



ARCHIVES OFFICE OF TASMANIA

DISPOSAL SCHEDULE

for

Functional records of Transend Networks

Disposal Authorisation No. *2092*

91 Murray St Hobart Tasmania 7000

ARCHIVES OFFICE OF TASMANIA

DISPOSAL AUTHORISATION NO. 2092

Title: Disposal Schedule for functional records of
Transend Networks

***Administering
Agency:*** *Transend Networks Pty Ltd*

Authorisation:

Under Section 20 (2) (b) of the *Archives Act 1983*, I hereby authorise the Chief Executive Officer of Transend Networks Pty Ltd to manage the disposal of the records described in this Schedule in accordance with the procedures specified herein.

Ian Pearce
STATE ARCHIVIST

Date: 20 September 2001

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INTRODUCTION

Archives Act

The *Archives Act 1983* stipulates that agencies must not dispose of **records of any type or format** (including electronic records, microfilm, sound recordings, films etc.) 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. Any enquiries relating to these matters should be directed, in writing to TAHO, 91 Murray Street, Hobart, E-mail - gisu@education.tas.gov.au, or by phoning 03 6165 5581

Disposal Schedule

In order to facilitate the prompt and efficient disposal of functional records of functional records of Transend Networks this Disposal Schedule has been approved by the State Archivist under Section 20(2)(b) of the *Archives Act 1983*.

The Schedule identifies and describes the:

- **Disposal Classes** - groups of records which have the same function.
- **Status** - i.e. permanent or temporary retention.
- **Disposal Action** - date for transfer or destruction.

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

Records Covered by Schedules

- This Schedule covers the functional records created by Transend Networks.
- The *Disposal Schedule No 1 for General Administrative Records* covers administrative records created by the agency which relate to functions which are common to most State Service agencies.
- Records not covered by the above or other authorised agency schedules should be disposed of according to the procedures for unscheduled records (see *Advice 10* available on GISU web site).
- The Schedule **does not cover pre-1950 records**. The disposal of these records should also be managed according to the procedures for unscheduled records.

Disposal Action

The disposal actions identified in this schedule specify minimum retention periods. The Agency may keep records longer if it so desires. However, records with PERMANENT status which have been in existence more than 25 years must be transferred to the Archives Office unless a written exemption has been obtained from the State Archivist (*Archives Act 1983 Section 11*). Records with TEMPORARY status can be kept as long as the Agency wishes but the provisions of the *Archives Act* regarding their proper care and custody still apply.

Frequently the retention period descriptions will refer to "**after action completed**" which means after the date of the last addition or amendment to the record.

Transfer of Records to the Archives Office

All records designated as PERMANENT should be transferred to TAHO unless it is specified in the Schedule that they be retained by the Agency. The transfer should be arranged as soon as possible after the specified time. However, in order to avoid frequent small transfers of records, the Agency should develop a regular program of transferring records to TAHO. For practical purposes it is often preferable to delay the transfer of records until a convenient volume of records has accumulated (eg. about one linear metre or more).

Under no circumstances should records more than 25 years old be kept by the Agency without written approval from the State Archivist.

Records with PERMANENT status may be transferred before the specified date if administrative reference has ceased or is infrequent.

Please note that records will not be accepted by TAHO unless specific prior arrangements have been made for their receipt and they have been arranged and described in accordance with any instruction provided by TAHO.

For further information regarding the procedures relating to records covered by this Schedule see *Advice 9 Disposal of Scheduled records*. Details of procedures for unscheduled records are covered in *Advice 10*. Copies of relevant forms are included in these Policies Procedures & Guidelines and electronic copies can be downloaded from the GISU web site.

Destruction of Records

Hard copy records which have been approved for destruction (either in the Disposal Schedule or by a specific Destruction Authority) should be shredded, pulped or incinerated after the specified period has elapsed. Electronic records should be deleted from the system.

The Agency may make arrangements for the collection and destruction of hard copy records with an appropriate contractor. **Please note** that it remains the responsibility of the Agency to ensure that records are destroyed, and that this process is confidential and secure. If the records are in the Schedule, the appropriate entry must be made in the *Register of Records Destroyed*.

Electronic records identified for destruction should be deleted from the system. Care must be taken when deleting these records to establish whether or not any of the 'meta-data' embedded with the record in the system needs to be kept longer than the record itself. For example it is often the case that registers of correspondence must be kept longer than the correspondence itself; some of the index and registration details may be 'tags' within the record, not information stored in a separate registration system as would have been the case in traditional registry procedure. Most record management packages are likely to address this problem but it is necessary to be sure this is the case before deletion.

Register of Records Destroyed

The Agency is obliged to maintain a register of all records destroyed under the Schedule. The register is to be made available to the State Archivist (or nominee) on request. The register should not be used to list unscheduled records as these will be covered by a specific Destruction Authority issued by the State Archivist. 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. This identification should appear on each loose sheet or on the cover if the register is kept in book format. The register can be the same used for registering destructions under the *Disposal Schedule N°2157 for General Administrative Records for State Government Agencies and Authorities*. A sample format and details of this procedure are included in Advice 69 Register of Records Destroyed

Samples and/or Examples of Records Destroyed

Occasionally samples and/or examples of records being destroyed under the Schedule will be selected by TAHO for transfer. The State Archivist will initiate this procedure where appropriate.

Review of the Schedule

If the description in the Schedule no longer accurately reflects the nature and function of the records these procedures should not be used. The State Archivist should be informed of the need to revise the Schedule and, if necessary, the procedure for transferring unscheduled records can be used in the interim.

Reference	Disposal class	Status and Disposal Action
01.00.00	BOARD & GOVERNANCE The function of supporting the activities and fiduciary duties of the Board of Directors, including arranging and recording meetings, reporting, secretarial activities, and the company's relationship with shareholders.	
01.01.00	Agreements The activity of managing legal arrangements (including contracts) between two or more parties.	
01.01.01	Master copy of signed simple agreements or contracts between Transend's Board and external bodies. Includes inter-company agreements, and international agreements. Includes records supporting the negotiation, maintenance, review, and revocation of agreements between Transend's Board and external bodies, such as Contract Service Definitions (CSDs).	TEMPORARY Destroy 7 years after expiry of agreement or last action, whichever is later.
01.01.02	Deeds, agreements or contracts signed under seal and supporting documentation, including correspondence.	TEMPORARY Destroy 12 years after expiry of agreement or last action, whichever is later.
01.02.00	Appointments The activities associated with appointing members of the Board of Directors.	
01.02.01	Register of Board members.	PERMANENT Transfer 25 years after action completed.
01.02.02	Records relating to the nomination, appointment to, and resignation from the Transend Board of Directors.	PERMANENT Transfer 25 years after action completed.

NB All entries cover records in any format unless otherwise specified. Electronic records scheduled for TEMPORARY retention should be maintained in a readily accessible format for the specified retention period. Electronic records for PERMANENT retention should be maintained in the Agency - when planning to discontinue or change the systems in ways which may affect the accessibility or validity of the records, approval should be obtained from the State Archivist.

Reference	Disposal class	Status and Disposal Action
01.03.00	<p>Insurance The process of insuring property, personnel, equipment, vehicles, etc. against loss, damage or injury arising from specified occurrences such as fire, accident, and disablement. Includes liaison with insurers, policy statements, management of claims, and investigations.</p> <p><i><u>See the GDS for insurance relating to common administrative functions.</u></i></p>	
01.03.01	Insurance policy registers.	PERMANENT Transfer 25 years after action completed.
01.03.02	Insurance policy documentation (including renewals and associated correspondence).	TEMPORARY Destroy 7 years after expiration of last policy.
01.03.03	Insurance claims records and associated correspondence.	TEMPORARY Destroy 7 years after finalisation or withdrawal of claim.
01.03.03	Insurance claims register.	TEMPORARY Destroy 7 years after last entry.
01.04.00	<p>Meetings The activities associated with the arrangement, agenda preparation, and recording of minutes of meetings.</p>	
01.04.01	Master copy of minutes, agenda, and business papers of Board meetings including the AGM.	PERMANENT Transfer 25 years after action completed.
01.04.02	Duplicate copies of minutes, agenda, and business papers.	TEMPORARY Destroy when reference ceases.
01.04.03	Routine organisational matters relating to Board meetings.	TEMPORARY Destroy 3 years after action completed.

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Reference	Disposal class	Status and Disposal Action
01.05.00	Planning The activities associated with the identification of key issues to be addressed both externally and internally for the short and long-term direction of Transend. Includes short-term and long-range planning, and business plan development.	
01.05.01	Records relating to major initiatives of the Board.	PERMANENT Transfer 25 years after action completed.
01.05.02	Approved plans relating to minor initiatives, and plans that were not approved or did not proceed to approval.	TEMPORARY Destroy 7 years after plans are superseded.
01.05.03	Records relating to the development of plans, including routine administrative records. Includes plans not proceeded with by the organisation.	TEMPORARY Destroy 2 years after action completed.
01.06.00	Remuneration The activities involved with managing the payment, reward, or other benefits for work or services performed by staff or Board members. <i><u>See the GDS for remuneration for staff.</u></i>	
01.06.01	Records relating to the management of payments and allowances for performing duties as Transend Board members.	TEMPORARY Destroy 7 years after action completed.
01.07.00	Reporting The provision of a formal response on any matter, on which definite information is required, made by some person or body instructed or required to do so.	
01.07.01	Reports prepared by and for the Board regarding corporate or strategic management issues.	PERMANENT Transfer 25 years after action completed.
01.07.02	Other reports prepared by the Board including performance reports.	TEMPORARY Destroy 7 years after action completed.

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Reference	Disposal class	Status and Disposal Action
01.08.00	Shareholder Relations The activities involved with keeping good relations between Transend and its shareholders.	
01.08.01	Records relating to Transend's relationship with its shareholders, including shareholder updates, and reports.	TEMPORARY Destroy 5 years after action completed.
01.08.02	Routine correspondence of a minor nature relating to shareholder relations.	TEMPORARY Destroy 2 years after action completed.

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Reference	Disposal class	Status and Disposal Action
02.00.00	<p>CONTRACTOR & SUPPLIER MANAGEMENT The function of managing the relationship and liaison with the contractors and suppliers to Transend. This is <u>not</u> to be used for the contract process, tendering, or agreements.</p> <p><i>See 01.01.00, 03.02.0, 04.02.00, 06.02.00, 07.02.00, 08.02.00 for agreements and 03.12.00, 04.16.00, 06.22.00, 07.21.00 for tendering records relating to the contractual process.</i></p>	
02.01.00	<p>Audit The activities associated with Transend's records and processes being formally checked by internal or external investigators.</p> <p><i>See the GDS for records relating to internal and external financial audits.</i></p>	
02.01.01	Records relating to major audits of functions and activities resulting in changes in policy or procedures concerning the contractor and supplier management.	<p>PERMANENT Transfer 10 years after action completed.</p>
02.01.02	Records relating to minor audits of functions and activities, which do not result in changes in policy or procedures.	<p>TEMPORARY Destroy 10 years after action completed.</p>
02.02.00	<p>Committees The activities involved with the establishment and management of committees. Includes proceedings, minutes, and agendas.</p> <p><i>See Section 02.07.00 for records that deal with the arrangement, agenda preparation and recording of minutes of non-committee meetings.</i></p>	
02.02.01	Records relating to internal committees formed to consider strategic issues related to contractor and supplier management. Includes final versions of minutes, briefing papers, and agendas. Includes appointment of committee members.	<p>PERMANENT Transfer 10 years after action completed.</p>

NB All entries cover records in any format unless otherwise specified. Electronic records scheduled for TEMPORARY retention should be maintained in a readily accessible format for the specified retention period. Electronic records for PERMANENT retention should be maintained in the Agency - when planning to discontinue or change the systems in ways which may affect the accessibility or validity of the records, approval should be obtained from the State Archivist.

