



DA 2023-005

**General Retention and Disposal Authority for Local  
Government Information**

DA Type: General

## General Retention and Disposal Authority for Local Government Information

<b>Disposal Authority No</b>	2023-005
<b>Disposal Authority Type</b>	General
<b>Organisation/s</b>	[Applies to all Local Government organisations]
<b>Disposal Authority Scope</b>	Fully revised General Retention and Disposal Authority for Local Government Information, to supersede RD 2015-001
<b>Disposal Authority Status</b>	Approved by SRC
<b>Status Date</b>	29/08/2023

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# General Retention and Disposal Authority for Local Government Information

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## INTRODUCTION

### 1. ABOUT THIS AUTHORITY

#### 1.1 Purpose of this General Retention and Disposal Authority

This General Retention and Disposal Authority for Local Government Records (GRDALG), approved by the State Records Commission on the recommendation of the State Records Advisory Committee, is the official and continuing authority for the retention and disposal of local government records in Western Australia.

This GRDALG covers records common to most local governments in Western Australia, thereby providing consistent retention and disposal decisions throughout local government and eliminating the need for each local government to prepare a retention and disposal authority for its records. This GRDALG is the retention and disposal component of the record keeping plan of each local government, as required under section 16(3)(a-c) of the *State Records Act 2000*.

This GRDALG identifies records of local governments which are:

- State archives: State records that are to be retained permanently
- Temporary records: records that will be retained for a minimum period, as designated in the GRDALG, to satisfy legal, financial, business and public administration requirements before they may be destroyed.

If a local government identifies records which are **not** covered by this GRDALG, the records **must not be destroyed**. In such a situation, the State Records Office (SRO) must be consulted to determine an appropriate course of action. The unauthorised destruction of government records is an offence under the *State Records Act 2000*.

The State Records Commission Standards and associated publications must be consulted before any disposal of records is conducted, whether as part of a formal / regular disposal program or on an ad hoc basis. Standards and publications are available on the SRO website.

This GRDALG supersedes:

- General Disposal Authority for Local Government Records - RD 2015001/1 (October 2017)

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- General Retention and Disposal Authority for Incidents and Allegations of Child Abuse or Neglect - DA 2020-003
- Ad Hoc Disposal Authority - COVID-19 Health and Vaccination Information - DA 2021-010
- Ad Hoc Disposal Authority - User Data in Government Mobile Device Applications (Apps) - DA 2022-004/1.

## 1.2 Scope of this General Retention and Disposal Authority

This GRDALG applies to records of common activities / record categories performed by local governments and applies to records in all formats.

The GRDALG is arranged alphabetically by activity / record category, with disposal classes assigned respectively. Each activity / category can be applied to any **function** in the organisation.

Most activities are derived from the Keywords for Councils thesaurus (e.g. ARRANGEMENTS). Other record categories represent a particular set or type of record or subject (e.g. RATES PAYMENTS).

To use this GRDALG, match the content of the file / records (not just the file / record title) to an activity / record category and apply the relevant retention and disposal action for that category. The retention and disposal action consists of:

- a disposal action - either "Retain as State archives", or "Destroy"
- a custody period - for records designated "Destroy", this provides the minimum retention period before destruction can take place.

Certain categories are designated "Retain in organisation". These are not considered State archives but are to be retained for the life of the local government for ongoing administrative or reference purposes.

Records designated "State archives" must be retained permanently. The SRO document, Directions for keeping State archives awaiting transfer to the State Archives Collection, outlines how State archives are to be retained within local governments.

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## 2. SPECIFIC MATTERS

### 2.1 Use of the term "Significant" in this General Retention and Disposal Authority

In this GRDALG, each disposal class has usually been assigned a disposal action (e.g. "Retain as State archives" or "Destroy").

However, the significance of a given activity or event can vary. For example:

- **significant** accident or **other** accident
- **significant** acquisition or **other** acquisition
- **significant** presentation or **other** presentation, etc.

To provide for these variations, in many cases, disposal classes have been split so that when an activity is **deemed significant** the records are designated as State archives, and when the activity is **deemed not significant** the records are sentenced for destruction. In the GRDALG, the term "significant" is used to identify records of archival value.

If the activity has any of the following characteristics, it is deemed **significant**:

- substantially impacts the whole-of-local-government function
- substantially impacts the implementation or development of legislation, regulations or local government policy
- substantially impacts the local government's business, structure or policy
- substantially impacts obligations, responsibilities or liabilities of local government or the State
- sets a legal or substantive precedent
- generates or involves substantial community or public interest, debate or controversy
- involves innovative, unique or precedent-setting practices, techniques or methods

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- involves or affects property (land, infrastructure, structures, buildings or items) considered to have cultural, Aboriginal, environmental or heritage significance
- led or substantially contributed to a major investigation or formal inquiry
- concerns or affects the long term environmental impact on local government land, waters and air.

The value of records can change over time. In assessing records that have reached their minimum retention period and are due for destruction, local governments should consider those that may have potential business or historic value, for possible further retention or archiving. Records that appear to be of interest as archival records should be referred to the SRO for review and evaluation.

See also section 2.5 of this Introduction, covering records relating to children.

## 2.2 Investigations, Inquiries and Freedom of Information

If an Investigation or Inquiry is in progress (or likely or imminent), or if an access application under the *Freedom of Information Act 1992* has been lodged, all records relevant or subject to the Investigation / Inquiry / FOI application must be identified and retained until the action and any subsequent actions are completed. This applies regardless of whether the records in question are due for destruction.

## 2.3 Records relating to Aboriginal people

Section 76 of the *State Records Act 2000* requires that:

*"If a State record contains information about -*

*(a) Aboriginal cultural material or an Aboriginal site ...; or*

*(b) any other matter relating to the heritage of Aboriginal Australians,*

*these decisions must not be made unless Aboriginal bodies concerned with that information have been consulted about the decision -*



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*(c) a decision on whether the record will be a State archive;*

*(d) if the record is not a State archive, a decision as to the retention period for the record".*

Section 76 of the *State Records Act 2000* also addresses requirements for restricted access decisions that may apply to State archives containing information about Aboriginal Australians or their culture.

Should a local government identify records that may fall within the scope of section 76, consult the SRO.

### Health records

Health care facilities **must** retain Aboriginal patient records indefinitely for any client with a date of birth prior to and including 1970. In addition, all Aboriginal patient records created by remote clinics in the Kimberley, Pilbara, Goldfields and Midwest Health regions **must** also be retained indefinitely.

If a health care facility is unable to determine if a patient was of Aboriginal descent, the facility should retain evidence to demonstrate that reasonable attempts were made to research and determine the Aboriginal status of the patients before conducting legal destruction of the record. Please consult with the SRO if further advice is required.

Please refer to section 91 (PROGRAMS AND SERVICES) of this GRDALG, for records of health services provided by local governments.

## 2.4 Elected Members' records

Records created or received in the course of elected members' local government duties that fall within the ambit of the State Records Commission Policy on Local Government Elected Members' Records (2009) are government records and as such are subject to the same legislative requirements as any other government record. This policy is available on the SRO website.

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## **2.5 Records relating to children**

The Final Report of the Royal Commission into Institutional Responses to Child Sexual Abuse (Royal Commission) was handed down in 2017 and contains several recommendations concerning record keeping by institutions, including government organisations throughout Australia.

### **IMPORTANT NOTE - Retention of records relating to children**

In April 2018, the SRO issued a Disposal Freeze for government records relating to children. The SRO is currently working with organisations to address the retention and disposal of relevant records in their specific retention and disposal authorities, where applicable. **Until this process is complete, all government records relating to children must be retained in accordance with the Disposal Freeze.** In the interim, this GRDALG may be used to identify and sentence relevant retention periods for child-related records held in local government organisations.

