

**Disposal Schedule
for
Department of Treasury and
Finance**

Disposal Authorisation No. DS 44

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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 Tasmanian Archives & Heritage 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, phone 03 6165 5581

TASMANIAN ARCHIVE & HERITAGE OFFICE

DISPOSAL AUTHORISATION No. DS 44

Title: Disposal Schedule for Department of Treasury and Finance

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 | 29-02-2016 | Christine Woods | Template | All |
| 1.0 | 25-11-2003 | TAHO | Initial Release | All |

Amendments in this Release

| Section Title | Section Number | Amendment Summary |
|---------------|----------------|-------------------------------------|
| All | All | Document imported into new template |

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 functional records of Department of Treasury and Finance.

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 Tasmanian Archive & Heritage 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 Government Information Strategy Unit (GISU) website.

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| 01.00.00 | PUBLIC SECTOR FINANCIAL MANAGEMENT | |
| | The function of managing and improving the financial position of the Tasmanian public sector. | |
| | <p><i>See 01.01.02 for master copies of Treasurer's instructions.</i></p> <p><i>See DA 2157 for records relating to the development and drafting of legislation.</i></p> <p><i>See DA 2157 for records of committees, working parties, taskforces, etc., not mentioned in this schedule.</i></p> | |
| 01.01.00 | POLICY & PROCEDURES (PUBLIC SECTOR FINANCIAL MANAGEMENT) | |
| | The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making and standard methods of operating laid down by the agency according to formulated policy. | |
| 01.01.01 | Records relating to the formulation of policy, the establishment of precedents and the development of procedures and guidelines, including: <ul style="list-style-type: none"> • Actuarial reports • Master copies of guidelines • Master copies of manuals | PERMANENT |
| 01.01.02 | Master copy of <i>Financial Management Manual</i> containing indexed copies of Treasurer's Instructions. <i>See 02.01.02 for master copies of Treasurer's instructions relating to government business enterprises and state owned corporations.</i> | TEMPORARY Destroy 10 years after action completed. |
| 01.01.03 | Master copies of Treasury circulars distributed to agencies. <i>See 01.01.02 for master copies of Treasurer's Instructions.</i> | TEMPORARY Destroy 10 years after action completed. |
| 01.01.04 | Agency requests for exemptions relating to Treasurer's Instructions. | PERMANENT |
| 01.01.05 | Agency requests for clarifications relating to Treasurer's instructions. | TEMPORARY Destroy 2 years after action completed. |
| 01.02.00 | ADVICE (PUBLIC SECTOR FINANCIAL MANAGEMENT) | |
| | The activities associated with offering opinions by the agency as to an action or judgement. Includes the process of advising. | |
| 01.02.01 | Records relating to the provision of advice to the Treasurer and other Government agencies on the financial management implications of various issues and proposals including: <ul style="list-style-type: none"> • minutes • reports • rulings • guidelines • source data that is considered necessary to substantiate advice. <p><i>See 01.01.02 for significant advice delivered in the form of a Treasurer's Instruction.</i></p> <p><i>See 01.02.02 for provision of advice relating to public superannuation.</i></p> <p><i>See DA No. 2157 for briefing notes and question time briefs.</i></p> | TEMPORARY Destroy 10 years after action completed. |

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| 01.02.02 | Records relating to the provision of advice to the Treasurer, Retirement Benefits Board and Government agencies on public sector, parliamentary and judges superannuation including: <ul style="list-style-type: none"> • minutes • reports • correspondence • briefing notes • source data that is considered necessary to substantiate advice. | PERMANENT |
| 01.02.03 | Source data that is not considered necessary to substantiate advice. | TEMPORARY Destroy when reference ceases. |
| 01.03.00 | BUDGET DEVELOPMENT (PUBLIC SECTOR FINANCIAL MANAGEMENT) The process of preparing the annual budget documents. Includes input from agencies relating to budget allocations. <i>See DA 2157 for Cabinet Documents.</i> | |
| 01.03.01 | Master copies of budget documents including: <ul style="list-style-type: none"> • budget speech • budget paper No. 1 • budget paper No. 2 • budget highlights | PERMANENT |
| 01.03.02 | Records relating to the drafting of the budget documents including final drafts signed by the Treasurer and/or the relevant Minister. | TEMPORARY Destroy 1 year after finalisation of annual budget. |
| 01.03.03 | Source documents and working papers used in the development and drafting of the Appropriation Bill. <i>See DA 2157 for records relating to the development and drafting of bills.</i> | TEMPORARY Destroy 1 year after finalisation of annual budget. |
| 01.03.04 | Records providing details of agency intentions for budget allocations for outputs and associated issues including: <ul style="list-style-type: none"> • request for information from Treasury • financial information in electronic format | TEMPORARY Destroy 10 years after action completed. |
| 01.03.05 | <i>Pre-budget reports</i> for each agency provided to the Budget Committee. | TEMPORARY Destroy 10 years after action completed. |
| 01.03.06 | Advice to agencies of budget allocations and associated correspondence. | TEMPORARY Destroy 10 years after action completed. |
| 01.03.07 | Records relating to community consultation including: <ul style="list-style-type: none"> • copies of media advertisements • copies of submissions • agency comments on submissions • records of meetings with peak bodies • minutes to the budget committee • responses to submissions following the release of the budget. | TEMPORARY Destroy 5 years after action completed. |
| 01.03.08 | Records relating to the provision and receipt of routine information relating to budget development in agencies including: <ul style="list-style-type: none"> • correspondence • narrative information • financial information • submissions • minutes to the Treasurer | TEMPORARY Destroy 10 years after action completed. |

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| 01.04.00 | BUDGET MANAGEMENT (PUBLIC SECTOR FINANCIAL MANAGEMENT) The activities associated with the approval and transfer of agency budget allocations. | |
| 01.04.01 | Agency Requests for Additional Funds (RAFs) approved by the Treasurer and associated documents including: <ul style="list-style-type: none"> • letter of request for Treasurer's approval • letter to agency notifying approval • Governor-in-Council minutes | TEMPORARY Destroy 15 years after action completed |
| 01.04.02 | Agency Requests for Additional Funds (RAFs) <u>not</u> approved by the Treasurer and associated documents. | TEMPORARY Destroy 1 year after finalisation of annual budget. |
| 01.04.03 | Agency requests for <i>Transfer of Funds</i> between output groups approved by the Treasurer and associated documents including: <ul style="list-style-type: none"> • letter of request for Treasurers approval • letter to agency notifying approval | TEMPORARY Destroy 3 years after action completed. |
| 01.04.04 | Agency requests for <i>Transfer of Funds</i> between output groups not approved by the Treasurer and associated documents. | TEMPORARY Destroy 1 year after finalisation of annual budget. |
| 01.04.05 | Copies of <i>Treasury Expenditure Control Authorities</i> signed by the relevant Minister and Head of Agency and associated correspondence. | TEMPORARY Destroy 15 years after action completed. |
| 01.04.06 | Agency explanatory notes and associated correspondence providing details of variations in agency budgets. | TEMPORARY Destroy 10 years after action completed. |
| 01.04.07 | State budget explanatory notes and associated correspondence providing details of variations in the state budget. | TEMPORARY Destroy 10 years after action completed. |
| 01.04.08 | Minutes of monthly meetings between agencies and Treasury representatives to discuss budget matters. | TEMPORARY Destroy 10 years after action completed. |
| 01.04.09 | Records relating to the provision and receipt of routine information relating to budget management in agencies including: <ul style="list-style-type: none"> • correspondence • narrative information • financial information • submissions • minutes to the Treasurer | TEMPORARY Destroy 10 years after action completed. |
| 01.05.00 | BUDGET MONITORING (PUBLIC SECTOR FINANCIAL MANAGEMENT) The activities associated with monitoring agency budget estimates for the fiscal period. | |
| 01.05.01 | Records relating to the provision of estimates for budget preparation including: <ul style="list-style-type: none"> • internal minutes • internal reports • spreadsheets <p><i>See 01.05.02, 01.05.03 and 01.05.04 for agency estimates.</i></p> | TEMPORARY Destroy 5 years after action completed. |
| 01.05.02 | Revised Estimates Monthly Returns received from agencies and associated correspondence. | TEMPORARY Destroy 5 years after action completed. |
| 01.05.03 | Forward Estimate Reconciliations sent to agencies and associated correspondence. | TEMPORARY Destroy when reference ceases. |