Reference	Disposal class	Status and Disposal Action
02.02.02	Records relating to internal committees formed for operational purposes not included in 02.02.01.	TEMPORARY Destroy 5 years after Committee has ceased to be operative.
02.02.03	Records relating to Transend's involvement in external committees, where Transend provides significant input. Includes agenda, minutes and related papers.	PERMANENT Transfer 10 years after action completed.
02.02.04	Records relating to Transend's involvement in external committees, where Transend does not provide significant input. Includes agenda, minutes and related papers.	TEMPORARY Destroy 2 years after action completed.
02.02.05	Records of a general administrative nature relating to meetings of Committees, including travel arrangements, use of premises, drafts of minutes, briefing papers and agenda.	TEMPORARY Destroy 2 years after action completed.
02.03.00	Compliance The activities associated with complying with mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements to which Transend is subject. Includes compliance with legislation and with national and international standards.	
02.03.01	Records documenting Transend's compliance with mandatory, fiscal, and statutory requirements, including proof of compliance. Includes compliance with general conditions of contract.	TEMPORARY Destroy 7 years after action completed.
02.03.02	Records documenting Transend's compliance with optional compliance requirements.	TEMPORARY Destroy 2 years after action completed.

NB All entries cover records in any format unless otherwise specified. Electronic records scheduled for TEMPORARY retention should be maintained in a readily accessible format for the specified retention period. Electronic records for PERMANENT retention should be maintained in the Agency - when planning to discontinue or change the systems in ways which may affect the accessibility or validity of the records, approval should be obtained from the State Archivist.

Reference	Disposal class	Status and Disposal Action
02.04.00	Enquiries Requests for information on any matter..	
02.04.01	Records relating to the provision of information that involves detailed research or considerable input of resources.	TEMPORARY Destroy when reference ceases
02.04.02	Records relating to the provision of other information, including the provision of information about routine and general matters, such as hours of operation, and change of address.	TEMPORARY Destroy 2 years after action completed.
02.05.00	Guarantees The activities involved with managing the documents supplied from a bank or insurance company ensuring a contractor's financial viability or insurance protection.	
02.05.01	Records from a bank or insurance company relating to the provision of guarantees on behalf of contractors. Includes bank guarantees, and insurance certificates.	TEMPORARY Destroy 7 years after completion or termination of contract.
02.05.02	Routine correspondence of a minor nature relating to guarantees.	TEMPORARY Destroy 2 years after action completed.
02.06.00	Liaison The activities involved in seeking information from or the opinions of one or more others. This includes general contact between Transend and external groups or individuals including organisations within the private sector, professional associations, and the broader community.	
02.06.01	Records supporting Transend's general contact with contractors and suppliers. Includes exchanges of information, co-operative planning, development of projects.	TEMPORARY Destroy 3 years after action completed.

NB All entries cover records in any format unless otherwise specified. Electronic records scheduled for TEMPORARY retention should be maintained in a readily accessible format for the specified retention period. Electronic records for PERMANENT retention should be maintained in the Agency - when planning to discontinue or change the systems in ways which may affect the accessibility or validity of the records, approval should be obtained from the State Archivist.

Reference	Disposal class	Status and Disposal Action
02.07.00	<p>Meetings The activities associated with the arrangement, agenda preparation, and recording of minutes of meetings.</p> <p><i><u>See Section 02.02.00 for formal committee meetings.</u></i></p>	
02.07.01	Master copy of minutes, agenda, and business papers for meetings between Transend and its contractors and suppliers regarding issues related to the contract, tendering, or agreement processes.	PERMANENT Transfer 10 years after action completed.
02.07.02	Minutes of internal contractor and supplier management meetings.	TEMPORARY Destroy 3 years after action completed.
02.07.03	Duplicate copy of minutes, agenda, and business papers.	TEMPORARY Destroy when reference ceases.
02.07.04	Records of routine organisational matters relating to meetings between Transend and its suppliers and contractors.	TEMPORARY Destroy 2 years after action completed.
02.08.00	<p>Policies and Procedures The activities associated with the development of decisions and precedents for future actions and the standard methods of operations determined by Transend. Includes manuals, guidelines, handbooks, and other procedural documentation.</p>	
02.08.01	Records relating to the formulation of policies concerning contractor and supplier management.	PERMANENT Transfer 10 years after policy is superseded.
02.08.02	Master set of instructions or circulars related to Transend's contractor and supplier management policy matters.	PERMANENT Transfer 10 years after policy is superseded.
02.08.03	Records related to the implementation of policies, practices and procedures.	TEMPORARY Destroy 3 years after policy is superseded.

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Reference	Disposal class	Status and Disposal Action
02.09.00	Profiles The activities involved in accumulating information about contractors and suppliers.	
02.09.01	Records relating to information received about contractors and suppliers, including supplier catalogues, and brochures.	TEMPORARY Destroy when reference ceases
02.10.00	Reporting The provision of a formal response on any matter on which definite information is required, made by some person or body instructed or required to do so.	
02.10.01	Major internal and external reports prepared by or for Transend about the contractor and supplier management. Such reports would include significant findings or recommendations.	PERMANENT Transfer 10 years after action completed.
02.10.02	Minor internal and external reports prepared by or for Transend, which do not include significant findings.	TEMPORARY Destroy 7 years after action completed.
02.10.03	Records relating to surveys completed. for external agencies that are not included in, or in response to, a report,	TEMPORARY Destroy 2 years after action completed.
02.11.00	Research The activities involved in investigating or enquiring into a subject or area of interest in order to discover facts, principles. <u>See Section 02.07.00 for research into the formulation of policy.</u>	
02.11.01	Records relating to detailed original research to support the development of significant programs related to contractor and supplier management. Includes data necessary to support the research findings.	PERMANENT Transfer 10 years after action completed.
02.11.02	Records relating to other research projects not included in 02.11.01.	TEMPORARY Destroy 5 years after action completed.

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Reference	Disposal class	Status and Disposal Action
02.11.03	Records relating to the administration of research projects and activities. Includes data not necessary to support the research findings.	TEMPORARY Destroy 2 years after action completed.
02.12.00	<p>Risk Management The identification of major risks and the development, monitoring, and review of appropriate ways to manage and reduce them.</p> <p><i>See Section 02.07.00 for Transend's risk management policy for contractors and suppliers.</i></p>	
02.12.01	Records relating to the identification, assessment, and management of risk concerning Transend's contractors and suppliers.	TEMPORARY Destroy 7 years after next risk assessment
02.13.00	<p>Visits The activities involved in arranging visits by other organisations, the community, and individuals to Transend and arranging visits by Transend staff to other organisations.</p>	
02.13.01	Records of arrangements relating to visits.	TEMPORARY Destroy 7 years after visit

NB All entries cover records in any format unless otherwise specified. Electronic records scheduled for TEMPORARY retention should be maintained in a readily accessible format for the specified retention period. Electronic records for PERMANENT retention should be maintained in the Agency - when planning to discontinue or change the systems in ways which may affect the accessibility or validity of the records, approval should be obtained from the State Archivist.

Reference	Disposal class	Status and Disposal Action
03.00.00	<p>CUSTOMER MANAGEMENT The function of managing the relationship with Transend's external customers. These are customers for services Transend provides, such as transmission services and acting as an agent of the System Control. Activities include responding to enquiries from new or existing customers, negotiating agreements, and determining prices, metering, and billing.</p>	
03.01.00	<p>Advice The activities of providing or receiving formal opinions about particular matters.</p> <p><i>See Section 03.07.00 for the development of decisions and precedents for future actions and the standard methods of operations determined by Transend.</i></p> <p><i>See the GDS for legal opinions.</i></p>	
03.01.01	Advice from inside or outside Transend relating to interpretations of legislation, major issues of public or customer interest, precedents, and matters which affect Transend's policy and procedures.	PERMANENT Transfer 10 years after action completed.
03.01.02	Records of advice not covered by 03.01.01.	TEMPORARY Destroy 10 years after matter is resolved.
03.02.00	<p>Agreements The activity of managing legal arrangements (including contracts) between two or more parties.</p>	
03.02.01	Master copy of signed simple agreements or contracts between Transend and its external customers . Includes connection applications and agreements . Also includes records supporting the negotiation, maintenance, review, and revocation of agreements.	TEMPORARY Destroy 7 years after expiry of agreement or last action, whichever is later

NB All entries cover records in any format unless otherwise specified. Electronic records scheduled for TEMPORARY retention should be maintained in a readily accessible format for the specified retention period. Electronic records for PERMANENT retention should be maintained in the Agency - when planning to discontinue or change the systems in ways which may affect the accessibility or validity of the records, approval should be obtained from the State Archivist.

Reference	Disposal class	Status and Disposal Action
03.02.02	Deeds and agreements under seal. Includes connection applications and agreements, records supporting the negotiation, maintenance, review, and revocation of agreements.	TEMPORARY Destroy 12 years after expiry of agreement or last action, whichever is later
03.03.00	Committees The activities involved with the establishment and management of committees. Includes proceedings, minutes, and agendas. <i>See Section 03.06.00 for records relating to the arrangement, agenda preparation and recording of minutes of non-committee meetings.</i>	
03.03.01	Records relating to internal committees formed to consider strategic issues related to customer management. Includes final versions of minutes, briefing papers, agenda, and appointment of committee members.	PERMANENT Transfer 10 years after action completed.
03.03.02	Records relating to internal committees formed for operational purposes not included in 03.03.01.	TEMPORARY Destroy 5 years after Committee has ceased
03.03.03	Master set of records of major external committees for which Transend provides significant secretariat support and in which Transend has significant input including agendas, minutes, related papers, and submissions.	PERMANENT Transfer 10 years after action completed.
03.03.04	Records relating to Transend's involvement in minor external committees, where Transend does not provide significant input. Includes agenda, minutes and related papers.	TEMPORARY Destroy 2 years after action completed.
03.03.05	Records of a general administrative nature relating to meetings of Committees, including travel arrangements and use of premises.	TEMPORARY Destroy 2 years after action completed.

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Reference	Disposal class	Status and Disposal Action
03.04.00	Enquiries Requests for information on any matter.	
03.04.01	Records relating to the provision of information that involves detailed research or considerable input of resources for the Customer Management function.	TEMPORARY Destroy when reference ceases.
03.04.02	Records relating to the provision of other information, including the provision of information about routine and general matters, such as connection enquiries, hours of operation, and change of address.	TEMPORARY Destroy 2 years after action completed.
03.05.00	Liaison The activities involved in seeking information from or the opinions of one or more others. This includes general contact between Transend and external groups or individuals, including organisations within the private sector, professional associations, and the broader community.	
03.05.01	Records supporting Transend's contact with its external customers. Includes exchanges of information, co-operative planning, and development of projects.	TEMPORARY Destroy 3 years after action completed.
03.06.00	Meetings The activities relating to the arrangement, agenda preparation, and recording of minutes of meetings. <i><u>See Section 03.03.00 for formal Committee meetings.</u></i>	
03.06.01	Master copy of minutes, agenda, and business papers of meetings between Transend and its external customers regarding the provision of transmission services.	PERMANENT Transfer 10 years after action completed.
03.06.02	Minutes or notes of Customer Management meetings not included in 03.06.01.	TEMPORARY Destroy 2 years after action completed. completed.

