

**Disposal Schedule to support
sentencing of DEDTA records
created prior to March 2014**

Disposal Authorisation No. 2447

This schedule will be rescinded 31/12/2016 or upon re-issue of DA2157
Disposal Schedule for Common Administrative Functions.

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INTRODUCTION

Archives legislation

The *Archives Act 1983* stipulates that State and local government organisations, must not dispose of **records of any type or format** without the written approval of the State Archivist. Disposal of records involves their destruction, their removal from the custody of their creating Agency, or their transfer to the Tasmanian Archive & Heritage Office.

Schedule elements and arrangement

The administrative functions covered by this schedule are arranged in alphabetical order as function headings. The activities performed under each function are listed in alphabetical order within each function.

- **Reference**

All function and activity headings and disposal classes are allocated a reference number. These reference numbers are used, in conjunction with the schedule number, to identify records in the Tasmanian Archive & Heritage Office disposal documentation. These numbers can also be used by agencies, in the same way, to indicate disposal authorisation in their records control systems, where the records have been registered in these systems.

- **Disposal classes**

The groups of records that document, and are derived from, the performance of the functions and activities are listed as disposal classes under each function/activity set.

It should be noted that Disposal Classes have been described in functional terms irrespective of the format or medium in which the records were created.

- **Status**

All disposal classes have either 'PERMANENT' or 'TEMPORARY' status. Records identified as 'PERMANENT' are those that will be transferred to the Archives Office to be retained as State archives. 'TEMPORARY' records are those that can be destroyed under the authority of this schedule.

- **Disposal action**

All temporary records identified in this schedule will have a disposal action which specifies the length of time for which the record must be retained before it can be destroyed under this authorisation.

Review of the schedule

It is the responsibility of agencies to monitor administrative, legal or regulatory changes which may result in the need to alter disposal class descriptions or disposal actions for records covered by this schedule. When this occurs, this schedule should not be used to dispose of those records and the State Archivist should be informed of the need to revise the schedule. If necessary, the procedures for the disposal of unscheduled records can be used in the interim. Reviews may also be initiated by the Tasmanian Archive & Heritage Office.

Contacts

Any enquiries relating to this schedule should be directed in writing to the Tasmanian Archive & Heritage Office, 91 Murray Street, Hobart, email gisu@education.tas.gov.au, or by phoning 03 6165 5581.

TASMANIAN ARCHIVE & HERITAGE OFFICE

DISPOSAL AUTHORISATION No. 2447

Title: **Disposal Schedule to support sentencing of
DEDTA records created prior to March 2014**

Authorisation:

Under Section 20 (2) (b) of the Archives Act 1983, I hereby authorise 'relevant authorities' (as defined in Section 3 of that Act) to manage the disposal of the records described in this schedule in accordance with the procedures specified herein.

Ross Latham
State Archivist

**Document Development History
Build Status**

Version	Date	Author	Reason	Sections
2.0	Dec 2015	Sam Foster-Davies	Extended expiry	Coverage
1.0	July 2014	Allegra Huxtable	Initial Release	All

Amendments in this Release

Section Title	Section Number	Amendment Summary
Coverage	n/a	Date of expiration extended to 31/12/2016

INTERPRETATION

Definitions

Permanent records are those that will be transferred to the Tasmanian Archive & Heritage Office to be retained as State Archives. The Archives Act 1983 establishes 25 years as the maximum required timeframe for the transfer of permanent records to the Tasmanian Archive & Heritage Office unless an extension of time has been approved by the State Archivist.

Temporary records are those that can be destroyed under the authority of this schedule after a minimum retention period, or once certain requirements have been met.

Coverage

This schedule covers some common administrative records of the Department of Economic Development, Tourism and the Arts created prior to March 2014, in preparation for the merger into the Department of State Growth. This schedule will be rescinded 31 December 2015, or upon the re-issue of DA2157 for Common Administrative Functions, whichever is the sooner.

This schedule **does not cover pre-1960 records**. The disposal of those records should be managed according to the procedures for unscheduled records.

The *Disposal Schedule for Short-term Value Records - DA No. 2158* covers the disposal of short-term value records which are created by most agencies. These documents are usually of a trivial nature or of such short-term value that they do not support or contribute to the business functions of the agency.