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| 01.05.04 | Records of variations to agency forward or revised estimates including: <ul style="list-style-type: none"> • electronic records • printouts from forward estimates database | TEMPORARY Destroy 5 years after action completed. |
| 01.05.05 | Agency copies of <i>State of the Budget Reports</i> provided to the Treasurer. | TEMPORARY Destroy when reference ceases. |
| 01.05.06 | <i>Capital Investment Program Reports</i> provided to the Budget Committee. | TEMPORARY Destroy when reference ceases. |
| 01.05.07 | Reports of agencies current expenditure against budget generated from the Tasmanian Financial Reporting System (TFRS). | TEMPORARY Destroy 1 year after finalisation of annual budget. |
| 01.05.08 | Consolidated Fund Reports (quarterly) provided to Parliament. | TEMPORARY Destroy after reports have been gazetted. |
| 01.05.09 | Records relating to agency funds to be carried forward to the next budget including: <ul style="list-style-type: none"> • agency estimates • recommendations to Treasurer for approval • approvals of Treasurer • advice to agencies of approval • agencies confirmation of balances • minutes to Treasurer | TEMPORARY Destroy 10 years after action completed. |
| 01.06.00 | ACCOUNTING (PUBLIC) (PUBLIC SECTOR FINANCIAL MANAGEMENT) The process of collecting, recording, summarising and analysing information on government financial transactions and performance. | |
| 01.06.01 | Whole of Government financial statements including: <ul style="list-style-type: none"> • Annual Treasurer's Statement • Quarterly Statement of the Consolidated Fund • Departmental financial statements required by Statute | PERMANENT |
| 01.06.02 | Records relating to the day-to-day management of the <i>public account</i> and agency reimbursements including: <ul style="list-style-type: none"> • agency returns • financial transactions • journals • ledgers • summary cash files • summary accrual files • database records • correspondence <p><i>See 01.06.01 for formal statements of the account.</i></p> | TEMPORARY Destroy 7 years after action completed. |
| 01.06.03 | Records of agency bank and cash balances including: <ul style="list-style-type: none"> • agency returns • bank statements • authorisations | TEMPORARY Destroy 7 years after action completed. |
| 01.06.04 | Records of the day-to-day management of the investment strategy including: <ul style="list-style-type: none"> • cash model spreadsheets • records of daily decisions • investment statements • correspondence • database records | TEMPORARY Destroy 7 years after action completed. |

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| 01.06.05 | Records relating to the administration of Special Deposit and Trust funds including: <ul style="list-style-type: none"> • minutes to the treasurer • correspondence • instructions to agencies • agency returns • financial transactions | PERMANENT |
| 01.06.06 | Records of loans to public bodies including: <ul style="list-style-type: none"> • debt agreements • debt registers • payments details | TEMPORARY Destroy 7 years after loan paid in full. |
| 01.06.07 | Records relating to debt management activities including: <ul style="list-style-type: none"> • loan agreements • debt statements • cash flow statements • financial transactions • database of debt transactions | TEMPORARY Destroy 7 years after action completed. |
| 01.07.00 | REPORTING (PUBLIC SECTOR FINANCIAL MANAGEMENT) The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of the results of the examination or investigation. Includes agenda, briefing, business, discussion papers, proposals, reports, reviews and returns. Includes the Government Financial System and Australian Bureau of Statistics. | |
| 01.07.01 | Master copy of the whole-of-government financial performance report. <i>See 01.07.02 for source documents.</i> | PERMANENT |
| 01.07.02 | Records of agency and whole-of-government financial performance including: <ul style="list-style-type: none"> • Treasurer's financial statements • agency returns • agency surveys • working papers | TEMPORARY Destroy 2 years after action completed. |
| 01.07.03 | Quarterly statements of unfunded superannuation liability. | Retain in agency pending further appraisal. |
| 01.08.00 | EMPLOYEE REDUNDANCY (PUBLIC SECTOR FINANCIAL MANAGEMENT) The activities associated with managing redundancy entitlements for public sector employees. | |
| 01.08.01 | Records relating to redundancy entitlements for public sector employees including: <ul style="list-style-type: none"> • details of termination payments • returns to the Australian Taxation Office • copies of group certificates | TEMPORARY Destroy 7 years after action completed. |

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| 01.09.00 | SUPERANNUATION (PUBLIC SECTOR FINANCIAL MANAGEMENT) The activities associated with the administration of public sector superannuation including parliamentary and judges superannuation. <i>See 01.01.01 for policy and 01.02.02 for the provision of advice. See 01.07.03 for quarterly returns of unfunded superannuation liability.</i> | |
| 01.09.01 | Records relating to the management of the superannuation provision account including: <ul style="list-style-type: none"> • contribution details • payment details • claim details | TEMPORARY Destroy 7 years after action completed. |
| 01.09.02 | Records of liaison with the Australian Taxation Office, Commonwealth and State governments and individuals on superannuation issues, including Retirement Benefits Fund Board quarterly reports on superannuation. <i>See 05.05.00 for minutes & agendas of inter-state committees.</i> | PERMANENT |
| 01.09.03 | Records relating to the indexation of superannuation. | TEMPORARY Destroy 10 years after action completed. |
| 01.10.00 | WORKERS' COMPENSATION (PUBLIC SECTOR FINANCIAL MANAGEMENT) The activities associated with the financial management of the Tasmanian State Service Workers' Compensation Scheme. <i>See 01.01.01 for policy and 01.02.02 for the provision of advice. See 01.06.05 for administration of the State Service Workers' Compensation Trust Account.</i> | |
| 01.10.01 | Master copy of the annual report of the Scheme | PERMANENT |
| 01.10.02 | Minutes and agenda papers of the Tasmanian State Service workers' Compensation Steering Committee. | PERMANENT |
| 01.10.03 | Actuarial reports and associated correspondence. | PERMANENT |
| 01.10.04 | Records relating to the appointment of actuaries and the fund's accounting firm including: <ul style="list-style-type: none"> • copies of contracts • correspondence <i>See DA No. 2157 for cabinet documents</i> | TEMPORARY Destroy 7 years after contract lapses or is cancelled. |
| 01.10.05 | Records relating to the appointment of the Fund Administration Agent including: <ul style="list-style-type: none"> • tender documents • copies of contracts • correspondence <i>See DA No. 2157 for cabinet documents</i> | TEMPORARY Destroy 12 years after contract lapses or is cancelled. |
| 01.10.06 | Catastrophe insurance policy documents, including endorsements and conditions imposed upon renewal, where no claim is made on the policy. <i>See 01.10.07 for policy documents relating to a claim.</i> | TEMPORARY Destroy 7 years after policy expires. |
| 01.10.07 | Catastrophe insurance policy documents, including endorsements and conditions imposed upon renewal, where no claim is made on the policy. <i>See 01.10.07 for policy documents relating to a claim.</i> | PERMANENT |

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| 01.10.08 | Records relating to catastrophe insurance claims and associated records including: <ul style="list-style-type: none"> • correspondence • related policy documents | TEMPORARY Destroy 5 years after action completed. |
| 01.10.09 | Records relating to agency contributions including: <ul style="list-style-type: none"> • correspondence • invoices <p><i>Collection of the fund used to meet the State's self-insurance obligations. See 01.06.05 for records relating to the Trust Fund in which the money is managed.</i></p> | TEMPORARY Destroy 15 years after action completed. |
| 01.11.00 | <p>RISK MANAGEMENT (PUBLIC SECTOR FINANCIAL MANAGEMENT)</p> <p>The process involving the identification of risks, and the implementation of appropriate practices and procedures which will reduce wastage and the impact of economic loss arising from an incident.</p> <p><i>See DA No. 2157 for cabinet documents.</i></p> | |
| 01.11.01 | Records relating to the appointment of risk management agents including: <ul style="list-style-type: none"> • tender documents • contracts • correspondence | TEMPORARY Destroy 7 years after expiry of contract. |
| 01.11.02 | Records relating to the membership of the inter-department steering committee on risk management including <ul style="list-style-type: none"> • appointment of members | PERMANENT |
| 01.11.03 | Records of meetings of the inter-department steering committee on risk management including <ul style="list-style-type: none"> • minutes • agenda papers | PERMANENT |
| 01.11.04 | Records relating to the conduct of meetings of the inter-department steering committee including: <ul style="list-style-type: none"> • notices of meetings • routine correspondence | TEMPORARY Destroy 2 years after action completed. |
| 01.11.05 | Records relating to risk management issues and payments for risk management agent including: <ul style="list-style-type: none"> • discussion papers • agency comments • correspondence • financial transactions <p><i>See 01.11.03 for issues that are referred to the steering committee.</i></p> | TEMPORARY Destroy 7 years after action completed. |

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|-----------------|---|--|
| 02.00.00 | PUBLIC SECTOR REFORM The function of developing and implementing Tasmania's financial management reform strategies. Includes financial reform, commercialisation, privatisation, debt and liability management, performance monitoring of government business enterprises and state owned corporations, and transfer of government business to local government. <i>See DA No. 2157 for records of committees, task forces, steering committees, working groups etc. not mentioned in this schedule.</i> | |
| 02.01.00 | POLICY, PROCEDURES & ADMINISTRATION (PUBLIC SECTOR REFORM) The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making and standard methods of operating laid down by the agency according to formulated policy. | |
| 02.01.01 | Records relating to the formulation of policy, the establishment of precedent and the development of procedures and guidelines including: <ul style="list-style-type: none"> • master copies of guidelines • master copies of manuals • correspondence | PERMANENT |
| 02.01.02 | Master copies of Treasurer's Instructions relating to government business enterprises and state owned companies. <i>See 01.01.02 for master copies of Treasurer's instructions relating to Government agencies.</i> | PERMANENT |
| 02.01.03 | Requests for exemptions relating to Treasurer's Instructions to government business enterprises and state owned companies. | PERMANENT |
| 02.01.04 | Requests for clarifications relating to Treasurer's instructions to government business enterprises and state owned companies. | TEMPORARY Destroy 2 years after action completed. |
| 02.01.05 | Routine correspondence including enquiries and provision of routine information. | TEMPORARY Destroy 2 years after action completed. |
| 02.02.00 | ADVICE (PUBLIC SECTOR REFORM) The activities associated with offering opinions by the agency as to an action or judgment including opinions in response to reports or recommendations of the Government Prices Oversight Commission. Also includes the process of advising. <i>See DA No. 2157 for master copies of newsletters.</i> <i>See DA No. 2157 for responses to ministerial enquiries.</i> | |
| 02.02.01 | Records relating to the provision of advice to the Treasurer including: <ul style="list-style-type: none"> • minutes • reports • source data that is considered necessary to substantiate advice <i>See 02.02.03 for source data that is not considered necessary to substantiate advice.</i> | PERMANENT |