This version of the GRDALG includes amendments to enable the retention and disposal of records relating to incidents and allegations of child abuse or neglect. Such records may include:

- initial allegations, complaints or reports
- other reports including statutory reporting requirements
- case files or notes
- investigation or inquiry records
- evidence gathered including statements and interviews
- referrals to other bodies
- legal proceedings
- outcomes of investigations
- further actions or recommendations
- support or remedial action for individuals who have made allegations

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- relevant human resources records, such as staff misconduct and disciplinary actions.

In addition, certain categories of records in this GRDALG have been identified as possibly warranting further retention if they are considered potentially relevant to child abuse incidents or allegations in future. Local governments are responsible for assessing and determining the risk that business information may be required for such incidents or allegations. In determining this risk, the local government should consider its core business, the level of interaction with children, and the nature of its interactions with children. See the document **Guidance for identifying and retaining records which may become relevant to an actual or alleged incident of child sexual abuse** on the SRO website for further information.

Any records relevant to an investigation of alleged child abuse or neglect **must** be retained until all actions relating to that investigation are completed. This applies regardless of whether the record has passed its minimum retention period as identified in this GRDALG.

## 2.6 Management of personal information

The *Freedom of Information Act 1992* defines personal information as:

*"personal information means information or an opinion, whether true or not, and whether recorded in a material form or not, about an individual, whether living or dead*

*(a) whose identity is apparent or can reasonably be ascertained from the information or opinion; or*

*(b) who can be identified by reference to an identification number or other identifying particular such as a fingerprint, retina print or body sample."*

Effective management of personal information (information that identifies an individual or could identify that individual) is of vital importance to all local governments that are required to obtain personal information about individuals in order to deliver services. Inappropriate use of personal information can compromise an individual's privacy, leading to undesirable outcomes for both the individual and the local government. (Adapted from: Ombudsman Western Australia, *Guidelines for Agencies Management of Personal Information*, May 2013.)

Local governments **must** store personal information securely, keep it no longer than necessary, protect it from misuse, unauthorised access, modification or disclosure, and dispose of it appropriately by ensuring that no information is retrievable.

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## 3. DEFINITIONS

### 3.1 Definitions of terms

**Action completed:** The business as documented in the record/s has concluded; a project has been completed; a case has been closed; or all matters associated with an investigation or inspection have been finalised or completed. It does **NOT** mean the date the record/s were last used or accessed.

**Child:** a person who is under 18 years of age, and in the absence of positive evidence as to age, means a person who is apparently under 18 years of age (Source: *Children and Community Services Act 2004*)

**Child abuse:** may include physical abuse, sexual abuse, or emotional abuse (as defined in the *Children and Community Services Act 2004*).

**Child sexual abuse:** see **Sexual abuse**.

**Custody:** the minimum period the records will be retained before they are destroyed. Records designated as State archives must be retained permanently.

**Destroy:** the disposal action for a class of records identified as having temporary value, and which ultimately will be destroyed.

**Disposal action:** the action that occurs to the records once the retention period has expired. The final disposal action will be "Destroy" or "Retain as State archives".

**Employee:** a person employed by a local government or under an employing authority, including those employed under a permanent, fixed term, temporary or casual contract of service. Includes any "worker" as defined by section 7 of the *Work, Health and Safety Act 2020* such as a contractor, subcontractor, self-employed person, outworker, apprentice or trainee, work experience student, employee of a labour hire company placed with a "host employer", and volunteers.

**Neglect:** includes failure by a child's parents to provide, arrange, or allow the provision of adequate care for the child, or effective medical, therapeutic or remedial treatment for the child. (Source: *Children and Community Services Act 2004*)

**Personal information:** information that identifies an individual or could identify that individual.

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**Retain in organisation:** records identified as **NOT** being State archives but which are to be retained in-house for the life of the local government for ongoing administrative or reference purposes.

**Retain as State archives:** records to be retained permanently due to their value to the State of Western Australia.

**Sexual abuse:** in relation to a child, includes sexual behaviour in circumstances where (a) the child is the subject of bribery, coercion, a threat, exploitation or violence; or (b) the child has less power than another person involved in the behaviour; or (c) there is a significant disparity in the developmental function or maturity of the child and another person involved in the behaviour. (Source: *Children and Community Services Act 2004*) A detailed definition is in the Royal Commission into Institutional Responses into Child Sexual Abuse Final Report, Volume 1, available at <https://www.childabuseroyalcommission.gov.au/final-report> .)

**Significant:** refer to section 2.1 of the Introduction.

**Successful audit:** successful completion of the audit for the financial year to which the records in question apply.

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No	Function/Activity	Description	Disposal Action	Custody
1	<b>EPHEMERAL RECORDS</b>	Ephemeral records: <ul style="list-style-type: none"> <li>• have no continuing value to the local government</li> <li>• are generally only needed for a few hours or a few days</li> <li>• may not need to be placed within the official record keeping system.</li> </ul>		
1.1		Includes: <ul style="list-style-type: none"> <li>• after hours support call logs</li> <li>• blank or unused forms and templates developed by the local government to enter transactions or activities</li> <li>• contact lists such as internal telephone directories, mailing lists and list of registered tradespersons and professionals</li> <li>• computer test records e.g. test data, test record forms</li> <li>• duplicate (or exact) copies of records, documents, circulars, forms, etc. where no substantial annotations have been made</li> <li>• duplicates / copies of tender submissions and specifications produced for distribution</li> </ul>	Destroy	Retain until business use ceases, then Destroy.

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No	Function/Activity	Description	Disposal Action	Custody
<i>EPHEMERAL RECORDS</i>				
		<ul style="list-style-type: none"> <li>• expressions of appreciation, sympathy or greetings with no enduring value. Includes Christmas cards, condolences, thank you cards and letters, and greeting cards</li> <li>• files created in error / empty files</li> <li>• information material produced by other organisations (where not used to make business decisions). Examples include price lists, catalogues, advertising material and brochures</li> <li>• library catalogues (hard copy or electronic) - individual catalogue entries.</li> <li>• messages including voice mail, email, telephone messages, text messages or notes when the message <b>does not</b> relate to the business functions of the local government</li> <li>• <b>near duplicates</b> of photographic and audio visual records - may include almost identical images or similar imagery with poor composition, lighting, focus and exposure. When assessed, they are deemed to add no value to the existing dataset</li> <li>• public notices relating to the council / committee meeting. Includes documents relating to the council / committee meeting made available for prior public inspection</li> </ul>		

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No	Function/Activity	Description	Disposal Action	Custody
<i>EPHEMERAL RECORDS</i>				
		<ul style="list-style-type: none"> <li>• recordings of telephone calls that are recorded for customer service training or monitoring purposes</li> <li>• reference sets of manuals (internal and external), directories, addresses and contact lists</li> <li>• rough drafts of reports, correspondence, routine or rough calculations not circulated to other employees for comment / input, for which a final draft has been produced and placed on the appropriate subject file</li> <li>• transitory messages giving minor instructions of a routine instructional nature that are used to further some activity in either a paper-based or electronic format e.g. corrections, requesting file creation or retrieval, filing a letter, formatting documents</li> <li>• unsolicited letters or promotional material offering goods or services to the local government</li> <li>• working papers, background notes and reference materials used to prepare or complete other documents (where these documents have been allocated to the appropriate subject file)</li> </ul>		



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<i>ACCIDENTS / EMERGENCIES / INCIDENTS</i>				
2	<b>ACCIDENTS / EMERGENCIES / INCIDENTS</b>	<p>Management of accidents, emergencies and incidents, such as:</p> <ul style="list-style-type: none"> <li>• injury to employees</li> <li>• injury to visitors and the public whilst on local government premises</li> <li>• damage to local government infrastructure, land, facilities, buildings, vehicles, equipment</li> <li>• actual or alleged incidents of child abuse or neglect involving people external to the local government</li> </ul> <p>Includes notification, investigation, response, management and reporting.</p> <p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• CHILD ABUSE OR NEGLECT</li> <li>• CLAIMS</li> <li>• PROGRAMS AND SERVICES</li> <li>• RISK MANAGEMENT / RISK ASSESSMENT</li> <li>• SECURITY / SURVEILLANCE</li> <li>• WORK HEALTH AND SAFETY</li> </ul>		

