

**Disposal Schedule
for
Tasmanian Water and Sewerage
Corporation**

Disposal Authorisation No. 2436

TABLE OF CONTENTS

INTRODUCTION	page 4
Archives legislation	page 4
Schedule elements and arrangement	page 4
Review of the Schedule	page 4
Contacts	page 4
AUTHORISATION	page 5
INTERPRETATION	page 6
Definitions	page 6
Coverage	page 6
Preservation of records	page 6
Permanent records	page 6
Temporary records	page 6
Destruction of records	page 7
Right to Information	page 7
Personal Information Protection	page 7
Other investigations and inquiries	page 7
Records relating to indigenous people	page 7
Native title	page 7
Registration of destruction	page 7

FUNCTIONS

01.00.00	Compliance Management	page 8
02.00.00	Customer Service	page 8
03.00.00	Development & Subdivision Management	page 9
04.00.00	Emergency Management	page 9
05.00.00	Environmental Management	page 10
06.00.00	Equipment & Property Management	page 10
07.00.00	Fees & Charges Management	page 11
08.00.00	Governance	page 12
09.00.00	Infrastructure & Asset Management	page 13
10.00.00	Risk Management	page 14
11.00.00	Sewerage Management	page 15
12.00.00	Water Management	page 15

INTRODUCTION

Archives legislation

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

Schedule elements and arrangement

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

- **Reference**

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

- **Disposal classes**

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

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

- **Status**

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

- **Disposal action**

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

Review of the schedule

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

Contacts

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

TASMANIAN ARCHIVE & HERITAGE OFFICE

DISPOSAL AUTHORISATION No. 2436

Disposal Schedule for Tasmanian Water and Sewerage Corporation

Authorisation:

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

Ross Latham
State Archivist

Document Development History
Build Status

Version	Date	Author	Reason	Sections
1.0	February 2014	Sam Foster-Davies	Initial Release	All

Amendments in this Release

Section Title	Section Number	Amendment Summary
		This is the first release of this document.

INTERPRETATION

Definitions

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

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

Coverage

This schedule covers functional records of the Tasmanian Water Corporation "TasWater".

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

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

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

Preservation of records

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

Permanent records

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

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

Temporary records

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

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

Destruction of records

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

Right to Information

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

Personal Information Protection

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

Other investigations or inquiries

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

Records relating to indigenous people

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

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

Native title

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

Registration of destruction

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

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

01.00.00	COMPLIANCE MANAGEMENT The function of ensuring compliance with relevant regulation to minimise breaches. Includes compliance with legislation and with national and international standards.	
01.01.00	Breaches (COMPLIANCE MANAGEMENT) The activities associated with failure to comply with mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements.	
01.01.01	Records relating to serious breaches or failures by the Corporation resulting in significant penalties from regulatory bodies (e.g. sewerage contamination of potable water).	PERMANENT
01.01.02	Records relating to serious asset management breaches or failures by the Corporation resulting in penalties from regulatory bodies (eg failure of waste water treatment plant or dam failure).	TEMPORARY Destroy 13 years after decommissioning of asset
01.01.03	Records relating to breaches or failures by the corporation which do not result in penalties from regulatory bodies, e.g. <ul style="list-style-type: none"> • cloudy water • non-health impact 	TEMPORARY Destroy 13 years after action completed
01.01.04	Records of staff breaches, internal security breaches, unauthorised access of records.	TEMPORARY Destroy 5 years after action completed
01.02.00	Reporting (COMPLIANCE MANAGEMENT) The activity of reporting on compliance with relevant regulators.	
01.02.01	Records relating to compliance reporting to various regulators. May include: <ul style="list-style-type: none"> • State of the Industry Report • Drinking Water Quality Report 	TEMPORARY Destroy 5 years after action completed
02.00.00	CUSTOMER SERVICE The function of providing responses to property enquiries associated with water & sewerage services including certification.	
02.01.00	Property Certification (CUSTOMER SERVICE) The activity of providing a certificate or any other record relating to the land that is considered relevant.	
02.01.01	Records of Land Information Certificates (56ZQ). Includes applications for and copies of certificates and other documentation notifying intending purchaser / seller of Corporation rights and powers over property being sold including water and sewerage infrastructure and services.	TEMPORARY Destroy 13 Years after certificate issued
02.02.00	Non Property Certification (CUSTOMER SERVICE) The activity of providing advice regarding water and sewerage services that is not related to the Land Information Certificates.	
02.02.01	Records related to water and sewerage installation informal advice being sort i.e. possible new connection and landscaping.	TEMPORARY Destroy 7 years after action completed