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| 02.02.02 | <p>Records relating to the provision of advice to Government agencies and Government business enterprises. Advice to government business enterprises includes advice relating to:</p> <ul style="list-style-type: none"> • dividends • taxation • guarantee fees <p>Records include:</p> <ul style="list-style-type: none"> • minutes • reports • source data that is considered necessary to substantiate advice <p><i>See 02.02.03 for source data that is not considered necessary to substantiate advice.</i></p> | TEMPORARY Destroy 10 years after action completed. |
| 02.02.03 | Source data that is not considered necessary to substantiate advice. | TEMPORARY Destroy when reference ceases. |
| 02.03.00 | <p>PROJECT MANAGEMENT (PUBLIC SECTOR REFORM) The processes involved in managing public sector reform projects.</p> | |
| 02.03.01 | Final reports of projects. | PERMANENT |
| 02.03.02 | <p>Records relating to major projects, such as those involving:</p> <ul style="list-style-type: none"> • the sale of government assets • the transfer of government business to the private sector <p>records include:</p> <ul style="list-style-type: none"> • minutes to the Treasurer • correspondence • background papers • consultants reports • probity reports • agreements • memoranda of understanding • source data that is considered necessary to substantiate advice, or necessary for future projects. <p><i>See 02.03.01 for final reports</i> <i>See 02.03.03 for projects not included in this class.</i> <i>See 02.03.04 for source data not included in this class.</i></p> | PERMANENT |
| 02.03.03 | <p>Records of projects not described in 02.03.02. Records include:</p> <ul style="list-style-type: none"> • minutes to the Treasurer • correspondence • background papers • consultants reports • probity reports • agreements • memoranda of understanding • source data that is considered necessary to substantiate reports, or necessary for future projects. <p><i>See 02.03.01 for final reports.</i> <i>See 02.03.04 for source data not included in this class.</i></p> | TEMPORARY Destroy 10 years after action completed. |
| 02.03.04 | <p>Source data that is not considered</p> <ul style="list-style-type: none"> • necessary to substantiate reports, or • necessary for future projects. | TEMPORARY Destroy 7 years after action completed. |

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| 02.04.00 | GRANT FUNDING (PUBLIC SECTOR REFORM) The activities associated with the application for and provision of grants including the administration of the Public Bodies Assistance Act and tourism, sport and recreation grants. | |
| 02.04.01 | Records relating to the provision of grants including: <ul style="list-style-type: none"> • minutes to the Treasurer • applications • advice to entity • correspondence | TEMPORARY Destroy 7 years after all grant conditions have been met. |
| 02.04.02 | Records relating to unsuccessful applications for grants. | TEMPORARY Destroy 2 years after action completed. |
| 02.05.00 | BORROWING (PUBLIC SECTOR REFORM) The activities involved with setting Local Government borrowing allocations and the determination of interest rates. | |
| 02.05.01 | Records relating to the determination of interest rates including: <ul style="list-style-type: none"> • minutes to the Treasurer • Treasurer's approvals | TEMPORARY Destroy 7 years after action completed. |
| 02.05.02 | Records relating to borrowing allocations including: <ul style="list-style-type: none"> • minutes to the Treasurer • advice to councils • correspondence | TEMPORARY Destroy 5 years after action completed. |
| 02.06.00 | RESEARCH (PUBLIC SECTOR REFORM) The activities involved in investigating or enquiring into public sector activity in order to discover facts, principles etc. Used to support the development of projects, standards, guidelines etc. <i>See DA No. 2157 for cabinet documents.</i> <i>See 02.01.01 for policy.</i> <i>See 02.01.02 for master copies of Treasurer's instructions.</i> <i>See 02.02.00 for the provision of advice.</i> <i>See 02.10.00 for client education.</i> | |
| 02.06.01 | Master copies of published reports on findings of research relating to financial reform and financial reform strategies, including progress reports. | PERMANENT |
| 02.06.02 | Discussion papers and internal minutes containing findings of research relating to financial reform (which are not published) including: <ul style="list-style-type: none"> • source data that is considered necessary to substantiate findings. <i>See 02.06.03 for source data that is not considered necessary to substantiate findings.</i> | TEMPORARY Destroy 5 years after action completed. |
| 02.06.03 | Source data that is <u>not</u> considered necessary to substantiate findings. | TEMPORARY Destroy 2 years after action completed. |
| 02.06.04 | Records relating to the external consultation process including: <ul style="list-style-type: none"> • agency comments • requests for information | TEMPORARY Destroy 2 years after action completed. |
| 02.06.05 | Copies of Budget committee Minutes containing findings | TEMPORARY Destroy when reference ceases |

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| 02.07.00 | PERFORMANCE MANAGEMENT (PUBLIC SECTOR REFORM) Insert scope note to describe the activity <i>See 02.01.00 etc. (add see references as required)</i> | |
| 02.07.01 | Master copies of approved ministerial charters. | PERMANENT |
| 02.07.02 | Records relating to the administration of ministerial charters. <i>See 02.07.01 for master copies of charters.</i> | TEMPORARY Destroy 5 years after action completed. |
| 02.07.03 | Copies of approved corporate plans. | PERMANENT |
| 02.07.04 | Records relating to the facilitation, development and approval of corporate plans. <i>See 02.07.08 for copies of corporate plans</i> | TEMPORARY Destroy 3 years after action completed. |
| 02.07.05 | Records relating to the analysis of annual reports. <i>See 02.07.08 for records relating to the monitoring of potentially contentious issues.</i> | TEMPORARY Destroy 2 years after action completed. |
| 02.07.06 | Records of quarterly monitoring and liaison with Government Business Enterprises and State Owned Companies including: <ul style="list-style-type: none"> • correspondence • financial summaries <i>See 02.07.08 for records relating to the monitoring of potentially contentious issues.</i> | TEMPORARY Destroy 5 years after action completed. |
| 02.07.07 | Records relating to the administration of: <ul style="list-style-type: none"> • dividends • taxation • guarantee fees • shareholder value added Records include: <ul style="list-style-type: none"> • minutes • correspondence • rulings • tax returns • tax audit reports • notice of objections <i>See 02.02.02 for records relating to the provision of advice on these issues.</i> <i>See 02.07.08 for records relating to the monitoring of potentially contentious issues.</i> | TEMPORARY Destroy 10 years after action completed. |
| 02.07.08 | Records relating to Treasury's monitoring of potentially contentious issues, including: <ul style="list-style-type: none"> • electricity pricing • borrowing for capital expenditure • joint ventures • expansion interstate and overseas | PERMANENT |

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| 02.08.00 | REPORTING (PUBLIC SECTOR REFORM) The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of the results of the examination or investigation. Includes agenda, briefing, business, discussion papers, proposals, reports, reviews and returns. Includes reports relating to the implementation of competitive tendering and contracting. <i>See 02.01.00 for policy.</i> <i>See 02.02.00 for the provision of advice.</i> | |
| 02.08.01 | Competitive tendering and contracting progress reports and associated records including: <ul style="list-style-type: none"> • agency and enterprise reports • correspondence • source data that is considered necessary to substantiate reports. | PERMANENT |
| 02.08.02 | Source data that is not considered necessary to substantiate reports. | TEMPORARY Destroy when reference ceases. |
| 02.09.00 | AUDIT OPINIONS ANALYSIS (PUBLIC SECTOR REFORM) The activities associated with analysing written opinions of auditors and investigating matters to which they direct attention. | |
| 02.09.01 | Records relating to the analysis of qualified opinions. | TEMPORARY Destroy 5 years after action completed |
| 02.09.02 | Records relating to the analysis of unqualified opinions. | TEMPORARY Destroy 2 years after action completed. |
| 02.10.00 | CLIENT EDUCATION (PUBLIC SECTOR REFORM) The activities associated with all aspects of educating clients including training courses and addresses. <i>See DA 2157 for master copies of publications including brochures.</i> | |
| 02.10.01 | Records of content and attendance at client training courses and addresses to client groups including: <ul style="list-style-type: none"> • address/speech notes • course materials • originals of documents provided to attendees • confirmations | TEMPORARY Destroy 7 years after action completed. |
| 02.10.02 | Records relating to administrative arrangements for client training courses and addresses to client groups including: <ul style="list-style-type: none"> • notifications/invitations to attend • evaluations | TEMPORARY Destroy 2 years after action completed. |