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No	Function/Activity	Description	Disposal Action	Custody
<i>ACCIDENTS / EMERGENCIES / INCIDENTS</i>				
2.1		<b>Significant</b> accidents, emergencies or incidents, such as incidents that cause death or permanent disability.	Archive	Retain as State archives.
2.2		Incidents, allegations and reports of child abuse or neglect on local government premises concerning a person external to the local government.	Destroy	Retain 100 years after action completed, then Destroy.
2.3		Incidents, illnesses, injuries or trauma suffered by children; or that may have occurred following an incident whilst in care of the local government operated child care services.	Destroy	Retain 7 years after child turns 18 (reaches age of majority) or 7 years after death, then Destroy.
2.4		Accidents, emergencies and incidents not included in previous section and which impact the environment e.g. oil / chemical spills.	Destroy	Retain 20 years after action completed, then Destroy.
2.5		<b>Other</b> accidents, emergencies, incidents not included in previous sections.	Destroy	Retain 7 years after action completed, then Destroy.
3	<b>ACCOUNTING</b>	<p>The collecting, recording, classifying, summarising and analysing of financial transactions.</p> <p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• BANKING / BANK ACCOUNTS</li> <li>• COMPLIANCE</li> </ul>		

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No	Function/Activity	Description	Disposal Action	Custody
<i>ACCOUNTING</i>				
		<ul style="list-style-type: none"> <li>• CREDITORS</li> <li>• DEBTORS</li> <li>• FINANCIAL REPORTING</li> <li>• REVENUE / FEES &amp; CHARGES / LEVIES</li> <li>• UNCLAIMED MONEY</li> </ul>		
3.1		<p>Reconciliation - records of account balances and reconciliations, including variations to published figures.</p> <p>General or subsidiary journals, ledgers and ledger accounts in any format.</p> <p>Supporting records e.g. chart of accounts.</p> <p>Petty cash management records, including receipts, register, and vouchers (if attached to a receipt).</p> <p>Evidence of payments and supporting documentation.</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>• invoices, cheques, credit notes, payment vouchers</li> <li>• approvals, purchase orders, transactions, cash books, journals</li> </ul>	Destroy	Retain 6 years after successful audit, then Destroy.

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No	Function/Activity	Description	Disposal Action	Custody
<i>ACQUISITION / DISPOSAL</i>				
		<ul style="list-style-type: none"> <li>• sales tax records</li> <li>• ex-gratia payments</li> <li>• batch and trial balance reports.</li> </ul>		
4	<b>ACQUISITION / DISPOSAL</b>	<p>Acquisition and disposal of property, goods and services.</p> <p>The handling of abandoned items, such as vehicles and lost property.</p> <p>Includes feasibility studies, investigations and analysis that led to acquisition / disposal, including related financial records.</p> <p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• AGREEMENTS / CONTRACTS / JOINT VENTURES / DEEDS</li> <li>• ASSET MANAGEMENT</li> <li>• BANKING / BANK ACCOUNTS</li> <li>• CREDITORS</li> <li>• DATA MANAGEMENT</li> <li>• DESIGN / CONSTRUCTION</li> <li>• FINANCIAL REPORTING</li> </ul>		

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No	Function/Activity	Description	Disposal Action	Custody
<i>ACQUISITION / DISPOSAL</i>				
		<ul style="list-style-type: none"> <li>• FLEET MANAGEMENT</li> <li>• LEASING / LEASING OUT</li> <li>• LIBRARY</li> <li>• NOTIFICATIONS AND ORDERS</li> <li>• MAINTENANCE</li> <li>• MUSEUM AND GALLERIES MANAGEMENT</li> <li>• RECORDS / INFORMATION MANAGEMENT</li> <li>• SPONSORSHIPS / GRANTS / DONATIONS / SUBSIDIES</li> <li>• TAXATION</li> <li>• TENDERING / QUOTATIONS</li> </ul>		
4.1		<b>Significant</b> acquisition or disposal of property (land or buildings), vehicles, equipment, stores, or other goods and services.	Archive	Retain as State archives.
4.2		Acquisition or disposal of contaminated (asbestos or other hazardous substances) land, buildings, plant or equipment, not included in previous section.	Destroy	Retain 100 years after disposal or action completed, whichever is later, then Destroy.
4.3		<b>Other</b> acquisition or disposal of property (land or buildings), vehicles, equipment, stores, or goods and	Destroy	Retain 7 years after disposal or action

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No	Function/Activity	Description	Disposal Action	Custody
<i>ACQUISITION / DISPOSAL</i>				
		<p>services, not included in previous sections.</p> <p>Handling of abandoned items of substantial value. Includes initial reports, collections and disposals.</p>		completed, whichever is later, then Destroy.
4.4		<p>Acquisition of office stationery and consumables.</p> <p>Potential acquisition and disposals not proceeded with or cancelled.</p> <p>Abandoned items or lost property of low or little value. Includes initial reports, collections and disposals.</p>	Destroy	Retain 2 years after action completed, then Destroy.
4.5		Title deeds and certificates of title.		After disposal of property, transfer documents to new owner.
5	<b>ADDRESSES / PRESENTATIONS / SPEECHES</b>	<p>Addresses, presentations or speeches presented by or to the mayor / president, elected members (councillors) or local government officers, such as for professional, community relations or sales purposes.</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>• preparatory and background material</li> <li>• working papers and draft versions</li> <li>• multimedia presentations and transcripts.</li> </ul>		

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No	Function/Activity	Description	Disposal Action	Custody
<i>ADDRESSES / PRESENTATIONS / SPEECHES</i>				
		<p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• CELEBRATIONS / CEREMONIES / COMPETITIONS / EVENTS / HONOURS / AWARDS</li> <li>• CONFERENCES / SEMINARS</li> <li>• EDUCATION</li> <li>• PUBLISHING / PUBLICATIONS</li> <li>• TRAINING AND DEVELOPMENT</li> </ul>		
5.1		<p><b>Significant</b> addresses, presentations or speeches presented by or to the mayor / president, elected members, senior local government officers or invited dignitaries, such as those given at community centenaries, state visits, opening of council chambers or new public buildings.</p>	Archive	Retain as State archives.
5.2		<p><b>Other</b> addresses, presentations or speeches, not included in the previous section.</p> <p>Includes those delivered by the mayor / president, elected members or local government officers on routine occasions.</p>	Destroy	Retain 5 years after action completed, then Destroy.
6	<b>ADVICE</b>	<p>Advice, opinions or recommendations offered to or received by the local government, such as:</p> <ul style="list-style-type: none"> <li>• legal advice</li> </ul>		

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No	Function/Activity	Description	Disposal Action	Custody
<i>ADVICE</i>				
		<ul style="list-style-type: none"> <li>• strategic project advice</li> <li>• briefing notes</li> <li>• instructions / directions</li> <li>• requests for Information (RFI) and file notes.</li> </ul> <p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• CHILD ABUSE OR NEGLECT</li> <li>• ENQUIRIES</li> <li>• FREEDOM OF INFORMATION</li> <li>• INFRINGEMENTS / LITIGATION / PROSECUTIONS</li> <li>• LEGISLATION (including Local Laws)</li> <li>• LIAISON</li> <li>• REPORTING</li> </ul>		
6.1		<p><b>Significant</b> advice provided or received by the local government from internal or external sources.</p> <p>Legal advice or opinion obtained by the local government from internal or external sources, where <b>NOT</b> captured on the subject file to which the advice relates.</p>	Archive	Retain as State archives.



