEUM AND GALLERIES MANAGEMENT</i>				
		<ul style="list-style-type: none"> <li>• 17. AWARDS / HONOURS / PRIZES</li> <li>• 70. MAINTENANCE</li> <li>• 118. USAGE</li> </ul>		
76.1	<b>Significant</b>	<p><b>Significant</b> exhibitions and programs.</p> <p>Includes, but is not limited to objectives, layouts and records of loaned items.</p> <p><b>Note: See the definition of "Significant" in section 2.1 in the Introduction of this GDA.</b></p>	Required as State archives	Retain 5 years after action completed, then transfer to the SRO.
76.2	<b>Other</b>	<b>Other</b> exhibitions and programs, not included in section 76.1	Destroy	Retain 7 years after action completed, then Destroy.
76.3		Board of Trustees (or equivalent body) - establishment and maintenance.	Required as State archives	Retain 5 years after action completed, then transfer to the SRO.
76.4		Collections management - acquisition and documentation of objects acquired.	Required as State archives	Retain 5 years after action completed, then transfer to the SRO.
77	<b>NAMING</b>	<p>The management and approval of titles by which a road, park, reserve, bridge or suburb is known.</p> <p><b>See also related ACTIVITY:</b></p> <ul style="list-style-type: none"> <li>• 51. GEOGRAPHICAL LAND INFORMATION.</li> </ul>		

**Authority number: 2015-001/1**

No	Function/Activity	Description	Disposal Action	Custody
<i>NAMING</i>				
77.1		<p>Naming - records that document the original naming and subsequent changes to places within the local government, such as:</p> <ul style="list-style-type: none"> <li>• streets, roads, suburbs, localities, parks, reserves, bridges.</li> </ul> <p>Includes proposals for names that are forwarded to the Minister under Section 26A (3) of the <i>Land Administration Act 1997</i>.</p>	Required as State archives	Retain 5 years after action completed, then transfer to the SRO.
78	<b>NOTIFICATIONS AND ORDERS</b>	<p>Notices and orders issued relating to offences under local and other laws, and instructions for rectification and remediation. Notices (including prohibition and works specification notices) and orders may be associated with such matters as:</p> <ul style="list-style-type: none"> <li>• abandoned, dangerous, neglected animals / property / vehicles, including seizures and impounding.</li> <li>• breach of Planning or Building approval conditions, or contravention of an Act;</li> <li>• conservation / heritage orders; demolition order and demolition prevention orders;</li> <li>• fire hazards;</li> <li>• swimming pools, leach drains, septic systems;</li> <li>• pests / rodents, public and environmental</li> </ul>		

**Authority number: 2015-001/1**

No	Function/Activity	Description	Disposal Action	Custody
<i>NOTIFICATIONS AND ORDERS</i>				
		<p>health hazards; and</p> <ul style="list-style-type: none"> <li>• unlawful works.</li> </ul> <p>Includes complaints and reports from the public in relation to offences (actual or false), such as noise complaints, food poisoning complaints etc.</p> <p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• 7. AGREEMENTS / CONTRACTS / JOINT VENTURES / DEEDS</li> <li>• 58. INFRINGEMENTS / LITIGATION / PROSECUTIONS</li> <li>• 60. INSPECTIONS</li> <li>• 93. REGISTERS</li> </ul>		
78.1		Conservation orders / 'stop work orders'.	Required as State archives	Retain 5 years after action completed, then transfer to the SRO.
78.2	<b>Significant</b>	<p><b>Significant</b> notices and orders.</p> <p><b>Note: See the definition of "Significant" in section 2.1 in the Introduction of this GDA.</b></p>	Required as State archives	Retain 5 years after action completed, then transfer to the SRO.
78.3	<b>Other</b>	<b>Other</b> notices and orders, not included in sections 78.1 or 78.2.	Destroy	Retain 10 years after action completed, then Destroy.

**Authority number: 2015-001/1**

No	Function/Activity	Description	Disposal Action	Custody
<i>NOTIFICATIONS AND ORDERS</i>				
78.4		Notifications received from Department of Health (sometimes known as notifiable disease notices), such as infectious disease notifications and food recall notices	Destroy	Retain 5 years after action completed, then Destroy.
78.5		National Trust classifications and Heritage Orders listings.	Destroy	Retain for the life of the building
78.6		Notices of entry to inspect - routine.	Destroy	Retain 2 years after action completed, then Destroy.
78.7		Public information - complaints / reports / information received from the public regarding a possible offence, whether legitimate or otherwise.	Destroy	Retain 7 years after action completed, then Destroy.
78.8		Public Information - notifying the public about prohibited and permissible activities, e.g. prohibited burning-off periods or variations to burning-off periods.	Destroy	Retain 1 year after action completed, then Destroy.
79	<b>OCCUPATIONAL HEALTH AND SAFETY</b>	<p>Implementing and co-ordinating occupational health and safety (OH &amp; S) and the associated legislation throughout the local government.</p> <p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• 13. APPOINTMENTS</li> <li>• 24. CLAIMS MANAGEMENT</li> </ul>		

**Authority number: 2015-001/1**

No	Function/Activity	Description	Disposal Action	Custody
<i>OCCUPATIONAL HEALTH AND SAFETY</i>				
		<ul style="list-style-type: none"> <li>• 84. POLICY</li> <li>• 86. PROCEDURES</li> <li>• 93. REGISTERS</li> <li>• 98. RISK ASSESSMENT</li> <li>• 103. SERVICE PROVISION</li> <li>• 113. TRAINING AND DEVELOPMENT</li> </ul>		
79.1		<p>Asbestos - includes but is not limited to:</p> <ul style="list-style-type: none"> <li>• use, presence, neutralization and removal of asbestos from buildings, plant and workplaces;</li> <li>• safety precautions; and</li> <li>• advice on health risks.</li> </ul>	Required as State archives	Retain 5 years after action completed, then transfer to the SRO.
79.2		Asbestos - personal history - records documenting exposure or potential exposure of staff to asbestos.	Destroy	Retain 75 years after date of birth or 7 years after retirement, whichever is later, or 7 years after death, then Destroy.
79.3		Records / reports of hazardous substances (excluding asbestos) and situations including:	Destroy	Retain 75 years after completion, or last entry, of the record, or



**Authority number: 2015-001/1**

No	Function/Activity	Description	Disposal Action	Custody
<i>OCCUPATIONAL HEALTH AND SAFETY</i>				
		<ul style="list-style-type: none"> <li>• Assessment reports which give rise to monitoring or health surveillance.</li> <li>• Results of all monitoring.</li> <li>• Reports of health surveillance.</li> </ul>		action completed (whichever is later), then Destroy.
79.4		Records of hazardous substances (excluding asbestos) and situations relating to assessments and assessment reports which do not give rise to monitoring or health surveillance.	Destroy	Retain 7 years after action completed, then Destroy.
79.5	<b>Significant</b>	<p><b>Significant</b> accidents, including those that cause death or permanent disability.</p> <p>Includes notification, investigation, response, management and reporting.</p> <p><b>Note: See the definition of "Significant" in section 2.1 in the Introduction of this GDA.</b></p>	Required as State archives	Retain 5 years after action completed, then transfer to the SRO.
79.6	<b>Other</b>	<p><b>Other</b> accidents, not included in class 79.5.</p> <p>Includes notification, investigation, response, management and reporting.</p>	Destroy	Retain 7 years after action completed, then Destroy.
79.7		Complaints - from staff regarding OH & S issues.	Destroy	Retain 50 years after action completed (if not on personal file), then Destroy.
79.8		Medical and / or dental records of staff not held on	Destroy	Retain 75 years after

**Authority number: 2015-001/1**

No	Function/Activity	Description	Disposal Action	Custody
<i>OCCUPATIONAL HEALTH AND SAFETY</i>				
		personal file.		date of birth or 7 years after retirement, whichever is later, or 7 years after death, then Destroy.
79.9		Rehabilitation of staff following a workplace accident.	Destroy	Retain 75 years after date of birth or 7 years after retirement, whichever is later, or 7 years after death, then Destroy.
79.10		Inspections undertaken for the purposes of occupational health and safety. Includes Job Safety Analysis cards.	Destroy	Retain 7 years after action completed, then Destroy.
79.11		Staff awareness and health programs (e.g. wellness, ergonomic, blood donations, etc.)	Destroy	Retain 7 years after action completed, then Destroy.
80	<b>PAYROLL</b>	<p>The activities associated with managing the local government's payroll.</p> <p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• 93. REGISTERS</li> <li>• 110. SURVEYS</li> <li>• 111. TAXATION</li> </ul>		

**Authority number: 2015-001/1**

No	Function/Activity	Description	Disposal Action	Custody
<i>PAYROLL</i>				
80.1		Employee earnings - staff salaries / earnings and allowances, including shift work, on call, telephone, vehicle expenses, including listings.	Destroy	Retain 7 years after date of successful audit, then Destroy.
80.2		Attendance records, including flexi-sheets, timecards, attendance books.	Destroy	Retain 7 years after action completed, then Destroy.
80.3		Payroll control records, including salary deductions / adjustments, errors and amendments, variations listings.	Destroy	Retain 6 years after last audit, then Destroy.
80.4		Termination payment calculations.	Destroy	Retain 7 years after termination, then Destroy.
80.5		Overtime requests / directions.	Destroy	Retain 2 years after action completed, then Destroy.
80.6		Staff listings- including addresses and changes of address.	Destroy	Retain 1 year after action completed, then Destroy.
80.7		Pay collection records.	Destroy	Retain 1 year after action completed, then Destroy.
80.8		Payroll acquittal sheets.	Destroy	Retain 5 years after action completed, then Destroy.

**Authority number: 2015-001/1**

No	Function/Activity	Description	Disposal Action	Custody
<i>PAYROLL</i>				
80.9		Pay data input forms for staff (or equivalent).	Destroy	Retain until reference ceases
81	<b>PERFORMANCE APPRAISAL</b>	<p>The evaluation of the performance of staff and their achievements in relation to set goals.</p> <p><b>See also related ACTIVITY:</b></p> <ul style="list-style-type: none"> <li>• 82. PERFORMANCE MANAGEMENT.</li> </ul>		
81.1		Substandard performance - where formal action is taken relating to a poor performance investigation. Includes records of investigation.	Destroy	Retain 75 years after date of birth or 7 years after retirement, whichever is later, or 7 years after death, then Destroy.
81.2		<p>Appraisals (if not on personal file) including but not limited to:</p> <ul style="list-style-type: none"> <li>• staff assessment reports;</li> <li>• action to be taken;</li> <li>• counselling on work performance; and</li> <li>• records of other discussions relating to appraisal.</li> </ul>	Destroy	Retain 5 years after action completed, then Destroy.
81.3		Appraisal Programs ( <i>i.e.</i> Staff Development Systems) - working papers.	Destroy	Retain 2 years after action completed, then Destroy.