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| 03.00.00 | STATE TAXATION The function of administering taxation legislation and the collection of state revenue. | |
| 03.01.00 | POLICY, PROCEDURES AND ADMINISTRATION (STATE TAXATION) The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making and standard methods of operating laid down by the agency according to formulated policy. <i>See DA No. 2157 for the development and drafting of legislation.</i> <i>See DA No. 2157 for working parties, steering committees, inter-jurisdictional working groups and parliamentary committees.</i> | |
| 03.01.01 | Records relating to the appointment of the Commissioner for State Revenue, Commissioner of Taxes and commissioner of Stamp Duties. | PERMANENT |
| 03.01.02 | Register recording details of authorisations to act on behalf of the Commissioner and associated documentation. | TEMPORARY Destroy 10 years after authorisation lapses or is revoked. |
| 03.01.03 | Records relating to the formulation of policy and the development of procedures including master copies of: <ul style="list-style-type: none"> • policy documents • procedure manuals • instructions • guidelines | PERMANENT |
| 03.01.04 | Records which establish or record precedents including: <ul style="list-style-type: none"> • issues arising out of Court decisions • information provided by other jurisdictions • complex issues in relation to the tax base • provision of advice • objections • taxpayer audits and investigations. <i>See 03.02.03 and 03.02.04 for master copies of private rulings and circulars.</i> | PERMANENT |
| 03.01.05 | Records relating to reciprocal arrangements with other jurisdictions including: <ul style="list-style-type: none"> • memoranda of understanding • authorisations to conduct activities across jurisdictions • requests for information • provision of information <i>See 03.01.04 for information that establishes precedent.</i> | PERMANENT |
| 03.01.06 | Records of meetings of the Revenue Policy and Review Committee including: <ul style="list-style-type: none"> • agendas • papers • minutes • decisions • action lists | PERMANENT |
| 03.01.07 | Master copies of opinions and associated correspondence including: <ul style="list-style-type: none"> • legal opinions • output opinions provided to internal branches of the agency | PERMANENT |

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| 03.01.08 | <p>Case management records of agency employees including details of:</p> <ul style="list-style-type: none"> • daily activities • time allocation • expenses • revenue raised <p><i>See 03.06.01 for records of individual tax cases</i></p> | <p>TEMPORARY Destroy 5 years after action completed.</p> |
| 03.01.09 | <p>Records relating to the general administration of state taxes including:</p> <ul style="list-style-type: none"> • fees and levies • returns • penalties • forms and applications • methods of payment <p><i>See 03.06.01 for records of individual tax cases</i></p> | <p>TEMPORARY Destroy 10 years after action completed.</p> |
| 03.01.10 | <p>Records of the annual Commissioners conference including:</p> <ul style="list-style-type: none"> • minutes • agendas • submissions | <p>PERMANENT</p> |
| 03.01.11 | <p>Routine enquiries from the public and the provision of routine information.</p> | <p>TEMPORARY Destroy 2 years after action completed.</p> |
| 03.02.00 | <p>ADVICE (STATE TAXATION) The activities associated with offering opinions by the agency as to an action or judgment. Includes the process of advising.</p> <p><i>See DA No. 2157 for responses to ministerial enquiries.</i> <i>See DA No. 2157 for publications.</i> <i>See 03.01.03 for guidelines</i> <i>See 03.01.07 for output opinions.</i></p> | |
| 03.02.01 | <p>Records relating to the provision of advice to the Treasurer, Commissioner of Taxes, other Government agencies, internal branches and individual clients including:</p> <ul style="list-style-type: none"> • minutes • reports • question time briefs • briefing notes • source data that is considered necessary to substantiate advice. <p><i>See 03.01.04 for advice that establishes or records precedent</i> <i>See 03.06.01 for records relating to taxation assessments and payments.</i> <i>See 03.02.02 for source data that is not considered necessary to substantiate advice.</i></p> | <p>TEMPORARY Destroy 10 years after action completed.</p> |
| 03.02.02 | <p>Source data that is not considered necessary to substantiate advice.</p> | <p>TEMPORARY Destroy when reference ceases.</p> |
| 03.02.03 | <p>Master copies of <i>Private Rulings</i> issued in relation to individual taxpayers or for internal use and associated correspondence.</p> | <p>PERMANENT</p> |
| 03.02.04 | <p>Master copies of circulars sent to clients including distribution lists.</p> | <p>PERMANENT</p> |
| 03.02.05 | <p>Records of meetings of consultative forums including:</p> <ul style="list-style-type: none"> • papers • agendas • minutes | <p>TEMPORARY Destroy 5 years after action completed.</p> |

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| 03.02.06 | Records relating to the administration of consultative forums. | TEMPORARY Destroy when reference ceases. |
| 03.03.00 | COMPLIANCE (STATE TAXATION) The activities associated with monitoring compliance with mandatory or optional accountability, fiscal, legal, regulatory or quality standard or requirements relating to state taxation. Includes compliance with legislation. <i>See 03.01.05 for reciprocal arrangements with other jurisdictions.</i> | |
| 03.03.01 | Records relating to compliance projects including: <ul style="list-style-type: none"> • details of industry or tax base targets • project briefs • research data • industry reports • source data that is considered necessary to substantiate projects. <i>See 03.03.06 for source data that is not included in this class.</i> | TEMPORARY Destroy 5 years after action completed. |
| 03.03.02 | Records relating to the gathering of intelligence information about taxpayers and tax bases including: <ul style="list-style-type: none"> • taxpayer data • notifications of sale (business) • reports • correspondence with other jurisdictions | TEMPORARY Destroy 5 years after action completed. |
| 03.03.03 | Records relating to audits and investigations of taxpayers including: <ul style="list-style-type: none"> • correspondence • details of advice provided to taxpayer • outcome reports • reference to rulings • source data that is considered necessary to substantiate audits and investigations. <i>See 03.01.04 for records that establish precedent.</i> <i>See 03.03.06 for source data that is not included in this class.</i> | TEMPORARY Destroy 5 years after audit completed. |
| 03.03.04 | Records relating to prosecutions for infringements of Acts administered by the State Revenue Office including: <ul style="list-style-type: none"> • correspondence with taxpayers • proofs of evidence • settlement agreements • source data that is considered necessary to substantiate prosecutions. <i>See 03.03.06 for source data that is not included in this class.</i> | TEMPORARY Destroy 5 years after action completed. |
| 03.03.05 | Records of inter-state compliance conferences including: <ul style="list-style-type: none"> • minutes • compliance methodologies and strategies <i>See 03.01.05 for reciprocal arrangements with other jurisdictions.</i> | PERMANENT |
| 03.03.06 | Source data that is not considered necessary to substantiate projects, audits, investigations or prosecutions. | TEMPORARY Destroy when reference ceases. |

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| 03.04.00 | CLIENT EDUCATION (STATE TAXATION) The activities associated with all aspects of educating clients including training courses and addresses. <i>See DA No. 2157 for master copies of publications including brochures.</i> | |
| 03.04.01 | Records of content and attendance at client training courses and addresses to industry groups including: <ul style="list-style-type: none"> • address/speech notes • course materials • originals of documents provided to attendees • confirmations | TEMPORARY Destroy 7 years after action completed. |
| 03.04.02 | Records relating to administrative arrangements for client training courses and addresses to industry groups including: <ul style="list-style-type: none"> • notifications/invitations to attend • evaluations | TEMPORARY Destroy 2 years after action completed. |
| 03.05.00 | REPORTING (STATE TAXATION) The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of the results of the examination or investigation. Includes the preparation and provision of revenue estimates. | |
| 03.05.01 | Records relating to the preparation of monthly forward estimates and revised estimates including: <ul style="list-style-type: none"> • monthly returns | TEMPORARY Destroy 1 year after finalisation of budget. |
| 03.06.00 | REVENUE COLLECTION (STATE TAXATION) The activities associated with the assessment and collection of taxation revenue. Includes: <ul style="list-style-type: none"> • land tax • payroll tax • stamp duty • gaming • financial institutions duty • debits duty • Off-Shore Insurance Operators | |
| 03.06.01 | Records relating to taxation assessments and payments including: <ul style="list-style-type: none"> • returns • correspondence • annual reviews • requests to pay by instalments • requests for exemptions • principal residence applications • rural land and unit classification applications • supporting documentation • information provided by other government agencies • information (verbally provided by clients) which is entered into the revenue collection systems (e.g. TRACS, Mapper, ADMS, GRL, SDRS). • source data that is considered necessary to substantiate assessments. <i>See 03.02.01 for advice provided to individual clients.</i> <i>See 03.06.03 for financial records.</i> <i>See 03.06.07 for death duties.</i> <i>See 03.06.02 for source data that is not considered necessary to substantiate assessments.</i> | TEMPORARY Destroy 5 years after action completed. |
| 03.06.02 | Source data that is not considered necessary to substantiate assessments. | TEMPORARY Destroy when reference ceases. |

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| 03.06.03 | Records of revenue payments and receivables including: <ul style="list-style-type: none"> • copies of invoices • bank reconciliations • reports • credit card statements • payment slips • instalment notices • receipts • electronic funds transfers | TEMPORARY Destroy 5 years after action completed. |
| 03.06.04 | Records relating to arrangements with collection providers such as: <ul style="list-style-type: none"> • Australia Post • Service Tasmania • Telstra <p><i>See DA No. 2157 for contracts and agreements.</i></p> | TEMPORARY Destroy 5 years after arrangement is terminated. |
| 03.06.05 | Records relating to stamp duty loans including: <ul style="list-style-type: none"> • application forms • agreements • correspondence • payment details | TEMPORARY Destroy 5 years after loan is paid in full. |
| 03.06.06 | <i>Revenue Output Reports</i> providing details of revenue collection. | TEMPORARY Destroy 5 years after action completed. |
| 03.06.07 | Records relating to the collection of death duties. <i>Note: Deceased Persons Estate Duties Act 1931 was repealed in 1997.</i> | TEMPORARY Destroy 7 years after act repealed. |
| 03.06.08 | Records relating to the recovery of debts including: <ul style="list-style-type: none"> • correspondence with debt collection agencies • correspondence with taxpayers and their advisers • write-off requests • assessment documents • copies of caveats | TEMPORARY Destroy 5 years after recovery of debt or write off. |
| 03.07.00 | SUBSIDIES AND CONCESSIONS (STATE TAXATION) The activities involved with the management of subsidy and concession schemes administered by the Australian Taxation Office. Includes: <ul style="list-style-type: none"> • child care subsidies • diesel fuel rebates • Tasmanian Trainee and Apprentice Incentive Scheme subsidies • petroleum franchises • tobacco franchises • liquor franchises • pensioner rate rebates • first home owners <p><i>See 03.03.00 for compliance</i></p> | |
| 03.07.01 | Records relating to subsidies, rebates and exemptions including: <ul style="list-style-type: none"> • application/claim forms • payment request forms • refund statements • copies of licences • correspondence • internal reports • supporting documentation | TEMPORARY Destroy 7 years after action completed. |