Records not covered by these schedules, or other authorised disposal schedules, should be disposed of according to the current Tasmanian Archive & Heritage Office procedures for unscheduled records.

Preservation of records

Section 10 (1) (a) of the *Archives Act 1983* requires agencies to preserve records until they are dealt with under the Act. This places a statutory obligation on agencies to ensure that all records, regardless of format, remain accessible while they are in the custody of the agency.

Permanent records

All disposal classes of records identified as having 'PERMANENT' status in this schedule should be transferred to the Archives Office 25 years after the date of creation. Agencies may make application to the Tasmanian Archive & Heritage Office for earlier transfer of particular groups of records and the Tasmanian Archive & Heritage Office may also initiate an earlier transfer arrangement.

Records for transfer should be arranged and described in accordance with any instruction provided by the Tasmanian Archive & Heritage Office.

Temporary records

All records identified as having 'TEMPORARY' status in this schedule will have a disposal action which is the authorised date for destruction. These disposal actions specify minimum retention periods. Temporary records can be kept as long as the agency wishes following the expiration of the specified period, but the provisions of the *Archives Act 1983* regarding their proper care and custody will still apply to them.

Frequently the disposal actions will refer to '**after action completed**' which means after completion of the transaction to which the records relate. The disposal action '**destroy when reference ceases**' authorises the destruction of records when all business needs to refer to the records have ceased.

Destruction of records

The destruction method chosen for records authorised for destruction in this schedule should be appropriate to the medium in which the record exists. It is the responsibility of the agency to ensure that the identified records are actually destroyed, and that this process is confidential and secure. The following issues should be considered before destruction of any documents.

Right to Information

Right to Information legislation prescribe rights and processes for access to documents held by government agencies. If a request for access under the legislation has been lodged, all records relevant to the request, regardless of whether they are due for destruction, must be identified and preserved until action on the request and any subsequent reviews are completed.

Personal Information Protection

Personal Information Protection legislation provides appropriate safeguards for government agencies in collecting and handling individual's personal information, creating statutory obligations and a right to make a privacy complaint. If an application is in progress, all records relevant to the application must be identified and preserved until the action and any subsequent actions are completed.

Other investigations or inquiries

If an investigation or inquiry is in progress, all records relevant to the investigation or inquiry must be identified and preserved until the action and any subsequent actions are completed.

Records relating to indigenous people

Key recommendations of the Bringing Them Home Report 1997 relate to the need for the identification, preservation, indexing, management and access to records relating to Indigenous individuals, families and/or communities in accordance with established privacy principles.

Records relating to indigenous families and communities or which document links between indigenous people and localities are not to be destroyed and should be the subject of consultation with the Tasmanian Archive & Heritage Office.

Native title

If a native title claim is in progress, all documents relevant to the claim must be identified and preserved until the action and any subsequent actions are completed.

Registration of destruction

Central to the accountability process built into the disposal schedules is the requirement that agencies maintain a *Register of Records Destroyed*. It is important to recognise that the formal evidential record of destruction is contained in this registration process. The register is to be made available to the State Archivist (or his nominee) on request.

The register must be clearly identified as the *Register of Records Destroyed* (under Section 20 (2) (b) of the *Archives Act 1983*) and should include the name of the agency. The register can be the same used for registering destructions authorised under other disposal schedules. A sample format indicating the required elements for the register and related procedures are available on the Tasmanian Archive & Heritage Office website.

