# 2024 Integrity and Conduct Annual Collection

## Purpose of this collection

The Public Sector Commission conducts the integrity and conduct annual collection as a way of fulfilling annual reporting obligations under the [*Public Sector Management Act 1994*](https://www.legislation.wa.gov.au/legislation/statutes.nsf/main_mrtitle_771_homepage.html) (PSM Act), [*Public Interest Disclosure Act 2003*](https://www.legislation.wa.gov.au/legislation/statutes.nsf/main_mrtitle_767_homepage.html) (PID Act), and [*Corruption, Crime and Misconduct Act 2003*](https://www.legislation.wa.gov.au/legislation/statutes.nsf/main_mrtitle_207_homepage.html) (CCM Act)*.*

Your responses help the Public Sector Commissioner to:

* monitor compliance with ethical codes under section 21 of the PSM Act
* monitor compliance with the PID Act, required under Part 4
* prevent misconduct by informing the Commissioner’s prevention and education activities under section 45A of the CCM Act.

Your response also assists your Principal Executive Officer to meet their obligation to report annually to the Commissioner under section 23 of the PID Act.

## Timeframe to complete your response

You must complete your response online **between Tuesday 25 June and Tuesday 30 July 2024**.

## Who and what is being captured in the collection

This annual collection is based on processes, initiatives and activities related to integrity and conduct undertaken by your authority **between 1 July 2023 and 30 June 2024**.

It is provided to all public sector agencies, local governments, public universities, government trading enterprises and other authorities. For the purposes of this collection, the term ‘authority’ is used throughout to refer to all these entities.

## Authorisation

The online submission is made with the approval of the head of your authority.

## Changes

Since 2023 key changes include:

* Questions have been updated to reflect Commissioner’s Instruction 40: Ethical Foundations.
* Discipline questions have changed and authorities should review the information they report to align with the new requirements. Information submitted relates to finalised processes rather than those commenced in the financial year; and the categories of discipline have been modified.

Since the version published in January 2024:

* Categories of discipline (question D.4) and action taken (D.6) have been modified based on agency feedback.

## Structure of the collection

This collection applies to all government authorities except government boards and committees. Government boards and committees complete a separate standalone collection.

Questions that only relate to non-public sector agencies (such as local governments, public universities, government trading enterprises and entities listed under Schedule 1 of the PSM Act) are indicated by a purple outline. Questions that only relate to public sector agencies are indicated by a blue outline.

A small number of public sector agencies are required to submit a compliance statement. This question is indicated by a green outline.

## Data storage and management

Data storage through the online collection tool is compliant with the information security requirements of AS ISO/IEC 27001:2015 – Information technology – Security techniques – Information security management systems – Requirements. Access to the system is managed by the Data Analytics and Technology division at the Commission and roles are managed to ensure controlled access to data.

## Using and sharing collected data

The information you report as part of this collection is provided to the Commission on the understanding that it may be shared solely for the purpose of workforce and integrity reporting.

Your authority’s submission provides the Commission with valuable information about your authority’s integrity environment and informs the development of the Public Sector Commissioner’s reports to Parliament each year under Section 22D of the PSM Act, Section 22 of the PID Act and Section 45ZD of the CCM Act.

The workforce data collection process provides your authority with a summary of activity across a range of integrity and conduct functions. It is a chance for you to review how information about integrity and conduct is captured in your authority and whether it is fit for purpose.

The data and information you provide is published by the Commission as part of the Statistical Bulletin associated with the annual State of the WA Government Sector Workforce report. Data may be aggregated or de-identified for public use.

In addition to annual reporting, data may also be used in responses to Parliamentary questions and other matters relevant to the functions of the Commission including the prevention of misconduct.

From time to time there are requests for information relating to data in this collection. The Commission considers these requests on an individual basis. Any personal data shared on this basis is de-identified for public use.

## Guidance notes

This document contains all the questions and answer options for the 2024 annual collection along with guidance notes to help your authority prepare its response. It also helps you to gather the required information and approvals ahead of completing your submission online.

Guidance notes may be updated from time to time and you are encouraged to check online before completing the collection.

## Reporting tool

Your submission must be made online.

When the collection is opened, your authority receives a link to complete the annual collection online. This link is unique to your authority. Do not share this link with other authorities.