**Authority number: 2015-001/1**

No	Function/Activity	Description	Disposal Action	Custody
<i>PERFORMANCE MANAGEMENT</i>				
82	<b>PERFORMANCE MANAGEMENT</b>	<p>Matters relating to the strategic-level development of practices for identifying and scrutinizing the local government's performance.</p> <p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• 47. EVALUATION</li> <li>• 59. INQUIRIES</li> <li>• 81. PERFORMANCE APPRAISAL</li> </ul>		
82.1		<p>Performance management practices - development and implementation, including but not limited to:</p> <ul style="list-style-type: none"> <li>• key performance indicators;</li> <li>• benchmarking;</li> <li>• performance targets, including missed targets;</li> <li>• national competitiveness; and</li> <li>• continuous improvement programs.</li> </ul>	Destroy	Retain 5 years after action completed, then Destroy.
83	<b>PLANNING</b>	<p>The broad systematic management planning of the local government, and activities related to long term strategic and managerial objectives.</p> <p>Includes but is not limited to business plans, planning in response to legislative requirements, operational plans, financial planning, mission</p>		

**Authority number: 2015-001/1**

No	Function/Activity	Description	Disposal Action	Custody
<i>PLANNING</i>				
		<p>statements, organisation structures.</p> <p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• 36. DESIGN AND CONSTRUCTION</li> <li>• 37. DEVELOPMENT, BUILDING AND SUBDIVISION APPLICATIONS</li> <li>• 117. URBAN DESIGN</li> <li>• 124. ZONING</li> </ul>		
83.1		<p>Records of:</p> <ul style="list-style-type: none"> <li>• Strategic or high-level planning of the local government's core business functions, activities, projects, programs and services.</li> <li>• Organisation-wide strategic, corporate and business plans.</li> </ul> <p>Records include proposals, consultation, major drafts, final plan and approvals.</p>	Required as State archives	Retain 5 years after action completed, then transfer to the SRO.
83.2		<ul style="list-style-type: none"> <li>• Records of operational level planning of the local government's core business functions, activities, projects, programs and services.</li> <li>• Records of operational level or administrative plans, including agency-wide financial management plan.</li> </ul>	Destroy	Retain 7 years after action completed, then Destroy.

**Authority number: 2015-001/1**

No	Function/Activity	Description	Disposal Action	Custody
<i>PLANNING</i>				
		Records include proposals, consultation, major drafts, final plan and approvals.		
83.3		Disaster Planning / Emergency Management Plans (including disaster recovery) - development, final copy and implementation.	Destroy	Retain 7 years after superseded, then Destroy.
83.4		Disaster Planning / Emergency Management Plans - implementation of plan following serious incidents.	Required as State archives	Retain 5 years after action completed, then transfer to the SRO.
83.5		Disaster Planning / Emergency Management Plans - implementation of plan following other incidents.	Destroy	Retain 5 years after action completed, then Destroy.
84	<b>POLICY</b>	<p>The development and implementation of policies that affect the local government. Also includes codes of conduct and codes of practice.</p> <p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• 23. CIRCULARS</li> <li>• 86. PROCEDURES</li> </ul>		
84.1		<ul style="list-style-type: none"> <li>• Policies developed by the local government for the conduct of its core business functions and activities, for use by the local government and/or its clients (i.e. internal or external use).</li> <li>• Strategic or high-level administrative policies</li> </ul>	Required as State archives	Retain 5 years after superseded, then transfer to the SRO.

**Authority number: 2015-001/1**

No	Function/Activity	Description	Disposal Action	Custody
<i>POLICY</i>				
		<p>developed for internal use in the administration of the local government.</p> <ul style="list-style-type: none"> <li>• Codes of Conduct / Codes of Practice.</li> </ul> <p>Records include research, consultation, major drafts, amendments, final policy / code, and approvals.</p>		
84.2		<p>Records of mid / low level or operational level administrative policy developed for internal use in the administration of the local government.</p> <p>Records include research, consultation, major drafts, amendments, final policy and approvals.</p>	Destroy	Retain 7 years after superseded, then Destroy.
85	<b>PRIVACY</b>	<p>The application of principles of privacy to local government business.</p> <p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• 7. AGREEMENTS / CONTRACTS / JOINT VENTURES / DEEDS</li> <li>• 58. INFRINGEMENTS / LITIGATION / PROSECUTIONS</li> </ul>		
85.1		<p>Records documenting the ongoing protection of data to ensure privacy, including special procedures for management of personal information.</p> <p>Includes privacy cases, which do not result in any legal action.</p>	Destroy	Retain 7 years after action completed, then Destroy.



**Authority number: 2015-001/1**

No	Function/Activity	Description	Disposal Action	Custody
<i>PRIVACY</i>				
85.2		<p>Media release forms or photo consent forms to authorize 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.</p> <p>Also includes development of access restrictions for the release of information to the public.</p>	Destroy	Retain 7 years after date of publication or release of information, then Destroy.
86	<b>PROCEDURES</b>	<p>Procedures and procedure manuals used by the local government, whether internal or externally produced.</p> <p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• 23. CIRCULARS</li> <li>• 84. POLICY</li> </ul>		
86.1		<p>Procedures developed and approved by the local government which apply to its core business activities and operations.</p> <p>Includes proposals, consultation, comment, major drafts and approved final version.</p>	Required as State archives	Retain 5 years after superseded, then transfer to the SRO.
86.2		Procedures developed and approved by the local government which apply to its administration, e.g. financial and human resource management.	Destroy	Retain 7 years after superseded, then Destroy.
86.3		Externally produced procedures / processes (including whole of local government	Destroy	Retain 2 years after superseded, then

**Authority number: 2015-001/1**

No	Function/Activity	Description	Disposal Action	Custody
<i>PROPOSALS</i>				
		procedures).		Destroy.
87	<b>PROPOSALS</b>	<p>The activity of putting forward a plan for consideration.</p> <p>For successful proposals, refer to the relevant activity to which the proposal relates.</p> <p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• 8. AMALGAMATIONS AND BOUNDARIES</li> <li>• 112. TENDERING / QUOTATIONS</li> </ul>		
87.1		Proposals that are unsuccessful, cancelled or withdrawn, and therefore do not become a project.	Destroy	Retain 7 years after action completed, then Destroy.
88	<b>PUBLIC REACTION</b>	<p>Correspondence relating to complaints, appreciation, general comments or suggestions received from members of the public.</p> <p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• 45. ENQUIRIES</li> <li>• 52. GREETINGS / GIFTS / INVITATIONS</li> <li>• 93. REGISTERS</li> </ul>		
88.1	<b>Significant</b>	<b>Significant</b> public reaction, which (among other things) sets a precedent, raises legal issues or	Required as State archives	Retain 5 years after action completed, then

**Authority number: 2015-001/1**

No	Function/Activity	Description	Disposal Action	Custody
<i>PUBLIC REACTION</i>				
		<p>leads to a change in policy or procedures.</p> <p><b>Note: See also the definition of "Significant" in section 2.1 in the Introduction of this GDA.</b></p>		transfer to the SRO.
88.2	<b>Other</b>	<b>Other</b> public reaction, not included in sections 88.1 or 88.3, requiring investigation or a specific response.	Destroy	Retain 7 years after action completed, then Destroy.
88.3		Public reaction or suggestions requiring a routine response, requiring no response, or regarding a minor administrative matter.	Destroy	Retain 2 years after action completed, then Destroy.
89	<b>PUBLICATIONS AND PRINTING</b>	<p>Works in all media, developed by or for the local government, issued or made available for distribution or sale.</p> <p>NOTE: Copies of "certain published material" and "certain material published on the Internet" are to be deposited with the State Librarian under the <i>Legal Deposit Act 2012</i>, as directed by the State Librarian.</p> <p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• 61. INTELLECTUAL PROPERTY</li> <li>• 71. MARKETING / PROMOTIONS / CAMPAIGNS</li> <li>• 72. MEDIA LIAISON / MEDIA RELATIONS</li> <li>• 85. PRIVACY</li> </ul>		

**Authority number: 2015-001/1**

No	Function/Activity	Description	Disposal Action	Custody
<i>PUBLICATIONS AND PRINTING</i>				
89.1		<p>Published material <b>REQUIRED</b> for legal deposit with the State Library of WA.</p> <p>NOTE: Copies of "certain published material" and "certain material published on the Internet" are to be deposited with the State Librarian under the <i>Legal Deposit Act 2012</i>, as directed by the State Librarian.</p>		Forward to State Library of WA in accordance with the requirements of the Legal Deposit Act 2012
89.2		Published material <b>NOT REQUIRED</b> to be deposited under the <i>Legal Deposit Act 2012</i> .	Destroy	Retain 7 years after action completed, then Destroy.
89.3		<p>Publications - supporting documentation, including:</p> <ul style="list-style-type: none"> <li>• drafts of publications (including notes and reference material)</li> <li>• working copies of publications with annotations</li> <li>• proposed amendments to publications</li> </ul>	Destroy	Retain 2 years after action completed, then Destroy.
89.4		Logs of changes made to the local government's website	Destroy	Retain 7 years after action completed, then Destroy.
89.5		Records of information posted on the local government's website.	Dispose in accordance with the disposal action given under the relevant activities in this GDA	

**Authority number: 2015-001/1**

No	Function/Activity	Description	Disposal Action	Custody
<i>PUBLICATIONS AND PRINTING</i>				
89.6		Records of business transacted on websites. Includes completed and submitted online forms.	Dispose in accordance with the disposal action given in the relevant activity listed in this GDA	
89.7		<ul style="list-style-type: none"> <li>• Newsletters and brochures (e.g. maps of cycle paths, heritage trails) - provided to community.</li> <li>• Maps of permitted or prohibited areas - for community information, such as off-road vehicle areas.</li> </ul>	Destroy	Retain 7 years after action completed, then Destroy.
89.8		External publications - created by other organisations, such as technical literature, Government Gazettes, standards, professional papers and reference material.	Destroy	Retain until reference ceases
90	<b>RATES PAYMENTS</b>	<p>The coordination and collection of rates payments made to the local government.</p> <p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• 34. DEBTORS</li> <li>• 88. PUBLIC REACTION</li> <li>• 96. REVENUE / FEES &amp; CHARGES / LEVIES</li> <li>• 120. VALUATIONS</li> </ul>		

**Authority number: 2015-001/1**

No	Function/Activity	Description	Disposal Action	Custody
<i>RATES PAYMENTS - Rate Record</i>				
90.1	<b>Rate Record</b>	Rate Record: original record to be maintained.		
90.1.1		<p><b>Rate books or cards up to and including 1910.</b></p> <p>Original rate books or cards <b>up to and including 1910 must be maintained in their original format.</b> This period may be extended in consultation with the SRO to ensure that at least 5 volumes of the earliest rate books for each Road Board are preserved in their original form.</p>	Required as State archives	Retain 5 years after action completed, then transfer to the SRO.
90.1.2		<p><b>Rate books or cards 1911 onwards.</b></p> <p>Original rate books or cards <b>1911 onwards</b> must be:</p> <ul style="list-style-type: none"> <li>• maintained in original format; or</li> <li>• copied onto archival quality microfilm.</li> </ul> <p>Once an archival quality microfilm has been produced, the original copy may be destroyed.</p>	Required as State archives	Retain 5 years after action completed, then transfer to the SRO.
90.1.3		<p><b>Databases</b></p> <p>Rate records held in a database as the only format are considered to be archives. However, these records will remain under the control of the individual local government.</p> <p><b>NB: Individual local governments are responsible for maintaining these records so</b></p>	Archive	Archive within local government