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| 03.08.00 | REGISTRATION AND CERTIFICATION (STATE TAXATION) The activities involved in the issue of certificates, permits and exemptions relating to State Taxation. Includes: <ul style="list-style-type: none"> • payroll tax employers • stamp duty by monthly return • charities | |
| 03.08.01 | Records relating to registrations, certifications and exemptions including: <ul style="list-style-type: none"> • Application forms • Copies of certificates • Correspondence <p><i>See 03.08.02 for exemptions for motor vehicle dealers.</i></p> | PERMANENT |
| 03.08.02 | Records relating to exemptions for motor vehicle dealers including: <ul style="list-style-type: none"> • applications & supporting documentation • copies of certificates • correspondence • register of certificate holders | TEMPORARY Destroy 10 years after exemption lapses or is cancelled. |
| 03.09.00 | OBJECTIONS (STATE TAXATION) The activities associated with managing objections received from taxpayers relating to assessments. <i>See 03.01.06 for records of the Revenue Policy and Review Committee.</i> | |
| 03.09.01 | Records relating to objections (allowed and disallowed) including: <ul style="list-style-type: none"> • notices of objection • correspondence • copies of papers prepared for Review Committee • copies of Review Committee decisions • notices of decision <p><i>See 03.01.04 for objections that establish precedent.</i></p> | TEMPORARY Destroy 7 years after action completed including the completion of appeal proceedings. |
| 04.00.00 | ECONOMIC MONITORING AND REFORM The function of monitoring Tasmania's economy and business environment and the implementation of Tasmania's obligations under the National Competition Policy and related reforms. <i>See DA 2157 for cabinet documents.</i> | |
| 04.01.00 | POLICY (ECONOMIC MONITORING AND REFORM) The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making and as the basis from which the agency's operating procedures are determined. | |
| 04.01.01 | Records relating to the formulation of policy and the establishment of precedents. | PERMANENT |

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| 04.02.00 | ADVICE (ECONOMIC MONITORING AND REFORM) The activities associated with offering opinions by the agency as to an action or judgment. Includes the process of advising. <i>See DA No. 2157 for briefing notes and question time briefs.</i> <i>See DA No. 2157 for responses to ministerial enquiries.</i> | |
| 04.02.01 | Master copies of quarterly reports on the state of the Tasmanian economy including source data that is considered necessary to substantiate reports. <i>See 04.02.07 for source data that is not considered necessary to substantiate advice.</i> | PERMANENT |
| 04.02.02 | Records relating to the provision of advice to the Government on significant economic reform initiatives including: <ul style="list-style-type: none"> • minutes • reports • correspondence • source data that is considered necessary to substantiate advice. <i>See DA No. 2157 for cabinet documents</i> <i>See 04.02.07 for source data that is not considered necessary to substantiate advice.</i> | PERMANENT |
| 04.02.03 | Records relating to the provision of advice to government agencies and authorities and other states including: <ul style="list-style-type: none"> • advice on economic trends • industry assistance advice Records include: <ul style="list-style-type: none"> • submissions • reports • correspondence • source data that is considered necessary to substantiate advice. <i>See DA No. 2157 for cabinet documents.</i> <i>See 04.01.01 for advice that formulates policy or establishes precedent.</i> <i>See 04.02.07 for source data that is not considered necessary to substantiate advice.</i> | TEMPORARY Destroy 5 years after action completed. |
| 04.02.04 | Records relating to preparation and presentation of reports to rating agencies including: <ul style="list-style-type: none"> • final reports • correspondence • source data that is considered necessary to substantiate advice. <i>See 04.02.07 for source data that is not considered necessary to substantiate advice.</i> | TEMPORARY Destroy 10 years after action completed. |
| 04.02.05 | Briefs on economic trends provided to the Treasurer containing key figures and comparisons, including source data. <i>See 04.02.06 for weekly and ad-hoc advice.</i> | TEMPORARY Destroy 1 year after advice provided. |
| 04.02.06 | Weekly and ad-hoc advice provided to the Treasurer containing updates on economic trends, figures and comparisons including: <ul style="list-style-type: none"> • e-mail correspondence • weekly sheets • excel workbooks • source data <i>See 04.02.05 for advice provided in briefs containing key statistics.</i> | TEMPORARY Destroy 1 month after advice provided. |

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| 04.02.07 | Source data that is not considered necessary to substantiate advice. | TEMPORARY Destroy when reference ceases. |
| 04.03.00 | RESEARCH (ECONOMIC MONITORING AND REFORM) The activities involved in investigating or enquiring into a subject or area of interest in order to discover facts, principles etc. Used to support the development of projects, standards, guidelines etc., and the reform of the Tasmanian economy. Includes following up enquiries relating to programs, projects, working papers, literature searches etc. <i>See 04.02.00 for advice provided to the Government and the Treasurer.</i> | |
| 04.03.01 | Statistical records and publications received from outside sources including: <ul style="list-style-type: none"> • ABS Economic statistics • statistics • articles • journals | TEMPORARY Destroy when reference ceases |
| 04.04.00 | REVIEWING (LEGISLATION) (ECONOMIC MONITORING AND REFORM) The activities involved in re-evaluating or re-examining legislation. Includes: <ul style="list-style-type: none"> • regulatory reform initiatives • legislation review program • subordinate legislation review program. <i>See 04.07.00 for client education.</i> | |
| 04.04.01 | Records relating to the review of legislation including subordinate legislation. Records include: <ul style="list-style-type: none"> • agency request to review existing legislation or make new legislation • reports • minutes to the Treasurer • analysis reports/approving certificates • file notes • correspondence • source data that is considered necessary to substantiate reports <i>See 04.04.02 for source data that is not considered necessary to substantiate reports.</i> | PERMANENT |
| 04.04.02 | Source data that is not considered necessary to substantiate reports. | TEMPORARY Destroy when reference ceases. |
| 04.05.00 | IMPLEMENTATION (NATIONAL COMPETITION POLICY REFORM) (ECONOMIC MONITORING AND REFORM) The activities associated with the implementation of agreements between the states and the Commonwealth for reform generally and in particular in the areas of water, road transport and local government. | |
| 04.05.01 | Records relating to reform projects including records of whole of government committees and task forces. Records include: <ul style="list-style-type: none"> • briefing notes • reports • consultancy reports • minutes of meetings • submissions and agenda papers for meetings • source data that is considered necessary to substantiate reports <i>See 04.05.02 for source data that is not considered necessary to substantiate reports.</i> | PERMANENT |

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| 04.05.02 | Source data that is not considered necessary to substantiate reports. | TEMPORARY Destroy when reference ceases. |
| 04.05.03 | Records relating to national competition policy agreements including negotiations for agreements and reporting to the National Competition Council. Records include: <ul style="list-style-type: none"> • copies of agreements • briefing notes for premiers meetings • reports • correspondence | PERMANENT |
| 04.06.00 | COMMITTEES (ECONOMIC MONITORING AND REFORM) The activities associated with the management of committees and task forces (internal and external, private, local, state, Commonwealth etc.). Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes, reports, agendas etc. Includes internal committees that involve the forecasting of economic trends. <i>See 04.05.01 for committees involved in national competition policy reform projects.</i> <i>See DA No. 2157 for external committees.</i> | |
| 04.06.01 | Records of internal committees where outcomes have an impact on the economy of the State. Records include: <ul style="list-style-type: none"> • minutes • agenda papers • reports • submissions | PERMANENT |
| 04.06.02 | Records of internal committees not described in 04.06.01. | TEMPORARY Destroy 2 years after action completed. |
| 04.07.00 | CLIENT EDUCATION (ECONOMIC MONITORING AND REFORM) The activities associated with all aspects of educating clients including training courses and addresses. <i>See DA No. 2157 for master copies of publications including brochures.</i> | |
| 04.07.01 | Records of content and attendance at client training courses and addresses to client groups including: <ul style="list-style-type: none"> • address/speech notes • course materials • originals of documents provided to attendees • confirmations | TEMPORARY Destroy 7 years after action completed. |
| 04.07.02 | Records relating to administrative arrangements for client training courses and addresses to client groups including: <ul style="list-style-type: none"> • notifications/invitations to attend • evaluations | TEMPORARY Destroy 2 years after action completed. |