The link may be shared in your authority, recognising that different users may need to complete and review responses before submission. While users may collaborate to complete your submission, it is recommended that only one user accesses the tool at any one time to ensure responses are saved correctly.

Your submission may be completed in multiple sittings. Responses are automatically saved when you click the **Next** or **Previous** button at the bottom of each page. If you cannot locate the **Next** button on any page, please scroll down until it is visible.

## Navigating the online reporting tool

A table of contents panel on the lefthand side of the screen can be expanded or minimised by selecting the **3 bars icon**. Most questions in this collection require a response before proceeding to the next question.

As you complete each section a tick appears. You can navigate back to previously answered questions at any time using the table of contents.

Depending on your responses, you may skip some questions or be asked to complete additional information. Please take care to provide accurate information and ensure all reporting requirements are met.

All sections of the collection must have a tick before you submit the survey.

All text based answers have a 1,000 character limit (approximately 150 words). To provide additional information above this limit, email icreporting@psc.wa.gov.au and include your authority name and the question your information relates to.

## Contact information

If you have any questions or experience technical issues please email icreporting@psc.wa.gov.au.

## 2024 Integrity and conduct annual collection - questions and guidance

### SECTION A: INTEGRITY PRACTICES

This question is only displayed to public sector agencies

1. **Does your authority have an integrity framework that meets the requirements of** [**Commissioner’s Instruction 40: Ethical Foundations**](https://www.wa.gov.au/government/publications/commissioners-instruction-40-ethical-foundations)**?**
* Yes, we have our own integrity framework
* Yes, we apply the integrity framework of another public sector body under a documented arrangement (specify body)
* No (describe why)

**Guidance notes**

To answer this question refer to clause 5 of [Commissioner’s Instruction 40: Ethical Foundations](https://www.wa.gov.au/government/publications/commissioners-instruction-40-ethical-foundations). If you have a documented arrangement in place refer to clauses 5 and 6.

This question is only displayed to local governments, public universities, government trading enterprises and other authorities

1. **Does your authority have an integrity framework?**
* Yes, we have developed and implemented our own integrity framework
* No, but we plan to develop and implement our own framework in the next 12 months
* No (describe why)
1. **Has your authority used the Commission’s** [**Integrity Framework Maturity Self Assessment Tool**](https://www.wa.gov.au/government/publications/integrity-framework-maturity-self-assessment-tool) **to assess and improve your approach to integrity?**
* Yes
* No, but we plan to use this tool in the next 12 months – *Skip to A3*
* No, we have not used this tool (specify why) – *Skip to A3*
1. **What areas has your assessment identified for improvement?**
* Clear expectations
* Roles and responsibilities
* Legislation and regulations
* Risk analysis and planning for integrity
* Internal controls, audit and governance
* Fraud and corruption detection systems
* Values and standards
* Leadership and management attitude
* Organisational culture
* Integrity education and capacity
* Responses to integrity breaches
* Self analysis and review
* Oversight
* No areas for improvement were identified – Skip to A3
1. **Have you developed a plan to improve these areas?**
* Yes, we have developed a plan for each area we identified
* No, but we plan to do so in the next 12 months
* No (describe why)
1. **In the last 12 months which of the following approaches has your authority used to assess its integrity environment?** (select all that apply)
* We have evaluated the integrity environment internally using the Public Sector Commission’s [Integrity Snapshot Tool](https://www.wa.gov.au/government/publications/integrity-strategy-wa-public-authorities-2020-2023)
* We have evaluated the integrity environment using the services of an external consultant
* We have evaluated policies, procedures and systems in line with the recommendations of WA integrity agencies (eg Public Sector Commission, Corruption and Crime Commission, Office of the Auditor General)
* We have conducted a staff perception survey including questions on integrity and ethics
* We have conducted a broader satisfaction or perception survey (eg to customers, suppliers, contractors) including questions on integrity and ethics
* We have assessed completion rates of training and information sessions related to integrity
* We have assessed knowledge gained or skills developed as a result of training and information sessions related to integrity
* We have evaluated how integrity matters are addressed and resolved (eg quality of and time taken to complete discipline processes, investigations)
* We have reviewed completed actions resulting from reviews and internal and external audits
* Other (describe)
* None of the above – we have not assessed the integrity environment in the last 12 months

**Guidance notes**

Your integrity environment is shaped by the combination of strategies, initiatives and cultural factors that have been put in place and ideally work together to improve integrity in your authority. This question aims to understand how your authority assesses the efforts taken to promote integrity and prevent misconduct and corruption.