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No	Function/Activity	Description	Disposal Action	Custody
<i>ADVICE</i>				
6.2		<p><b>Other</b> advice received or provided by the local government relating to local government business, not included in the previous section.</p> <p>Includes source information that is considered necessary to substantiate advice.</p>	Destroy	Retain 7 years after action completed, then Destroy.
6.3		Advice provided or received by the local government relating to routine operational or administrative matters, not included in the previous sections.	Destroy	Retain 2 years after action completed, then Destroy.
7	<b>AGREEMENTS / CONTRACTS / JOINT VENTURES / DEEDS</b>	<p>Establishment, management and finalisation of <b>all</b> binding agreements, established for any purpose.</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>• agreements - service agreements, partnerships, projects</li> <li>• contracts - standard, under seal or deed, or special contracts</li> <li>• joint ventures</li> <li>• memoranda of understanding</li> <li>• deeds.</li> </ul> <p><b>NOTE:</b> Local governments are advised to be aware of certain agreements, relating to services provided for children, which may be potentially relevant to future cases or allegations of child abuse or neglect.</p>		

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No	Function/Activity	Description	Disposal Action	Custody
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*AGREEMENTS / CONTRACTS / JOINT VENTURES / DEEDS*

		<p>See also section 2.5 in the Introduction of this GRDA.</p> <p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• ACQUISITION / DISPOSAL</li> <li>• AMALGAMATIONS / BOUNDARIES</li> <li>• ASSET MANAGEMENT</li> <li>• CHILD ABUSE OR NEGLECT</li> <li>• CLAIMS</li> <li>• DATA MANAGEMENT</li> <li>• EMPLOYMENT CONDITIONS / EQUAL EMPLOYMENT OPPORTUNITY</li> <li>• INDUSTRIAL RELATIONS</li> <li>• INTERNATIONAL RELATIONS</li> <li>• LEASING / LEASING OUT</li> <li>• LOANS</li> <li>• MAINTENANCE</li> <li>• PRIVACY</li> <li>• RECRUITMENT / SEPARATIONS</li> </ul>		
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No	Function/Activity	Description	Disposal Action	Custody
<i>AGREEMENTS / CONTRACTS / JOINT VENTURES / DEEDS</i>				
		<ul style="list-style-type: none"> <li>• SECURITY / SURVEILLANCE</li> <li>• SERVICE PROVIDERS</li> <li>• SPONSORSHIPS / GRANTS / DONATIONS / SUBSIDIES</li> <li>• TENDERING / QUOTATIONS</li> </ul>		
7.1		<p><b>Significant</b> agreements, contracts, joint ventures or deeds.</p> <p>Includes those relating to or involving :</p> <ul style="list-style-type: none"> <li>• major local government infrastructure</li> <li>• landmark structures</li> <li>• substantial transfer of local government responsibilities</li> <li>• the privatisation of local government functions</li> <li>• substantial Public Private Partnerships</li> <li>• Ministerial approval</li> <li>• the appointment of a chief executive officer of the local government</li> <li>• Section 70A notifications (notifications placed on a certificate of title under the <i>Transfer of</i></li> </ul>	Archive	Retain as State archives.

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No	Function/Activity	Description	Disposal Action	Custody
<i>AGREEMENTS / CONTRACTS / JOINT VENTURES / DEEDS</i>				
		<p><i>Land Act)</i></p> <ul style="list-style-type: none"> <li>• vesting orders / (reserve) management orders placing control of reserved Crown land with the local government (under the <i>Land Administration Act 1997</i>)</li> <li>• strategic or high-level agreements / contracts relating to local government functions responsibilities, obligations and liabilities.</li> </ul>		
7.2		<p>Agreements, contracts, joint ventures or deeds <b>under seal</b> prior to 15 November 2005, not included in the previous section.</p> <p>Includes subsidiary, related agreements and contracts associated with a project agreement, where held separately to the project agreement, and which are under seal or deed.</p>	Destroy	Retain 21 years after discharge or expiration of all obligations under the agreement, then Destroy.
7.3		<p>Agreements, contracts, joint ventures or deeds <b>under seal</b> from 15 November 2005 (Section 8 of the <i>Limitations Act 2005</i>), not included in previous sections.</p> <p>Includes subsidiary, related agreements and contracts associated with a project agreement, where held separately to the project agreement, and which are under seal or deed.</p>	Destroy	Retain 12 years after discharge or expiration of all obligations under the agreement, then Destroy.
7.4		<b>Other</b> agreements, contracts, joint ventures	Destroy	Retain 7 years after discharge or expiration

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No	Function/Activity	Description	Disposal Action	Custody
<i>AGREEMENTS / CONTRACTS / JOINT VENTURES / DEEDS</i>				
		<p>or deeds, not included in previous sections.</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>• vesting or re-vesting orders due to the non-payment of debts</li> <li>• caveats or withdrawals of caveats</li> <li>• easements - right of access to property</li> </ul> <p>Operational records relating to day-to-day administration of the contracts and agreements.</p> <p>Privacy and confidentiality agreements between the local government and the entity which the local government has entered into an agreement with.</p> <p><b>NOTE:</b> This category does <b>NOT</b> apply to confidentiality agreements with employees which is covered under <b>EMPLOYMENT CONDITIONS / EQUAL EMPLOYMENT OPPORTUNITY.</b></p>		<p>of all obligations under the agreement, then Destroy.</p>
7.5		<p>Agreements, contracts, joint ventures or deeds that have <b>NOT</b> been successfully negotiated or approved.</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>• draft agreements</li> <li>• draft memoranda of understanding</li> </ul>	Destroy	Retain 2 years after action completed, then Destroy.

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No	Function/Activity	Description	Disposal Action	Custody
<i>AMALGAMATIONS / BOUNDARIES</i>				
		<ul style="list-style-type: none"> <li>• draft negotiation papers</li> <li>• withdrawn offers</li> <li>• proposals.</li> </ul>		
8	<b>AMALGAMATIONS / BOUNDARIES</b>	<p>Matters associated with policies, monitoring and review of the local government's boundaries (federal, state and municipal) and proposals for amalgamation of administrations. Also includes proposing changes to the Electoral Commissioner and the Australian Statistician.</p> <p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• AGREEMENTS / CONTRACTS / JOINT VENTURES / DEEDS</li> <li>• ASSET MANAGEMENT</li> </ul>		
8.1		<p>Amalgamation, separation, creation and abolition of local governments. This category covers:</p> <ul style="list-style-type: none"> <li>• amalgamations</li> <li>• separations</li> <li>• the abolition of a local government</li> <li>• the creation of a local government.</li> </ul> <p>Includes records of Regional Transition Groups and</p>	Archive	Retain as State archives.

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No	Function/Activity	Description	Disposal Action	Custody
<i>ANIMAL MANAGEMENT</i>				
		Regional Cooperative Groups.  Plans - documenting changes in land use, boundaries and areas of responsibility over time.		
9	<b>ANIMAL MANAGEMENT</b>	Managing the humane treatment and control of animals, such as lost and stray animals and impounding procedures.  <b>See also related ACTIVITIES:</b> <ul style="list-style-type: none"> <li>• APPLICATIONS / APPROVALS / LICENCES / PERMITS</li> <li>• INFRINGEMENTS / LITIGATION / PROSECUTIONS</li> <li>• NOTIFICATIONS AND ORDERS</li> </ul>		
9.1		Native animal protection - protecting the welfare of native animals and other wildlife.	Archive	Retain as State archives.
9.2		Reports - mistreatment / neglect / death / disappearance of animals. Includes reports regarding private animal owners and animal lodging establishments and evidence of animal mistreatment (i.e. photographs and footage).  Impounding / collection records, including: <ul style="list-style-type: none"> <li>• pound books</li> <li>• receipts for animals impounded or released</li> </ul>	Destroy	Retain 7 years after action completed, then Destroy.