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| 05.00.00 | INTER-GOVERNMENT RELATIONS The function of administering relations between the States, the Commonwealth and the States and the State and Local Government including matters relating to the acquisition and distribution of funds. Includes local government reform, pensioner rate remissions, state based financial institutions and liaison with the Commonwealth Grants Commission, State Grants Commission and Loan Council. <i>See DA 2157 for records relating to the development and drafting of legislation.</i> | |
| 05.01.00 | POLICY AND ADMINISTRATION (INTER-GOVERNMENT RELATIONS) The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making and as the basis from which the agency's operating procedures are determined. | |
| 05.01.01 | Records relating to the formulation of policy and the establishment of precedents. | PERMANENT |
| 05.01.02 | Routine correspondence including enquiries and provision of routine information. | TEMPORARY Destroy 2 years after action completed. |
| 05.02.00 | ADVICE (INTER-GOVERNMENT RELATIONS) The activities associated with offering opinions by the agency as to an action or judgment. Includes the process of advising. <i>See DA No. 2157 for cabinet documents, responses to ministerial enquiries, briefing notes and question time briefs.</i> | |
| 05.02.01 | Records relating to the provision of advice to the Treasurer and other Government agencies including: <ul style="list-style-type: none"> • minutes • reports • source data that is considered necessary to substantiate advice | TEMPORARY Destroy 10 years after action completed. |
| 05.02.02 | Source data that is not considered necessary to substantiate advice. | TEMPORARY Destroy when reference ceases. |
| 05.03.00 | SUBMISSIONS (INTER-GOVERNMENT RELATIONS) The preparation and submission of a statement (report, statistics etc.) supporting a case or opinion on behalf of the government. Includes submissions to: <ul style="list-style-type: none"> • Commonwealth Grants Commission • State Grants Commission • Loan Council • Commonwealth authorities • Commonwealth Parliamentary Inquiries • Inquiries (established by the Commonwealth) <i>See DA No. 2157 for cabinet documents.</i> <i>See 05.02.01 for advice provided to the Treasurer.</i> | |
| 05.03.01 | Submissions and supporting documentation relating to major policy decisions and funding issues between the Commonwealth and the State. <i>See 05.03.02 for source documents</i> <i>See 05.03.03 for submissions to Commonwealth Grants Commission and State Grants Commission.</i> | PERMANENT |

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| 05.03.02 | Source documents not included in submissions and other records relating to the preparation of submissions described in 05.03.01 including: <ul style="list-style-type: none"> • internal reports • submissions from external sources • minutes to the Treasurer • correspondence | TEMPORARY Destroy 15 years after action completed. |
| 05.03.03 | Submissions to the Commonwealth Grants Commission (other than those described in 05.03.01) and the State Grants Commission and associated documentation including: <ul style="list-style-type: none"> • internal reports • consultants reports • copies of other state's submissions • correspondence • <input type="checkbox"/> source documents and records relating to preparation of submissions | TEMPORARY Destroy 10 years after action completed. |
| 05.04.00 | STATE GRANTS COMMISSION ADMINISTRATION (INTER-GOVERNMENT RELATIONS) The activities associated with the administration of the State Grants Commission. <i>See 05.03.03 for submissions to the Commission.</i> | |
| 05.04.01 | Records of meetings of the State Grants Commission including: <ul style="list-style-type: none"> • minutes • agenda papers | PERMANENT |
| 05.04.02 | Source documents and records used in the preparation of agenda papers. | TEMPORARY Destroy 10 years after action completed. |
| 05.04.03 | Records of appointments to the Commission including: <ul style="list-style-type: none"> • letters of appointment | PERMANENT |
| 05.04.04 | Master copies of the annual report of the Commission. | PERMANENT |
| 05.04.05 | Records relating to grant allocations which are not included in the agenda papers of the Commission including: <ul style="list-style-type: none"> • submissions from councils • spreadsheets • correspondence | TEMPORARY Destroy 7 years after action completed. |
| 05.05.00 | MEETINGS (INTER-GOVERNMENT RELATIONS) The activities associated with gatherings held to formulate, discuss, update or resolve issues and matters relating to inter-government relations. Includes: <ul style="list-style-type: none"> • interstate forums • local government committees • conferences. <i>See DA No. 2157 for records of inter-government conferences</i> <i>See DA No. 2157 for staff development conferences.</i> | |
| 05.05.01 | Master set of minutes, agenda papers, summaries of proceedings, published papers, reports, submissions etc. where the agency has the administrative role or acts as secretary. | PERMANENT |

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| 05.05.02 | Records relating to the preparation for and attendance at meetings including: <ul style="list-style-type: none"> • file notes • notices • promotional material • programs • summaries of proceedings • correspondence • copies of agenda papers | TEMPORARY Destroy 5 years after action completed. |
| 05.05.03 | Minutes, agenda papers and other records where the agency does not have the administrative role or act as secretary. | TEMPORARY Destroy 5 years after action completed. |
| 05.06.00 | AGREEMENTS (INTER-GOVERNMENT RELATIONS) The processes associated with the establishment, maintenance, review and negotiation of agreements. | |
| 05.06.01 | Signed final agreements in the custody of the agency. | PERMANENT |
| 05.06.02 | Records relating to negotiations for agreements that may have a significant impact for the State of Tasmania or significantly alter any financial arrangements between governments including: <ul style="list-style-type: none"> • Copies of final agreements • Drafts of agreements • File notes • Correspondence • Minutes to the Treasurer | PERMANENT |
| 05.06.03 | Records relating to negotiations for agreements not described in 5.6.2 including: <ul style="list-style-type: none"> • copies of final agreements • drafts of agreements • file notes • correspondence • minutes to the Treasurer | TEMPORARY Destroy 6 years after action completed. |
| 05.07.00 | REPORTING (INTER-GOVERNMENT RELATIONS) The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of the results of the examination or investigation. Includes the preparation and provision of revenue estimates. | |
| 05.07.01 | Records relating to the preparation of forward estimates and revised estimates including: <ul style="list-style-type: none"> • internal minutes • spreadsheets | TEMPORARY Destroy 3 years after action completed. |

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| 06.00.00 | GAMING MANAGEMENT The function of supervising gaming activities in Tasmania to ensure they are carried out with high standards of probity and integrity. Includes minor gaming, interactive gaming and sports betting. | |
| 06.01.00 | TASMANIAN GAMING COMMISSION ADMINISTRATION (GAMING MANAGEMENT) The activities associated with the administration of the Tasmanian Gaming Commission. <i>See 06.06.01 and 06.06.02 for the annual report of the Commission.</i> <i>See DA No. 2157 for the development and drafting of legislation.</i> | |
| 06.01.01 | Records relating to appointments to the Tasmanian Gaming Commission. | PERMANENT |
| 06.01.02 | Records of meetings of the Tasmanian Gaming Commission including: <ul style="list-style-type: none"> • Reports • Agenda papers • Minutes | PERMANENT |
| 06.01.03 | Records relating to authorisations to act on behalf of the Commission and associated documentation including probity checks. | TEMPORARY Destroy 7 years after authorisation expires or employee ceases to be employed. |
| 06.02.00 | POLICY, PROCEDURES AND ADMINISTRATION (GAMING MANAGEMENT) The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making and standard methods of operating laid down by the agency according to formulated policy. <i>See DA No. 2157 for the development and drafting of legislation.</i> | |
| 06.02.01 | Records relating to the formulation of policy, the establishment of precedents and the development of procedures and rules including master copies of: <ul style="list-style-type: none"> • policy documents • procedure manuals • instructions • guidelines • rules • licence conditions | PERMANENT |
| 06.02.02 | Records relating to the development of standards for gaming machine hardware and software including: <ul style="list-style-type: none"> • minutes of interstate working parties • correspondence <i>See 06.02.03 for master copies of standards.</i> | TEMPORARY Destroy 2 years after action completed. |
| 06.02.03 | Master copies of standards for gaming machine hardware and software. | PERMANENT |
| 06.02.04 | Master copies of legal opinions and associated correspondence. | PERMANENT |
| 06.02.05 | Records relating to the community support levy including: <ul style="list-style-type: none"> • maintenance contracts with community support providers • submissions for funding • records of meetings with community support providers • recommendations to the Treasurer for funding approval | PERMANENT |

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| 06.02.06 | Master copies of the economic model for the ranking of gaming machines and records related to the development of the model including: <ul style="list-style-type: none"> • agreements • contracts | PERMANENT |
| 06.02.07 | Routine correspondence relating to the economic model. | TEMPORARY Destroy 2 years after action completed. |
| 06.02.08 | Approved forms of contracts and copies of approved contracts relating to casino equipment. | TEMPORARY Destroy 30 years after contract lapses. |
| 06.03.00 | ADVICE (GAMING MANAGEMENT) The activities associated with offering opinions by the agency as to an action or judgment. Includes the process of advising. <i>See DA No. 2157 for responses to ministerial enquiries.</i> | |
| 06.03.01 | Records relating to the provision of advice to the Treasurer, Tasmanian Gaming Commissioner, other Government agencies and internal branches including: <ul style="list-style-type: none"> • minutes • reports • question time briefs • briefing notes • source data considered necessary to substantiate advice, or important for future projects | PERMANENT |
| 06.03.02 | Source data which is not considered <ul style="list-style-type: none"> • necessary to substantiate advice, or • important for future projects. | TEMPORARY Destroy when reference ceases. |
| 06.03.03 | Master copies of newsletters distributed to venue operators, special employees and technicians. | PERMANENT |
| 06.04.00 | LICENSING (GAMING MANAGEMENT) The activities associated with the licensing of venue operators, special employees and technicians and listing on the role of recognised manufacturers and suppliers. <i>See DA No. 2157 for financial records of licence fee collection.</i> | |
| 06.04.01 | Licensing history information recorded in computerised gaming registration system (since 1984) including: <ul style="list-style-type: none"> • dates of checks • comments • expiry/cancellation dates • reasons for cancellation | PERMANENT |