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Reference	Disposal class	Status and Disposal Action
03.06.03	Duplicate copy of minutes, agenda, and business papers.	TEMPORARY Destroy when reference ceases.
03.06.04	Routine organisational matters relating to meetings with Transend's external customers.	TEMPORARY Destroy 3 years after action completed.
03.07.00	<p>Planning The activities associated with the identification of key issues to be addressed both externally and internally for the short and long-term direction of Transend. Includes short-term and long-range planning, and business plan development.</p>	
03.07.01	Records relating to major company initiatives, including business cases, concerning customer management.	PERMANENT Transfer 10 years after action completed.
03.07.02	Approved plans relating to minor initiatives not included in 03.07.01.	TEMPORARY Destroy 7 years after plans are superseded
03.07.03	Records relating to the development of action or business plans that are not approved	TEMPORARY Destroy 2 years after action completed..
03.08.00	<p>Policies and Procedures The activities associated with the development of decisions and precedents for future actions and the standard methods of operations determined by Transend. Includes manuals, guidelines, handbooks, and other procedural documentation.</p> <p><i>See Section 03.01.00 for the provision or receipt of formal opinions about particular matters, which may affect Transend policy.</i></p>	
03.08.01	Records relating to the formulation of policies and procedures concerning major programs and initiatives relating to customer management.	PERMANENT Transfer 10 years after policy is superseded.
03.08.02	Master set of instructions or circulars related to company policy matters concerning customer management.	PERMANENT Transfer 10 years after policy is superseded.

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Reference	Disposal class	Status and Disposal Action
03.08.03	Records related to the implementation of policies and procedures.	TEMPORARY Destroy 3 years after superseded.
03.09.00	Pricing The activities involved in determining the pricing of Transend's products and services to customers.	
03.09.01	Submissions, returns, and reports to the Australian Competition and Consumer Commission (ACCC) and the Government Pricing Overseeing Commission (GPOC)	TEMPORARY Destroy 7 years after action completed.
03.09.02	Routine administrative records relating to pricing submissions.	TEMPORARY Destroy 2 years after action completed.
03.09.03	Records relating to pricing and tariffs not included in 03.09.01 or 03.09.02. Includes forecasting, modelling, revenue analysis, hedging, and pricing decisions.	TEMPORARY Destroy 7 years after action completed.
03.10.00	Reporting The provision of a formal response on any matter on which definite information is required, made by some person or body instructed or required to do so.	
03.10.01	Major internal and external reports prepared by or for Transend about its customer management activities. Such reports would include significant findings and/or recommendations.	PERMANENT Transfer 10 years after action completed.
03.10.02	Minor internal and external reports prepared by or for Transend that do not include significant findings or recommendations.	TEMPORARY Retain for 7 years after action completed.
03.10.03	Records relating to surveys not included in or in response to a report, completed. for external agencies.	TEMPORARY Destroy 2 years after action completed.

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Reference	Disposal class	Status and Disposal Action
03.11.00	<p>Risk Management The identification of major risks and the development, monitoring, and review of appropriate ways to manage and reduce them.</p> <p><i>See Section 03.08.00 for Transend's risk management policy for customers.</i></p>	
03.11.01	Records relating to the identification, assessment, and management of risk regarding Transend's Customer Management function.	TEMPORARY Destroy 7 years after next risk assessment.
03.12.00	<p>Tendering The activities involved in the submissions for the supply of goods and services in a competitive bidding situation.</p> <p><i>See Section 03.02.00 for the legal arrangements between Transend and other parties.</i> <i>See Section 02.05.00 for contractors bank and insurance guarantees.</i></p>	
03.12.01	Records relating to successful tenders that resulted in agreements or contracts signed under seal. Includes supporting documentation, such as standing offer arrangements, requests for offer, requests for information, and routine correspondence.	TEMPORARY Destroy 12 years after expiry of the relevant agreement.
03.12.02	Records of successful tenders that resulted in simple signed agreements. Includes supporting documentation, such as standing offer arrangements, requests for offer, requests for information, and routine correspondence.	TEMPORARY Destroy 7 years after the final decision on the tender process has been made.
03.12.03	Records of unsuccessful tenders. Includes tenders where the process has not continued. Includes supporting documentation, such as standing offer arrangements, requests for offer, requests for information, and routine correspondence.	TEMPORARY Destroy 7 years after the final decision on the tender process has been made.

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Reference	Disposal class	Status and Disposal Action
03.13.00	Training Provision The activities associated with programs and courses provided by Transend to external customers.	
03.13.01	Master copies of printed handouts and audiovisual material (including slides, films, cassettes, and videos) for use in formal training prepared by Transend for external customers.	TEMPORARY Destroy 5 years after course is superseded or when training material is no longer relevant.
03.13.02	Records of applications, attendance, and other minor matters of training programs for external customers.	TEMPORARY Destroy 4 years after action completed.
03.13.03	Copies of handouts and audiovisual material.	TEMPORARY Destroy after reference ceases.

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Reference	Disposal class	Status and Disposal Action
04.00.00	<p>ENVIRONMENTAL MANAGEMENT</p> <p>The function of establishing the programs and strategies to ensure adequate environmentally sensitive operations and compliance with statutory obligations and includes the management of the Environmental Management System.</p>	
04.01.00	<p>Accidents and Incidents</p> <p>The activities involved in dealing with events that could or do result in unintended harm or damage.</p> <p><i><u>See Section 04.06.00 for the prevention and management of environmental contamination.</u></i></p> <p><i><u>See Section 04.07.00 for the identification and management of environmental hazards that present a major health risk.</u></i></p> <p><i><u>See Section 04.08.00 for the examination of events, physical objects, land, equipment, records, etc.</u></i></p> <p><i><u>See Section 04.15.00 for the identification and management of major risks excluding environmental hazards.</u></i></p> <p><i><u>See the GDS for records relating to people, vehicle, and plant accidents and incidents.</u></i></p>	
04.01.01	Accident registers relating to environmental accidents and incidents.	PERMANENT Transfer 25 years after action completed.
04.01.02	Records relating to environmental accidents and incidents and their investigation, occurring on premises under the jurisdiction of Transend Networks.	PERMANENT Transfer 25 years after action completed.
04.01.03	Master copies of instructions relating to health and safety precautions, issues and reports of significant health and safety issues that pertain to environmental management.	PERMANENT Transfer 5 years after instructions are superseded.

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Reference	Disposal class	Status and Disposal Action
04.02.00	Agreements The activity of managing legal arrangements (including contracts) between two or more parties.	
04.02.01	Master copy of signed simple agreements or contracts between Transend and external bodies regarding environmental management. Includes inter-company and international agreements. Includes records documenting the negotiation, maintenance, review, and revocation of agreements.	TEMPORARY Destroy 7 years after expiry of agreement or last action, whichever is later.
04.02.02	Deeds and agreements under seal and supporting documentation, including correspondence.	TEMPORARY Destroy 12 years after expiry of agreement or last action, whichever is later.
04.03.00	Audit The activities associated with Transend's records and processes being formally checked by internal or external investigators. <u>See 04.12.04 for quality management audits.</u> <u>See the GDS for records relating to internal and external financial audits.</u>	
04.03.01	Records relating to major audits of Transend's environmental management that result in changes in policy or procedures. Includes related Corrective Action Reports and Non-Compliance Reports.	PERMANENT Transfer 10 years after action completed.
04.03.02	Record relating to minor audits of Transend's environmental management that do not result in changes in policy or procedures. Includes related Corrective Action Reports, Non-Compliance Reports, etc.	TEMPORARY Destroy 10 years after action completed.

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Reference	Disposal class	Status and Disposal Action
04.04.00	Committees The activities involved with the establishment and management of committees. Includes proceedings, minutes, and agendas. <i>See Section 04.09.00 for records that deal with the arrangement, agenda preparation and recording of minutes of non-committee meetings .</i>	
04.04.01	Records relating to internal committees formed to consider strategic issues related to the environmental management . Includes final versions of minutes, briefing papers, agenda, and appointment of committee members.	PERMANENT Transfer 10 years after action completed.
04.04.02	Records relating to internal committees formed for operational purposes not included in 04.04.01.	TEMPORARY Destroy 5 years after Committee has ceased
04.04.03	Master set of records of external committees for which Transend provides significant Secretariat support and in which Transend has significant input including agendas, minutes, and related papers.	PERMANENT Transfer 10 years after action completed.
04.04.04	Records relating to Transend's involvement in external committees where Transend does not provide significant input. Includes agenda, minutes and related papers.	TEMPORARY Destroy 2 years after action completed.
04.04.05	Records of a general administrative nature relating to meetings of committees, including travel arrangements, use of premises.	TEMPORARY Destroy 2 years after action completed.

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Reference	Disposal class	Status and Disposal Action
04.05.00	<p>Compliance The activities associated with complying with mandatory or optional accountability, fiscal, legal, regulatory, or quality standards or requirements to which Transend is subject. Includes compliance with legislation and with national and international standards.</p>	
04.05.01	Records documenting Transend's compliance with mandatory, fiscal, and statutory environmental requirements, including proof of compliance.	TEMPORARY Destroy 7 years after action completed.
04.05.02	Records documenting Transend's compliance with optional requirements.	TEMPORARY Destroy 2 years after action completed.
04.06.00	<p>Contamination The activities of preventing and managing environmental contamination.</p> <p><i>See Section 04.01.00 for records of accidents and incidents that could or do result in unintended harm or damage.</i></p> <p><i>See Section 04.07.00 for the identification and management of environmental hazards that present a major health risk.</i></p> <p><i>See Section 04.08.00 for records of investigations of events, physical objects, land, equipment, records, etc.</i></p> <p><i>See Section 04.15.00 for the identification and management of major risks excluding environmental hazards.</i></p> <p><i>See the GDS for records relating to vehicle and plant accidents and incidents.</i></p>	
04.06.01	Records relating to contaminated sites that present a major health risk, involve major controversy, result in litigation, or set a precedent, includes assessments, decontamination, and remediation.	PERMANENT Transfer 25 years after action completed.
04.06.02	Records relating to contaminated sites not covered by 04.06.01.	TEMPORARY Destroy 10 years after action completed.