01.00.00	BOARDS, COMMITTEES AND MEETINGS All records relating to 'Boards', 'Committees' and other meetings held or established for functional or administrative purposes, including: <ul style="list-style-type: none"> • Boards of Management • Advisory Committees • Internal administrative committees of the agency • External committees (committees external to the agency and attended by agency staff.) 	
01.01.00	Advisory Committees and Boards Advisory or consultative committees, councils etc, which advise on / oversee the operations or delivery of services in the agency, or which provide advice to the Minister on policy, priorities or strategy. Includes committees established by the organisation, committees required to be established by legislation or where the Premier or Minister establishes the committee and/or appoints its members. May consist of internal and external stakeholders	
01.01.01	Records relating to the establishment and running of an advisory committee or board, including the successful appointment and registration of members and the ongoing maintenance of the memberships. Records include: <ul style="list-style-type: none"> • Successful applications • Voting papers • Minutes • Agendas and submissions 	PERMANENT
01.01.02	Records documenting unsuccessful nominations, applications or appointments of members to the board or advisory committee	TEMPORARY Destroy 2 years after action completed
01.02.00	External Committees External or inter-agency committees where the agency provides the Secretariat.	
01.02.01	Records relating the establishment and running of an external committee convened by the agency to examine service-wide or significant strategic issues, and where the secretariat is provided by the agency. Records include: <ul style="list-style-type: none"> • Successful applications • Voting papers • Minutes • Agendas • Submissions 	PERMANENT
01.02.02	Records relating the establishment and running of an external committee where the secretariat is provided by the agency (not covered in 01.02.01). Records include: <ul style="list-style-type: none"> • Successful applications • Voting papers • Minutes • Agendas • Submissions 	TEMPORARY Destroy 7 years after action completed
01.02.03	Records documenting unsuccessful nominations, applications or appointments of members to the board or committee	TEMPORARY Destroy 2 years after action completed

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01.02.04	<p>Records relating to the establishment and running of an external committee where the secretariat is not provided by the agency.</p> <p>Records include:</p> <ul style="list-style-type: none"> • Minutes • Agendas • submissions 	<p>TEMPORARY Destroy 2 years after action completed</p>
01.03.00	<p>Internal Committees and Meetings Internal committees and meetings established for strategic, operational or administrative purposes.</p> <p>See 03.03.01 <i>PROCUREMENT AND CONTRACT MANAGEMENT – Tendering</i> for outputs of meetings specifically related to tender evaluation activities.</p>	
01.03.01	<p>Records of agency committees or meetings that are established to determine policy and for planning purposes. Includes meetings of senior management.</p> <p>Records include:</p> <ul style="list-style-type: none"> • Minutes • Agenda • Reports • Submissions • Other meeting papers 	<p>PERMANENT</p>
01.03.02	<p>Records of agency committees or meetings that are established for operational or administrative purposes, including work groups, ad-hoc committees and staff meetings of business units within the agency.</p> <p>Records include:</p> <ul style="list-style-type: none"> • Minutes • Agenda • Reports • Submissions • Other meeting papers 	<p>TEMPORARY Destroy 5 years after action completed</p>
01.04.00	<p>Meeting Facilitation The activities associated with the general administration of boards, committees and meetings.</p> <p>For records relating to financial transactions, see DA2157 Disposal Schedule for Common Administrative Functions.</p>	
01.04.01	<p>Records of a general administrative nature relating to the management of boards, committees and meetings, including the preparation and circulation of minutes to members, use of premises where the meetings take place and travel arrangements for members to attend meetings.</p> <p>Records include:</p> <ul style="list-style-type: none"> • Attendance arrangements • Facility arrangements • Expressions of thanks 	<p>TEMPORARY Destroy 2 years after action completed</p>
02.00.00	<p>COMMUNITY AND STAKEHOLDER RELATIONS The function of establishing relations with the community and external stakeholders and raising and maintaining the agency's broad public profile. Includes marketing, advertising, media liaison, exhibitions, celebrations, ceremonies, speeches, official representation at functions and participation in community activities. Also includes relationships with professional bodies and industry, the management of customer services, handling reactions to those services, customer consultation and feedback.</p> <p>For activities relating to the establishment and management of Partnerships or Agreements with Community and Stakeholders, see 03.01.00 <i>PROCUREMENT AND CONTRACT MANAGEMENT – Agreement / Contract / Joint Ventures / Partnerships</i></p>	