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| 06.04.02 | <p>Records relating to the licensing of venue operators, special employees and technicians including:</p> <ul style="list-style-type: none"> • applications • credit checks • bank balance sheets • photographs • correspondence • licence conditions • licence variations • renewals • details recorded on database <p>See 06.04.03 for records of fingerprints and palmprints. See 06.04.01 for licence history.</p> | <p>TEMPORARY Destroy 7 years after licence ceases to be current, as determined by the Commission.</p> |
| 06.04.03 | Fingerprints and palmprints of special employees and technicians. | <p>TEMPORARY Destroy as soon as the Commission has no further use for them or 3 years after licence lapses (if retained on request of employee or technician).</p> |
| 06.04.04 | <p>Records relating to the licensing of venues, manufacturers and suppliers including:</p> <ul style="list-style-type: none"> • applications • company searches • bank balance sheets • venue plans • correspondence • details recorded on database <p>See 06.04.02 for licensing of venue operators.</p> | <p>TEMPORARY Destroy 7 years after licence ceases to be current, as determined by the Commission.</p> |
| 06.05.00 | <p>AUTHORISATION AND EVALUATION (GAMING MANAGEMENT) The activities associated with the evaluation and approval of games and gaming equipment. Includes table games, keno and games played on gaming machines.</p> | |
| 06.05.01 | <p>Records relating to the evaluation and approval of games played on gaming machines in Tasmania including:</p> <ul style="list-style-type: none"> • background information • contracts • copies of approval notices • testing reports • documentation of approval in other states • evaluation certificates • game conditions • information recorded in TRACS system • correspondence | <p>TEMPORARY Destroy 2 years after approval is withdrawn or game is withdrawn.</p> |
| 06.05.02 | Software master chips for games (EPROMS). | <p>TEMPORARY Return to manufacturer 2 years after approval is withdrawn or game is withdrawn.</p> |
| 06.05.03 | <p>Records relating to the testing of gaming machines.</p> <p><i>See 06.07.01 for records relating to breaches of the Gaming Control Act 1993</i></p> | <p>TEMPORARY Destroy 2 years after action completed.</p> |

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| 06.05.04 | Records relating to the evaluation and approval of rules of games and the approval for casinos to offer specific table games including: <ul style="list-style-type: none"> actuary reports | PERMANENT |
| 06.05.05 | Records relating to the sale, storage and transport of gaming equipment. | TEMPORARY Destroy 3 years after action completed. |
| 06.05.06 | Records relating to approvals for the possession of gaming equipment. | TEMPORARY Destroy after 3 months after equipment ceases to be in the possession of the approved party. |
| 06.05.07 | Approved forms of contracts and copies of approved contracts and agreements relating to the rental and maintenance of gaming equipment. <i>See 06.05.08 for routine correspondence.</i> | TEMPORARY Destroy 30 years after contract lapses. |
| 06.05.08 | Routine correspondence relating to the rental and maintenance of gaming equipment. <i>See 06.05.07 for contracts and agreements.</i> | TEMPORARY Destroy 2 years after action completed. |
| 06.06.00 | REPORTING (GAMING MANAGEMENT) The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of the results of the examination or investigation. | |
| 06.06.01 | Master copies of the Tasmanian Gaming Commission annual report. | PERMANENT |
| 06.06.02 | Records relating to the preparation of the Tasmanian Gaming commission annual report. | TEMPORARY Destroy 1 year after report is published. |
| 06.06.03 | Master copies of the <i>Australian Gambling Statistics</i> . | PERMANENT |
| 06.06.04 | Records relating to the collection of statistics and the preparation and distribution of the <i>Australian Gambling Statistics</i> including: <ul style="list-style-type: none"> orders for copies receipts sales information recorded in TRACS | TEMPORARY Destroy 2 years after publication of the relevant volume. |
| 06.06.05 | Statistical reports of gaming machine activity in venues and casinos. | PERMANENT |
| 06.07.00 | COMPLIANCE (GAMING MANAGEMENT) The activities associated with monitoring probity and compliance with mandatory or optional accountability, fiscal, legal, regulatory or quality standard or legislative requirements relating to gaming in Tasmania. <i>See 06.02.01 for policy and precedents.</i> | |
| 06.07.01 | Records relating to breaches of the Gaming Control Act including: <ul style="list-style-type: none"> written complaints investigations prosecutions persons excluded by the casino operator correspondence <i>See 06.07.02 for casino incident reports</i> | PERMANENT |
| 06.07.02 | Records relating to casino incidents and investigations including: <ul style="list-style-type: none"> inspectors day books recording details of incidents incident reports correspondence | PERMANENT |

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| 06.07.03 | <p>Case records relating to routine inspections of venues which do not detect a breach of the Gaming Control Act including:</p> <ul style="list-style-type: none"> • reports • correspondence <p><i>See 06.07.01 for inspections that detect a breach of the Gaming Control Act.</i></p> | <p>TEMPORARY Destroy 10 years after action completed.</p> |
| 06.07.04 | <p>Records relating to venue and casino operations including:</p> <ul style="list-style-type: none"> • notice of promotions • internal controls • approval of venue control manuals • correspondence | <p>TEMPORARY Destroy 10 years after action completed.</p> |
| 06.07.05 | <p>Records of disciplinary action relating to venue operators, special employees, technicians, manufacturers and suppliers including:</p> <ul style="list-style-type: none"> • copies of notices to show cause • notice of suspension or cancellation of licence • correspondence | <p>TEMPORARY Destroy 7 years after licence ceases to be current, as determined by the Commission.</p> |
| 06.07.06 | <p>Recordings of telephone sports betting activity.</p> | <p>TEMPORARY Destroy 30 days after recording.</p> |
| 06.07.07 | <p>Register recording details of seal numbers.</p> | <p>TEMPORARY Destroy when reference ceases</p> |
| 06.07.08 | <p>Monthly financial reports of casino and venue operations including:</p> <ul style="list-style-type: none"> • summary reports • daily transaction reports | <p>TEMPORARY Destroy 7 years after action completed.</p> |
| 06.08.00 | <p>MINOR GAMING (GAMING MANAGEMENT) The activities associated with the regulation of minor gaming including:</p> <ul style="list-style-type: none"> • bingo • lotteries • raffles • tipping competitions • simulated horse racing • Calcutta sweepstakes • liquor and Cash tickets <p><i>See 06.02.01 for policy, precedents, procedures and rules.</i> <i>See 06.02.04 for legal opinions.</i> <i>See 03.01.09 for records relating to the general administration of state taxes including: fees and levies; returns; penalties; forms; applications; and methods of payment.</i></p> | |
| 06.08.01 | <p>Records relating to proposals for new games.</p> | <p>PERMANENT</p> |
| 06.08.02 | <p>Records relating to permits including:</p> <ul style="list-style-type: none"> • applications • correspondence • copies of permits • register recording details of permits and permit holders. | <p>TEMPORARY Destroy 2 years after permit lapses or is cancelled.</p> |
| 06.08.03 | <p>Register recording financial transactions relating to permits.</p> <p><i>See 01.01.02 for Treasurer's Instructions setting out the rules and procedures governing transactions.</i></p> | <p>TEMPORARY Destroy 7 years after action completed.</p> |
| 06.08.04 | <p>Records of the nature and frequency of illegal activities related to minor gaming.</p> | <p>PERMANENT</p> |

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| 07.00.00 | GOVERNMENT PROCUREMENT AND DISPOSAL The function of managing strategic whole-of-government contracts for the procurement of goods and services and managing the procurement of building and construction works. <i>See 01.01.02 for master copies of Treasurer's Instructions</i> <i>See DA No. 2157 for cabinet documents</i> | |
| 07.01.00 | POLICY, PROCEDURES AND ADMINISTRATION (GOVERNMENT PROCUREMENT AND DISPOSAL) The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making and standard methods of operating laid down by the agency according to formulated policy. | |
| 07.01.01 | Records relating to the formulation of policy, the establishment of precedents and the development of procedures and guidelines including: <ul style="list-style-type: none"> • master copies of guidelines • master copies of manuals • master copies of handbooks | PERMANENT |
| 07.01.02 | Routine correspondence including enquiries and provision of routine information. | TEMPORARY Destroy 2 years after action completed |
| 07.01.03 | Records relating to membership of the Procurement Advisory Group including: <ul style="list-style-type: none"> • appointment of members • minutes to the Treasurer | PERMANENT |
| 07.01.04 | Records of meetings of the <i>Procurement Advisory Group</i> including: <ul style="list-style-type: none"> • minutes • agenda papers • minutes to the Treasurer | PERMANENT |
| 07.01.05 | Records relating to the conduct of meetings of the <i>Procurement Advisory Group</i> including: <ul style="list-style-type: none"> • notices of meetings • routine correspondence | TEMPORARY Destroy 2 years after action completed. |
| 07.02.00 | GOODS AND SERVICES CONTRACTING (GOVERNMENT PROCUREMENT AND DISPOSAL) The activities involved in arranging, procuring and managing strategic whole-of-government contracts for the provision of goods and services. <i>See 07.01.01 for policy</i> | |
| 07.02.01 | Records relating to the establishment and ongoing administration of signed contracts including: <ul style="list-style-type: none"> • submissions • tender documents • contracts • correspondence • financial transactions <i>See 07.02.03 for advertising of tenders.</i> | TEMPORARY Destroy 7 years after expiry of contract. |