**Authority number: 2015-001/1**

No	Function/Activity	Description	Disposal Action	Custody
<i>RATES PAYMENTS - Rate Record</i>				
		<b>that they will be accessible for all time and for managing the migration process to new hardware and software platforms whenever these are upgraded.</b>		
90.1.4		Copies (all formats).	Destroy	Retain until reference ceases
90.2	<b>Significant</b>	<p><b>Significant</b> rate classifications / differential rates</p> <p>Determinations of rating status and the classification of land for rating purposes, including:</p> <ul style="list-style-type: none"> <li>• farmlands and rural;</li> <li>• non-rateable;</li> <li>• industrial and commercial; and</li> <li>• residential use</li> </ul> <p><b>Note: See also the definition of "Significant" in section 2.1 in the Introduction of this GDA.</b></p>	Required as State archives	Retain 5 years after action completed, then transfer to the SRO.
90.3	<b>Other</b>	<b>Other</b> rate classifications / differential rates - cases, changes and requests for a change of classification status, whether successful or unsuccessful not included in section 90.2.	Destroy	Retain 7 years after action completed, then Destroy.
90.4		Rates exemptions - correspondence and applications from parties requesting exemption from rates payments.	Destroy	Retain 30 years after action completed, then Destroy.

**Authority number: 2015-001/1**

No	Function/Activity	Description	Disposal Action	Custody
<i>RATES PAYMENTS</i>				
90.5		Rates ledger.	Destroy	Retain 30 years after action completed, then Destroy.
90.6		Long term rates listings - includes lists of unknown owners and rateable properties.	Destroy	Retain 20 years after action completed, then Destroy.
90.7		Payment installments and alternative payment arrangements - requests and correspondence.	Destroy	Retain 7 years after action completed, then Destroy.
90.8		Pensioner rebates, other rebates and deferments.	Destroy	Retain 7 years after action completed, then Destroy.
90.9		Rates payments - receipts.	Destroy	Retain 7 years after action completed, then Destroy.
90.10		Urban farmland rates - associated correspondence.	Destroy	Retain 7 years after action completed, then Destroy.
90.11		Payment incentive schemes.	Destroy	Retain 7 years after action completed, then Destroy.
90.12		Land information certificates / orders and requisitions - for rates purposes, detailing information such as work orders, outstanding rates or other	Destroy	Retain 7 years after action completed, then Destroy.



**Authority number: 2015-001/1**

No	Function/Activity	Description	Disposal Action	Custody
<i>RATES PAYMENTS</i>				
		encumbrances on a property.		
90.13		Electronic Advice of Sale (EAS) or equivalent - notices and account enquiries.	Destroy	Retain 7 years after action completed, then Destroy.
90.14		Rates notices - copy of rates notice sent to ratepayer.	Destroy	Retain 6 years after successful audit, then Destroy.
90.15		Mining tenement rates - associated correspondence.	Destroy	Retain 2 years after action completed, then Destroy.
90.16		Change of postal address / change of ownership notifications for rates notices.	Destroy	Retain 2 years after action completed, then Destroy.
90.17		Payment history - requests for information regarding payment history, or for copies of previous rates notices.	Destroy	Retain 6 months after action completed, then Destroy.
90.18		Superseded rates listings - includes non-rateable properties listings, rate paying leases listings, rural rating listings and strata assessment listings.	Destroy	Retain until superseded
91	<b>RECORDS MANAGEMENT</b>	The management of records and information created or received by the local government. Can include, but is not limited to, activities such as the registration, classification, indexing, storage, retrieval and disposal of records.		

**Authority number: 2015-001/1**

No	Function/Activity	Description	Disposal Action	Custody
<i>RECORDS MANAGEMENT</i>				
		<p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• 14. ARRANGEMENTS</li> <li>• 50. FREEDOM OF INFORMATION</li> <li>• 68. LIBRARY AND INFORMATION ACCESS</li> <li>• 83. PLANNING</li> <li>• 84. POLICY</li> <li>• 86. PROCEDURES</li> <li>• 93. REGISTERS</li> <li>• 100. SECURITY AND SURVEILLANCE</li> <li>• 113. TRAINING AND DEVELOPMENT</li> </ul>		
91.1		Vital records program.	Permanent	Permanent within local government
91.2		<p>Thesaurus, classification schemes, files plans or lists of authorized subject headings.</p> <p>Also includes records of changes made to the thesaurus.</p>	Permanent	Permanent within local government
91.3		Scanning conversion certificates.	Permanent	Permanent within local government

**Authority number: 2015-001/1**

No	Function/Activity	Description	Disposal Action	Custody
<i>RECORDS MANAGEMENT</i>				
91.4		<p>Knowledge Management.</p> <p>Records created as part of knowledge management practices, e.g. transcripts of interviews with employees, collections of frequently asked questions.</p>	Permanent	Permanent within local government
91.5		<p>Records disposal management. Includes:</p> <ul style="list-style-type: none"> <li>• lists of records transferred to the State Records Office;</li> <li>• lists of records transferred to or from another organisation;</li> <li>• lists and certificates of records destroyed under authorisation;</li> <li>• Disposal Authorities developed by the local government (ad hoc schedules, disposal lists).</li> </ul>	Permanent	Permanent within Local Government
91.6		<p>Recordkeeping Plan</p> <p>All versions of the local government's Recordkeeping Plan (RKP), including:</p> <ul style="list-style-type: none"> <li>• current authorized version of the RKP</li> <li>• supporting documentation of the RKP</li> <li>• RKP reviews</li> <li>• superseded RKPs</li> </ul>	Permanent	Permanent within local government

**Authority number: 2015-001/1**

No	Function/Activity	Description	Disposal Action	Custody
<i>RECORDS MANAGEMENT</i>				
91.7		Recordkeeping Plan - major drafts and working papers.	Destroy	Retain 5 years after action completed, then Destroy.
91.8		Recordkeeping systems - development and implementation.	Destroy	Retain 7 years after system superseded, then Destroy.
91.9		Records / Information Management customer service programs (e.g. help desk) development, management and implementation.	Destroy	Retain 5 years after action completed, then Destroy.
91.10		Forms control - management and review of forms.	Destroy	Retain 2 years after action completed, then Destroy.
91.11		Sensitive / restricted records- appraisal	Destroy	Retain while relevant records exist
91.12		Control records - including file creation forms, retrieval requests, movement of records forms, processing forms.	Destroy	Retain until reference ceases
91.13		Mail management, e.g. mail processing, postage stamps and payments, mail lodgement and bulk mailout coordination.	Destroy	Retain 7 years after action completed, then Destroy.
91.14		Records storage areas - onsite and offsite. Includes usage, selection, transfers, retrievals, reviews and security.	Destroy	Retain 7 years after action completed, then Destroy.

**Authority number: 2015-001/1**

No	Function/Activity	Description	Disposal Action	Custody
<i>RECRUITMENT</i>				
92	<b>RECRUITMENT</b>	<p>The process of employing suitable staff to fill positions within the local government.</p> <p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• 7. AGREEMENTS / CONTRACTS / JOINT VENTURES / DEEDS.</li> <li>• 122. VOLUNTEERING</li> <li>• 123. WORK EXPERIENCE</li> </ul>		
92.1	<b>PERSONAL FILES</b>	<p>Personal data is kept on a Personal File for each permanent, temporary and contract employee of the local government.</p> <p>Records kept on Personal Files include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• application for employment, including qualifications and references;</li> <li>• term of employment, confirmation of employment;</li> <li>• complaints relating to Occupational Health and Safety;</li> <li>• counselling or disciplinary instructions;</li> <li>• date of commencement of employment and current position, including position description</li> </ul>		

**Authority number: 2015-001/1**

No	Function/Activity	Description	Disposal Action	Custody
<i>RECRUITMENT - PERSONAL FILES</i>				
		<p>and duty</p> <ul style="list-style-type: none"><li>• description of position and duty statement;</li><li>• dismissal particulars and exit interviews / letters of resignations;</li><li>• gratuities and allowances details / group certificates;</li><li>• increment / promotion / probation / higher duties records;</li><li>• industrial award or agreement under which employee is employed;</li><li>• leave records and long service leave certificates;</li><li>• medical reports;</li><li>• notification of transfer of superannuation / superannuation authorities;</li><li>• performance appraisals and review;</li><li>• redeployment;</li><li>• references or statement of service supplied by local government;</li><li>• training course assessments or reports</li></ul>		

**Authority number: 2015-001/1**

No	Function/Activity	Description	Disposal Action	Custody
<i>RECRUITMENT - PERSONAL FILES</i>				
		See <b>7. AGREEMENTS / CONTRACTS / JOINT VENTURES / DEEDS</b> for Chief Executive Officer final signed contracts.		
92.1.1		Personal Files for Chief Executive Officers, Deputy CEOs, Executive Managers and those who have achieved fame or notoriety.	Required as State archives	Retain 5 years after action completed, then transfer to the SRO.
92.1.2		Personal Files for other staff.	Destroy	Retain 75 years after date of birth or 7 years after date of retirement, whichever is later, or 7 years after death, then Destroy.
92.1.3		Personal Files for employment scheme participants.	Destroy	Retain 7 years after leaving the local government, then Destroy.
92.2		Personal History Cards or Personal Summary Information - summaries of appointment, classification, leave, superannuation, award coverage, qualifications etc.	Required as State archives	Retain 5 years after action completed, then transfer to the SRO.
92.3		Chief Executive Officers - recruitment records, including advertisements, interview notes and reports and final appointment.	Required as State archives	Retain 5 years after action completed, then transfer to the SRO.
92.4		Other staff - recruitment records, including advertising, interview records, applications	Destroy	Retain 1 year after action completed, then

**Authority number: 2015-001/1**

No	Function/Activity	Description	Disposal Action	Custody
<i>RECRUITMENT</i>				
		(unsuccessful), selection criteria and shortlists.		Destroy.
92.5		Applications - successful applications for advertised positions.	Destroy	Retain 75 years after date of birth or 7 years after retirement, whichever is later, or 7 years after death, then Destroy.
92.6		Applications - unsolicited.	Destroy	Retain 6 months after action completed, then Destroy.
92.7		Medical examinations - certificates for pre-employment medicals.	Destroy	Retain 75 years after date of birth or 7 years after retirement, whichever is later, or 7 years after death, then Destroy.
92.8		Police clearances.	Destroy	Retain 7 years after action completed (if not on personal file), then Destroy.
92.9		Employment Schemes - including correspondence with and submissions to employment agencies / funding / selection of participants.	Destroy	Retain 5 years after action completed, then Destroy.
92.10		Acting arrangements - the arrangement of acting positions.	Destroy	Retain 3 years after action completed, then Destroy.