02.01.00	Addresses The activity of giving addresses for community and stakeholder relations purposes. For records relating to the administrative arrangements for addresses, use Events.	
02.01.01	Final version of addresses made at major public occasions, which are considered significant to the business of the agency. Records include: <ul style="list-style-type: none"> • Addresses on policy • Strategic direction or new services • Products or partnerships of the agency. • Addresses made by a Minister or senior agency officers. 	PERMANENT
02.01.02	Final version of addresses delivered, or intended to be delivered, on the routine promotion of the agency's service or products.	TEMPORARY Destroy 2 years after action completed
02.01.03	Working papers documenting the development of all addresses.	TEMPORARY Destroy 2 years after action completed
02.02.00	Advice and Communications The activities associated with providing advice to professionals, private sector organisations and community groups. Includes sharing informal advice and discussions, and membership of professional associations.	
02.02.01	Records associated with formal advice provided to the community in relation to the agencies activities.	TEMPORARY Destroy 5 years after action completed
02.02.02	Records documenting liaison with industry, professional and community groups on routine matters	TEMPORARY Destroy 2 years after action completed
02.03.00	Complaints The activities associated with providing services to customers and clients of the agency, as well as members of the public, in relation to complaints.	
02.03.01	Records documenting the receipt and response to complaints which result in changes to agency or government policy or procedures.	PERMANENT
02.03.02	Records documenting the receipt and response to complaints which require a response on agency actions, policy or procedures but do not result in changes to agency or government policy or procedures.	TEMPORARY Destroy 5 years after action completed
02.04.00	Events The activities associated with arranging and managing events. Includes launches, closures, award ceremonies, visits and tours.	
02.04.01	Records relating to celebrations, ceremonies, functions, visits and tours of State significance or of major importance to the agency, e.g. those marking major anniversaries of significant structures or events.	PERMANENT
02.04.02	Records relating to routine celebrations, ceremonies, functions, visits and tours of the agency.	TEMPORARY Destroy 7 years after action completed
02.04.03	Records relating to administrative arrangements such as invitations, acceptances, guest lists, catering, and venue details.	TEMPORARY Destroy 5 years after action completed

<p>02.05.00</p>	<p>Programs The development and implementation of programs that benefit the community. May include:</p> <ul style="list-style-type: none"> • Educational programs • Health and well-being programs • Exhibitions • Fundraising and donation programs • Award and prize programs <p>See also 06.00.00 SCHOLARSHIPS AND AWARDS</p>	
<p>02.05.01</p>	<p>Records documenting the development and establishment of programs considered precedent setting, or of significant cultural or social value to the community.</p>	<p>PERMANENT</p>
<p>02.05.02</p>	<p>Records documenting program reviews that result in substantial changes to the purpose and content of a program considered significant.</p>	<p>PERMANENT</p>
<p>02.05.03</p>	<p>Records documenting the development and establishment of programs not covered in 02.05.01</p>	<p>TEMPORARY Destroy 7 years after action completed</p>
<p>02.05.04</p>	<p>Records documenting program reviews that do not result in substantial changes to the purpose and content of a program, or where the program is not considered of significant cultural or social value.</p>	<p>TEMPORARY Destroy 7 years after action completed</p>
<p>02.05.05</p>	<p>Records documenting the implementation and administration of programs.</p>	<p>TEMPORARY Destroy 5 years after action completed</p>
<p>03.00.00</p>	<p>PROCUREMENT AND CONTRACT MANAGEMENT The activities involved in arranging, procuring and managing the performance of work or the provision of services by an external contractor or consultant, or by using external bureau services or shared services (provided by another agencies). Sometimes referred to as outsourcing. Includes the administrative arrangements regarding the engagement of consultants and contractors.</p>	
<p>03.01.00</p>	<p>Agreements, Contracts, Joint Ventures and Partnerships The establishment and management of ALL binding arrangements including:</p> <ul style="list-style-type: none"> • Agreements (including service agreements) • Contracts under seal, deed or special contracts, • Joint ventures, and • Memorandum of Understandings (MOUs) <p>Established for any purpose, including:</p> <ul style="list-style-type: none"> • The provision of services by external contractors /consultants, • The use of internal or external bureau services, and • The performance of Government projects, programs and services by outsources agents. <p>See DA2157 Disposal Schedule for Common Administrative Functions for employment contracts.</p>	
<p>03.01.01</p>	<p>Summary records for all contracts managed by the agency. Includes contract registers and systems.</p>	<p>PERMANENT</p>
<p>03.01.02</p>	<p>Agreements / Contracts / Joint Ventures / Partnerships regarded as significant All records relating to the establishment, management, and finalisation of significant contracts, agreements, joint ventures, memorandum of understanding and deeds. Significant is defined as a contract, agreement or joint venture that:</p> <ul style="list-style-type: none"> • Affects the whole-of-government function, or • Affects the transfer of agency or Government responsibilities, or is associated with the privatisation of Government functions, or involves Public Private Partnerships, or involves inter-government relations, or • Is to do with a large-scale government infrastructure projects, or • Requires Ministerial approval, or 	