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Reference	Disposal class	Status and Disposal Action
04.07.00	<p>Hazards The activities involved in managing and controlling potential dangers or risks.</p> <p><i>See Section 04.06.00 for the prevention and management of environmental contamination.</i></p> <p><i>See Section 04.08.00 for records of investigations of events, physical objects, land, equipment, records, etc.</i></p> <p><i>See Section 04.15.00 for the identification and management of major risks excluding environmental hazards.</i></p> <p><i>See Section 04.01.00 for managing records of accidents and incidents that could or do result in unintended harm or damage.</i></p> <p><i>See the GDS. for records relating to vehicle and plant accidents and incidents.</i></p>	
04.07.01	Records relating to the identification and management of environmental hazards that present a major health risk, involve major controversy, result in litigation, or set a precedent. Includes hazards to flora and fauna and relates to records of assessment and the Hazardous Chemical Register.	<p>PERMANENT Transfer 25 years after action completed.</p>
04.07.02	Records relating to hazards not covered by 04.07.01	<p>TEMPORARY Destroy 10 years after action completed. or next assessment, whichever is later.</p>

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Reference	Disposal class	Status and Disposal Action
04.08.00	<p>Investigations The activities associated with the examination of events, physical objects, land, equipment, and records.</p> <p><i><u>See Section 04.01.00 for investigations into environmental accidents/incidents.</u></i> <i><u>See Section 04.06.00 for the prevention and management of environmental contamination.</u></i> <i><u>See Section 04.07.00 for the management and control of potential dangers or risks.</u></i> <i><u>See Section 01.03.00 for investigations relating to claims.</u></i> <i><u>See Section 04.15.00 for the identification and management of major risks excluding environmental hazards.</u></i> <i><u>See the GDS for records relating to vehicle and plant accidents and incidents.</u></i></p>	
04.08.01	Records relating to environmental investigations requiring significant action, or alterations to systems or procedures.	PERMANENT Transfer 25 years after action completed.
04.08.02	Records relating to routine environmental investigations requiring minimal or no action in response.	TEMPORARY Destroy 3 years after investigation completed.
04.08.03	Records of routine organisational matters relating to investigations, such as lists, summaries, and timetables.	TEMPORARY Destroy 2 years after action completed.
04.09.00	<p>Meetings The activities associated with the arrangement, agenda preparation, and recording of minutes of meetings.</p> <p><i><u>See Section 04.04.00 for formal committee meetings.</u></i></p>	
04.09.01	Master copy of minutes, agenda, and business papers of meetings held between Transend and external agencies and organisations relating to the environmental management.	PERMANENT Transfer 10 years after action completed.

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Reference	Disposal class	Status and Disposal Action
04.09.02	Minutes of internal environmental management meetings.	TEMPORARY Destroy 2 years after action completed.
04.09.03	Duplicate copy of minutes, agenda, and business papers.	TEMPORARY Destroy when reference ceases.
04.09.04	Records of routine organisational matters relating to meetings.	TEMPORARY Destroy 3 years after action completed.
04.10.00	<p>Monitoring The activities involved in checking and observing items or processes over a period of time. Includes reporting on those activities.</p> <p><i>See Section 07.20.00 for the monitoring for the performance of the transmission system.</i></p>	
04.10.01	Records relating to environmental data collection, monitoring programs and surveys. Includes monitoring of Poly Chlorinated Biphenyls (PCB).	PERMANENT Transfer 10 years after action completed.
04.10.02	Records relating to monitoring of magnetic fields.	TEMPORARY Destroy 10 years after action completed.
04.10.03	Other records relating to administrative matters concerned with environmental data collection and monitoring.	TEMPORARY Destroy 2 years after action completed.
04.11.00	<p>Planning The activities associated with the identification of key issues to be addressed both externally and internally for the short and long-term direction of Transend. Includes short-term and long-range planning, and business plan development.</p>	
04.11.01	Records relating to major company initiatives, environmental plans, and business cases.	PERMANENT Transfer 25 years after action completed.

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Reference	Disposal class	Status and Disposal Action
04.11.02	Approved plans not included in 04.11.01.	TEMPORARY Destroy 7 years after plans are superseded.
04.11.03	Records relating to the development of action or business plans regarding Transend's environmental management strategies, including routine administrative records, and drafts. Includes plans not approved.	TEMPORARY Destroy 2 years after action completed..
04.12.00	Policies and Procedures The activities associated with the development of decisions and precedents for future actions and the standard methods of operations determined by Transend. Includes manuals, guidelines, handbooks, and other procedural documentation.	
04.12.01	Records relating to the formulation of policies concerning Transend's major environmental programs and initiatives. Includes environmental procedures manual.	PERMANENT Transfer 25 years after policy is superseded.
04.12.02	Master set of instructions or circulars related to company environmental policy matters.	PERMANENT Transfer 25 years after policy is superseded.
04.12.03	Records related to the implementation of environmental practices and procedures based on standards.	TEMPORARY Destroy 3 years after superseded.
04.13.00	Quality Management The activities associated with management systems and philosophies directed at achieving quality.	
04.13.01	Operational procedures related to environmental management.	PERMANENT Transfer 25 years after procedures superseded.
04.13.02	Company quality certification.	PERMANENT Transfer 25 years after attainment of certification.

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Reference	Disposal class	Status and Disposal Action
04.13.03	Quality manual.	TEMPORARY Destroy 3 years after superseded.
04.13.04	Quality audit reports.	TEMPORARY Destroy 3 years after audit.
04.14.00	Reporting The provision of a formal response on any matter on which definite information is required, made by some person or body instructed or required to do so.	
04.14.01	Major internal and external reports prepared by or for Transend about environmental activities, containing major recommendations and initiatives. Includes environmental impact statements.	PERMANENT Transfer 25 years after action completed.
04.14.02	Minor internal and external reports prepared by or for Transend concerning environmental management and activities that do not include significant findings and/or recommendations.	TEMPORARY Destroy 7 years after action completed.
04.14.03	Records relating to environmental surveys not included in or in response to a report, completed for external agencies.	TEMPORARY Destroy 2 years after action completed.
04.15.00	Risk Management The identification of major risks and the development, monitoring, and review of appropriate ways to manage and reduce them. <i>See Section 04.01.00 for investigations into and reports of accidents or incidents with potential environmental risks.</i> <i>See Section 04.06.00 for the prevention and management of environmental contamination.</i> <i>See Section 04.07.00 for the identification and management of environmental hazards that present a major health risk.</i> <i>See Section 04.12.00 for Transend's environmental risk management policy.</i>	
04.15.01	Records relating to the identification, assessment, and management of environmental risk.	TEMPORARY Destroy 7 years after next risk assessment

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Reference	Disposal class	Status and Disposal Action
04.16.00	<p>Tendering The activities involved in the submissions for the supply of goods and services in a competitive bidding situation.</p> <p><i><u>See Section 04.02.00 for the legal arrangements between Transend and other parties.</u></i></p> <p><i><u>See Section 02.05.00 for contractors bank and insurance guarantees.</u></i></p>	
04.16.01	Records relating to successful tenders to assist Transend in fulfilling its environmental management responsibilities. Includes supporting documentation, such as standing offer arrangements, requests for offer, requests for information, and routine correspondence.	TEMPORARY Destroy 12 years following expiry of the relevant agreement.
04.16.02	Records of successful tenders that resulted in simple signed agreements. Includes supporting documentation, such as standing offer arrangements, requests for offer, requests for information, and routine correspondence.	TEMPORARY Destroy 7 years after the final decision on the tender process has been made.
04.16.03	Records relating to unsuccessful tenders. Includes supporting documentation, such as standing offer arrangements, requests for offer, requests for information, and routine correspondence.	TEMPORARY Destroy 7 years after the final decision on the tender process has been made.

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Reference	Disposal class	Status and Disposal Action
04.17.00	<p>Waste Management</p> <p>The activities associated with the management of all by-products of natural biological and human activities, whether harmful or not. It provides for their collection, storage, transportation, transfer, processing, treatment, and disposal and includes measures such as minimisation and reduction.</p> <p><i>See Section 04.01.00 for investigations into and reports on accidents and incidents with potential environmental risks.</i></p> <p><i>See Section 04006.00 for the prevention and management of environmental contamination.</i></p> <p><i>See Section 04.07.00 for the identification and management of environmental hazards that present a major health risk.</i></p> <p><i>See Section 04.15.00 for the identification and management of risks excluding environmental hazards.</i></p> <p><i>See the GDS for records relating to waste removal carried out as part of routine maintenance of buildings occupied by Transend employees.</i></p>	
04.17.01	Records relating to the development, management, and implementation of programs, plans, and strategies for the storage, removal, and collection of waste. Includes recycling strategies and waste handling.	PERMANENT Transfer 25 years after action completed.
04.17.02	Records relating to the removal of toxic waste and hazardous substances.	PERMANENT Transfer 25 years after removal.
04.17.03	Records relating to air, land, and water pollution.	PERMANENT Transfer 25 years after action completed.
04.17.04	Waste management register.	PERMANENT Transfer 25 years after last entry
04.17.05	Routine correspondence of a minor nature relating to waste management.	TEMPORARY Destroy 2 years after action completed.

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Reference	Disposal class	Status and Disposal Action
<p>05.00.00</p>	<p>ESI REGULATION The function of managing and influencing the electricity supply industry (ESI) regulatory rules for the use of the transmission system, market operation, power system security, network connections access, and network services pricing. These rules are governed by the provisions of the Tasmanian Electricity Code (TEC), the National Electricity Code (NEC), legislation, national electricity laws, supporting regulations and guidelines. Includes submissions to code reviews, price determinations, and managing the relationship with the electricity supply industry regulators.</p> <p><i>See Section 07.06.00 for records of operational compliance relating to maintenance of the transmission system.</i> <i>See Section 08.04.00 for records of operational compliance relating to operation of the transmission system.</i></p>	
<p>05.01.00</p>	<p>Advice The activities of providing or receiving formal opinions about particular matters.</p> <p><i>See Section 05.08.00 for records of reviews of products, processes, procedures, standards and systems.</i> <i>See the GDS for legal opinions.</i></p>	
<p>05.01.01</p>	<p>Advice from inside or outside Transend relating to interpretations of legislation, major issues of public or customer interest, precedents, and matters which affect Transend's policy and procedures relating to ESI regulation.</p>	<p>PERMANENT Transfer 10 years after action completed.</p>
<p>05.01.02</p>	<p>Advice relating to minor matters not covered by 05.01.01.</p>	<p>TEMPORARY Destroy 10 years after matter is resolved.</p>

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Reference	Disposal class	Status and Disposal Action
05.02.00	<p>Committees The activities involved with the establishment and management of committees. Includes proceedings, minutes, and agendas.</p> <p><i>See Section 05.05.00 for records that deal with the arrangement, agenda preparation, and recording of minutes of meetings.</i></p>	
05.02.01	Records relating to internal committees formed to consider strategic issues related to the ESI Regulation function. Includes final versions of minutes, briefing papers, and agenda.	<p>PERMANENT Transfer 10 years after action completed.</p>
05.02.02	Records relating to internal committees formed for operational purposes not included in 05.02.01.	<p>TEMPORARY Destroy 5 years after Committee has ceased.</p>
05.02.03	<p>Master set of records of external committees for which Transend provides significant secretariat support and in which Transend has significant input including agendas, minutes, related papers, etc. Includes appointments of committee members.</p> <p><i>See Section 05.09.00 for submissions to external organisations.</i></p>	<p>PERMANENT Transfer 10 years after action completed.</p>
05.02.04	Records relating to Transend's involvement in external committees, where Transend does not provide significant input. Includes agenda, minutes and related papers.	<p>TEMPORARY Destroy 2 years after action completed.</p>
05.02.05	Records of a general administrative nature relating to meetings of Committees, including travel arrangements, and use of premises.	<p>TEMPORARY Destroy 2 years after action completed.</p>

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Reference	Disposal class	Status and Disposal Action
05.03.00	Liaison The activities involved in seeking information from or the opinions of one or more others. This includes general contact between Transend and external groups or individuals, including organisations within the private sector, professional associations, and the broader community.	
05.03.01	Records documenting Transend's contact with professional associations, industry groups, regulatory bodies and other electricity suppliers. Includes exchanges of information, collaboration on projects and all the activities of a member of an organisation.	TEMPORARY Destroy 3 years after action completed.
05.03.02	Records supporting Transend's membership of a community group, professional association, etc.	TEMPORARY Destroy 2 years after action completed.
05.04.00	Licensing The activities associated with managing the formal permissions or authorities required by Transend.	
05.04.01	Records relating to the successful application for licences, authorities and ESI regulatory approvals. Includes records relating to the amendment, transfer, cancellation and revocation of licences, authorities and ESI regulatory approvals.	PERMANENT Transfer 10 years after expiry of licence.
05.04.02	Records relating to unsuccessful licence applications and where no appeal has been lodged.	TEMPORARY Destroy 3 years after application.
05.04.03	Records relating to appeals lodged for unsuccessful applications and revocations of licences.	TEMPORARY Destroy 7 years after action completed.