**Authority number: 2015-001/1**

No	Function/Activity	Description	Disposal Action	Custody
<i>RECRUITMENT</i>				
92.11		Examinations to certify competency.	Destroy	Retain 2 years after action completed (results recorded separately on personal file), then Destroy.
92.12		Student vacation employment records.	Destroy	Retain 2 years after action completed, then Destroy.
93	<b>REGISTERS</b>	<p>Registers created within the local government for the purpose of listing, cataloguing or creating an inventory.</p> <p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• 12. APPLICATIONS / APPROVALS / LICENCES / PERMITS</li> <li>• 21. CEMETERIES / CREMATORIA</li> <li>• 27. COMPLIANCE</li> <li>• 121. VISITS / TOURS</li> </ul>		
93.1	<b>Significant</b>	<p><b>Significant</b> registers - master copy of local government register that:</p> <ul style="list-style-type: none"> <li>• Concerns significant matters; or</li> <li>• Is require to be kept by an Act of Parliament.</li> </ul>	Required as State archives	Retain 5 years after action completed, then transfer to the SRO.

**Authority number: 2015-001/1**

No	Function/Activity	Description	Disposal Action	Custody
<i>REGISTERS</i>				
		<p><b>Note: See the definition of "Significant" in section 2.1 in the Introduction of this GDA.</b></p> <p>Registers include, but may not be limited to:</p> <ul style="list-style-type: none"> <li>• Municipal Heritage Inventory;</li> <li>• Sacred Sites;</li> <li>• Contaminated Sites;</li> <li>• Asbestos / Hazardous Substances;</li> <li>• Licences / Permits / Approvals;</li> <li>• Immunization;</li> <li>• Infectious Disease (Notifiable Disease);</li> <li>• Lodging Houses (including subsidised lodging houses);</li> <li>• Valuation;</li> <li>• Complaints, including complaints of breaches;</li> <li>• Contracts &amp; Bank Guarantees (where created separately to the contract);</li> <li>• Investments;</li> <li>• Leases;</li> </ul>		

**Authority number: 2015-001/1**

No	Function/Activity	Description	Disposal Action	Custody
<i>REGISTERS</i>				
		<ul style="list-style-type: none"> <li>• Prosecutions;</li> <li>• Orders;</li> <li>• Subdivision / Accession Indexes;</li> <li>• Volunteer Fire Brigade;</li> <li>• Zoning / Zoning Areas.</li> </ul>		
93.2	<b>Permanent in LG</b>	Other registers, such as: <ul style="list-style-type: none"> <li>• Assets - all property (including buildings) owned by the local government;</li> <li>• Assets - artworks, historical and gift collections;</li> <li>• Indexes of files (and/or records) of the local government;</li> <li>• Primary / Annual / Financial Returns - current staff and Elected Members (Note: when staff and elected members separate from the local government, their return must be moved to the expired returns);</li> <li>• Vital records.</li> </ul>	Permanent	Permanent within Local Government
93.3	<b>Other</b>	Other registers, such as: <ul style="list-style-type: none"> <li>• Disclosure of Gifts (staff and Elected Members);</li> </ul>	Destroy	Retain 30 years after action completed, then Destroy.

**Authority number: 2015-001/1**

No	Function/Activity	Description	Disposal Action	Custody
<i>REGISTERS</i>				
		<ul style="list-style-type: none"> <li>• Index of Local Laws produced by the Local Government;</li> <li>• Development (Planning / Building) works and completions.</li> </ul>		
93.4	<b>Other</b>	Other registers, such as: <ul style="list-style-type: none"> <li>• Delegations (to Committees, to CEO, to employees).</li> </ul>	Destroy	Retain 7 years after delegation expires or action completed, whichever is later, then Destroy
93.5	<b>Other</b>	Other registers, such as: <ul style="list-style-type: none"> <li>• Primary / Annual / Financial Returns - expired.</li> </ul>	Destroy	Retain 7 years after employee or Elected Member separates from the local government, then Destroy
93.6	<b>Other</b>	Other Registers, such as: <ul style="list-style-type: none"> <li>• Tenders.</li> </ul>	Destroy	Retain 7 years after expiry of contract, then Destroy
93.7	<b>Other</b>	Other registers, such as: <ul style="list-style-type: none"> <li>• Assets - plant, equipment, stores, fleet, etc.(including supporting details);</li> <li>• Enquiries;</li> <li>• Freedom of Information applications;</li> <li>• Mail correspondence;</li> </ul>	Destroy	Retain 7 years after action completed, then Destroy.

**Authority number: 2015-001/1**

No	Function/Activity	Description	Disposal Action	Custody
<i>REGISTERS</i>				
		<ul style="list-style-type: none"> <li>• Security Card / Pass Holder;</li> <li>• Emergency Officer;</li> <li>• Animal Lodgings;</li> <li>• Decisions - Enrolment Eligibility Claims;</li> <li>• Lost Property;</li> <li>• Loans.</li> </ul>		
93.8	<b>Other</b>	Other registers, such as: <ul style="list-style-type: none"> <li>• Debtors / Creditors Ledgers;</li> <li>• Postal remittance;</li> <li>• Trusts / trust deposits;</li> <li>• Year to date earnings;</li> <li>• Plant Hire.</li> </ul>	Destroy	Retain 6 years after successful audit, the Destroy
93.9	<b>Other</b>	Other registers, such as: <ul style="list-style-type: none"> <li>• Business Names;</li> <li>• Bookings - facilities / premises;</li> <li>• Parking Permits.</li> </ul>	Destroy	Retain 2 years after action completed, then Destroy.

**Authority number: 2015-001/1**

No	Function/Activity	Description	Disposal Action	Custody
<i>REGISTERS</i>				
93.10	<b>Other</b>	Other registers: <ul style="list-style-type: none"> <li>• Sensitive / restricted records - including registers of authorised persons to view records.</li> </ul>	Destroy	Retain while relevant records exist, then Destroy
94	<b>REPORTING</b>	Formal or informal reporting against: <ul style="list-style-type: none"> <li>• organisational business, corporate or strategic plans;</li> <li>• inter-organisational plans;</li> <li>• day-to-day business activities; and</li> <li>• low-level operational activities.</li> </ul> <b>See also related ACTIVITIES:</b> <ul style="list-style-type: none"> <li>• 48. FINANCIAL REPORTING</li> <li>• 89. PUBLICATIONS AND PRINTING</li> </ul>		
94.1		Strategic-level and statutory reporting on operations, functions or services.	Required as State archives	Retain 5 years after action completed, then transfer to the SRO.
94.2		Operational-level reporting on activities, functions, operations and services.	Destroy	Retain 7 years after action completed, then Destroy.
95	<b>RESEARCH</b>	Investigations conducted by a local government into		

**Authority number: 2015-001/1**

No	Function/Activity	Description	Disposal Action	Custody
<i>RESEARCH</i>				
		a subject or area to discover and present information.  <b>See also related ACTIVITIES:</b> <ul style="list-style-type: none"> <li>• 59. INQUIRIES</li> <li>• 89. PUBLICATIONS AND PRINTING</li> </ul>		
95.1	<b>Significant</b>	<b>Significant</b> research concerning strategic direction, critical business functions, development of policy, plans and strategies, analysis, scientific and technical research forming the basis of publications.  <b>Note: See the definition of "Significant" in section 2.1 in the Introduction of this GDA.</b>	Required as State archives	Retain 5 years after action completed, then transfer to the SRO.
95.2	<b>Other</b>	<b>Other</b> research, not included in section 95.1.	Destroy	Retain 3 years after action completed, then Destroy.
96	<b>REVENUE / FEES &amp; CHARGES / LEVIES</b>	The generation and management of income received from the sale of goods and charging for services. Also includes the collection of rent.  <b>See also related ACTIVITIES:</b> <ul style="list-style-type: none"> <li>• 18. BANKING</li> <li>• 34. DEBTORS</li> <li>• 48. FINANCIAL REPORTING</li> </ul>		

**Authority number: 2015-001/1**

No	Function/Activity	Description	Disposal Action	Custody
<i>REVENUE / FEES &amp; CHARGES / LEVIES - REVENUE</i>				
		<ul style="list-style-type: none"> <li>• 90. RATES PAYMENTS</li> </ul>		
96.1	<b>REVENUE</b>			
96.1.1	<b>Significant</b>	<p><b>Significant</b> misappropriation, theft, irrecoverable revenue, write-offs, overpayments or other financial losses.</p> <p><b>Note: See the definition of "Significant" in section 2.1 in the Introduction of this GDA.</b></p>	Required as State archives	Retain 5 years after action completed, then transfer to the SRO.
96.1.2	<b>Other</b>	<b>Other</b> financial losses, not included in section 96.1.1	Destroy	Retain 6 years after successful audit, then Destroy.
96.1.3		<p>Revenue and receipts - office copies of:</p> <ul style="list-style-type: none"> <li>• official and other payment receipts;</li> <li>• refunds, other money forms;</li> <li>• revenue cash books and estimated revenues;</li> <li>• direct credits;</li> <li>• daily income summaries or daily income statements and cash receipts summaries.</li> </ul>	Destroy	Retain 6 years after successful audit, last form issued, action completed, last reading, whichever is later, then Destroy.
96.2	<b>FEES AND CHARGES</b>	The management of payment for items, services, fines, facilities and infrastructure provided by the local government.		



**Authority number: 2015-001/1**

No	Function/Activity	Description	Disposal Action	Custody
<i>REVENUE / FEES &amp; CHARGES / LEVIES - FEES AND CHARGES</i>				
96.2.1		Fees and charges - development, management and related correspondence.	Destroy	Retain 6 years after successful audit, then Destroy.
96.2.2		Payment records for fees and charges (including those relating to the payment of fines).	Destroy	Retain 6 years after successful audit, then Destroy.
96.2.3		Lists of regulatory fees and charges.	Destroy	Retain 2 years after superseded, then Destroy.
96.3	<b>LEVIES</b>	Obtaining and managing money raised for the imposition of a charge on a service.		
96.3.1		Levying of rates - imposition of rates levying.	Required as State archives	Retain 5 years after action completed, then transfer to the SRO.
96.3.2		Levies- records of money raised.	Destroy	Retain 6 years after successful audit, then Destroy.
97	<b>REVIEWING</b>	<p>The re-evaluation or re-examination in order to determine success or effectiveness. Includes but is not limited to the review of:</p> <ul style="list-style-type: none"> <li>• organisational structures and strategic plans;</li> <li>• policies, procedures, processes;</li> </ul>		

**Authority number: 2015-001/1**

No	Function/Activity	Description	Disposal Action	Custody
<i>REVIEWING</i>				
		<ul style="list-style-type: none"> <li>• projects and programs;</li> <li>• staffing positions; and</li> <li>• technology and communications.</li> </ul>		
97.1	<b>Significant</b>	<p><b>Significant</b> reviews of the local government's operations and business processes.</p> <p>Includes reviews that recommend and / or result in major or large scale changes.</p> <p><b>Note: See also the definition of "Significant" in section 2.1 in the Introduction of this GDA.</b></p>	Required as State archives	Retain 5 years after action completed, then transfer to the SRO.
97.2	<b>Other</b>	<b>Other</b> reviews, not included in section 97.1	Destroy	Retain 7 years after action completed, then Destroy.
98	<b>RISK ASSESSMENT</b>	<p>The assessment and analysis of potential risks and the development of prevention and recovery measures.</p> <p><b>See also related ACTIVITY:</b></p> <ul style="list-style-type: none"> <li>• 83. PLANNING.</li> </ul>		
98.1		Risk analysis - studies undertaken to analyse or assess risks in relation to the operations of the local government, not included in a Risk Management Plan.	Destroy	Retain 7 years after action completed, then Destroy.