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No	Function/Activity	Description	Disposal Action	Custody
<i>ANIMAL MANAGEMENT</i>				
		before impounding <ul style="list-style-type: none"> <li>• claims relating to impounding</li> <li>• approvals from Veterinary Surgeon's Board / veterinarian to administer drugs</li> <li>• authorisation to sell / dispose of animals.</li> </ul>		
9.3		Domestic animals, livestock, wildlife - management of stray, lost and / or injured animals.	Destroy	Retain 2 years after action completed, then Destroy.
10	<b>APPEALS</b>	Managing appeals, to reconsider a decision/s made by the local government.  Includes: <ul style="list-style-type: none"> <li>• appeals against notices and infringements</li> <li>• appeals against the rejection of an application made to the local government.</li> </ul> <b>See also related ACTIVITY:</b> <ul style="list-style-type: none"> <li>• ELECTIONS</li> </ul>		
10.1		<b>Significant</b> appeals - including successful planning and development appeals.	Archive	Retain as State archives.
10.2		<b>Other</b> appeals, not included in previous section.	Destroy	Retain 7 years after action completed, then



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No	Function/Activity	Description	Disposal Action	Custody
<i>APPLICATIONS / APPROVALS / LICENCES / PERMITS</i>				
				Destroy.
11	<b>APPLICATIONS / APPROVALS / LICENCES / PERMITS</b>	<p>Managing applications for local government services - licences, renewals, permits, registrations and other approvals.</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>• alcohol (liquor licences) and gaming</li> <li>• animal licensing (including lifetime licences) and animal lodging</li> <li>• caravan parks, camping grounds and lodging houses</li> <li>• clearing of native vegetation</li> <li>• eating house / food business, itinerant and / or street food vendors, and other shop licences</li> <li>• fire breaks and burning off</li> <li>• no spray register application</li> <li>• parking permits and private car parks</li> <li>• permits sought by the local government e.g. fireworks permits for local government events</li> <li>• private works and public premises permits</li> <li>• roads, including works, services, closures and</li> </ul>		

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No	Function/Activity	Description	Disposal Action	Custody
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*APPLICATIONS / APPROVALS / LICENCES / PERMITS*

		<p>openings</p> <ul style="list-style-type: none"> <li>• scaffolding, cranes and blasting</li> <li>• signs, hoardings, banners and gantries</li> <li>• storage or disposal of dangerous chemicals, toxic waste, hazardous substances, including waste tracking forms or waste transfer certificates</li> <li>• street parades, busking, vending machines and market stalls</li> <li>• trading in public places / offensive trades</li> <li>• waste services, industrial trade waste into sewers, septic or alternative treatment units</li> <li>• water pumping supply and temporary water services.</li> </ul> <p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• ANIMAL MANAGEMENT</li> <li>• CEMETERIES AND CREMATORIA</li> <li>• CONNECTION</li> <li>• DESIGN / CONSTRUCTION</li> <li>• DEVELOPMENT / BUILDING / SUBDIVISION</li> </ul>		
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No	Function/Activity	Description	Disposal Action	Custody
<i>APPLICATIONS / APPROVALS / LICENCES / PERMITS</i>				
		<p>APPLICATIONS</p> <ul style="list-style-type: none"> <li>• ELECTIONS</li> <li>• FREEDOM OF INFORMATION</li> <li>• HORTICULTURAL SERVICES</li> <li>• SIGNS</li> <li>• SPONSORSHIPS / GRANTS / DONATIONS / SUBSIDIES</li> <li>• VOLUNTEERING / WORK EXPERIENCE</li> <li>• WASTE MANAGEMENT</li> </ul>		
11.1		<b>Significant</b> applications, approvals, licences or permits.	Archive	Retain as State archives.
11.2		<p><b>Other</b> applications, approvals, licences or permits, not included in previous section.</p> <p>Septic or alternative treatment unit applications - cancelled / not approved.</p>	Destroy	Retain 7 years after expiry of licence or action completed, then Destroy.
11.3		<p>Office copies of licences, permits and registrations issued.</p> <p>Cancelled, refused, withdrawn applications.</p> <p>Applications (referrals) that are referred to the local government by another body for comment e.g.</p>	Destroy	Retain 2 years after action completed, then Destroy.

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No	Function/Activity	Description	Disposal Action	Custody
<i>APPLICATIONS / APPROVALS / LICENCES / PERMITS</i>				
		applications for extension of trading hours, grant or removal of liquor licence that has been referred by the relevant State authority.		
11.4		Septic or alternative treatment unit applications - including approved applications for decommissioning of septic systems and Department of Health approvals.	Retain	Retain in organisation.
12	<b>APPOINTMENT DIARIES / CALENDAR ENTRIES</b>	<p>Diaries and appointment records of local government employees and elected members.</p> <p><b>NOTE:</b> Local governments are advised to be aware of diary entries which may be potentially relevant to future cases or allegations of child abuse or neglect. See also section 2.5 in the introduction to this GRDA.</p> <p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• ELECTED MEMBERS</li> <li>• CHILD ABUSE OR NEGLECT</li> </ul>		
12.1		Appointment diaries and calendar entries - chief executive officers (CEOs), senior executives and elected members - which contain detailed or substantial information not recorded elsewhere.	Archive	Retain as State archives.
12.2		Appointment diaries and calendar entries of authorised officers that deal with the public / clients - where these contain information in relation to counselling or other casework in relation to	Destroy	Retain 100 years after action completed, then Destroy.

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No	Function/Activity	Description	Disposal Action	Custody
<i>APPOINTMENT DIARIES / CALENDAR ENTRIES</i>				
		child abuse or neglect.		
12.3		Appointment diaries and calendar entries of: <ul style="list-style-type: none"> <li>• CEOs, senior executives and elected members not included in previous sections</li> <li>• Authorised officers that deal with the public / clients - containing detailed information not recorded elsewhere.</li> </ul>	Destroy	Retain 5 years after action completed, then Destroy.
12.4		All other appointment diaries / calendar entries not included in previous sections, containing basic information e.g. meeting dates, times.	Destroy	Retain 1 year after action completed, then Destroy.
13	<b>APPOINTMENTS</b>	Appointment of officers to provide services to the local government.  <b>See also related ACTIVITIES:</b> <ul style="list-style-type: none"> <li>• ELECTED MEMBERS</li> <li>• TENDERING / QUOTATIONS</li> <li>• WORK HEALTH AND SAFETY</li> </ul>		
13.1		Appointments - visiting pharmacists and doctors / physicians for nursing homes and the community.	Destroy	Retain 25 years after expiry of appointment, then Destroy.
13.2		Appointments - not included in previous section.	Destroy	Retain 7 years after expiry of appointment or last action,

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No	Function/Activity	Description	Disposal Action	Custody
<i>ARRANGEMENTS</i>				
		Includes: <ul style="list-style-type: none"> <li>• consultants</li> <li>• emergency personnel (fire control, fire wardens, State Emergency Services)</li> <li>• workplace health and safety officers</li> <li>• auditors for internal and external audits.</li> </ul>		whichever is later, then Destroy.
14	<b>ARRANGEMENTS</b>	Administrative arrangements for: <ul style="list-style-type: none"> <li>• a journey or trip</li> <li>• usage of facilities or space, vehicles, equipment or goods</li> <li>• events, functions, celebrations, ceremonies, competitions, conferences / seminars, exhibitions</li> <li>• employee catering (canteen).</li> </ul> Includes: <ul style="list-style-type: none"> <li>• invitations, responses and guest lists</li> <li>• programs</li> <li>• accommodation, catering and bookings.</li> </ul>		

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No	Function/Activity	Description	Disposal Action	Custody
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*ARRANGEMENTS*

		<p><b>NOTE:</b> Local governments are advised to be aware of arrangements records which may be potentially relevant to future cases or allegations of child abuse or neglect. See also section 2.5 in the introduction to this GRDA.</p> <p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"><li>• AUTHORISATIONS / DELEGATIONS</li><li>• CELEBRATIONS / CEREMONIES / COMPETITIONS / EVENTS / HONOURS / AWARDS</li><li>• CHILD ABUSE OR NEGLECT</li><li>• COMMITTEES</li><li>• CONFERENCES / SEMINARS</li><li>• EDUCATION</li><li>• ELECTED MEMBERS</li><li>• GREETINGS / GIFTS / INVITATIONS</li><li>• INTERNATIONAL RELATIONS</li><li>• MEETINGS</li><li>• PUBLISHING / PUBLICATIONS</li></ul>		
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No	Function/Activity	Description	Disposal Action	Custody
<i>ARRANGEMENTS</i>				
		<ul style="list-style-type: none"> <li>• SECURITY / SURVEILLANCE</li> <li>• TRAINING AND DEVELOPMENT</li> <li>• VISITS / TOURS</li> <li>• VOLUNTEERING / WORK EXPERIENCE</li> </ul>		
14.1		Arrangements for <b>significant</b> events, functions, ceremonies, celebrations, etc.	Archive	Retain as State archives.
14.2		Arrangements for the use, including security arrangements, of facilities or equipment known to contain asbestos or other hazardous substances / materials.	Destroy	Retain 100 years after action completed, then Destroy.
14.3		Arrangements for: <ul style="list-style-type: none"> <li>• <b>other</b> events, functions, ceremonies, celebrations, education, training, conferences or seminars, competitions, exhibitions etc. organised by the local government. Includes program development, publicity, registration of participants, venue, catering, accommodation, transport, etc.</li> <li>• the use, including security arrangements, of facilities, motor vehicles or equipment not included in previous section. Includes parking arrangements, booking forms and log books (excluding vehicle log books)</li> </ul>	Destroy	Retain 7 years after action completed, then Destroy.