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Reference	Disposal class	Status and Disposal Action
05.05.00	<p>Meetings The activities associated with the arrangement, agenda preparation, and recording of minutes of meetings.</p> <p><i><u>See Section 05.02.00 for formal Committee meetings.</u></i></p>	
05.05.01	Master copy of minutes, agenda, and business papers of meetings between Transend and those members of the electricity supply industry responsible for its regulation.	PERMANENT Transfer 10 years after action completed.
05.05.02	Minutes of meetings not included in 05.05.01	TEMPORARY Destroy 2 years after action completed.
05.05.03	Duplicate copy of minutes, agenda, and business papers.	TEMPORARY Destroy when reference ceases.
05.05.04	Routine organisational matters relating to meetings.	TEMPORARY Destroy 3 years after action completed.
05.06.00	<p>Pricing The activities involved in determining the pricing of Transend's products and services to customers.</p>	
05.06.01	Submissions, returns, and reports to the Australian Competition and Consumer Commission (ACCC) and the Government Pricing Overseeing Commission (GPOC).	TEMPORARY Destroy 7 years after action completed.
05.06.02	Routine administrative records relating to pricing submissions.	TEMPORARY Destroy 2 years after action completed.
05.06.03	Records relating to pricing and tariffs not covered by 05.06.01 or 05.06.02. Includes price determinations, forecasting, modelling, revenue analysis, and pricing decisions.	TEMPORARY Destroy 7 years after action completed.

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Reference	Disposal class	Status and Disposal Action
05.07.00	<p>Reporting The provision of a formal response on any matter, on which definite information is required, made by some person or body instructed or required to do so.</p>	
05.07.01	Major internal and external reports prepared by or for Transend about ESI Regulation that contain major recommendations, and initiatives.	PERMANENT Transfer 10 years after action completed.
05.07.02	Minor internal and external reports prepared by or for Transend in relation to its ESI Regulation functions and activities that do not include significant findings or recommendations.	TEMPORARY Destroy 7 years after action completed.
05.07.03	Records relating to surveys not included in or in response to a report, completed. for external agencies.	TEMPORARY Destroy 2 years after action completed.
05.08.00	<p>Reviewing The activities involved in re-evaluating or re-examining products, processes, procedures, standards and systems. Includes recommendations and advice resulting from these activities.</p> <p><i>See Section 05.01.00 for the provision or receipt of formal advice and opinions.</i></p>	
05.08.01	Records documenting the review of Transend's programs, operations, and services regarding ESI Regulation and activities. Includes final reports and action plans.	TEMPORARY Destroy 5 years after action completed.
05.08.02	Working papers relating to the review. Includes drafts and supporting documentation.	TEMPORARY Destroy 2 years after action completed.

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Reference	Disposal class	Status and Disposal Action
<p>05.09.00</p>	<p>Submissions The preparation and submission of a formal statement (eg reports, statistics.) supporting a case or opinion held by Transend which is submitted to another organisation for the purpose of either gain or support.</p> <p><i>See Section 05.06.00 for pricing submissions to the Australian Competition and Consumer Commission (ACCC).</i></p>	
<p>05.09.01</p>	<p>Final copy of successful proposals or submissions seeking support from members of the electricity supply industry for a project of major significance.</p>	<p>PERMANENT Transfer 25 years after submission of proposal.</p>
<p>05.09.02</p>	<p>Records relating to unsuccessful submissions or proposals.</p>	<p>TEMPORARY Destroy 3 years after action completed.</p>
<p>05.09.03</p>	<p>Records relating to background information and documentation supporting submissions detailed in 05.09.01 and 05.09.02.</p>	<p>TEMPORARY Destroy when reference ceases.</p>

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Reference	Disposal class	Status and Disposal Action
06.00.00	<p>TRANSMISSION SYSTEM DEVELOPMENT The functions associated with the development of the transmission network and connection assets to meet customer requirements. Includes systems analysis and feasibility studies, planning, regulatory approvals, design, developmental plans, implementation, replacement and refurbishment, commissioning, equipment rating, decommissioning, and finalisation.</p>	
06.01.00	<p>Acquisition The activities involved in the procurement of goods, services, and property, including proposals submitted to Transend by external suppliers but excluding leasing and tendering.</p> <p><i>See the GDS for plant and equipment used for common administrative services.</i></p>	
06.01.01	Records relating to the acquisition of equipment for the development of the transmission network and connection assets.	TEMPORARY Destroy 1 year after disposal or decommissioning of equipment.
06.01.02	Information provided by vendors including price lists, promotional material, advertising brochures, product catalogues.	TEMPORARY Destroy when reference ceases.
06.02.00	<p>Agreements The activity of managing legal arrangements (including contracts) between two or more parties.</p>	
06.02.01	Master copy of signed simple agreements or contracts between Transend and external bodies concerning the development of the transmission network. Includes inter-company agreements and international agreements. Includes records documenting the negotiation, maintenance, review, and revocation of agreements. Includes site instructions, variations, and Contract Service Definitions (CSD).	TEMPORARY Destroy 7 years after expiry of agreement or last action, whichever is later.

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Reference	Disposal class	Status and Disposal Action
06.02.02	Deeds and agreements under seal and supporting documentation, including correspondence.	TEMPORARY Destroy 12 years after expiry of agreement or last action, whichever is later.
06.03.00	Approvals The activities involved in the process of seeking and the granting of permission to undertake requested action.	
06.03.01	Records of successful applications by Transend for approvals, authorities, and permits. Includes permits to occupy, commercial activity permits, environmental approvals, and building approvals. Includes assessment and validation against specific requirements such as native title, certificates of registration of workplaces, certificates of registration of plant and plant design. Also includes records relating to the amendment, transfer, cancellation, and revocation of approvals, and permits to occupy.	TEMPORARY Destroy 7 years after cancellation of the relevant authority.
06.03.02	Records of unsuccessful applications where the decision has not been appealed. <i><u>See 06.03.03 for appeals.</u></i>	TEMPORARY Destroy 2 years after rejection of application.
06.03.03	Records of appeals against unsuccessful applications and revocation of approvals.	TEMPORARY Destroy 7 years after action completed.

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Reference	Disposal class	Status and Disposal Action
<p>06.04.00</p>	<p>Commissioning The activities associated with the preconditions to be achieved to allow subsequent actions to bring plant or equipment into a state whereby it may be operated as an integral part of the power system.</p> <p><i>See Section 06.06.00 for records relating to the construction of the transmission system.</i> <i>See Section 06.10.00 for records relating to design work.</i> <i>See the GDS for plant and equipment used for common administrative services.</i></p>	
<p>06.04.01</p>	<p>Records relating to the conditions for implementation and use of plant or equipment on Transend's premises. Includes commissioning plans and programs, switching sheets, instructions, and test certificates.</p>	<p>TEMPORARY Destroy after disposal or decommissioning of equipment.</p>
<p>06.04.02</p>	<p>Routine correspondence relating to the commissioning of plant and equipment.</p>	<p>TEMPORARY Destroy 2 years after action completed.</p>
<p>06.05.00</p>	<p>Committees The activities involved with the establishment and management of committees. Includes proceedings, minutes, and agendas.</p> <p><i>See Section 06.13.00 for the arrangement, agenda preparation, and recording of minutes of meetings .</i></p>	
<p>06.05.01</p>	<p>Records relating to internal committees formed to consider strategic issues related to the transmission system development. Includes final versions of minutes, briefing papers, and agenda.</p>	<p>PERMANENT Transfer 10 years after action completed.</p>
<p>06.05.02</p>	<p>Records relating to internal committees formed for operational purposes not included in 06.05.01.</p>	<p>TEMPORARY Destroy 5 years after Committee has ceased.</p>

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Reference	Disposal class	Status and Disposal Action
06.05.03	Master set of records of external committees for which Transend provides significant Secretariat support and in which Transend has significant input including agendas, minutes, and related papers. Includes appointment of Committee members.	PERMANENT Transfer 10 years after action completed.
06.05.04	Records relating to Transend's involvement in external committees, where Transend does not provide significant input. Includes agenda, minutes and related papers.	TEMPORARY Destroy 2 years after action completed.
06.05.05	Records of a general administrative nature relating to meetings of Committees. Includes travel arrangements and use of premises.	TEMPORARY Destroy 2 years after action completed.
06.06.00	<p>Compliance The activities associated with complying with mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements to which Transend is subject. Includes compliance with legislation and with national and international standards.</p> <p><i><u>See the GDS for development and review of legislation.</u></i></p>	
06.06.01	Records documenting Transend's compliance with mandatory, fiscal, and statutory requirements including proof of compliance in terms of the development of its transmission system.	TEMPORARY Destroy 7 years after action completed.
06.06.02	Records documenting Transend's compliance with optional requirements.	TEMPORARY Destroy 2 years after action completed.

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Reference	Disposal class	Status and Disposal Action
06.07.00	<p>Construction The activities involved in making or building the Transmission System.</p> <p><i>See Section 06.04.00 for records associated with commissioning of plant and equipment.</i></p> <p><i>See Section 06.10.00 for records relating to design work.</i></p>	
06.07.01	Records relating to project management, including progress reports, site instructions, site reports, inspections, work instructions, project schedules, and correspondence. Includes photographic records of construction activities.	TEMPORARY Destroy 7 years after the completion of the construction.
06.07.02	Records relating to the construction site, including site layout, access parking and accommodation.	TEMPORARY Destroy 7 years after completion of the construction.
06.07.03	Records relating to the installation of heavy plant and equipment.	TEMPORARY Destroy 7 years after installation.
06.07.04	Records relating to quality assurance documentation, including non-conformances.	TEMPORARY Destroy 7 years after action completed.
06.07.05	Records relating to the construction and installation of utilities, eg air conditioning, ventilation, and lighting.	TEMPORARY Destroy 2 years after disposal, transfer, or vacation of premises.
06.07.06	Routine correspondence relating to the provision of recreation areas for personnel and visitors.	TEMPORARY Destroy 1 year after action completed.
06.08.00	<p>Cost Control The activities involved in reconciling planned and actual monetary amounts.</p>	
06.08.01	Records relating to the checking and reconciling of planned and actual monetary amounts.	TEMPORARY Destroy 7 years after action completed.