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	<ul style="list-style-type: none">• Has implications for major liabilities or obligations of the agency and / or that State, or• Sets a contractual precedent for the agency and / or the State, or• Was established under controversial circumstances or is concerned with controversial matters, or• Otherwise (significantly) impacts on or changes the agency's functions.	
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03.01.03	Agreements / Contracts / Joint Ventures / Partnerships not covered in 03.01.02 Records relating to the establishment, management, and finalisation of all minor contracts, agreements and joint ventures	TEMPORARY Destroy 7 years after action completed
03.02.00	Consultants and Contractors The activities associated with managing the use of consultants or contractors for services by an agency. A consultants and contractors refer to an arrangements where an individual or organisation is engaged: <ul style="list-style-type: none"> • To provide expert analysis and advice that facilitates decision-making; • To perform a specific, one-off task or set of tasks; or • To perform a task involving skills or perform a task involving skills or perspectives that would not normally be expected to reside with the agency. 	
03.02.01	Records relating to the engagement and use of consultants. Includes copies of the specification quotation, and summaries of consultant evaluations.	TEMPORARY Destroy 7 years after action completed
03.03.00	Tendering The activities involved in receiving and assessing tenders, of making offers for finalising contract arrangements for the supply, sale or purchase of goods and services.	
03.03.01	Issue and Evaluation of Tenders Records relating to the development, issue, evaluation and review of tenders. Records include: <ul style="list-style-type: none"> • Records for planning for the tender • Minutes or notes of meetings • Statements of Requirements • Requests for Proposals • Request for Tender (RFT) • Draft Contracts • Records of arrangements for carrying out the evaluation process • Evaluation reports • Recommendations • Final reports • Public notices • Records of post offer negotiations • Records of due diligence checks. 	TEMPORARY Destroy 7 years after action completed
03.03.02	Unsuccessful Tenders Records relating to unsuccessful tenders or a tender process where there is no suitable bidder, or where the tender process is discontinued. Records include: <ul style="list-style-type: none"> • Submissions • Notifications of outcome • Reports on debriefing sessions. 	TEMPORARY Destroy 2 years after action completed
04.00.00	PROJECT MANAGEMENT The function of planning, organising, motivating, and controlling resources to achieve specific goals.	
04.01.00	Development The activities involved with developing project frameworks and methodologies that meet the department's requirements for the delivery of a successful project and/or delivery of a portfolio of projects.	
04.01.01	Records documenting the development of project frameworks and methodologies to ensure the department can deliver successful projects and/or portfolio of projects.	TEMPORARY Destroy 7 years after action completed
04.02.00	Initiation The activities involved in establishing the project	
04.02.01	Records documenting the establishment, start-up or initiation of projects considered significant, that have a direct socio-economic value to the state. This includes projects that are initiated as a result of a natural disaster. Records include:	PERMANENT