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No	Function/Activity	Description	Disposal Action	Custody
<i>ARRANGEMENTS</i>				
		<ul style="list-style-type: none"> <li>• employee travel, including travel itineraries, authorisations, entitlements, etc.</li> <li>• receipt and dispatch of mail, including courier services</li> <li>• moving or relocation of all or part of the local government.</li> </ul> <p>Lost property - receipts for returned property.</p>		
14.4		<p>Delivery of equipment and stores e.g. delivery instructions, packing slips.</p> <p>Stores, plant and equipment - issued, distributed and returned.</p> <p>Plant in use reports.</p> <p>Telephones, two-way radios, intercoms, mobile telephones, facsimile machines.</p>	Destroy	Retain 2 years after action completed, then Destroy.
15	<b>ASSET MANAGEMENT</b>	<p>Monitoring, assessing and managing local government assets.</p> <p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• ACQUISITION / DISPOSAL</li> <li>• AGREEMENTS / CONTRACTS / JOINT VENTURES / DEEDS</li> </ul>		

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No	Function/Activity	Description	Disposal Action	Custody
<i>ASSET MANAGEMENT</i>				
		<ul style="list-style-type: none"> <li>• AMALGAMATIONS / BOUNDARIES</li> </ul>		
15.1		Plant cost ledger - annual records for items of equipment, plant and stores.	Destroy	Retain 7 years after date of disposal of plant or equipment, then Destroy.
15.2		Control and management of assets, including: <ul style="list-style-type: none"> <li>• valuation, revaluation and depreciation schedules and reports</li> <li>• stocktake records, including reconciliations with assets register or similar records.</li> </ul> Transfer of assets within the local government or to another organisation.	Destroy	Retain 6 years after successful audit, then Destroy.
15.3		Stocktake - worksheets, data input forms, tally sheets, stock cards and working instructions.  Plant statements.	Destroy	Retain 2 years after action completed, then Destroy.
15.4		Asset register.	Retain	Retain in organisation.
16	<b>AUDIT</b>	Internal or external examination of local government business, projects, operations, accounts, quality assurance and records to ensure legislative and regulatory compliance  <b>See also related ACTIVITIES:</b>		

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No	Function/Activity	Description	Disposal Action	Custody
<i>AUDIT</i>				
		<ul style="list-style-type: none"> <li>• COMPLIANCE</li> <li>• INSPECTIONS</li> <li>• PROCEDURES</li> <li>• PROJECTS / PROJECT MANAGEMENT</li> <li>• RECORDS / INFORMATION MANAGEMENT</li> <li>• RISK MANAGEMENT / RISK ASSESSMENT</li> <li>• SECURITY / SURVEILLANCE</li> <li>• TAXATION</li> <li>• WORK HEALTH AND SAFETY</li> </ul>		
16.1		<p><b>Significant</b> internal or external audits, including those that concern findings of hazardous substances. are presented to Parliament or examine core project functions or compliance at a strategic level.</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>• audit plan and strategy</li> <li>• interim and final report, findings and recommendations</li> <li>• responses to findings and implementation of</li> </ul>	Archive	Retain as State archives.

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No	Function/Activity	Description	Disposal Action	Custody
<i>AUDIT</i>				
		recommendations.		
16.2		Appointment of auditor/s for internal or external audits.	Destroy	Retain 7 years after expiry of auditor's contract or cessation of appointment, then Destroy.
16.3		<p><b>Other</b> audits, not included in previous sections.</p> <p>Includes planning, conduct of audits, working papers, drafts of audit reports / copies, supporting papers and exemptions from internal audits.</p>	Destroy	Retain 7 years after action completed, then Destroy.
17	<b>AUTHORISATIONS / DELEGATIONS</b>	<p>Giving official permission to an employee to carry out certain tasks or responsibilities.</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>• authorisation or permission to perform certain actions</li> <li>• delegation of authority to perform certain actions</li> <li>• authorisations by an accountable officer or authority for other officers to carry out duties.</li> </ul> <p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• ARRANGEMENTS</li> </ul>		

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No	Function/Activity	Description	Disposal Action	Custody
<i>AUTHORISATIONS / DELEGATIONS</i>				
		<ul style="list-style-type: none"> <li>• BANKING / BANK ACCOUNTS</li> <li>• CORPORATE CREDIT CARDS</li> <li>• CREDITORS</li> <li>• ELECTED MEMBERS</li> </ul>		
17.1		Authorisation for use of council seal.	Archive	Retain as State archives.
17.2		<p><b>Other</b> authorisations or delegations of authority for all other matters, including financial and accounting and personnel management, not included in previous sections.</p> <p>Delegations of authority made by the principal officer or officers occupying statutory positions associated with:</p> <ul style="list-style-type: none"> <li>• collection agencies</li> <li>• certifying and incurring officers</li> <li>• cheque and Electronic Funds Transfer signatories</li> <li>• corporate credit card holders (signatories)</li> <li>• authorised signatories - bank accounts.</li> </ul>	Destroy	Retain 7 years after delegation or authority expires, ceases, superseded or revoked, then Destroy.
17.3		Authorisation for use of council seal - not approved.	Destroy	Retain 2 years after

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No	Function/Activity	Description	Disposal Action	Custody
<i>AUTHORISATIONS / DELEGATIONS</i>				
				action completed, then Destroy.
17.4		Authorisations to conduct financial transactions on behalf of clients, such as: <ul style="list-style-type: none"> <li>• direct debit authorisations</li> <li>• credit card authorisations.</li> </ul>	Destroy	Retain 6 months after action completed, then Destroy.
17.5		Authorisations and delegations to committees, chief executive officers (CEOs), elected members and employees.  Authorisation and delegation of the exercise of powers or the performance of duties. Includes delegations: <ul style="list-style-type: none"> <li>• by a local government to committees, including audit committees</li> <li>• by a local government to the CEO</li> <li>• by the CEO to any employee</li> <li>• relating to elected members duties.</li> </ul>	Retain	Retain in organisation.
18	<b>BANKING / BANK ACCOUNTS</b>	Opening, maintenance and reconciliation of bank accounts.  <b>See also related ACTIVITIES:</b>		

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No	Function/Activity	Description	Disposal Action	Custody
<i>BANKING / BANK ACCOUNTS</i>				
		<ul style="list-style-type: none"><li>• ACCOUNTING</li><li>• ACQUISITION / DISPOSAL</li><li>• AUTHORISATIONS / DELEGATIONS</li><li>• CARDHOLDER DATA</li><li>• INVESTMENTS</li><li>• REVENUE / FEES &amp; CHARGES / LEVIES</li></ul>		
18.1		Establishment of bank accounts.	Destroy	Retain 7 years after closure of account, then Destroy.
18.2		Bonds / bank guarantees - associated records of the holding and release of bonds and / or bank guarantees.	Destroy	Retain 7 years after bond / bank guarantee is returned, then Destroy.
18.3		Bank deposit records. Includes: <ul style="list-style-type: none"><li>• deposit books, slips or butts</li><li>• bank receipts</li><li>• online banking correspondence (BPAY etc)</li><li>• lists of cheques lodged for collection</li><li>• amounts banked and those recorded on bank</li></ul>	Destroy	Retain 6 years after successful audit, then Destroy.