**Authority number: 2015-001/1**

No	Function/Activity	Description	Disposal Action	Custody
<i>ROAD AND STREET MANAGEMENT</i>				
99	<b>ROAD AND STREET MANAGEMENT</b>	<p>The management of the opening and closing (including partial closure) of roads and streets within the local government.</p> <p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• 36. DESIGN AND CONSTRUCTION</li> <li>• 70. MAINTENANCE</li> <li>• 77. NAMING</li> <li>• 104. SIGNS</li> </ul>		
99.1		<p>Closure of road / track / laneway / path / public access way (PAW) - permanent. The process of permanently closing a road or street. Includes but is not limited to:</p> <ul style="list-style-type: none"> <li>• notices of road closure;</li> <li>• alternative traffic arrangements;</li> <li>• correspondence with relevant State Government authority; and</li> <li>• correspondence with nearby residents.</li> </ul>	Required as State archives	Retain 5 years after action completed, then transfer to the SRO.
99.2		<p>Closure of road / track / laneway / path / public access way (PAW) - temporary. The process of temporarily closing a road, whether requested by the local government or a third party.</p>	Destroy	Retain 7 years after action completed, then Destroy.

**Authority number: 2015-001/1**

No	Function/Activity	Description	Disposal Action	Custody
<i>ROAD AND STREET MANAGEMENT</i>				
99.3	<b>Significant</b>	<p><b>Significant</b> openings of roads / tracks / laneways / paths / public access ways (PAW). The process of opening a new road that is deemed significant. Includes but is not limited to:</p> <ul style="list-style-type: none"> <li>• traffic arrangements;</li> <li>• correspondence with relevant State government authority; and</li> <li>• correspondence with nearby residents.</li> </ul> <p><b>Note: See the definition of "Significant" in section 2.1 in the Introduction of this GDA.</b></p>	Required as State archives	Retain 5 years after action completed, then transfer to the SRO.
99.4	<b>Other</b>	<p><b>Other</b> openings of roads / tracks / laneways / paths / public access ways (PAW), not included in section 99.3.</p>	Permanent	Permanent within local government
99.5		<p>Road classifications / hierarchies.</p> <p>The classification of roads as highways, primary distributor roads, district distributor roads etc. This classification influences how the road is managed.</p>	Destroy	Retain 20 years after classification is superseded, then Destroy.
100	<b>SECURITY AND SURVEILLANCE</b>	<p>Management of security of the local government's staff, premises and facilities, equipment, systems and information.</p> <p>NOTE: Images / footage referred to in sections below includes images / footage from any image capture device, such as CCTV, camcorders, cameras, etc.</p>		

**Authority number: 2015-001/1**

No	Function/Activity	Description	Disposal Action	Custody
<i>SECURITY AND SURVEILLANCE</i>				
		<p><b>See also related Activities:</b></p> <ul style="list-style-type: none"> <li>• 15. AUDITING / AUDIT</li> <li>• 27. COMPLIANCE</li> <li>• 33. DATA MANAGEMENT</li> </ul>		
100.1		<p>Records of <b>significant</b> security incidents / breaches, including notification, investigation, response, management and reporting. Includes images / footage as required.</p> <p><i>NOTE: See definition of "Significant" in the Introduction to this GDA.</i></p>	Required as State archives	Retain 5 years after action completed, then transfer to the SRO.
100.2		<ul style="list-style-type: none"> <li>• Records of security incidents / breaches not included in section 100.1, including notification, investigation, response, management and reporting. Includes images / footage as required.</li> <li>• Images / footage provided by the local government (LG) to other authorities where the LG is not party to the incident / investigation in any further capacity and the incident / investigation does not involve LG staff or assets.</li> </ul>	Destroy	Retain 7 years after action completed, then Destroy.
100.3		Records of security measures or arrangements, including:	Destroy	Retain 7 years after security authorisation or arrangement

**Authority number: 2015-001/1**

No	Function/Activity	Description	Disposal Action	Custody
<i>SECURITY AND SURVEILLANCE</i>				
		<ul style="list-style-type: none"> <li>• Control of access to property and buildings.</li> <li>• Restricted access areas.</li> <li>• Approved applications for Aviation Security Identification Cards.</li> <li>• Logs / summaries of persons entering / exiting premises.</li> <li>• Security signage.</li> <li>• Security patrols.</li> </ul>		<p>expires, or after action completed, whichever is applicable, then destroy.</p>
100.4		<p>Records of security measures and arrangements incorporating:</p> <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>• Staff access passes and authorisations.</li> <li>• Emergency services arrangements for provision, including emergency and first aid officers.</li> <li>• Unsuccessful / Unapproved Applications for Aviation Security Identification Cards.</li> </ul>	Destroy	<p>Retain 2 years after authorisation or arrangement expires or is superseded, or after last action, whichever is applicable, then destroy.</p>

**Authority number: 2015-001/1**

No	Function/Activity	Description	Disposal Action	Custody
<i>SECURITY AND SURVEILLANCE</i>				
100.5		Images / footage not included in 100.1 or 100.2.  NOTE: Although the minimum retention period is 31 days, it is recommended local governments hold images / footage for the system determined limit.	Overwrite (Destroy)	Retain 31 days after image / footage recorded, then overwrite (destroy)
101	<b>SEPARATIONS</b>	The management of the departure of employees from the local government due to resignation, retirement, redeployment, redundancy or termination.  <b>See also related ACTIVITIES:</b> <ul style="list-style-type: none"> <li>• 39. DISCIPLINE</li> <li>• 41. ELECTED MEMBERS</li> <li>• 80. PAYROLL</li> </ul>		
101.1		<ul style="list-style-type: none"> <li>• Exit interviews</li> <li>• Resignations and terminations</li> <li>• Retirement notices</li> </ul>	Destroy	Retain 7 years after action completed, then Destroy.
101.2		Redundancy / redeployment / severance and retirement packages / schemes, including lists of staff offered redundancy.	Destroy	Retain 7 years after action completed, then Destroy.
102	<b>SERVICE PROVIDERS</b>	The management of relations with organisations that provide services to the local community in association with the local government. Can include		

**Authority number: 2015-001/1**

No	Function/Activity	Description	Disposal Action	Custody
<i>SERVICE PROVIDERS</i>				
		<p>the provision of community services, energy supply and telecommunications, sewerage and drainage, traffic and transport and water supply. Also includes services provided by the local government on behalf of the service provider.</p> <p><b>See also related ACTIVITY:</b></p> <ul style="list-style-type: none"> <li>• 7. AGREEMENTS / CONTRACTS / JOINT VENTURES / DEEDS</li> </ul>		
102.1		Major negotiations with organisations that provide services in association with the local government, including correspondence.	Destroy	Retain 7 years after expiry of agreement or contract, then Destroy.
102.2		Services performed on behalf of other agencies where records are created (e.g. Australia Post, licence renewal on behalf of a State government organisation).	Destroy	Retain 2 years after expiry of agreement or contract, then Destroy.
103	<b>SERVICE PROVISION</b>	<p>The provision of services to the community by the local government.</p> <p>For records relating to Aboriginal clients, please refer to section 2.3 of this Introduction for further information.</p> <p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• 13. APPOINTMENTS</li> <li>• 68. LIBRARY AND INFORMATION ACCESS</li> </ul>		



**Authority number: 2015-001/1**

No	Function/Activity	Description	Disposal Action	Custody
<i>SERVICE PROVISION - CLIENTS</i>				
		<ul style="list-style-type: none"> <li>• 83. PLANNING</li> <li>• 93. REGISTERS</li> <li>• 102. SERVICE PROVIDERS</li> </ul>		
103.1	<b>CLIENTS</b>			
103.1.1		<p><b>Personal details</b> of clients, including but not limited to those concerning:</p> <ul style="list-style-type: none"> <li>• baby health centre client records;</li> <li>• domestic violence service records;</li> <li>• social worker client records;</li> <li>• child care client records / child history cards;</li> <li>• medical records (including podiatry and dental);</li> <li>• nursing home / senior services clients;</li> <li>• welfare and community care records;</li> <li>• counselling records;</li> <li>• Family Day Care or other child care client records; and</li> <li>• disabled client records.</li> </ul>	Destroy	Retain 20 years after action completed or, if a minor, until they reach 25 years of age, whichever is later, then Destroy.

**Authority number: 2015-001/1**

No	Function/Activity	Description	Disposal Action	Custody
<i>SERVICE PROVISION - CLIENTS</i>				
		See 103.2.3 for administrative records of these services (not including personal information).		
103.1.2		<p>Memberships / enrolments (excluding child care services)</p> <p>Membership and renewal forms for services provided by the local government, including but not limited to memberships for:</p> <ul style="list-style-type: none"> <li>• gym, swimming pool, leisure / recreation centers, sporting clubs;</li> <li>• cultural institutions;</li> <li>• courses; and</li> <li>• community groups.</li> </ul> <p>For child care memberships, refer to 103.2.3.</p>	Destroy	Retain 7 years after date of expiry, then Destroy.
103.1.3		Accident reports for all accidents occurring at community service centres (e.g. child care centres, recreation centres).	Destroy	Retain 20 years after action completed or, if a minor, until they reach 25 years of age, whichever is later, then Destroy.
103.1.4		Referrals e.g. alcohol and drug referrals, containing personal information.	Destroy	Retain 20 years after action completed or, if a minor, until they reach 25 years of age,

**Authority number: 2015-001/1**

No	Function/Activity	Description	Disposal Action	Custody
<i>SERVICE PROVISION - CLIENTS</i>				
				whichever is later, then Destroy.
103.1.5		Referrals - not containing personal information.	Destroy	Retain 2 years after action completed, then Destroy.
103.1.6		<p>Case files for clients accessing services provided by the local government.</p> <p>These files will usually contain personal information relating to the client.</p>	Destroy	Retain 20 years after action completed or, if a minor, until they reach 25 years of age, whichever is later, then Destroy.
103.1.7		<p>Social worker's diaries or equivalent (not containing client information).</p> <p>If the diaries contain client information not captured elsewhere, sentence according to 'Case Files' under 103.1.6.</p>	Destroy	Retain 7 years after action completed, then Destroy.
103.1.8		Immunization record cards - minors.	Destroy	Retain 10 years after last attendance or after date or last access (provided the client has attained the age of 25 years), then Destroy.
103.1.9		Immunization record cards - adults.	Destroy	Retain 10 years after last attendance or last access, then Destroy.