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	<ul style="list-style-type: none">• Business case• Project initiation document• Risk assessment	
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04.02.02	<p>Records documenting the establishment, start-up or initiation of projects that assist the socio-economic value to the state.</p> <p>Records include</p> <ul style="list-style-type: none"> • Business case • Project initiation document • Risk assessment 	<p>TEMPORARY Destroy 25 years after action completed</p>
04.02.03	<p>Records documenting the establishment, start-up or initiation of projects that assist the administrative processes of the government.</p> <p>Records include:</p> <ul style="list-style-type: none"> • Business case • Project initiation document • Risk assessment 	<p>TEMPORARY Destroy 10 years after action completed</p>
04.03.00	<p>Planning</p> <p>The activities associated with the planning and management of a project(s) including; allocation of resources required to achieve project outcomes, setting dates for deliverables and key milestones, identification of risks and issues, stakeholder identification and management. Also includes the appointment of project manager(s) and team members. Resources include people, equipment and materials.</p> <p>For records relating to procurement and contracts see 03.00.00 PROCUREMENT AND CONTRACT MANAGEMENT</p> <p>For records relating to recruitment see DA2157 Disposal Schedule for Common Administrative Functions</p> <p>For records relating to financial transactions and project budget see DA2157 Disposal Schedule for Common Administrative Functions</p>	
04.03.01	<p>Records documenting the planning phase of significant projects.</p> <p>Records include:</p> <ul style="list-style-type: none"> • Project plan • Skills matrix • Equipment lists 	<p>PERMANENT</p>
04.03.02	<p>Records documenting the planning phase of projects not considered significant.</p> <p>Records include:</p> <ul style="list-style-type: none"> • Project plan • Skills matrix • Equipment lists 	<p>TEMPORARY Destroy 5 years after action completed</p>
04.04.00	<p>Project Closure and Review</p> <p>The activities undertaken to measure the outcome and overall benefit of the project.</p>	
04.04.01	<p>Records documenting the outcome and overall benefit of significant projects that have a direct impact on the socio-economic value of the community.</p> <p>Records include:</p> <ul style="list-style-type: none"> • Evaluation • Review • Closure reports • Outcome realisation case study 	<p>PERMANENT</p>
04.04.02	<p>Records documenting the outcome and overall benefit of a project that did not have a direct impact on the socio-economic value of the community or that were undertaken to assist with internal processes or infrastructure.</p> <p>Records include:</p> <ul style="list-style-type: none"> • Evaluation • Review • Closure reports • Outcome realisation case study 	<p>TEMPORARY Destroy 7 years after action completed</p>

04.05.00	Reporting The activities undertaken to monitor and measure the overall progress of the project implementation and assist with measuring milestones and managing risks and issues.	
04.05.01	Summary and annual reporting on significant projects and their outcomes. Includes internal and external reporting requirements. Records include: <ul style="list-style-type: none"> • Monthly Reports • Quarterly Reports • Yearly Reports 	PERMANENT
04.05.02	Summary and annual reporting on projects not considered significant, and their outcomes. Includes internal and external reporting requirements. Records include: <ul style="list-style-type: none"> • Monthly Reports • Quarterly Reports • Yearly Reports 	TEMPORARY Destroy 10 years after action completed
04.05.03	Records documenting periodic reporting of a projects status to the project team, stakeholders and steering committees/groups as needed. Records include: <ul style="list-style-type: none"> • Status report • Risk register • Issues register • Change register 	TEMPORARY Destroy 5 years after action completed
05.00.00	RESEARCH Undertaking research to gain further knowledge and understanding of the world.	
05.01.00	Assessment The assessment of research projects received for consideration and approval, including the management and progress reporting.	
05.01.01	Summary record of research proposals. Records include: <ul style="list-style-type: none"> • research details; • synopsis of project; • category of risk; • date project commenced; • date of completion (or expected date); and • status 	PERMANENT
05.01.02	Records documenting research proposals submitted for approval. Records for each proposal include: <ul style="list-style-type: none"> • the detailed project proposal; • annual project reports; and • applications for ethical clearances (where required). <p>Includes both the applications that are approved and not approved.</p>	TEMPORARY Destroy 15 years after action completed
05.02.00	Collection, Analysis and Monitoring The collection, observation, recording and analysis of research results	