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Reference	Disposal class	Status and Disposal Action
06.09.00	Decommissioning The activities associated with ceasing use of or disconnecting plant.	
06.09.01	Records relating to the decommissioning of plant and equipment on Transend's premises.	TEMPORARY Destroy 7 years after decommissioning of equipment.
06.09.02	Routine correspondence relating to the decommissioning of plant and equipment.	TEMPORARY Destroy 2 years after action completed.
06.10.00	Design The activities involved in carrying out design work. <i>See Section 06.04.00 for records associated with commissioning of plant or equipment.</i> <i>See Section 06.07.00 for records relating to the construction of the transmission system.</i>	
06.10.01	Records relating to the design process including preliminary submissions, feasibility reports, design change requests, final sketches and perspectives.	TEMPORARY Destroy 5 years after action completed.
06.10.02	Official documentation and set of drawings, including contract set (signed by the responsible Transend officer and contractor/s). Includes approved schematic design and design development submission materials.	TEMPORARY Destroy 7 years after expiry of relevant contract.
06.10.03	Records documenting the specification of the works, including design calculations for the sizing of component of works, technical specifications, and correspondence.	TEMPORARY Destroy 7 years after action completed.
06.10.04	Working drawings, "issued for construction" drawings (eg architectural, civil, and structural); drawings relating to electrical, plumbing, air-conditioning, heating systems; and final approved drawings.	TEMPORARY Destroy 7 years after action completed.

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Reference	Disposal class	Status and Disposal Action
06.10.05	Final documentation including "as built" drawings.	PERMANENT Transfer 10 years after completion of construction work.
06.11.00	Equipment Rating The activities associated with the determination or confirmation of primary and secondary electrical equipment ratings for the transmission network.	
06.11.01	Records relating to the determination or confirmation of primary and secondary electrical equipment ratings for the Transend transmission network. Includes protection settings and transmission line ratings.	TEMPORARY Destroy 7 years after action completed.
06.11.02	Routine correspondence associated with the determination or confirmation of equipment ratings.	TEMPORARY Destroy 2 years after action completed.
06.12.00	Finalisation The activities involved in the completion of all work on a project once the project has been implemented.	
06.12.01	Records relating to the completion of work undertaken on a project, not including contractual documentation.	TEMPORARY Destroy 7 years after action completed.
06.12.02	Routine correspondence relating to project finalisation.	TEMPORARY Destroy 2 years after action completed.
06.13.00	Insurance The process of insuring property, personnel, equipment, vehicles, etc. against loss, damage or injury arising from specified occurrences such as fire, accident, and disablement. Includes liaison with insurers, policy statements, management of claims, and investigations. <i><u>See the GDS for insurance relating to common administrative functions.</u></i>	
06.13.01	Insurance policy registers.	PERMANENT Transfer 25 years after action completed.

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Reference	Disposal class	Status and Disposal Action
06.13.02	Insurance policy documentation (including renewals and associated correspondence).	TEMPORARY Destroy 7 years after expiration of last policy.
06.13.03	Insurance claims records and associated correspondence.	TEMPORARY Destroy 7 years after finalisation or withdrawal of claim.
06.13.03	Insurance claims register.	TEMPORARY Destroy 7 years after last entry.
06.14.00	<p>Meetings The activities associated with the arrangement, agenda preparation, and recording of minutes of meetings.</p> <p><u>See Section 06.05.00 for formal Committee meetings.</u></p>	
06.14.01	Master copy of minutes, agenda, and business papers of significant external or internal meetings relating to transmission system development.	PERMANENT Transfer 10 years after action completed.
06.14.02	Minutes of meetings concerning transmission system development not included in 06.13.01.	TEMPORARY Destroy 2 years after action completed.
06.14.03	Duplicate copy of minutes, agenda and business papers.	TEMPORARY Destroy when reference ceases.
06.14.04	Routine organisational matters relating to meetings.	TEMPORARY Destroy 3 years after action completed.

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Reference	Disposal class	Status and Disposal Action
06.15.00	Planning The activities associated with the identification of key issues to be addressed both externally and internally for the short and long-term direction of Transend. Includes short-term and long-range planning, and business plan development.	
06.15.01	Records relating to major company initiatives, business cases, and planning statements concerning transmission system development.	PERMANENT Transfer 10 years after action completed.
06.15.02	Approved plans not included in 06.14.01.	TEMPORARY Destroy 7 years after plans are superseded.
06.15.03	Records relating to the development of action or business plans for the development of the transmission system. Includes routine administrative records, drafts, schedules, and system analysis. Includes plans not approved.	TEMPORARY Destroy 2 years after action completed
06.16.00	Policies and Procedures The activities associated with the development of decisions and precedents for future actions and the standard methods of operations determined by Transend. Includes manuals, guidelines, handbooks, and other procedural documentation.	
06.16.01	Records relating to the formulation of policies concerning major programs and initiatives as part of Transend's transmission system development. Includes review of policies and procedures.	PERMANENT Transfer 10 years after policy is superseded.
06.16.02	Master set of instructions or circulars related to company policy matters on the development of Transend's transmission network and connection assets.	PERMANENT Transfer 10 years after policy is superseded.
06.16.03	Records related to the implementation of transmission system practices and procedures based on standards.	TEMPORARY Destroy 3 years after superseded.

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Reference	Disposal class	Status and Disposal Action
06.17.00	Reporting The provision of a formal response on any matter on which definite information is required, made by some person or body instructed or required to do so.	
06.17.01	Major internal and external reports prepared by or for Transend relating to transmission system development that containing major recommendations or findings.	PERMANENT Transfer 10 years after action completed.
06.17.02	Minor internal and external reports prepared by or for Transend that do not include significant findings.	TEMPORARY Destroy 7 years after action completed.
06.17.03	Records relating to surveys that are completed for external agencies and not included in, or made in response to, a report.	TEMPORARY Destroy 2 years after action completed.
06.18.00	Resourcing The activities involved in managing how a project will be resourced including support services, infrastructure, and third party services.	
06.18.01	Records relating to the allocation of equipment, supplies, and services to staff, organisational units, and/or projects. Includes requests for issue of equipment, supplies, and services.	TEMPORARY Destroy 2 years after action completed.
06.19.00	Risk Management The identification of major risks and the development, monitoring, and review of appropriate ways to manage and reduce them. <i>See Section 06.15.00 for Transend's transmission system development risk management policy.</i> <i>See Section 01.00.00 for risk management decision-making.</i>	
06.19.01	Records relating to the identification, assessment, and management of risk in the development of Transend's transmission system.	TEMPORARY Destroy 7 years after next risk assessment.

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Reference	Disposal class	Status and Disposal Action
06.20.00	Scheduling The activities involved in preparing a plan of procedure for a specified project with reference to the sequence of operations.	
06.20.01	Records relating to the preparation of system development project plans or timetables.	TEMPORARY Destroy 5 years after completion of project.
06.21.00	Scoping The activities involved in developing and maintaining project goals and tasks, and the work required to accomplish them.	
06.21.01	Records relating to the establishment and definition of system development project goals and tasks.	TEMPORARY Destroy 5 years after completion of project.
06.21.00	Standards The activities associated with models, criteria, or specifications adopted as a basis for comparison for acceptable ranges of products or services.	
06.22.01	Records related to the development of standards issued by Transend, eg asset commissioning and project finalisation.	PERMANENT Transfer 5 years after superseded.
06.23.00	Tendering The activities involved in the submissions for the supply of goods and services in a competitive bidding situation. <i><u>See Section 06.02.00 for legal arrangements between Transend and other parties.</u></i> <i><u>See Section 02.05.00 for contractors bank and insurance guarantees.</u></i>	
06.23.01	Records relating to successful tenders involved in the development of Transend's transmission system. Includes supporting documentation, consultants briefing papers, standing offer arrangements, requests for offer, requests for information, and routine correspondence.	TEMPORARY Destroy 12 years following expiry of the relevant agreement.

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Reference	Disposal class	Status and Disposal Action
06.23.02	Records of successful tenders that resulted in simple signed agreements. Includes supporting documentation, such as standing offer arrangements, requests for offer, requests for information, and routine correspondence.	TEMPORARY Destroy 7 years after the final decision on the tender process has been made.
06.23.03	Records relating to unsuccessful tenders. Includes supporting documentation, standing offer arrangements, requests for offer, requests for information, and routine correspondence.	TEMPORARY Destroy 7 years after the final decision on the tender process has been made.
07.00.00	<p>TRANSMISSION SYSTEM MAINTENANCE</p> <p>The function of maintaining the transmission network and connection assets to a sustainable level for the safe and efficient supply of electricity. The transmission network includes all primary and secondary assets and systems including towers, lines, transformers, switchgear, protection systems, switchgear enclosures, busbar structures, and earth mats.</p>	
07.01.00	<p>Acquisition</p> <p>The activities involved in the procurement of goods, services, and property, including proposals submitted to Transend by external suppliers but excluding leasing and tendering.</p> <p><i>See the GDS for plant and equipment used for common administrative services.</i></p>	
07.01.01	Records relating to the acquisition of equipment designed to maintain Transend's transmission network and connection assets.	TEMPORARY Destroy 1 year after disposal or decommissioning of equipment.
07.01.02	Information provided by vendors including price lists, promotional material, advertising brochures and product catalogues.	TEMPORARY Destroy when reference ceases.

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Reference	Disposal class	Status and Disposal Action
07.02.00	Agreements The activity of managing legal arrangements (including contracts) between two or more parties.	
07.02.01	Master copy of signed simple agreements and contracts between Transend and external bodies in relation to providing goods or services to maintain the transmission system. Includes inter-company agreements and international agreements. Includes records supporting the negotiation, maintenance, review, and revocation of agreements, such as Contract Service Definitions (CSD).	TEMPORARY Destroy 7 years after expiry of agreement or last action, whichever is later.
07.02.02	Deeds and agreements under seal and supporting documentation, including correspondence.	TEMPORARY Destroy 12 years after expiry of agreement or last action, whichever is later.
07.03.00	Approvals The activities involved in the process of seeking and the granting of permission to undertake requested action.	
07.03.01	Records of successful applications for approvals, authorities, and permits. Includes permits to occupy, commercial activity permits, environmental and building approvals.. Includes assessment and validation against specific requirements, eg native title, certificates of registration of workplaces, certificates of registration of plant and plant design. Also includes records relating to the amendment, transfer, cancellation, and revocation of approvals, authorities and permits.	TEMPORARY Destroy 7 years after cancellation or expiry of the relevant authority.
07.03.02	Records of unsuccessful applications where no appeal has been lodged.	TEMPORARY Destroy 7 years after action completed.