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No	Function/Activity	Description	Disposal Action	Custody
<i>BANKING / BANK ACCOUNTS</i>				
		<p>abstracts.</p> <p>Bank statement and reconciliation records. Includes:</p> <ul style="list-style-type: none"> <li>• statements or certificates of balance</li> <li>• interest, dividend or reconciliation statements</li> <li>• outstanding balances</li> <li>• credit card - invoices and payments.</li> </ul> <p><b>NOTE:</b> Credit cardholder details must be managed in accordance with the Payment Card Industry Data Security Standards (PCI DSS).</p>		
18.4		Bonds / bank guarantees - held temporarily for security while construction of infrastructure, operational facilities and other capital works is undertaken.		Return to applicant or bank when matter finalised.
19	<b>BUDGETING</b>	<p>Managing the local government's expected income and expenditure, over a specified period of time, such as the financial year.</p> <p><b>See also related ACTIVITY:</b></p> <ul style="list-style-type: none"> <li>• FINANCIAL REPORTING</li> </ul>		
19.1		<p>Annual estimates and budget reviews - certified copy adopted by council.</p> <p><b>NOTE:</b> These records will also be captured as part of</p>	Destroy	Retain 6 years after successful audit, then Destroy.



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No	Function/Activity	Description	Disposal Action	Custody
<i>BUDGETING</i>				
		the council minutes (official copy).		
19.2		Annual estimates and budget reviews - drafts, calculations, costings and working papers.	Destroy	Retain 2 years after successful audit, then Destroy.
20	<b>CARDHOLDER DATA</b>	<p>Cardholder data or information captured as part of a financial transaction - processed, transmitted or stored in any form.</p> <p>Sensitive cardholder authentication data captured as part of an electronic financial transaction.</p> <p>Cards include credit cards, debit cards etc.</p> <p><b>See also related ACTIVITY:</b></p> <ul style="list-style-type: none"> <li>• BANKING / BANK ACCOUNTS</li> </ul>		
20.1		<p>Includes:</p> <ul style="list-style-type: none"> <li>• primary account number (PAN) (rendered unreadable)</li> <li>• cardholder name</li> <li>• expiration date</li> <li>• service code</li> <li>• card verification value</li> </ul>	Destroy	Retain until transaction completed, then Destroy.

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No	Function/Activity	Description	Disposal Action	Custody
<i>CELEBRATIONS / CEREMONIES / COMPETITIONS / EVENTS / HONOURS / AWARDS</i>				
		<ul style="list-style-type: none"> <li>• full magnetic stripe data</li> <li>• Personal Identification Number (PIN) / PIN block.</li> </ul> <p><b>NOTE:</b> Credit cardholder details and other data must be managed in accordance with the Payment Card Industry Data Security Standards (PCI DSS).</p>		
21	<p><b>CELEBRATIONS / CEREMONIES / COMPETITIONS / EVENTS / HONOURS / AWARDS</b></p>	<p>Celebrations, ceremonies, social functions and events hosted or attended by the local government to honour a particular event; and awards, honours and prizes initiated or received by the local government.</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>• launches, openings, closures</li> <li>• community relations events</li> <li>• competitions run by the local government</li> <li>• awards, honours and competition terms and conditions, nominations, judging, names of winners / finalists, entries or photographs of entries.</li> </ul> <p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• ADDRESSES / PRESENTATIONS / SPEECHES</li> </ul>		

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No	Function/Activity	Description	Disposal Action	Custody
<i>CELEBRATIONS / CEREMONIES / COMPETITIONS / EVENTS / HONOURS / AWARDS</i>				
		<ul style="list-style-type: none"> <li>• ARRANGEMENTS</li> <li>• ELECTED MEMBERS</li> <li>• INDUSTRIES</li> <li>• LIBRARY</li> <li>• MARKETING / PROMOTIONS / CAMPAIGNS</li> <li>• MUSEUM AND GALLERIES MANAGEMENT</li> <li>• PERSONNEL MANAGEMENT</li> <li>• VISITS / TOURS</li> </ul>		
21.1		<p><b>Significant</b> celebrations, ceremonies, competitions, events, honours and awards, including:</p> <ul style="list-style-type: none"> <li>• those of State or local government significance</li> <li>• major anniversaries, launches, openings</li> <li>• substantial honours or awards conferred on the local government or employees for distinction or notable achievement</li> <li>• substantial honours or awards presented by the local government.</li> </ul>	Archive	Retain as State archives.
21.2		<p><b>Other</b> celebrations, ceremonies, competitions, honours and awards not included in previous section.</p>	Destroy	Retain 5 years after action completed, then

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No	Function/Activity	Description	Disposal Action	Custody
<i>CELEBRATIONS / CEREMONIES / COMPETITIONS / EVENTS / HONOURS / AWARDS</i>				
		Social functions.		Destroy.
21.3		<p>Unsuccessful nominations for honours / awards.</p> <p>Entries for competitions.</p> <p>Invitations to sponsor, judge or nominate for awards / prizes from external parties.</p>	Destroy	Retain 2 years after action completed, then Destroy.
22	<b>CEMETERIES AND CREMATORIA</b>	<p>The care, control and management of a cemetery or crematorium by a local government.</p> <p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• APPLICATIONS / APPROVALS / LICENCES / PERMITS</li> <li>• LEGISLATION (including Local Laws)</li> </ul>		
22.1		<p>Master plans of the cemetery showing the location and identifying number of every burial place or grave and the distribution of the land, compartments and sections. Master plans may be in hard copy or digital format.</p> <p>Liaison between the cemetery board and community, religious and ethnic groups e.g. regarding funerals, burials and memorials.</p> <p><b>Applications</b></p> <p><b>All</b> records associated with successful applications for</p>	Archive	Retain as State archives.

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No	Function/Activity	Description	Disposal Action	Custody
<i>CEMETERIES AND CREMATORIA</i>				
		<p>a funeral, burial or cremation, including:</p> <ul style="list-style-type: none"> <li>• single funeral permits</li> <li>• single monumental work permits.</li> </ul> <p><b>Authorisations</b></p> <ul style="list-style-type: none"> <li>• placement of individual plaques</li> <li>• management of memorials.</li> </ul> <p><b>Cemetery management</b></p> <ul style="list-style-type: none"> <li>• orders declaring land to be a cemetery</li> <li>• orders declaring a cemetery to be closed</li> <li>• orders declaring burials to be discontinued, including exceptions and qualifications set out in the order</li> <li>• vesting the care, control and management of a closed cemetery.</li> </ul> <p><b>Conservation</b></p> <ul style="list-style-type: none"> <li>• cemetery sites and buildings</li> <li>• monuments</li> <li>• environmental management</li> </ul>		

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No	Function/Activity	Description	Disposal Action	Custody
<i>CEMETERIES AND CREMATORIA</i>				
		<ul style="list-style-type: none"> <li>• associated with cultural or Aboriginal heritage.</li> </ul> <p><b>Disposal</b></p> <ul style="list-style-type: none"> <li>• unclaimed ashes or where no arrangements have been made for placement.</li> </ul> <p><b>Exhumation / Repatriation</b></p> <ul style="list-style-type: none"> <li>• exhumation of remains from burial site for entombment in mausoleum crypt or ossuary</li> <li>• removal and reburial of Aboriginal remains.</li> </ul> <p><b>Licencing</b></p> <ul style="list-style-type: none"> <li>• funeral directors, including applications, approvals, renewals, cancellations or suspensions</li> <li>• monumental masons including applications, approvals and renewals.</li> </ul> <p><b>Registers</b></p> <ul style="list-style-type: none"> <li>• details of all burials in the cemetery, including identification numbers of graves and the names and descriptions of the persons buried</li> <li>• all grants of right of burial in the cemetery, including details of the assignments or bequests of grants</li> </ul>		