03.00.00	DEVELOPMENT AND SUBDIVISION MANAGEMENT	
	The function of assessing land use applications in relation to the infrastructure and assets held, and legislative requirements of the Corporation.	
03.01.00	Assessment (DEVELOPMENT AND SUBDIVISION MANAGEMENT)	
	The activity of responding to referrals from government bodies in relation to land development applications. Includes applications from individuals relating to land development.	
03.01.01	Records relating to land development referrals. May include: <ul style="list-style-type: none"> • copies of applications • plans • certificate of certifiable works • conditions assessments • inspection reports and related documentation 	PERMANENT
03.01.02	Records relating to land development not affecting the Corporation. May include: <ul style="list-style-type: none"> • exemption application forms • Approved exemption forms • Private works authorities 	TEMPORARY Destroy 7 years after action completed
04.00.00	EMERGENCY MANAGEMENT	
	The function of preparing for, and responding to, identified emergency situations impacting on people, environment, assets, reputation, liability or business continuity. Includes planning for events and recovery of operations.	
	<i>See 10.00.00 Risk Management for records relating to the management and mitigation of risk.</i>	
04.01.00	Implementation (EMERGENCY MANAGEMENT)	
	The activity of implementing the management plans in an emergency situation, i.e. response phase.	
04.01.01	Records relating to the implementation of the Emergency management plan in the event of an emergency situation occurring. May include: <ul style="list-style-type: none"> • Communication to stakeholders • Response procedures • Incident records and logs 	PERMANENT
04.02.00	Investigations (EMERGENCY MANAGEMENT)	
	The activity of investigating where an emergency situation has occurred (e.g. sewer spill or water contamination).	
04.02.01	Records relating to investigations into emergency events. May include: <ul style="list-style-type: none"> • Debrief report • Risk mitigation measures • Risk assessments • Treatment schedules • Action plans 	PERMANENT

04.03.00	Planning (EMERGENCY MANAGEMENT) The activity of ensuring the continuity of the business in the event of an emergency situation.	
04.03.01	Records relating to the continuance of the business. May include development and review of: <ul style="list-style-type: none"> • Business Continuity Plan • Emergency Management Plan • Operational plans 	TEMPORARY Destroy after plan has been superseded
04.04.00	Recovery/Restoration (EMERGENCY MANAGEMENT) The activity of implementation of business continuity plan, and any other activity required to restore to normal operations.	
04.04.01	Records relating to the recovery/restoration of the business to normal operations. May include: <ul style="list-style-type: none"> • Evidence of deployment of resources • Operational recovery activities • Repair of assets 	TEMPORARY Destroy 7 years after action completed
05.00.00	ENVIRONMENTAL MANAGEMENT The function of managing, monitoring, conserving and planning of air, soil and water qualities, and environmentally sensitive areas such as world heritage areas, national parks and natural waterways.	
05.01.00	Conservation (ENVIRONMENTAL MANAGEMENT) The activity of conserving the environment and sensitive areas such as world heritage areas and national parks.	
05.01.01	Records relating to conservation of heritage assets or protection of the environment. May include: <ul style="list-style-type: none"> • Environmental monitoring programs, • Environment Management Plans, • Environmental impact studies. 	PERMANENT
05.02.00	Monitoring (ENVIRONMENTAL MANAGEMENT) The activity of monitoring the environment and sensitive areas such as world heritage areas, national parks and natural waterways.	
05.02.01	Records relating to monitoring of heritage assets or protection of the environment. May include: <ul style="list-style-type: none"> • Guidelines • Results • Analysis • Reports 	PERMANENT
06.00.00	EQUIPMENT AND PROPERTY MANAGEMENT The function of managing land, equipment and stores owned or used by the Corporation.	
06.01.00	Inspection (Equipment and Property Management) The activity of official examination of facilities, equipment and items to ensure compliance with agreed standards and objectives.	