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Reference	Disposal class	Status and Disposal Action
07.03.03	Records of appeals against unsuccessful applications and revocation of approvals.	TEMPORARY Destroy 7 years after action completed.
07.04.00	<p>Audit The activities associated with Transend's records and processes being formally checked by internal or external investigators.</p> <p><i>See the GDS for records relating to internal and external financial audits.</i></p>	
07.04.01	Records relating to major audits of transmission system maintenance resulting in changes in policy or procedures. Includes asset maintenance processes, network maintenance, earthing, and transmission lines audits.	PERMANENT Transfer 10 years after action completed.
07.04.02	Record relating to minor audits of transmission system maintenance not resulting in changes in policy or procedures.	TEMPORARY Destroy 7 years after action completed.
07.05.00	<p>Committees The activities involved with the establishment and management of committees. Includes proceedings, minutes, and agendas.</p> <p><i>See Section 07.12.00 for the arrangement, agenda preparation, and recording of minutes of meetings ..</i></p>	
07.05.01	Records relating to internal committees formed to consider strategic issues related to transmission system maintenance. Includes final versions of minutes, briefing papers, agenda, and the appointment of committee members.	PERMANENT Transfer 10 years after action completed.
07.05.02	Records relating to internal committees formed for operational purposes not included in 07.05.01.	TEMPORARY Destroy 5 years after Committee has ceased

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Reference	Disposal class	Status and Disposal Action
07.05.03	Master set of records of external committees for which Transend provides significant Secretariat support and in which Transend has significant input including agendas, minutes, related papers, etc.	PERMANENT Transfer 10 years after action completed.
07.05.04	Records relating to Transend's involvement in external committees, where Transend does not provide significant input. Includes agenda, minutes, and related papers.	TEMPORARY Destroy 2 years after action completed.
07.05.05	Records of a general administrative nature relating to meetings of Committees, including travel arrangements, use of premises, etc.	TEMPORARY Destroy 2 years after action completed.
07.06.00	<p>Compliance The activities associated with complying with mandatory or optional accountability, fiscal, legal, regulatory, or quality standards or requirements to which Transend is subject. Includes compliance with legislation and with national and international standards.</p> <p><i><u>See Section 07.04.00 for records relating to the auditing of compliance.</u></i> <i><u>See Section 07.10.00 for examinations of property and equipment.</u></i> <i><u>See the GDS for development and review of legislation</u></i></p>	
07.06.01	Records documenting Transend's compliance with mandatory, fiscal, and statutory requirements including proof of compliance in terms of maintaining its transmission network and connection assets.	TEMPORARY Destroy 7 years after action completed.
07.06.02	Records documenting Transend's compliance with optional requirements.	TEMPORARY Destroy 2 years after action completed.

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Reference	Disposal class	Status and Disposal Action
07.07.00	Cost Control The activities involved in reconciling planned and actual monetary amounts.	
07.07.01	Records relating to the checking and reconciling of planned and actual monetary amounts.	TEMPORARY Destroy 7 years after action completed.
07.08.00	Disposal The activities associated with the sale, transfer, auction, or destruction of property, equipment, information, and supplies no longer required by Transend. <i>See the GDS for plant and equipment used for common administrative services.</i>	
07.08.01	Records relating to the disposal of transmission system maintenance equipment.	TEMPORARY Destroy 5 years after action completed.
07.08.02	Records relating to the disposal of unique pieces of equipment for special purposes, eg for maintenance of the transmission network, connection assets, including PCB equipment.	TEMPORARY Destroy after disposal or decommissioning of equipment.
07.08.03	Records relating to the disposal of stores including records of exchange, sale or loan.	TEMPORARY Destroy 5 years after action completed.
07.09.00	Equipment Rating The activities associated with the determination or confirmation of primary and secondary electrical equipment ratings for the transmission network.	
07.09.01	Records relating to the determination or confirmation of primary and secondary electrical equipment ratings for the Transend transmission network. Includes alterations and transmission line ratings.	TEMPORARY Destroy 7 years after action completed.

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Reference	Disposal class	Status and Disposal Action
07.09.02	Routine correspondence associated with the determination or confirmation of equipment ratings.	TEMPORARY Destroy 2 years after action completed.
07.10.00	Inspections Examination of property and equipment by Transend staff or authorised external personnel.	
07.10.01	Records relating to routine inspections of the transmission network and connection assets, requiring minimal or no action in response.	TEMPORARY Destroy 5 years after action completed.
07.10.02	Records relating to inspections requiring significant action, eg alteration to policy and procedures.	PERMANENT Transfer 10 years after action completed.
07.11.00	Insurance The process of insuring property, personnel, equipment, vehicles, etc. against loss, damage or injury arising from specified occurrences such as fire, accident, and disablement. Includes liaison with insurers, policy statements, management of claims, and investigations. <i><u>See the GDS for insurance relating to common administrative functions.</u></i>	
07.11.01	Insurance policy registers.	PERMANENT Transfer 25 years after action completed.
07.11.02	Insurance policy documentation (including renewals and associated correspondence).	TEMPORARY Destroy 7 years after expiration of last policy.
07.11.03	Insurance claims records and associated correspondence.	TEMPORARY Destroy 7 years after finalisation or withdrawal of claim.
07.11.03	Insurance claims register.	TEMPORARY Destroy 7 years after last entry.

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Reference	Disposal class	Status and Disposal Action
07.12.00	<p>Inventory Management The activities associated with listing and preparing lists of items held by Transend.</p> <p><i>See the GDS for plant and equipment used for common administrative services.</i></p>	
07.12.01	Inventories of equipment, including substations primary equipment, substations secondary equipment, and transmission lines.	TEMPORARY Destroy once superseded.
07.12.02	Records relating to stock-take or inventory control including stock control records and stock-take reports.	TEMPORARY Destroy 3 years after end of last financial year.
07.13.00	<p>Meetings The activities associated with the arrangement, agenda preparation, and recording of minutes of meetings that cover a number of activities and/or subjects.</p> <p><i>See Section 07.05.00 for formal Committee meetings.</i></p>	
07.12.01	Master copy of minutes, agenda, and business papers of significant external or internal meetings relating to transmission system maintenance.	PERMANENT Transfer 10 years after action completed.
07.13.02	Minutes of routine external or internal meetings not included in 07.12.01.	TEMPORARY Destroy 2 years after action completed.
07.13.03	Duplicate copy of minutes, agenda, and business papers.	TEMPORARY Destroy when reference ceases.
07.13.04	Routine organisational matters relating to meetings.	TEMPORARY Destroy 3 years after action completed.

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Reference	Disposal class	Status and Disposal Action
07.14.00	<p>Monitoring The activities involved in checking and observing items or processes over a period of time. Includes reporting on those activities.</p> <p><i>See Section 7.20.00 for the monitoring of the performance of the transmission system.</i></p>	
07.1401	Records relating to maintenance data collection programs, and surveys. Includes condition assessments, and test reports.	TEMPORARY Destroy 10 years after action completed.
07.1402	Other records relating to administrative matters concerned with data collection.	TEMPORARY Destroy 2 years after action completed.
07.15.00	<p>Planning The activities associated with the identification of key issues to be addressed both externally and internally for the short and long-term direction of Transend. Includes short-term and long-range planning, and business plan development.</p>	
07.15.01	Records relating to major company initiatives, and business cases, concerning the maintenance of the company's transmission system.	PERMANENT Transfer 10 years after action completed.
07.15.02	Approved plans that are not included in 07.14.01. Includes Asset Management Plan, Vegetation Management Plan, 3-Year Maintenance Plan, and Annual Maintenance Plan.	TEMPORARY Destroy 7 years after plans are superseded
07.15.03	Records relating to the development of action or business plans, including routine administrative records, drafts. Includes plans not approved.	TEMPORARY Destroy 2 years after action completed..

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Reference	Disposal class	Status and Disposal Action
07.16.00	<p>Policies and Procedures The activities associated with the development of decisions and precedents for future actions and the standard methods of operations determined by Transend. Includes manuals, guidelines, handbooks, and other procedural documentation.</p> <p><i>See Section 07.22.00 for procedures developed by Transend for the works management system.</i></p>	
07.16.01	Records relating to the formulation of policies concerning major programs and initiatives relating to the transmission system maintenance.	PERMANENT Transfer 10 years after policy is superseded
07.16.02	Master set of instructions or circulars related to transmission system maintenance policy matters.	PERMANENT Transfer 10 years after policy is superseded
07.16.03	Records related to the implementation of practices and procedures based on standards.	TEMPORARY Destroy 3 years after superseded.
07.17.00	<p>Reporting The provision of a formal response on any matter, on which definite information is required, made by some person or body instructed or required to do so.</p>	
07.17.01	Major internal and external reports prepared by or for Transend about transmission system maintenance, containing major recommendations and findings.	PERMANENT Transfer 10 years after action completed.
07.17.02	Minor internal and external reports prepared by or for Transend that do not include significant findings or recommendations.	TEMPORARY Destroy 7 years after action completed.
07.17.03	Records relating to surveys completed. for external agencies that are not included in, or are not in response to, a report.	TEMPORARY Destroy 2 years after action completed.

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Reference	Disposal class	Status and Disposal Action
07.18.00	<p>Risk Management The identification of major risks and the development, monitoring, and review of appropriate ways to manage and reduce them.</p> <p><i>See Section 07.15.00 for Transend's transmission system maintenance risk management policy.</i> <i>See Section 01.00.00 for risk management decision-making.</i> <i>See Section 08.05.00 for response to emergency situations by Transend.</i></p>	
07.18.01	Records relating to the identification, assessment, and management of risk relating to the maintenance of the transmission network and connection assets.	TEMPORARY Destroy 7 years after next risk assessment
07.19.00	<p>Scoping The activities involved in developing and maintaining project goals and tasks, and the work required to accomplish them.</p>	
07.19.01	Records relating to the establishment and definition of maintenance project goals and tasks.	TEMPORARY Destroy 5 years after project completed.
07.20.00	<p>Standards The activities associated with models, criteria or specifications adopted as a basis for comparison for acceptable ranges of products or services.</p>	
07.20.01	Records related to the development of maintenance standards issued by Transend, eg earthing in substations and live-line work.	PERMANENT Transfer 5 years after superseded.
07.21.00	<p>System Performance The activities involved in measuring the reliability, availability, quality of supply, and security of the transmission system.</p>	
07.21.01	Records relating to the management of the Transend transmission system, including benchmarking and testing.	TEMPORARY Destroy 7 years after action completed.

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Reference	Disposal class	Status and Disposal Action
07.21.02	Routine correspondence associated with the management of the transmission system performance.	TEMPORARY Destroy 2 years after action completed.
07.22.00	<p>Tendering The activities involved in the submissions for the supply of goods and services in a competitive bidding situation.</p> <p><i>See Section 07.02.00 for legal arrangements between Transend and other parties.</i> <i>See Section 02.05.00 for contractors bank and insurance guarantees.</i></p>	
07.22.01	Records relating to successful tenders for transmission system maintenance and management activities. Includes supporting documentation, such as consultants briefing papers, standing offer arrangements, requests for offer, requests for information, and routine correspondence.	TEMPORARY Destroy 12 years after expiry of the relevant agreement.
07.22.02	Records of successful tenders that resulted in simple signed agreements. Includes supporting documentation, such as standing offer arrangements, requests for offer, requests for information, and routine correspondence.	TEMPORARY Destroy 7 years after the final decision on the tender process has been made.
07.22.03	Records relating to unsuccessful tenders. Includes supporting documentation, such as, standing offer arrangements, requests for offer, requests for information, and routine correspondence	TEMPORARY Destroy 7 years after the final decision on the tender process has been made.
07.23.00	<p>Works Management Instructions for preventative and corrective maintenance activities generated through and registered in the works management system, eg scopes, work instructions, task guides, etc.</p>	
07.23.01	Master set of guidelines and procedures for the works management system.	PERMANENT Transfer 25 years after guidelines and procedures are superseded.