### SECTION B: CODE OF CONDUCT

1. **Does your authority have a code of conduct?**
* Yes – *public sector agencies go to B1.2, other authorities skip to B2*
* Yes, we apply the code of conduct of another public sector body under a documented arrangement (specify body)       – *public sector agencies go to B1.2, other authorities skip to B2*
* No – *Skip to C1*
* Other (specify)       – *public sector agencies go to B1.2, other authorities skip to B2*

This question is only displayed to public sector agencies that selected ‘Yes’ to B1.1

1. **Does your authority's code of conduct meet the requirements of** [**Commissioner’s Instruction 40: Ethical Foundations**](https://www.wa.gov.au/government/publications/commissioners-instruction-40-ethical-foundations)**?**
* Yes
* No (describe why)

**Guidance notes**

To answer this question refer to clauses 2 (a) (i, ii and iii) and 3 of [Commissioner’s Instruction 40: Ethical Foundations](https://www.wa.gov.au/government/publications/commissioners-instruction-40-ethical-foundations). For those with a documented arrangement also refer to clause 6.

1. **Which measures did your authority have in the last 12 months to ensure all employees are familiar with your code of conduct?** (select all that apply)
* Our code’s requirements are covered in induction programs for new employees
* Formal and planned training on our code is provided to all new employees
* Formal and planned refresher training on our code is provided to employees throughout their tenure
* Employees acknowledge in writing that they have read, understand and commit to our code
* The code’s requirements are reinforced in performance management meetings
* Information sessions are held about our code or that refer to our code
* Information about our code is included in staff newsletters or bulletins
* Information is provided to managers and leaders about their role in upholding our code
* The requirement to comply with our code is included in position descriptions
* Our code is promoted on our intranet
* Other (specify)
* None of the above

**Guidance notes**

Public sector agencies are required to deliver formal and planned training on their code of conduct under clause 4 [Commissioner’s Instruction 40: Ethical Foundations](https://www.wa.gov.au/government/publications/commissioners-instruction-40-ethical-foundations). Support for [Developing code of conduct training](https://www.wa.gov.au/government/multi-step-guides/developing-code-of-conduct-training) is specifically designed to meet the requirements of Commissioner’s Instruction 40 and can be used or adapted by other authorities to suit their context.

1. **Which approaches has your authority used in the last 12 months to monitor compliance with your code of conduct?** (select all that apply)
* Internal reviews or audits (eg audits of procurement decisions, gifts and benefits registers, conflicts of interest declarations)
* External reviews or audits
* General staff survey feedback
* Exit interview/survey feedback
* Employee consultative committees
* Analysis of external complaints and/or reports of integrity issues
* Analysis of internal staff reports of integrity issues
* Leadership team monitoring compliance (eg integrity and conduct matters are a standing item on the leadership team meeting agenda)
* Other (specify)
* None of the above
1. **Does your authority provide training on your code of conduct to your employees?**
* Yes, we conduct our own training – *public sector agencies go to B5, other authorities skip to C1*
* Yes, we receive training from another public sector body under a documented arrangement (specify body) – *public sector agencies go to B5, other authorities skip to C1*
* No (describe why) – *Skip to C1*

This question is only displayed to public sector agencies

1. **What percentage of your current employees are trained on your code of conduct as at 30 June 2024?**

Percentage of employees (if none enter '0')

**Guidance notes**

Enter your response as a percentage without commas, decimals or spaces. Only count **current** employees who your authority has provided initial code of conduct training to at least once. Even if employees have participated in training several times, only count them once.