06.01.01	Records documenting inspections undertaken to determine the presence of hazardous materials including asbestos	TEMPORARY Destroy 75 years after action completed
06.01.02	Records documenting routine inspections of property, equipment and stores.	TEMPORARY Destroy 7 years after action completed
06.02.00	Maintenance (Equipment and Property Management) The activity of official examination of facilities, equipment and items to ensure compliance with agreed standards and objectives.	
06.02.01	Records related to the upkeep, repair and maintenance of premises assets and equipment, may include <ul style="list-style-type: none"> • work orders, • maintenance plans, • checklists 	TEMPORARY Destroy 7 years after action completed
06.03.00	Security (Equipment and Property Management) The activities associated with measures taken to protect property from accidental or intentional damage or from unauthorised access.	
06.03.01	Records documenting investigations into theft, intentional damage or breaches of security arrangements	TEMPORARY Destroy 13 years after action completed
06.03.02	Records related to security arrangements including installation and maintenance of security equipment, may include: <ul style="list-style-type: none"> • key registers, • reports, • cctv recordings • access systems • identification registers 	TEMPORARY Destroy 7 years after action completed
07.00.00	FEES AND CHARGES MANAGEMENT The function of both setting and collection of fees and charges associated with the supply of water and sewerage services.	
07.01.00	Collection (Fees and Charges Management) The activity of managing the collection of fees and charges from customers.	
07.01.01	Records associated with collection of fees and charges may include: <ul style="list-style-type: none"> • applications for concession, • change of name or/or address, • direct debit application and cancellations 	TEMPORARY Destroy 7 years after action completed
07.02.00	Meter Reading (Fees and Charges Management) The activity of water meter reading in order to chargeback consumption rates to customers.	
07.02.01	Records associated with meter reading and special meter reading used to monitor customer consumption for chargeback purposes	TEMPORARY Destroy 7 years after action completed
07.03.00	Price Determination (Fees and Charges Management) The activity of determining fees and charges to be levied to supply water and sewerage services. Includes determining terms and conditions and any exemptions.	

07.03.01	Records determining policy and establishing precedent of fees and charges, including associated working papers	TEMPORARY Destroy 10 years after policy superseded
08.00.00	GOVERNANCE The function of managing the Corporation ensuring accountability, fairness and transparency to its stakeholders. <i>See Corporation Act regarding Board agendas and minutes.</i>	
08.01.00	Meetings (Governance) The activities associated with formal gatherings held to formulate, discuss, update, or resolve issues and matters pertaining to the function of the Corporation. Includes arrangements, agenda, taking of minutes etc. Excludes meetings of committees.	
08.01.01	Records relating to formal meetings of the corporation and may include agenda, minutes, submissions and related documents. Examples of formal meetings are Executive Management Team Meetings.	PERMANENT
08.01.02	Records relating to the participation of the Corporation at external meetings where the Corporation does not have the lead administrative role, for example Wellington Park Management Trust.	TEMPORARY Destroy when reference ceases
08.01.03	Records held for routine sharing of information or consultation purposes. May include minutes, agendas and reports, for example the Social Club.	TEMPORARY Destroy when reference ceases
08.02.00	Planning (Governance) The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.	
08.02.01	Records documenting the development and revision of strategic, corporate or business plans including final version of plans.	PERMANENT
08.02.02	Records including administration and working papers associated with planning process.	TEMPORARY Destroy when reference ceases
08.03.00	Policies (Governance) The activities associated with developing and establishing decision, directions and precedents which act as a reference for future decision making, as the basis from which the Corporation's operating procedures are determined.	
08.03.01	Records include approved policies, CEO directives, protocols, business rules, charters, and authored standards.	PERMANENT
08.03.02	Records include research papers and working documents used to formulate policies.	TEMPORARY Destroy when reference ceases
08.04.00	Procedures (Governance) Standard methods of operating laid down by the Corporation according to formulated policy.	
08.04.01	Records documenting the development of the Corporation's procedures and final version of the Corporation's manuals and instructions.	TEMPORARY Destroy 7 years after superseded