**Authority number: 2015-001/1**

No	Function/Activity	Description	Disposal Action	Custody
<i>SERVICE PROVISION - PROGRAMS AND SERVICES</i>				
103.2	<b>PROGRAMS AND SERVICES</b>	<p>Services include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• counselling, health and wellbeing programs;</li> <li>• medical services, podiatry, disability programs;</li> <li>• 'Meals on Wheels', community transport programs,</li> <li>• legal and financial counselling;</li> <li>• unemployment, youth, multicultural programs and services;</li> <li>• subsidized lodging houses, nursing homes, refuges / safe houses;</li> <li>• crime prevention programs;</li> <li>• burning-off programs;</li> <li>• gym, swimming pool, leisure / recreation centres, sporting clubs;</li> <li>• courses; and</li> <li>• community groups.</li> </ul>		
103.2.1		Aged housing donor subsidy schemes.	Required as State archives	Retain 5 years after action completed, then transfer to the SRO.

**Authority number: 2015-001/1**

No	Function/Activity	Description	Disposal Action	Custody
<i>SERVICE PROVISION - PROGRAMS AND SERVICES</i>				
103.2.2		<p>Administration - of community services (excluding child care and waste services) provided by the local government, including but not limited to:</p> <ul style="list-style-type: none"> <li>• rosters and timetables;</li> <li>• equipment;</li> <li>• correspondence with other health organisations;</li> <li>• selection of carers; and</li> <li>• activities.</li> </ul> <p><b>See also section 103.1 - Clients, for records containing personal information of clients.</b></p>	Destroy	Retain 7 years after action completed, then Destroy.
103.2.3		<p>Child Care services / children's leisure activities - administration.</p> <p>The administration of child care services and children's leisure activities provided by the local government including:</p> <ul style="list-style-type: none"> <li>• licence to operate a child care service;</li> <li>• records of attendance for each child;</li> <li>• statements prepared or obtained by the service;</li> </ul>	Destroy	Retain 7 years after the end of the year in which the care was provided, then Destroy.

**Authority number: 2015-001/1**

No	Function/Activity	Description	Disposal Action	Custody
<i>SERVICE PROVISION - PROGRAMS AND SERVICES</i>				
		<ul style="list-style-type: none"> <li>• certificates given by the child care service under the Family Assistance law;</li> <li>• copies of reports;</li> <li>• attendance records;</li> <li>• memberships / nominations;</li> <li>• information provided to clients;</li> <li>• copies of receipts issued to those who paid child care fees;</li> <li>• enrolment forms (includes swimming lessons and other leisure activities and classes);</li> <li>• notes of absence;</li> <li>• selection of carers;</li> <li>• insurance policies;</li> <li>• accounting records; and</li> <li>• agreements.</li> </ul> <p><b>For client records containing personal / sensitive information, see 103.1.1 (Clients) or Client files.</b></p>		
103.2.4		Fitness appraisals conducted at recreation centres.	Destroy	Retain 2 years after

**Authority number: 2015-001/1**

No	Function/Activity	Description	Disposal Action	Custody
<i>SERVICE PROVISION - PROGRAMS AND SERVICES</i>				
				action completed or expiry of membership, whichever is later, then Destroy.
103.2.5		Attendance / participation records (excluding child care) relating to services provided by the local government to the community.	Destroy	Retain 2 years after action completed, then Destroy.
103.3	<b>SERVICE PROVISION - WASTE MANAGEMENT</b>	<p>For the monitoring of waste sites and hazardous waste, including their impact on the environment, health and safety (e.g. landfill sites, recycling facilities) use MONITORING.</p> <p><b>See also related ACTIVITY:</b></p> <ul style="list-style-type: none"> <li>• 12. APPLICATIONS / APPROVALS / LICENCES / PERMITS</li> </ul>		
103.3.1		Waste management services - maps and plans showing site locations (including special use sites and closure of sites).	Required as State archives	Retain 5 years after action completed, then transfer to the SRO.
103.3.2		<p>Waste management services</p> <ul style="list-style-type: none"> <li>• requests for bins and bin allocations</li> <li>• special collections (bulk waste, greenwaste, poisons etc).</li> <li>• crew instructions, street cleaning, water returns and trade waste.</li> </ul>	Destroy	Retain 2 years after action completed, then Destroy.

**Authority number: 2015-001/1**

No	Function/Activity	Description	Disposal Action	Custody
<i>SERVICE PROVISION - SERVICE PROVISION - WASTE MANAGEMENT</i>				
103.3.3		Waste landfill sites / waste transfer stations <ul style="list-style-type: none"> <li>• individual files</li> <li>• scavenging</li> <li>• Resource Recovery Facility / Refuse Recovery Plant operations</li> </ul>	Destroy	Retain 7 years after closure of facility, then Destroy.
104	<b>SIGNS</b>	The management of signs, banners and hoardings within the local government. Signs, banners and hoardings need to comply with relevant legislation and town planning policies. Includes: <ul style="list-style-type: none"> <li>• traffic and parking signs;</li> <li>• advertising signs / banners;</li> <li>• tourism, welcome, community direction and entry signs;</li> <li>• street signs / regulatory and warning signs.</li> </ul> <b>See also related ACTIVITIES:</b> <ul style="list-style-type: none"> <li>• 12. APPLICATIONS / APPROVALS / LICENCES / PERMITS</li> <li>• 36. DESIGN AND CONSTRUCTION</li> <li>• 70. MAINTENANCE</li> </ul>		



**Authority number: 2015-001/1**

No	Function/Activity	Description	Disposal Action	Custody
<i>SIGNS</i>				
104.1		Signs management, including: <ul style="list-style-type: none"> <li>• requests for the removal or installation of signs</li> <li>• missing or stolen signs</li> <li>• impounding</li> </ul>	Destroy	Retain 2 years after action completed, then Destroy.
105	<b>SPONSORSHIPS / GRANTS / DONATIONS / SUBSIDIES</b>	The provision of financial assistance to another individual or organisation to encourage benefits for one or both parties. Includes sponsorships, grants and subsidies coordinated or accessed by the local government. <p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• 7. AGREEMENTS / CONTRACTS / JOINT VENTURES / DEEDS</li> <li>• 71. MARKETING / PROMOTIONS / CAMPAIGNS</li> </ul>		
105.1	<b>Significant</b>	<b>Significant</b> sponsorships / grants / donations / subsidies. <p>Includes applications and acquittals.</p> <p><b>Note: See the definition of "Significant" in section 2.1 in the Introduction of this GDA.</b></p>	Required as State archives	Retain 5 years after action completed, then transfer to the SRO.
105.2	<b>Other</b>	<b>Other</b> sponsorship / grant / subsidy programs - successful applications and nominations from individuals or organisations, not included in section	Destroy	Retain 7 years after action completed or 6 years after successful

**Authority number: 2015-001/1**

No	Function/Activity	Description	Disposal Action	Custody
<i>SPONSORSHIPS / GRANTS / DONATIONS / SUBSIDIES</i>				
		105.1. Includes acquittals.		audit, whichever is later, then Destroy.
105.3		Unsuccessful applications and nominations for sponsorships, grants and subsidies. Includes cancelled, refused, withdrawn applications.	Destroy	Retain 2 years after action completed, then Destroy.
105.4		Sponsorships / grants / subsidies - internal program administration (e.g. application packages, information for applicants, determination of selection criteria).	Destroy	Retain 7 years after action completed, then Destroy.
105.5		Donations - non-significant - accepted.	Destroy	Retain 6 years after successful audit, then Destroy.
105.6		Donations - refused.	Destroy	Retain 1 year after action completed, then Destroy.
106	<b>SUGGESTION SCHEMES</b>	Suggestions from staff to improve the services and facilities of the local government.		
106.1		Suggestions submitted by staff, on an ad-hoc basis or via a suggestion scheme, staff questionnaire or suggestion box.	Destroy	Retain 2 years after action completed, then Destroy.
107	<b>STORES</b>	The activity of managing the stores, plant and equipment owned by the local government.  <b>See also related ACTIVITIES:</b>		

**Authority number: 2015-001/1**

No	Function/Activity	Description	Disposal Action	Custody
<i>STORES</i>				
		<ul style="list-style-type: none"><li>• 4. ACQUISITION / DISPOSAL</li><li>• 15. AUDITING</li><li>• 70. MAINTENANCE</li><li>• 112. TENDERING / QUOTATIONS</li></ul>		
107.1		Plant cost ledger - annual records for items of equipment, plant and stores.	Destroy	Retain 7 years after date of disposal of plant or equipment, then Destroy.
107.2		Lost property - receipts for returned property.	Destroy	Retain 7 years after action completed, then Destroy.
107.3		Stock take - inventories of equipment, plant and stores.	Destroy	Retain 6 years after successful audit, then Destroy.
107.4		Costing records / job ledger.	Destroy	Retain 6 years after successful audit, then Destroy.
107.5		Works cost ledger - if this is maintained separately from the General Ledger.	Destroy	Retain 6 years after successful audit, then Destroy.
107.6		Stock take - worksheets, data input forms, tally sheets, stock cards and working instructions.	Destroy	Retain 2 years after action completed, then

**Authority number: 2015-001/1**

No	Function/Activity	Description	Disposal Action	Custody
<i>STORES</i>				
				Destroy.
107.7		Plant statements.	Destroy	Retain 2 years after action completed, then Destroy.
107.8		Stores - stock cards.	Destroy	Retain 2 years after action completed, then Destroy.
107.9		Stores, plant and equipment - issued / distributed and returned.	Destroy	Retain 2 years after action completed, then Destroy.
107.10		Hire- the hire of local government equipment, plant and stores.	Destroy	Retain 2 years after action completed, then Destroy.
107.11		Telephones / two-way radios, intercoms, mobile telephones / facsimile machines.	Destroy	Retain 2 years after action completed, then Destroy.
107.12		Plant in use reports.	Destroy	Retain 1 year after action completed, then Destroy.
107.13		Delivery instructions for goods dispatched and received.	Destroy	Retain 2 months after action completed, then Destroy.
108	<b>SUBMISSIONS</b>	The preparation of a formal statement by the local government or other organisation, which is		

**Authority number: 2015-001/1**

No	Function/Activity	Description	Disposal Action	Custody
<i>SUBMISSIONS</i>				
		<p>submitted to or by the local government.</p> <p>Records can include:</p> <ul style="list-style-type: none"> <li>• submissions from the community concerning local issues (e.g. a proposed development) in which the local government is involved; and</li> <li>• submissions from the local government to another organization relating to local government functions.</li> </ul> <p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• 25. COMMITTEES</li> <li>• 93. REGISTERS</li> </ul>		
108.1		<p>Heritage submissions and assessments - to or from the Heritage Council regarding buildings / sites / structures recommended for listing.</p> <p>See <b>93.1</b> - REGISTERS for the Municipal Heritage Inventory.</p>	Permanent	Permanent within local government
108.2	<b>Significant</b>	<p><b>Significant</b> submissions - including:</p> <ul style="list-style-type: none"> <li>• significant submissions to the local government from the community; and</li> <li>• significant submissions made directly by the local government to other organisations.</li> </ul>	Required as State archives	Retain 5 years after action completed, then transfer to the SRO.