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Reference	Disposal class	Status and Disposal Action
07.23.02	Records relating to requests for work. Includes task guides and work instructions.	TEMPORARY Destroy 7 years after action completed.

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Reference	Disposal class	Status and Disposal Action
08.00.00	<p>TRANSMISSION SYSTEM OPERATION</p> <p>The functions associated with monitoring and operating the transmission network and connection assets, including power system security and dispatch from the control room, in the field, the asset management centre, and acting as agent of the System Control. Includes the planning and coordination of outages, monitoring, and switching the system, compliance, and emergency responses.</p>	
08.01.00	<p>Accidents and Incidents</p> <p>The activities involved in dealing with events that could or do result in unintended harm or damage.</p> <p><i>See Section 08.04.00 for the planning and implementation of actions in response to an emergency situation.</i></p> <p><i>See Section 08.12.00 for the identification and management of risk</i></p> <p><i>See the GDS for records relating to people, vehicle, and plant accidents and incidents.</i></p>	
08.01.01	Accident registers.	<p>PERMANENT</p> <p>Transfer 25 years after action completed.</p>
08.01.02	Records relating to accidents and incidents and their investigation, occurring on premises under the jurisdiction of Transend Networks, as a result of the operation of the transmission system.	<p>PERMANENT</p> <p>Transfer 25 years after action completed.</p>
08.01.03	Master copies of instructions relating to health and safety precautions, issues and reports of significant health and safety issues.	<p>PERMANENT</p> <p>Transfer 5 years after instructions are superseded.</p>

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Reference	Disposal class	Status and Disposal Action
08.02.00	Agreements The activity of managing legal arrangements (including contracts) between two or more parties.	
08.02.01	Master copy of signed simple agreements or contracts between Transend and external bodies concerning the operation of the transmission system. Includes inter-company agreements and international agreements. Includes records supporting the negotiation, maintenance, review, and revocation of agreements, such as Contract Service Definitions (CSD).	TEMPORARY Destroy 7 years after expiry of agreement or last action, whichever is later.
08.02.02	Deeds and agreements under seal and supporting documentation, including correspondence.	TEMPORARY Destroy 12 years after expiry of agreement or last action, whichever is later.
08.03.00	Committees The activities involved with the establishment and management of committees. Includes proceedings, minutes, and agendas. <i>See Section 08.08.00 for the arrangement, agenda preparation, and recording of minutes of meetings.</i>	
08.03.01	Records relating to internal committees formed to consider strategic and functional issues related to the operation of the transmission system. Includes final versions of minutes, briefing papers, agenda and appointment of committee members.	PERMANENT Transfer 10 years after action completed.
08.03.02	Records relating to internal committees formed for operational purposes not included in 08.03.01.	TEMPORARY Destroy 5 years after Committee has ceased.

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Reference	Disposal class	Status and Disposal Action
08.03.03	Master set of records of external committees for which Transend provides significant secretariat support and in which Transend has significant input. Includes agendas, minutes, and related papers.	PERMANENT Transfer 10 years after action completed.
08.03.04	Records relating to Transend's involvement in external committees, where Transend does not provide significant input. Includes agenda, minutes, and related papers.	TEMPORARY Destroy 2 years after action completed.
08.03.06	Records of a general administrative nature relating to meetings of Committees. Includes travel arrangements and use of premises.	TEMPORARY Destroy 2 years after action completed.
08.04.00	<p>Compliance The activities associated with complying with mandatory or optional accountability, fiscal, legal, regulatory, or quality standards or requirements to which Transend is subject. Includes compliance with legislation and with national and international standards.</p> <p><i>See the GDS for records relating to legislation with which Transend must comply.</i></p>	
08.04.01	Records documenting Transend's compliance with mandatory, fiscal, and statutory operational requirements including proof of compliance.	TEMPORARY Destroy 7 years after action completed.
08.04.02	Records documenting Transend's compliance with optional operational requirements.	TEMPORARY Destroy 2 years after action completed.

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Reference	Disposal class	Status and Disposal Action
08.05.00	<p>Emergency Response The planning and implementation of actions in response to an emergency situation.</p> <p><i>See Section 08.01.00 for events that could or do result in harm or unintended damage.</i></p>	
08.05.01	Records relating to the development and implementation of Transend's disaster recovery plan.	TEMPORARY Destroy 3 years after superseded.
08.05.02	Company disaster recovery plan and procedures.	TEMPORARY Destroy once superseded.
08.05.03	Directions and risk notices issued by Transend acting as an agent of the System Control.	TEMPORARY Destroy 7 years after action completed.
08.06.00	<p>Equipment Rating The activities associated with the determination or confirmation of primary and secondary electrical equipment ratings for the transmission network.</p>	
08.06.01	Records relating to the determination or confirmation of primary and secondary electrical equipment ratings for the Transend transmission network. Includes protection settings, and transmission line ratings.	TEMPORARY Destroy 7 years after action completed.
08.06.02	Routine correspondence associated with the determination or confirmation of equipment ratings.	TEMPORARY Destroy 2 years after action completed.

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Reference	Disposal class	Status and Disposal Action
08.07.00	Insurance The process of insuring property, personnel, equipment, vehicles, etc. against loss, damage or injury arising from specified occurrences such as fire, accident, and disablement. Includes liaison with insurers, policy statements, management of claims, and investigations. <i><u>See the GDS for insurance relating to common administrative functions.</u></i>	
08.07.01	Insurance policy registers.	PERMANENT Transfer 25 years after action completed.
08.07.02	Insurance policy documentation (including renewals and associated correspondence).	TEMPORARY Destroy 7 years after expiration of last policy.
08.07.03	Insurance claims records and associated correspondence.	TEMPORARY Destroy 7 years after finalisation or withdrawal of claim.
08.07.03	Insurance claims register.	TEMPORARY Destroy 7 years after last entry.
08.08.00	Investigations The activities associated with the examination of events, physical objects, land, equipment, records, etc., excluding investigations relating to insurance claims. <i><u>See Section 08.01.00 for investigations into transmission system operation accidents and incidents.</u></i>	
08.08.01	Records relating to investigations into the operation of Transend's transmission system, requiring significant action, including alterations to systems or procedures.	TEMPORARY Destroy 10 years after action completed.
08.08.02	Records relating to routine investigations requiring minimal or no action in response.	TEMPORARY Destroy 3 years after investigation

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Reference	Disposal class	Status and Disposal Action
08.08.03	Routine organisational matters relating to investigations, such as lists, summaries, and timetables.	TEMPORARY Destroy 2 years after action completed.
08.09.00	<p>Meetings Use this descriptor after an appropriate keyword for the arrangement, agenda preparation, and recording of minutes of meetings.</p> <p><i><u>See Section 08.03.00 for formal committee meetings.</u></i></p>	
08.09.01	Master copy of minutes, agenda, and business papers of significant external or internal meetings relating to the transmission system operation.	PERMANENT Transfer 10 years after action completed.
08.09.02	Minutes of routine external or internal meetings not included in 08.08.01.	TEMPORARY Destroy 2 years after action completed.
08.09.03	Duplicate copy of minutes, agenda, and business papers.	TEMPORARY Destroy when reference ceases.
08.09.04	Routine organisational matters relating to meetings.	TEMPORARY Destroy 3 years after action completed.
08.10.00	<p>Monitoring The activities involved in checking and observing items or processes over a period of time. Includes reporting on those activities.</p> <p><i><u>See 08.015.00 for the monitoring of the performance of the transmission system.</u></i></p>	
08.10.01	Records relating to operational data collection programs, and surveys. Includes database, system, and weather monitoring.	TEMPORARY Destroy 10 years after action completed.
08.10.02	Other records relating to administrative matters concerned with data collection. Includes log sheets.	TEMPORARY Destroy 2 years after action completed.

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Reference	Disposal class	Status and Disposal Action
08.11.00	Planning The activities associated with the identification of key issues to be addressed both externally and internally for the short and long-term direction of Transend. Includes short-term and long-range planning, and business plan development.	
08.11.01	Records relating to major company operational initiatives, business cases, and contingency planning.	PERMANENT Transfer 25 years after action completed.
08.11.02	Approved plans not included in 08.11.01.	TEMPORARY Destroy 7 years after plans are superseded
08.11.03	Records relating to the development of action or business plans, including routine administrative records, and drafts. Includes directions and risk notices issued by the System Control to Transend. Includes plans not approved.	TEMPORARY Destroy 2 years after action completed..
08.12.00	Policies and Procedures The activities associated with the development of decisions and precedents for future actions and the standard methods of operations determined by Transend. Includes manuals, guidelines, handbooks, and other procedural documentation.	
08.12.01	Records relating to the formulation of policies concerning major programs and initiatives for Transend's transmission system operations.	PERMANENT Transfer 25 years after policy is superseded
08.12.02	Master set of instructions or circulars related to company operational policy matters. Includes Directions and Risk Notices issued by System Control to Transend.	PERMANENT Transfer 25 years after policy is superseded
08.12.03	Records related to the implementation of practices and procedures based on standards.	TEMPORARY Destroy 3 years after superseded.

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Reference	Disposal class	Status and Disposal Action
08.13.00	Reporting The provision of a formal response on any matter on which definite information is required, made by some person or body instructed or required to do so.	
08.13.01	Major internal and external reports prepared by or for Transend relating to the transmission system operation, that contain major recommendations or findings.	PERMANENT Transfer 25 years after action completed.
08.13.02	Internal and external reports prepared by or for Transend not included in 08.12.01	TEMPORARY Destroy 7 years after action completed.
08.13.03	Records relating to surveys completed. for external agencies where the survey is not included in, or in response to, a report,.	TEMPORARY Destroy 2 years after action completed.
08.14.00	Risk Management The identification of major risks and the development, monitoring, and review of appropriate ways to manage and reduce them. <i>See Section 08.01.00 for investigations into and reports on accidents and incidents with potential operational risks.</i> <i>See Section 08.11.00 for Transend's operational risk management policy.</i> <i>See Section 01.00.00 for risk management decision-making.</i>	
08.14.01	Records relating to the identification, assessment, and management of risk concerning the transmission system operations. Includes Directions and Risk Notices issued by System Control to Transend.	TEMPORARY Destroy 7 years after next risk assessment.
08.14.02	Operations Risk Management Plan and procedures.	TEMPORARY Destroy once superseded.

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Reference	Disposal class	Status and Disposal Action
08.15.00	System Performance The activities involved in measuring the reliability, availability, quality of supply, and security of the transmission system.	
08.15.01	Records relating to the management of the Transend transmission system, including benchmarking, and performance reports.	TEMPORARY Destroy 7 years after action completed.
08.15.02	Routine correspondence associated with the management of the Transend transmission system performance.	TEMPORARY Destroy 2 years after action completed.

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INDEX TO DISPOSAL CLASSES

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ACQUISITION	07.01.00
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AUDIT	07.04.00
COMMITTEES	07.05.00
COMPLIANCE	07.06.00
COST CONTROL	07.07.00
DISPOSAL	07.08.00
EQUIPMENT RATING	07.09.00
INSPECTIONS	07.10.00
INSURANCE	07.11.00

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PLANNING	07.15.00
POLICIES and PROCEDURES	07.16.00
REPORTING	07.17.00
RISK MANAGEMENT	07.18.00
SCOPING	07.19.00
STANDARDS	07.20.00
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