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| 07.02.02 | Records relating to the establishment and ongoing administration of contracts under seal including: <ul style="list-style-type: none"> • submissions • tender documents • contracts • correspondence • financial transactions <p><i>See 07.02.03 for advertising of tenders.</i></p> | TEMPORARY Destroy 12 years after expiry of contract. |
| 07.02.03 | Routine correspondence including enquiries, provision of routine information, offers not acted upon, lists of potential contractors or suppliers and advertising of tenders. | TEMPORARY Destroy 2 years after action completed. |
| 07.03.00 | BUILDING AND CONSTRUCTION CONTRACTING (GOVERNMENT PROCUREMENT AND DISPOSAL) The activities involved in arranging, procuring and managing contracts for building construction. <i>See 07.01.01 for policy.</i> | |
| 07.03.01 | Records relating to the appointment of members of the <i>Public Works Tender Board</i> including: <ul style="list-style-type: none"> • notices of appointment | PERMANENT |
| 07.03.02 | Records of meetings of the <i>Public Works Tender Board</i> including: <ul style="list-style-type: none"> • minutes • agenda papers | PERMANENT |
| 07.03.03 | Records relating to the conduct of meetings of the <i>Public Works Tender Board</i> including: <ul style="list-style-type: none"> • notices of meetings • routine correspondence | TEMPORARY Destroy 2 years after action completed. |
| 07.03.04 | Master copies of <i>Public Works Tender Board</i> guidelines and manuals. | PERMANENT |
| 07.03.05 | Records relating to the registration of contractors and consultants under the Consultant Pre-qualification Scheme. | TEMPORARY Destroy 5 years after lapse of registration. |
| 07.03.06 | Records relating to the administration of tenders resulting in signed contracts including: <ul style="list-style-type: none"> • tender documents • correspondence • notices to successful/unsuccessful contractors • contracts • contractor's bank guarantees | TEMPORARY Destroy 7 years after expiry of contract. |
| 07.03.07 | Records relating to the administration of tenders resulting in contracts under seal including: <ul style="list-style-type: none"> • tender documents • correspondence • notices to successful/unsuccessful contractors • contracts • contractor's bank guarantees | TEMPORARY Destroy 12 years after expiry of contract. |

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| 07.04.00 | CLIENT EDUCATION (GOVERNMENT PROCUREMENT AND DISPOSAL) The activities associated with all aspects of educating clients including training courses and addresses. <i>See DA No. 2157 for master copies of publications including brochures.</i> | |
| 07.04.01 | Records of content and attendance at client training courses and addresses to client groups including: <ul style="list-style-type: none"> • address/speech notes • course materials • originals of documents provided to attendees • confirmations | TEMPORARY Destroy 7 years after action completed. |
| 07.04.02 | Records relating to administrative arrangements for client training courses and addresses to client groups including: <ul style="list-style-type: none"> • notifications/invitations to attend • evaluations | TEMPORARY Destroy 2 years after action completed. |
| 08.00.00 | GOVERNMENT OFFICE & BUILDING MANAGEMENT The centralised function of managing Government owned buildings and administering leased buildings for the provision of office accommodation for government agencies and authorities. Includes the disposal of surplus land and buildings. Does not include records relating to buildings on the non-current assets register of other agencies or records relating to the valuation of assets or the formal record of alienation of crown land. <i>See DA No. 2157 for cabinet documents</i> <i>See relevant Agency Disposal Schedules for records relating to specialised buildings designed for a specific purpose (such as hospitals, fire stations, schools, etc.).</i> | |
| 08.01.00 | POLICY, PROCEDURES AND ADMINISTRATION (GOVERNMENT OFFICE & BUILDING MANAGEMENT) The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making and standard methods of operating laid down by the agency according to formulated policy. | |
| 08.01.01 | Records relating to the formulation of policy, planning, and the development of procedures and guidelines including: <ul style="list-style-type: none"> • master copies of guidelines • master copies of manuals • master copies of handbooks | PERMANENT |
| 08.01.02 | Routine correspondence including enquiries and provision of routine information. | TEMPORARY Destroy 2 years after action completed. |
| 08.02.00 | COMMITTEES (GOVERNMENT OFFICE & BUILDING MANAGEMENT) The activities associated with the management of committees and task forces (internal and external, private, local, State, Commonwealth etc.). Includes establishment, appointment of members, terms of reference, proceedings, minutes, reports, agendas etc. | |
| 08.02.01 | Records of membership of the <i>Property Reform Steering Committee</i> including: <ul style="list-style-type: none"> • appointments • minutes to the Treasurer | PERMANENT |
| 08.02.02 | Records of meetings of the <i>Property Reform Steering Committee</i> including: <ul style="list-style-type: none"> • minutes • agenda papers • minutes to the Treasurer | TEMPORARY Destroy 10 years after action completed. |

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| 08.02.03 | Records of membership of inter-agency committees, task forces and committees including: <ul style="list-style-type: none"> • appointment of members • minutes to the Treasurer <p><i>See 08.02.01 for membership of the Property Reform Steering Committee.</i></p> | TEMPORARY Destroy 10 years after action completed. |
| 08.02.04 | Records of meetings of inter-agency committees, task forces and committees including: <ul style="list-style-type: none"> • minutes • agenda papers • minutes to the Treasurer <p><i>See 08.02.02 for records of the Property Reform Steering Committee.</i></p> | TEMPORARY Destroy 10 years after action completed. |
| 08.03.00 | <p>ADVICE (GOVERNMENT OFFICE & BUILDING MANAGEMENT)</p> <p>The activities associated with offering opinions by the agency as to an action or judgment relating to government owned and leased buildings and private property developments. Includes the process of advising.</p> <p><i>See DA No. 2157 for briefing notes and question time briefs.</i> <i>See DA No. 2157 for responses to ministerial enquiries.</i> <i>See DA No. 2157 for cabinet documents.</i></p> | |
| 08.03.01 | Records relating to the provision of advice to the Government including: <ul style="list-style-type: none"> • minutes • reports • correspondence • source data that is considered necessary to substantiate advice. <p><i>See 08.02.02 for source data that is not considered necessary to substantiate advice.</i></p> | TEMPORARY Destroy 15 years after action completed. |
| 08.03.02 | Source data that is not considered necessary to substantiate advice. | TEMPORARY Destroy when reference ceases. |
| 08.04.00 | <p>DISPOSAL (GOVERNMENT OFFICE & BUILDING MANAGEMENT)</p> <p>The process of disposing of surplus government owned land and buildings by sale, transfer, auction or demolition. Does not include records relating to decisions to dispose of particular assets, records of valuation of assets or the formal record of alienation of crown land.</p> <p><i>See 08.01.01 for policy decisions as to disposal of surplus land and buildings.</i> <i>See 08.02.02 for decisions about disposal by the Property Reform Steering Committee.</i> <i>See 08.03.01 for advice to Government on the disposal of surplus land and buildings.</i></p> | |
| 08.04.01 | Records relating to the process of disposal of surplus land and buildings. <i>See 08.01.01, 08.02.02 or 08.03.01 for records relating to the decision to dispose of particular land or buildings.</i> | TEMPORARY Destroy 7 years after disposal of property. |
| 08.04.02 | Copies of deeds and certificates of title relating to government owned buildings. | TEMPORARY Transfer to new owner or destroy following disposal of building. |

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| 08.05.00 | <p>LEASING (GOVERNMENT OFFICE & BUILDING MANAGEMENT) The activities involved in leasing properties from the private sector.</p> <p><i>See 08.01.01 for policy.</i> <i>See 08.05.00 for maintenance repairs, fit-outs and security of leased buildings.</i></p> | |
| 08.05.01 | <p>Records relating to the leasing of property including development negotiations and construction details for properties built by the private sector to be leased by the government. Records include:</p> <ul style="list-style-type: none"> • agreements • contracts • conditions • memorandums of understanding | <p>TEMPORARY Destroy 7 years after expiry of the lease or 7 years after the government vacates the building, whichever is the later.</p> |
| 08.06.00 | <p>BUILDING DEVELOPMENT (GOVERNMENT OFFICE & BUILDING MANAGEMENT) The activities associated with construction, redevelopment, alterations, maintenance, repairs, fit-outs, refurbishment and security of government owned and leased buildings.</p> <p><i>See 08.01.01 for policy (including the decision to construct a particular building)</i> <i>See 08.07.00 for services installation.</i></p> | |
| 08.06.01 | <p>Plans and “as constructed” specifications.</p> <p><i>See 07.03.00 for arranging, procuring and managing contracts.</i></p> | PERMANENT |
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| 08.06.03 | <p>Records of minor repairs and alterations, routine maintenance, refurbishment and fit-outs of government owned and leased buildings including maintenance of grounds and services. Records include:</p> <ul style="list-style-type: none"> • maintenance contracts • life cycle plans • correspondence • records of project team meetings | <p>TEMPORARY Destroy 7 years after action completed.</p> |
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| 08.07.02 | Records relating to the installation of services in leased buildings. | TEMPORARY Destroy 2 years after expiry of lease or 2 years after the government vacates the building, whichever is the later. |
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