**Authority number: 2015-001/1**

No	Function/Activity	Description	Disposal Action	Custody
<i>SUBMISSIONS</i>				
		<b>Note: See the definition of "Significant" in section 2.1 in the Introduction of this GDA.</b>		
108.3	<b>Other</b>	<b>Other</b> submissions, not included in sections 108.1 or 108.2.	Destroy	Retain 7 years after action completed, then Destroy.
108.4		Whole-of-local-government submissions to other organisations, co-ordinated by a central organisation - local government comments or contributions.	Destroy	Retain 5 years after action completed, then Destroy.
109	<b>SUPERANNUATION</b>	Managing the administration of employee superannuation entitlements and contributions.		
109.1		Superannuation - remittances, summaries and returns of payments made.	Destroy	Retain 6 years after successful audit, then Destroy.
109.2		Superannuation - routine correspondence including promotional material etc.	Destroy	Retain 2 years after action completed, then Destroy.
109.3		Notification of transfer of superannuation, including transfer authorization.	Destroy	Retain 6 years after successful audit, then Destroy.
109.4		Superannuation - general information not specific to a fund / plan.	Destroy	Retain 1 year after superseded, then Destroy.
110	<b>SURVEYS</b>	Surveys, statistics, studies and questionnaires developed or completed by the local government		

**Authority number: 2015-001/1**

No	Function/Activity	Description	Disposal Action	Custody
<i>SURVEYS</i>				
		(includes returns collection, collation and analysis). <b>See also related ACTIVITIES:</b> <ul style="list-style-type: none"> <li>• 26. COMMUNITY CONSULTATION</li> <li>• 51. GEOGRAPHICAL LAND INFORMATION</li> <li>• 94. REPORTING</li> </ul>		
110.1	<b>Significant</b>	<b>Significant</b> surveys, including final version, collated results and / or report.  <i><b>Note: See the definition of "Significant" in section 2.1 in the Introduction of this GDA.</b></i>	Required as State archives	Retain 5 years after action completed, then transfer to the SRO.
110.2	<b>Other</b>	<b>Other</b> surveys, not included in section 110.1.	Destroy	Retain 5 years after action completed, then Destroy.
111	<b>TAXATION</b>	Managing the payment of tax to the government.  <b>See also related ACTIVITIES:</b> <ul style="list-style-type: none"> <li>• 15. AUDITING</li> <li>• 49. FLEET MANAGEMENT</li> </ul>		
111.1		Fringe benefits tax - calculations and payments.	Destroy	Retain 6 years after successful audit, then Destroy.

**Authority number: 2015-001/1**

No	Function/Activity	Description	Disposal Action	Custody
<i>TAXATION</i>				
111.2		Payroll and PAYG tax - records of payment.	Destroy	Retain 6 years after successful audit, then Destroy.
111.3		Group certificates - employer's copy.	Destroy	Retain 6 years after successful audit, then Destroy.
111.4		Stamp duty.	Destroy	Retain 6 years after successful audit, then Destroy.
111.5		Prescribed payments tax system.	Destroy	Retain 6 years after successful audit, then Destroy.
111.6		Goods and services tax - (GST) - assessment and payment records, including Business Activity Statements (BAS) and tax invoices.	Destroy	Retain 6 years after successful audit, then Destroy.
111.7		Australian Business Number (ABN) applications, registration and administration.	Destroy	Retain 6 years after successful audit, then Destroy.
111.8		Tax calculations and payments - for other taxes.	Destroy	Retain 6 years after successful audit, then Destroy.
111.9		Income tax - declarations, including staff tax file numbers.	Destroy	Retain 5 years after employee separates from the local government, then



**Authority number: 2015-001/1**

No	Function/Activity	Description	Disposal Action	Custody
<i>TENDERING / QUOTATIONS</i>				
112	<b>TENDERING / QUOTATIONS</b>	<p>The receipt and assessment of tenders, quotations and expressions of interest (EOIs).</p> <p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• 7. AGREEMENTS / CONTRACTS / JOINT VENTURES / DEEDS</li> <li>• 71. MARKETING / PROMOTIONS / CAMPAIGNS</li> <li>• 93. REGISTERS</li> </ul>		Destroy.
112.1	<b>Significant</b>	<p><b>Significant</b> successful tender submissions - includes all tender documents provided in response to an invitation to tender and associated administrative records.</p> <p>Significant tenders include those that:</p> <ul style="list-style-type: none"> <li>• relate to major local projects and programs which impact the community;</li> <li>• relate to substantial transfer of local government responsibilities;</li> <li>• relate to the privatization of local government functions;</li> <li>• involve substantial Public Private Partnerships;</li> </ul>	Required as State archives	Retain 5 years after expiry of contract, then transfer to the SRO.

**Authority number: 2015-001/1**

No	Function/Activity	Description	Disposal Action	Custody
<i>TENDERING / QUOTATIONS</i>				
		<ul style="list-style-type: none"> <li>• require Ministerial approval (of the contract);</li> <li>• otherwise (significantly) impact on the local government's functions;</li> <li>• set a contractual precedent for the local government</li> </ul> <p><b>Note: See also the full definition of "Significant" in section 2.1 in the Introduction of this GDA.</b></p>		
112.2		<p>Successful tenders - where subsequent contract is under seal or deed, and is not included in section 112.1.</p> <p>Includes all tender documents provided in response to an invitation to tender and associated administrative records.</p>	Destroy	Retain 21 years after expiry of relevant contract, and at end of defects liability period, if applicable, then Destroy.
112.3	<b>Other</b>	<b>Other</b> successful tender submissions, not included in sections 112.1 or 112.2.	Destroy	Retain 7 years after expiry of contract, then Destroy.
112.4		Tenders - unsuccessful.	Destroy	Retain 2 years after contract is let or project has been discarded, then Destroy.
112.5		<p>Tender documentation and specifications - development.</p> <p>Includes development of expression of interest,</p>	Destroy	Retain 7 years after contract is let or project is discarded, then Destroy.

**Authority number: 2015-001/1**

No	Function/Activity	Description	Disposal Action	Custody
<i>TENDERING / QUOTATIONS</i>				
		request for proposal and request for tender.		
112.6		Duplicates / copies of tender submissions and specifications produced by the local government for distribution.	Destroy	Retain until reference ceases
112.7	<b>Significant</b>	<p><b>Significant</b> quotations (including quotations provided in response to a Request for Quotation - <b>RFQs</b>) - successful.</p> <p><b>Note: See the definition of "Significant" in section 2.1 in the Introduction of this GDA.</b></p>	Required as State archives	Retain 5 years after expiry of contract or action completed, whichever is later, then transfer to the SRO.
112.8	<b>Other</b>	<b>Other</b> quotations, that are successful, not included in section 112.7.	Destroy	Retain 6 years after expiry of contract or action completed, whichever is later, then Destroy.
112.9		Quotations - unsuccessful or cancelled.	Destroy	Retain 2 years after action completed, then Destroy.
113	<b>TRAINING AND DEVELOPMENT</b>	<p>Training (including inductions), developing and improving staff of the local government and Elected Members.</p> <p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• 14. ARRANGEMENTS</li> <li>• 28. CONFERENCES / SEMINARS</li> </ul>		

**Authority number: 2015-001/1**

No	Function/Activity	Description	Disposal Action	Custody
<i>TRAINING AND DEVELOPMENT</i>				
		<ul style="list-style-type: none"> <li>• 41. ELECTED MEMBERS</li> <li>• 47. EVALUATION</li> <li>• 114. TRAVEL</li> <li>• 122. VOLUNTEERING</li> </ul>		
113.1		Apprenticeships and traineeships - awards, subsidy records and notifications from educational institutions.	Destroy	Retain 10 years after action completed, then Destroy.
113.2		Training course information. Includes records such as: <ul style="list-style-type: none"> <li>• staff attendance records;</li> <li>• notifications of course details; and</li> <li>• examinations and assessments to certify competency of staff and assessments.</li> </ul>	Destroy	Retain 7 years after action completed, then Destroy.
113.3		Exam results and copies of certificates awarded to staff.	Destroy	Retain 5 years after action completed (if not on personal file), then Destroy.
113.4		Training courses - planning and development, including needs analysis and course materials.	Destroy	Retain 5 years after action completed, then Destroy.
113.5		Apprenticeships and traineeships - assessment	Destroy	Retain 5 years after

**Authority number: 2015-001/1**

No	Function/Activity	Description	Disposal Action	Custody
<i>TRAINING AND DEVELOPMENT</i>				
		reports, course results and related correspondence.		action completed, then Destroy.
113.6		Fellowships	Destroy	Retain 5 years after action completed, then Destroy.
113.7		Training materials (external) - to support information delivered in an external training program.	Destroy	Retain until reference ceases
114	<b>TRAVEL</b>	<p>Managing staff travel within Australia and overseas for various purposes, such as conferences, training and Sister City liaison.</p> <p><b>See also related ACTIVITY:</b></p> <ul style="list-style-type: none"> <li>• 41. ELECTED MEMBERS.</li> </ul>		
114.1		Travel arrangements - such as airline, hotel, hire car bookings.	Destroy	Retain 6 years after action completed, then Destroy.
115	<b>TRUSTS</b>	<p>The activities associated with managing trusts.</p> <p><b>See also related ACTIVITY:</b></p> <ul style="list-style-type: none"> <li>• 93. REGISTERS.</li> </ul>		
115.1		Trust accounts- administration.	Destroy	Retain 6 years after successful audit, then Destroy.

**Authority number: 2015-001/1**

No	Function/Activity	Description	Disposal Action	Custody
<i>UNCLAIMED MONEY</i>				
116	<b>UNCLAIMED MONEY</b>	The activity of managing money that has been unclaimed.		
116.1		Unclaimed money - registration, administration and lodgement with relevant organisation.	Destroy	Retain 6 years after successful audit, then Destroy.
117	<b>URBAN DESIGN</b>	<p>Initiatives and proposals to create attractive, safe, and sustainable urban environments. This category also includes, but is not limited to public artwork initiatives, streetscape beautification, laneway activation, liaison with redevelopment authorities on urban design / renewal plans and strategies.</p> <p><b>See also related ACTIVITY:</b></p> <ul style="list-style-type: none"> <li>• 36. DESIGN AND CONSTRUCTION.</li> </ul>		
117.1	<b>Significant</b>	<p><b>Significant</b> urban design initiatives / proposals for public spaces within the local government.</p> <p><b>Note: See the definition of "Significant" in section 2.1 in the Introduction of this GDA.</b></p>	Required as State archives	Retain 5 years after action completed, then transfer to the SRO.
117.2	<b>Other</b>	<b>Other</b> urban design initiatives / proposals depicting concepts and designs not included in section 117.1.	Destroy	Retain 10 years after action completed, then Destroy.
117.3		Urban design - concept drafts and working papers.	Destroy	Retain 10 years after action completed, then Destroy.