### SECTION C: REPORTING

1. **In the last 12 months which measures did your authority have to encourage employees to report unethical conduct including any behaviour considered to be a breach of the code?** (select all that apply)
* The way to report unethical conduct is published in our code or policy
* The option for a person to report anonymously is provided for in our code or policy
* Our code or policy states that victimisation of employees reporting unethical conduct is not tolerated
* Our chief executive regularly publicises their commitment to speaking up and reporting unethical conduct
* Our authority communicates to employees (eg via newsletters, emails) about how to report unethical conduct
* Managers are trained in how to deal with reports of unethical conduct
* Contact names for reporting unethical conduct are accessible to employees
* A confidential phone or email service is available to report unethical conduct
* Public interest disclosure procedures are accessible to all employees
* Information about external reporting avenues (eg Corruption and Crime Commission, Public Sector Commission) is included in our code or policy
* Other (specify)
* None of the above
1. **How does your authority advise its contractors and suppliers about the ethical conduct requirements for your employees and how they can report any concerns?** (select all that apply)
* Direct engagement such as induction, feedback surveys and/or interviews
* Promotional material such as posters and/or notices in public areas
* Formal documentation such as contracts, tenders and/or service agreements
* Informal ad hoc measures or word of mouth
* Currently under consideration
* Other (specify)
* None of the above

### SECTION D: DISCIPLINE

**Guidance notes for completing this section**

The following questions are intended to capture a snapshot of all disciplinary matters your authority dealt with in the last 12 months and the outcomes of finalised processes. The information provided after each question helps you count processes and outcomes.

1. **How many discipline processes were finalised (ie processes were completed or discontinued) in your authority between 1 July 2023 and
30 June 2024?**

Total number of discipline processes finalised (if none enter ‘0’ and skip to E1)

**Guidance notes**

A **finalised** discipline process is one that reached a final outcome (ie was completed or discontinued) between **1 July 2023 and 30 June 2024**, for example a decision was made that allegations were or were not substantiated and action was or was not taken. A finalised process reported here may have commenced in a previous financial year but must have reached its final outcome between **1 July 2023 and 30 June 2024**. Do not include processes that were still in progress on 30 June 2024.

1. **Of the finalised discipline processes, how many were discontinued?**

Total number of discipline processes discontinued (if none enter ‘0’)

*If D2>0, please complete the following table:*

|  |  |
| --- | --- |
| Reason discipline process was discontinued | Number of processes |
| Identified that improvement action was a more appropriate course of action |  |
| Had insufficient evidence to progress any further |  |
| Employee ceased employment (ie resigned, retired, employment contract expired, terminated through another process) |  |
| Other (specify) |  |
| TOTAL |  |

**Guidance notes**

This question relates to discipline processes that your authority commenced but decided not to continue. If the number of discontinued discipline processes is **greater than 0** provide the reasons the process(es) were discontinued in the above table. For example, if 3 discipline processes were discontinued because there was insufficient evidence to progress them, place a 3 in the box next to this reason.

This question is only displayed to public sector agencies that selected >0 to D1

1. **How many completed processes related to a person who was no longer an employee of the authority?**

Total number of processes (if none enter ‘0’)

**Guidance notes**

This question seeks to understand how many discipline processes were completed even though an employee ceased employment (eg resigned) prior to completion of the process.

Under part 5 of the PSM Act, a **former employee** who committed a breach of discipline while employed at the authority **may be disciplined**. Commissioner’s Instruction 4: Discipline – Former Employees details the circumstances in which an authority may commence or continue a discipline process against a former employee.

1. **For discipline processes that were completed (ie finalised but not discontinued) what were the types of conduct considered or investigated**? (if none enter ‘0’)

*Use the table below to categorise the allegations considered or investigated*

|  |  |  |
| --- | --- | --- |
| Category of conduct | **Number of allegations** | **Number of substantiated allegations** |
| Fraud or falsification of records |  |  |
| Corrupt use of position with intent (for benefit or detriment) |  |  |
| Theft or misappropriation of public money or assets |  |  |
| Misuse of public resources |  |  |
| Unauthorised or improper accessing of confidential information |  |  |
| Unauthorised use or release of confidential information  |  |  |
| Failure to manage conflicts of interest |  |  |
| Improper management of gifts, benefits or hospitality  |  |  |
| Assault or excessive use of force |  |  |
| Threatening, abusive or harassing conduct |  |  |
| Sexual misbehaviour and or sexual harassment  |  |  |
| Bullying  |  |  |
| Racism or other discriminatory behaviour  |  |  |
| Offensive or inappropriate personal behaviour  |  |  |
| Reprisal action (in response to reporting matters including an act of victimisation within the meaning of section 15 of the *Public Interest Disclosure Act 2003*) |  |  |
| Inappropriate use of drugs or alcohol |  |  |
| Criminal offences affecting ongoing employment |  |  |
| Careless or negligent performance of duties |  |  |
| Failure to declare, or unauthorised, secondary employment |  |  |
| Disobeying or disregarding a lawful instruction  |  |  |
| Other (specify)       |  |  |
| **TOTAL** |  |  |

**Guidance notes**

The categories of conduct have been revised since the last annual collection and aligned to the Public Sector Commission’s categorisation of misconduct matters it receives. This question provides insight into the types of behaviours that may be cause for concern at the sectorwide level.