08.05.00	Reporting (Governance) The activities associated with reporting on mandatory or optional accountability, fiscal, legal or regulatory requirements or quality standards.	
08.05.01	Records associated with mandatory or regulatory reporting. May include: <ul style="list-style-type: none"> • Quarterly reports to Owners • Annual report to Treasury 	PERMANENT
08.05.02	Records associated with optional reporting, may include questionnaires and surveys from outside organisations	TEMPORARY Destroy 2 years after action completed
09.00.00	INFRASTRUCTURE AND ASSET MANAGEMENT The function of design, construction, procuring, managing and disposing of the infrastructure required to supply and deliver water and sewerage services.	
09.01.00	Design and Construction (Infrastructure and Asset Management) The activities associated with the design and construction of both major and minor infrastructure and assets associated with the supply and delivery of water and sewerage services.	
09.01.01	Records associated with the design and construction of major infrastructure and assets. Definition of major is anything over \$250,000	PERMANENT
09.01.02	Records associated with the design and construction of minor infrastructure and assets. Definition of minor is anything under \$250,000	TEMPORARY Destroy 7 years after action completed
09.02.00	Disposal (Infrastructure and Asset Management) The activities associated with the disposal of assets associated with the supply and delivery of water and sewerage services.	
09.02.01	Records associated with the disposal of critical infrastructure such as dams and treatment plants	PERMANENT
09.02.02	Records associated with the disposal of minor assets, may include: <ul style="list-style-type: none"> • manhole covers • computers • water meters 	TEMPORARY Destroy 7 years after disposal of asset
09.03.00	Maintenance (Infrastructure and Asset Management) The activities associated with the maintenance of assets associated with the supply and delivery of water and sewerage services.	
09.03.01	Records associated with the disposal of critical infrastructure such as dams and treatment plants	PERMANENT
09.03.02	Records associated with the maintenance of assets. May include : <ul style="list-style-type: none"> • Maintenance log books • Inspection certificates • Inspection reports 	TEMPORARY Destroy 7 years after disposal of asset
09.04.00	Operational Management (Infrastructure and Asset Management) The activities associated with the operational management of assets associated with the supply and delivery of water and sewerage services	

09.04.01	Records associated with the operational management of assets. May include: <ul style="list-style-type: none"> • staff rosters • work orders • log books 	TEMPORARY 13 years after action completed
09.05.00	Procurement (Infrastructure and Asset Management) The activities associated with the sourcing and implementation of assets associated with the supply and delivery of water and sewerage services.	
09.05.01	Records associated with the procurement of critical infrastructure such as dams and treatment plants.	PERMANENT
09.05.02	Records relating to agreements to run infrastructure eg. pipelines over land not owned / controlled by the Corporation	TEMPORARY Destroy 13 years after expiry or termination of agreement
09.05.03	Records relating to agreements to build over water or sewerage infrastructure	TEMPORARY Destroy 13 years after building demolished
09.05.04	Records associated with the procurement of minor assets. May include: <ul style="list-style-type: none"> • manhole covers • computers • water meters 	TEMPORARY Destroy 7 years after disposal of minor asset
10.00.00	RISK MANAGEMENT The function of identifying, monitoring and controlling the probability and/or impacts of risk including in the areas of health and safety, quality and environmental management <i>See 05.00.00 for Environmental Management</i> <i>See 03.00.00 for Emergency Management</i>	
10.01.00	Identification and Assessment (Risk Management) The activity of identifying and assessing possible risks.	
10.01.01	Records relating to identification of risks which may pose a threat. May include: <ul style="list-style-type: none"> • log books • checklists • risk assessments 	TEMPORARY Destroy 7 years after action completed
10.02.00	Mitigation and Risk Prevention (Risk Management) The activity of identifying and assessing possible risks.	
10.02.01	Records relating to the selection of strategies for mitigation and prevention of risks which may pose a threat. May include: <ul style="list-style-type: none"> • Controls Register • Risk Register 	TEMPORARY Destroy 2 years after action completed
10.03.00	Monitoring (Risk Management) The activity of monitoring possible risks.	