**Authority number: 2015-001/1**

No	Function/Activity	Description	Disposal Action	Custody
<i>USAGE</i>				
118	<b>USAGE</b>	<p>The management of usage and hire of local government owned facilities, parks, reserves and properties. This activity includes but is not limited to:</p> <ul style="list-style-type: none"> <li>• booking records;</li> <li>• key allocations;</li> <li>• usage and hire terms and conditions; and</li> <li>• occupancy rates</li> </ul> <p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• 64. LEASING</li> <li>• 93. REGISTERS</li> <li>• 103. SERVICE PROVISION</li> </ul>		
118.1		Hiring of facilities and equipment.	Destroy	Retain 7 years after action completed, then Destroy.
118.2		Occupancy information for facilities and premises available for hire.	Destroy	Retain 7 years after action completed, then Destroy.
118.3		Key allocation records.	Destroy	Retain 2 years after action completed, then Destroy.

**Authority number: 2015-001/1**

No	Function/Activity	Description	Disposal Action	Custody
<i>USAGE</i>				
118.4		Terms and conditions - usage and hire, including the determination of terms and conditions.	Destroy	Retain 2 years after action completed, then Destroy.
119	<b>USER SUPPORT</b>	Providing information technology related support to end users (staff) within the local government to resolve problems.		
119.1		Help desk - support and services, includes after hours support, fault reports and coordination.	Destroy	Retain 2 years after action completed, then Destroy.
119.2		User groups - lists.	Destroy	Retain 2 years after action completed, then Destroy.
120	<b>VALUATIONS</b>	<p>The activities associated with valuing land for various local government functions, including the determination of rates and the sale or purchase of local government owned land.</p> <p><b>See also related ACTIVITY:</b></p> <ul style="list-style-type: none"> <li>• 93. REGISTERS.</li> </ul>		
120.1		Valuations - objections. Can include (but is not limited to) objections to a valuation of a property.	Destroy	Retain 10 years after action completed, then Destroy.
120.2		Valuations - conducted by licensed valuer.	Destroy	Retain 6 years after successful audit, then



**Authority number: 2015-001/1**

No	Function/Activity	Description	Disposal Action	Custody
<i>VALUATIONS</i>				
				Destroy.
120.3		Information / reports provided to the Valuer General - Under Section 37 of the <i>Valuation of Land Act 1978</i> .	Destroy	Retain 6 years after action completed, then Destroy.
120.4		Valuations - requests for revaluation.	Destroy	Retain 2 years after action completed, then Destroy.
120.5		Valuations - amendments.	Destroy	Retain 1 year after action completed, then Destroy.
120.6		Interim valuation reports for properties within the local government.	Destroy	Retain 1 year after action completed, then Destroy.
121	<b>VISITS / TOURS</b>	<p>Visits to the local government by members of the public, students or other organisations, for public awareness, public relations, Sister City relations or educational programs. Also includes staff visits to other organisations on educational or promotional business.</p> <p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• 14. ARRANGEMENTS</li> <li>• 20. CELEBRATIONS / CEREMONIES / FUNCTIONS / EVENTS</li> </ul>		

**Authority number: 2015-001/1**

No	Function/Activity	Description	Disposal Action	Custody
<i>VISITS / TOURS</i>				
		<ul style="list-style-type: none"> <li>• 114. TRAVEL</li> </ul>		
121.1	<b>Significant</b>	<p><b>Significant</b> visits, including but not limited to:</p> <ul style="list-style-type: none"> <li>• Official visits to the local government by significant persons, dignitaries or delegations from other organisations or Sister Cities; or</li> <li>• Official visits by local government staff to other organisations or Sister Cities.</li> </ul> <p><b>Note: See the definition of "Significant" in section 2.1 in the Introduction of this GDA.</b></p>	Required as State archives	Retain 5 years after action completed, then transfer to the SRO.
121.2	<b>Other</b>	<b>Other</b> visits, not included in section 121.1	Destroy	Retain 7 years after action completed, then Destroy.
122	<b>VOLUNTEERING</b>	<p>The coordination, recruitment and welfare of volunteers within the local government.</p> <p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• 13. APPOINTMENTS</li> <li>• 93. REGISTERS</li> </ul>		
122.1		Volunteers - State Emergency Services - coordination, including accident claim forms that are forwarded to relevant State government organisation for action.	Destroy	Retain 10 years after action completed, then Destroy.

**Authority number: 2015-001/1**

No	Function/Activity	Description	Disposal Action	Custody
<i>VOLUNTEERING</i>				
122.2		Volunteers - recruitment.  Includes, but is not limited to, applications to volunteer and personal details of volunteers (e.g. next of kin, etc.)	Destroy	Retain 7 years after action completed, then Destroy.
122.3		Volunteers - working dates.	Destroy	Retain 7 years after action completed, then Destroy.
122.4		Volunteers- training provided.	Destroy	Retain 7 years after action completed, then Destroy.
123	<b>WORK EXPERIENCE</b>	The activity of managing those undertaking unpaid work within the local government for the purpose of gaining experience.  <b>See also related ACTIVITY:</b> <ul style="list-style-type: none"> <li>• 45. ENQUIRIES.</li> </ul>		
123.1		Work experience - management and coordination, including: <ul style="list-style-type: none"> <li>• timetables and/or schedules for work experience programs;</li> <li>• participant details; and</li> <li>• details of modules completed.</li> </ul>	Destroy	Retain 2 years after action completed, then Destroy.

**Authority number: 2015-001/1**

No	Function/Activity	Description	Disposal Action	Custody
<i>ZONING</i>				
124	<b>ZONING</b>	<p>Management of the classification (zoning) of land in the local government area. Examples include the demarcation of residential, industrial, mixed-use and other land. Also includes the identification of contaminated sites.</p> <p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• 37. DEVELOPMENT, BUILDING AND SUBDIVISION APPLICATIONS</li> <li>• 66. LEGISLATION (including Local Laws)</li> <li>• 93. REGISTERS</li> </ul>		
124.1	<b>REGION SCHEMES</b>	Using a set of maps and scheme text, Region Schemes define the future use of land, dividing it into broad zones and reservations. These currently consist of the Metropolitan Region Scheme, the Peel Region Scheme and the Greater Bunbury Region Scheme. They provide the legal basis for planning in WA.		
124.1.1		Region Schemes - proposed amendments, including advertising and requests for comment from the local government.	Destroy	Retain 7 years after action completed, then Destroy.
124.1.2		Region Schemes - maps and scheme text provided by the state government authority.	Destroy	Retain 2 years after superseded, then Destroy.
124.1.3		Region Schemes - final notice of amendment.	Destroy	Retain 2 years after

**Authority number: 2015-001/1**

No	Function/Activity	Description	Disposal Action	Custody
<i>ZONING - TOWN PLANNING SCHEMES</i>				
				superseded, then Destroy.
124.2	<b>TOWN PLANNING SCHEMES</b>	These set out the way land is to be used and developed, classify areas for land use, and include provisions to coordinate infrastructure and development within the local government jurisdiction.		
124.2.1		Town Planning Scheme (TPS) - master copy.	Permanent	Permanent within local government
124.2.2		TPS - development and approval	Required as State archives	Retain 5 years after action completed, then transfer to the SRO.
124.2.3		TPS amendments - approved - including documentation, major drafts, submissions / objections and master that is signed and approved by Council or Minister.	Required as State archives	Retain 5 years after action completed, then transfer to the SRO.
124.2.4		TPS amendments - not approved.	Permanent	Permanent within local government
124.2.5		TPS amendments - Ministerial approvals to advertise.	Destroy	Retain 30 years after action completed, then Destroy.
124.2.6		TPS amendments - certified copy of TPS and amendments.	Destroy	Retain 30 years after action completed, then Destroy.

**Authority number: 2015-001/1**

No	Function/Activity	Description	Disposal Action	Custody
<i>ZONING - TOWN PLANNING SCHEMES</i>				
124.2.7		TPS amendments - advertising submissions.	Destroy	Retain 6 years after action completed, then Destroy.
124.2.8		TPS amendments- comments from Council and external stakeholders.	Destroy	Retain 6 years after action completed, then Destroy.
124.2.9		TPS amendments - compensation or cash in lieu.	Destroy	Retain 10 years after action completed, then Destroy.
124.3	<b>STRUCTURE PLANS</b>			
124.3.1		District Structure Plans These identify future urban development over large areas by depicting infrastructure such as main roads, commercial nodes and open space.	Required as State archives	Retain 5 years after action completed, then transfer to the SRO.
124.3.2		Local Structure Plans These identify the patterns of development by depicting specific matters such as the location of all roads, densities, commercial land and pedestrian/cycle networks.	Required as State archives	Retain 5 years after action completed, then transfer to the SRO.
124.4	<b>ENVIRONMENTAL SCHEMES</b>			
124.4.1		Local Environmental Schemes - certified Plan and	Required as State	Retain 5 years after action completed, then

**Authority number: 2015-001/1**

No	Function/Activity	Description	Disposal Action	Custody
<i>ZONING - ENVIRONMENTAL SCHEMES</i>				
		accompanying submissions.	archives	transfer to the SRO.
124.4.2		Local Environmental Schemes - scheme report, including notices of exhibitions and working papers.	Destroy	Retain 30 years after action completed, then Destroy.
124.4.3		Regional Environmental Schemes - including consultations, submissions and copy of Scheme.	Destroy	Retain 30 years after action completed, then Destroy.
124.5		Contaminated Site Memorials lodged and issued to the local government by the relevant State Government authority if land is classified as contaminated.	Required as State archives	Retain 5 years after action completed, then transfer to the SRO.
124.6		Zoning - official map / residential districts.	Required as State archives	Retain 5 years after action completed, then transfer to the SRO.
124.7		Tax maps - local government copy.	Destroy	Retain 30 years after action completed, then Destroy.
124.8		Zoning - breaches, investigations and associated correspondence.	Destroy	Retain 10 years after action completed, then Destroy.
124.9		Zoning - certificates.	Destroy	Retain 7 years after action completed, then Destroy.
124.10		Electronic Advice of Sale (EAS) - notices and account	Destroy	Retain 7 years after

**Authority number: 2015-001/1**

No	Function/Activity	Description	Disposal Action	Custody
<i>ZONING</i>				
		enquiries.		action completed, then Destroy.
124.11		Income and Expenditure records - town planning and land development schemes as defined in Sections 46 and 47 of the <i>Local Government (Financial Management) Regulations 1996</i> .	Destroy	Retain 6 years after successful audit, then Destroy.
124.12		Residential design codes (R-codes) - provided by WA Government.	Destroy	Retain 6 years after successful audit, then Destroy.

SUPERSEDED