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05.02.01	<p>Records documenting the collection and analysis of data for clinical trials, human specimens or endangered species or objects.</p> <p>Records include:</p> <ul style="list-style-type: none"> • Raw data • Photo point assessments taken over a period of time • Working documents • Background papers • Research reports 	<p>TEMPORARY Destroy 15 years after action completed</p>
05.02.02	<p>Records documenting the collection and analysis of routine data for research purposes.</p> <p>Records include:</p> <ul style="list-style-type: none"> • Raw data • Photo point assessments taken over a period of time • Working documents • Background papers • Final research reports 	<p>TEMPORARY Destroy 5 years after action completed</p>
05.03.00	<p>Reporting The reporting on the final results of research projects undertaken by the agency.</p>	
05.03.01	<p>The dissemination or publication of research findings where the research outcomes have changed the direction or understanding of the field of study and / or discipline. This includes findings that are mandated as permanent records by the Code of Ethics from the discipline of research.</p> <p>Records include:</p> <ul style="list-style-type: none"> • Final research • Final reports • Articles for external publications 	<p>PERMANENT</p>
05.03.02	<p>The dissemination or publication of research findings where the research outcomes have added to the body of research in the field but have not resulted in changes.</p> <p>Records include:</p> <ul style="list-style-type: none"> • Benchmark study findings • Findings that set Key Performance Indicators (KPI's) • Client outcomes Index 	<p>TEMPORARY Destroy 15 years after action completed</p>
06.00.00	<p>SCHOLARSHIPS AND AWARDS The function of awarding financial aid to a student to further his or her education or recognise a recipient for their achievements in a particular field. This includes developing the program based upon set criteria, which usually reflect the values and purposes of the donor or founder of the award. Includes the ongoing monitoring and review of the program to ensure it is achieving the original aims.</p>	
06.01.00	<p>Assessment The assessment of scholarship and award applications received for consideration and approval. For records regarding the presentation of awards see DA2157 Disposal Schedule for Common Administrative Functions.</p>	
06.01.01	<p>Records of successful applications received by the department during the application process for Scholarship or Award programs of significant social value.</p> <p>Records include:</p> <ul style="list-style-type: none"> • Application Form • Qualifications or academic results • Endorsements 	<p>PERMANENT</p>

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06.01.02	<p>Records of applications received by the department during the application process for a scholarship or award. Includes unsuccessful applications, and applications for scholarship and award programs not covered by 06.01.01.</p> <p>Records include:</p> <ul style="list-style-type: none"> • Application Form • Qualifications or academic results • Endorsements 	<p>TEMPORARY Destroy 10 years after action completed</p>
06.01.03	<p>Records that evaluate the scholarship or award application and their respective proponents. This also includes the outcome of the evaluation and if the proposal is approved or denied.</p> <p>Records include:</p> <ul style="list-style-type: none"> • Assessment Matrix 	<p>TEMPORARY Destroy 7 years after action completed</p>
06.02.00	<p>Development The activities involved with developing scholarship and award frameworks and methodologies that meet the department's requirements for the delivery of a successful scholarship program.</p>	
06.02.01	<p>Records created to document the guidelines and framework for Scholarship or Awards programs of significant social value. This includes:</p> <ul style="list-style-type: none"> • Background about the Scholarship • Objective/Aim • Applicant Eligibility • Ineligibility • Funding outline • Timeframe • Assessment Criteria • Application Process • Terms and Conditions • Disclaimer • Monitoring and Evaluation Guidelines 	<p>PERMANENT</p>
06.02.02	<p>Records created to document the guidelines and framework for Scholarship or Awards programs not covered by 06.02.01. This includes:</p> <ul style="list-style-type: none"> • Background about the Scholarship • Objective/Aim • Applicant Eligibility • Ineligibility • Funding outline • Timeframe • Assessment Criteria • Application Process • Terms and Conditions • Disclaimer • Monitoring and Evaluation Guidelines 	<p>TEMPORARY Destroy 5 years after action completed</p>
06.03.00	<p>Evaluation and Review The activities undertaken in order to assess the efficiency and effectiveness of a scholarship program and its processes. See DA2157 Disposal Schedule for Common Administrative Functions for strategic management reports.</p>	
06.03.01	<p>Records documenting reviews of scholarship programs, which result in changes to the purpose and content of programs of significant social value.</p>	<p>PERMANENT</p>
06.03.02	<p>Records documenting reviews of scholarship programs, which result in changes to the purpose and content of programs not covered by 06.03.01</p>	<p>TEMPORARY Destroy 5 years after action completed</p>
06.03.03	<p>Summary and annual reporting on scholarship program outcomes. Includes internal and external reporting.</p>	<p>TEMPORARY Destroy 2 years after action completed</p>

06.04.00	Management The activities associated with the ongoing management of a scholarship holder.	
06.04.01	Records documenting the overall management of a scholarship. Records include: <ul style="list-style-type: none"> • Funding Agreement • Schedule of repayments • Correspondence • Acquittal and Closure Reports 	TEMPORARY Destroy 10 years after action completed