Each **completed** process contains at least one **allegation**. This means the total **number of allegations** should be equal to or greater than the number of completed discipline processes reported in questions D1 and D2 (completed discipline processes = finalised processes minus discontinued processes).

Complete both columns of the table. The **number of substantiated allegations** must be equal to or less than the number of allegations.

1. **How many completed disciplinary processes resulted in substantiated allegations?**

Total number of completed processes with substantiated allegations (if none enter ‘0’ and skip to D7)

**Guidance notes**

Where question D4 relates to individual **allegations**, this question relates to **completed processes**. For example if your authority had one process which contained 2 substantiated allegations, enter 1 here.

1. **How many times was the following discipline action and or improvement action applied for the completed discipline processes where a breach of discipline was found to have occurred?** (if none enter ‘0’)

*Use the table below to categorise the type of action taken*

|  |  |
| --- | --- |
| Type of action taken | Number of times action was applied |
| Reprimand |  |
| Imposition of fine (eg financial penalty) |  |
| Transfer  |  |
| Reduction in monetary remuneration of employee |  |
| Reduction in level of classification |  |
| Dismissal |  |
| Discipline action – other (specify)       |  |
| Improvement action - counselling |  |
| Improvement action - training |  |
| Improvement action – other (specify)       |  |

**Guidance notes**

This question aims to count how many completed processes resulted in disciplinary action. The listed disciplinary actions fall under Part 5 of the PSM Act. If this section is not applicable to your authority, choose the action that best aligns with the action taken. In some cases, more than one action is applied to an employee at the completion of the process (eg a reprimand and a fine). The total for this question should be equal to or greater than the number reported in question D5.

1. **What was the estimated average time taken to complete a discipline process that was finalised this financial year?**
* Less than 3 months
* Between 3 and 6 months
* Between 6 and 12 months
* More than 12 months

### SECTION E: PUBLIC INTEREST DISCLOSURES (PID)

**Guidance notes for completing this section**

Completing this section ensures reporting requirements under section 23 of the *Public Interest Disclosure Act 2003* are met. Your principal PID officer may be best placed to complete this section.

1. **Has your authority designated at least one public interest disclosure (PID) officer to receive public interest disclosures (as required under section 23(1)(a) of the PID Act)?**
* Yes
* No
1. **Has your authority published internal procedures relating to your authority’s obligations under the PID Act (section 23(1)(e))?**
* Yes
* No – *Skip to E4.1*
1. **Are your authority’s procedures consistent with the** [**guidelines issued by the Public Sector Commission**](https://www.wa.gov.au/system/files/2024-03/guidelines_for_public_authorities_0.pdf) **(section 23(2) of the PID Act)?**
* Yes
* No
1. **Between 1 July 2023 and 30 June 2024 was your authority found to be non-compliant with the PID Act or PID Officer’s Code of Conduct and Integrity (code)?**
* No – *Skip to E5.1*
* Yes
1. **Provide further information including which section of the PID Act or code the non-compliance related to, who made the finding of non-compliance and any sanctions that were imposed as a result.**

**Guidance notes**

This question relates to **non-compliance with** the PID Act and PID Officer’s Code of Conduct and Integrity and **does not relate to** the requirement to designate a PID officer or publish internal procedures **which are covered in previous questions**.