10.03.01	Records relating to monitoring risks which may pose a threat which may include <ul style="list-style-type: none"> • audit documentation • routine inspection checklists 	TEMPORARY Destroy 2 years after action completed
11.00.00	SEWERAGE MANAGEMENT	
	The function of managing sewer systems and networks for the collection, treatment and disposal of the liquid waste generated from households, industry, business, trade and manufacturing processes. Includes the reuse of by-products.	
11.01.00	Collection (Sewerage Management)	
	The activity of collecting waste generated by any individual households, industry, business, trade or manufacturing process	
11.01.01	Records relating to the collection of waste from septic tanks by external parties and delivery to treatment plants	TEMPORARY Destroy 7 years after reference ceases
11.02.00	Disposal (Sewerage Management)	
	The activity of disposing of sewage by products after treatment	
11.02.01	Records relating to the supply of biosolids or recycled/reuse water. May include: <ul style="list-style-type: none"> • Supply contracts • Management plans 	PERMANENT
11.02.02	Records including reports working documents and correspondence with biosolids or recycled/reuse users	TEMPORARY Destroy 13 years after reference ceases
11.02.03	Records relating to the formal administration of the trade waste process. May include application, processing and consent.	TEMPORARY Destroy 7 years after reference ceases
11.02.04	Records required to make final determinations on the issue of trade waste permits. May include: <ul style="list-style-type: none"> • Working papers 	TEMPORARY Destroy 7 years after reference ceases
11.03.00	Treatment (Sewerage Management)	
	The activities that check, observe or record the operation of services and system associated with sewerage collection	
11.03.01	Records relating to the treatment of sewage including sampling, dosing and analysis, may include: <ul style="list-style-type: none"> • chemical analysis • sampling results • sewer analysis data sheets 	PERMANENT
12.00.00	WATER MANAGEMENT	
	The function of supplying, monitoring and treating water that is safe to drink, ie potable water.	
12.01.00	Monitoring (Water Management)	
	The activities that check, observe and record the operation of services and systems associated with water supply.	

12.01.01	Records of water quality including filtration, fluoridation and chlorination. May include: <ul style="list-style-type: none"> • compliance reports • checklists • proof of compliance 	PERMANENT
12.01.02	Records relating to water quality sampling, testing, analysis and reporting. May include: <ul style="list-style-type: none"> • chemical analysis • sampling results • water quality analysis data sheets 	PERMANENT
12.01.03	Records relating to monitoring of performance of water supply and treatment infrastructure. May include: <ul style="list-style-type: none"> • flow reports • equipment calibration, • pipeline inspection results, • CCTV footage and reports • Storage levels 	TEMPORARY Destroy 7 years after action completed
12.02.00	Supply (Water Management) The activity of supplying potable water to customers	
12.02.01	Records relating to management plans, permits and licences associated with water collection in catchment areas.	TEMPORARY Destroy 13 years after action completed
12.02.02	Records relating to agreements to supply water. May include: <ul style="list-style-type: none"> • bulk supply agreements • irrigation agreements • building over water easements 	TEMPORARY Destroy 13 years after agreement expires
12.02.03	Records relating to the restrictions placed on the supply of water to customers may include: <ul style="list-style-type: none"> • Restriction notices • Public communication • Notifications of poor water quality 	TEMPORARY Destroy 13 years after action completed
12.03.00	Treatment (Water Management) The activity of treating water prior to its distribution to consumers to ensure that all potable water supplied by the Corporation meets the approved health standards as specified by the current Australian Drinking Water Guidelines.	
12.03.01	Summary records relating to the treatment of water, may include: <ul style="list-style-type: none"> • sedimentation data • clarification data • chemical treatments used • filtration process • disinfection requirements 	PERMANENT
12.03.02	Records of monitoring and analysis of the quality of water following the treatment process	TEMPORARY Destroy 7 years after action completed