1. **How many public interest disclosures were lodged with your authority between 1 July 2023 and 30 June 2024?**

Total number of public interest disclosures received (if none enter ‘0’ and skip to F1)

1. **Of the [answer from E5.1] public interest disclosures lodged with your authority between 1 July 2023 and 30 June 2024, how many are still pending assessment?**

Total number of public interest disclosures pending assessment (if none enter ‘0’)

1. **Of the [answer from E5.1] public interest disclosures lodged with your authority between 1 July 2023 and 30 June 2024, how many were assessed as a disclosure under the PID Act (ie an appropriate disclosure of public interest information made to a proper authority)?**

Total number of public interest disclosures assessed as a disclosure (if none enter ‘0’)

*If E5.3>0 the following question will be displayed:*

1. **Your PID officer/s must provide additional information for each public interest disclosure assessed by your authority as a disclosure for the purposes of the PID Act (ie an appropriate disclosure of public interest information made to a proper authority).**

**Important**: Forward the PID collection link *[a link will be generated within the online collection]* to the appropriate PID officer/s via email requesting them to complete one collection for each PID assessed by your authority as a disclosure for the purposes of the PID Act. The same collection link can be sent to more than one PID officer.

*Provide the contact details of one PID officer below:*

|  |  |
| --- | --- |
| Contact Information Required | PID Officer Details |
| Name |       |
| Position |       |
| Email |       |
| Telephone |       |

**Guidance notes**

While the additional information requested about your authority’s public interest disclosures is limited, the information (and handling of the information) must comply with the **confidentiality requirements of section 16 of the PID Act**. Therefore, the officer/s you nominate supply this information through a separate collection accessed through the link. The collection contains additional information and guidance for officers.

1. **Of those disclosures lodged with your authority between 1 July 2023 and 30 June 2024 but not assessed as a disclosure for the purposes of the PID Act, why was this decision made?**
* Did not meet the definition of public interest information in the PID Act
* Was not made to the proper authority
* Other (specify)

### SECTION F: GRIEVANCES

1. **How many grievance processes did your authority finalise between
1 July 2023 and 30 June 2024?**

Total number of grievance processes dealt with (if none enter ‘0’)

### SECTION G: BREACH OF PUBLIC SECTOR STANDARDS

This section is only displayed to public sector agencies

1. **How many breach of public sector standard claims did your authority resolve between 1 July 2023 and 30 June 2024 without needing to send them to the Commission?** (if none enter ‘0’)

|  |  |
| --- | --- |
| **Public sector standard to which the breach related** | **Number of breach claims resolved per category** |
| Employment |  |
| Grievance resolution |  |
| Performance management |  |
| Redeployment |  |
| Termination |  |
| **TOTAL** |  |

1. **For breach claims you were able to resolve, how many were:**

Total number upheld by agency (if none enter ‘0’)

Total number resolved through conciliation with claimant (if none enter ‘0’)

*If G1.2 ‘total number upheld by agency’ > 0 please answer the following question:*

1. **Provide a short description of the claim(s) and any change to agency practice undertaken**.

### SECTION H: COMPLIANCE STATEMENTS

This section is only displayed to the following agencies:

* Architects Board of WA
* Commissioner for Children and Young People
* Conservation and Parks Commission
* Equal Opportunity Commission
* Legal Practice Board
* Office of the Information Commissioner
* Ombudsman WA
* Veterinary Practice Board
1. **<Your agency> is required to submit a compliance statement under section 31(2) of *the*** [***Public Sector Management Act 1994***](https://www.legislation.wa.gov.au/legislation/statutes.nsf/main_mrtitle_771_homepage.html)***.* Enter your compliance statement below.**

**Guidance notes**

Section 31(2) of the *Public Sector Management Act 1994* states:

“The chief executive officer or chief employee of an organisation which is not a statutory authority within the meaning of the *Financial Management Act 2006* shall, before 31 August in each year or such earlier date in that year as the Commissioner may determine by order published in the Gazette, cause to be prepared and submitted to the Commissioner a report, prepared in accordance with the relevant Commissioner’s instructions, if any, on the extent to which public sector standards, codes of ethics and any relevant code of conduct have been complied with in relation to that organisation.”

The compliance statement you provide is published in full.

### SUBMITTING YOUR RESPONSE

|  |
| --- |
| **Details of officer submitting collection** |
| Name |       |
| Position |       |
| Email |       |
| Telephone |       |

### AUTHORISATION

To review your responses and data before submitting, use the table of contents menu. If you click **Submit** and proceed to the next page, you cannot go back and edit your responses.

By clicking the **Submit** button and finalising your submission, you are confirming the data is current and accurate, and that your responses have been approved by the head of your authority.

Once you click the **Submit** button you are taken to a summary of your finalised responses and can download a PDF version. It is strongly recommended that you download a PDF of your responses and file it for record keeping purposes.