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No	Function/Activity	Description	Disposal Action	Custody
<i>CEMETERIES AND CREMATORIA</i>				
		<ul style="list-style-type: none"> <li>• cremations containing the names and descriptions of any person cremated in the cemetery</li> <li>• persons cremated whose ashes have been buried or disposed in the cemetery.</li> </ul>		
22.2		<p><b>Authorisations</b> (seeking and granting permission) for:</p> <ul style="list-style-type: none"> <li>• filming a funeral</li> <li>• filming at a cemetery</li> <li>• conducting a wedding on cemetery property.</li> </ul> <p><b>Successful applications</b> for:</p> <ul style="list-style-type: none"> <li>• licence to use and conduct a crematorium</li> <li>• licence or permit for music playing or performance on cemetery land.</li> </ul> <p><b>Unsuccessful or refused applications; or applications not proceeded with</b> for:</p> <ul style="list-style-type: none"> <li>• applications for burial or cremation</li> <li>• funeral director licence</li> <li>• monumental mason licence</li> </ul>	Destroy	Retain 7 years after action completed, then Destroy.

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No	Function/Activity	Description	Disposal Action	Custody
<i>CEMETERIES AND CREMATORIA</i>				
		<ul style="list-style-type: none"> <li>• single funeral permits</li> <li>• licence to use and conduct a crematorium.</li> </ul>		
22.3		<p><b>Unsuccessful or refused requests or requests not proceeded with</b> for:</p> <ul style="list-style-type: none"> <li>• filming a funeral</li> <li>• filming at a cemetery</li> <li>• conducting a wedding on cemetery property.</li> </ul>	Destroy	Retain 2 years after action completed, then Destroy.
23	<b>CHILD ABUSE OR NEGLECT</b>	<p>Incidents, allegations and reports of child abuse or neglect.</p> <p>Local government processes for creating and maintaining a safe environment for children, including responses to the Royal Commission into Institutional Responses to Child Sexual Abuse (Royal Commission).</p> <p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• ACCIDENTS / EMERGENCIES / INCIDENTS</li> <li>• ADVICE</li> <li>• AGREEMENTS / CONTRACTS / JOINT VENTURES / DEEDS</li> <li>• APPOINTMENT DIARIES / CALENDAR ENTRIES</li> </ul>		



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No	Function/Activity	Description	Disposal Action	Custody
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*CHILD ABUSE OR NEGLECT*

		<ul style="list-style-type: none"> <li>• ARRANGEMENTS</li> <li>• CLAIMS</li> <li>• CORRUPTION / MISCONDUCT</li> <li>• DISCIPLINE</li> <li>• EMPLOYMENT CONDITIONS / EQUAL EMPLOYMENT OPPORTUNITIES</li> <li>• EVALUATION / REVIEWING</li> <li>• GRIEVANCES</li> <li>• INFRINGEMENTS / LITIGATION / PROSECUTION</li> <li>• INQUIRIES</li> <li>• LIAISON</li> <li>• PLANNING</li> <li>• POLICY</li> <li>• PROCEDURES</li> <li>• PROGRAMS AND SERVICES</li> <li>• PUBLIC REACTION</li> </ul>		
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No	Function/Activity	Description	Disposal Action	Custody
<i>CHILD ABUSE OR NEGLECT</i>				
		<ul style="list-style-type: none"> <li>• REPORTING</li> <li>• TRAINING AND DEVELOPMENT</li> </ul>		
23.1		<p>Local government governance, planning and processes for:</p> <ul style="list-style-type: none"> <li>• creating and managing a safe environment for children</li> <li>• handling and investigating allegations or incidents of child abuse or neglect.</li> </ul> <p>Includes the local government's response to the Royal Commission and its recommendations, and how the National Principles for Child Safe Organisations have been embedded into local government governance.</p> <p>Strategic level activities associated with creating and managing a safe environment for children, and handling and investigating allegations or incidents of child abuse or neglect.</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>• policy and procedures - development and implementation</li> <li>• codes of conduct / codes of practice</li> <li>• risk assessment and management</li> </ul>	Archive	Retain as State archives.

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No	Function/Activity	Description	Disposal Action	Custody
<i>CHILD ABUSE OR NEGLECT</i>				
		<ul style="list-style-type: none"> <li>• strategic level planning for projects, programs and services</li> <li>• strategic level evaluations and reviews.</li> </ul>		
23.2		<p>Allegations or incidents of child abuse (including child sexual abuse) or neglect, concerning an employee or other person engaged by the local government.</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>• initial allegations, complaints or reports</li> <li>• other reports including statutory reporting requirements</li> <li>• case files, diaries, or notes</li> <li>• investigation or inquiry records</li> <li>• evidence gathered, including statements and interviews</li> <li>• supporting information relevant to the incident or allegation e.g. employee rosters, attendance records</li> <li>• liaison with and referrals to other bodies</li> <li>• assessment reports or other records</li> <li>• legal proceedings</li> </ul>	Destroy	Retain 100 years after action completed, then Destroy.

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No	Function/Activity	Description	Disposal Action	Custody
<i>CHILD ABUSE OR NEGLECT</i>				
		<ul style="list-style-type: none"> <li>• outcomes of investigations</li> <li>• further actions or recommendations</li> <li>• support or remedial action for individuals who have made allegations</li> <li>• sanctions, penalties and disciplinary actions</li> <li>• appeals and reviews</li> <li>• formal reporting of incidents or allegations of child abuse or neglect, as required under mandatory reporting schemes or other requirements.</li> </ul> <p><b>NOTE:</b> This category does <b>NOT</b> include records (such as employee rosters or attendance records) that may become relevant as evidence for future allegations or incidents of child abuse or neglect.</p> <p>Local governments are responsible for assessing whether operational and administrative records may require further retention if they may become relevant to an actual or alleged incident of child abuse or neglect in future. This assessment should consider the functions performed by the organisation, the extent to which it interacts with children, and the nature of those interactions.</p>		
23.3		Operational level activities associated with creating and managing a safe environment for children, and	Destroy	Retain 45 years after action completed, then

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No	Function/Activity	Description	Disposal Action	Custody
<i>CIRCULARS</i>				
		<p>handling and investigating allegations or incidents of child abuse or neglect. Includes:</p> <ul style="list-style-type: none"> <li>• operational level planning for projects, programs and services</li> <li>• operational level evaluations and reviews.</li> </ul> <p>Training and other guidance in formalised processes for managing a safe environment for children, and handling and investigating allegations or incidents of child abuse or neglect. Includes:</p> <ul style="list-style-type: none"> <li>• training planning, development and delivery</li> <li>• training material</li> <li>• employee attendance records</li> <li>• employee completion / attainment records.</li> </ul>		Destroy.
24	<b>CIRCULARS</b>	<p>Information circulars (notices) created, issued or received by the local government to alert employees to policy or procedural matters.</p> <p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• POLICY</li> <li>• PROCEDURES</li> <li>• PUBLISHING / PUBLICATIONS</li> </ul>		

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No	Function/Activity	Description	Disposal Action	Custody
<i>CIRCULARS</i>				
24.1		<p>Circulars produced by the local government relating to core business or local government policy.</p> <p>Includes research, consultation, amendments and major drafts.</p>	Archive	Retain as State archives.
24.2		<p>Circulars (internal) - relating to local government administration and procedures.</p> <p>Includes research, consultation, amendments and major drafts.</p>	Destroy	Retain 7 years after action completed, then Destroy.
25	<b>CLAIMS</b>	<p>Monitoring and investigating insurance / compensation claims made to and by the local government.</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>• insurance policies</li> <li>• claims and associated provision of compensation to employees for accidents, injury or disease arising out of, or in the course of their employment</li> <li>• insurance claims for loss or damage to property or injury to members of the public</li> <li>• financial loss and indemnity claims</li> <li>• industrial relations claims.</li> </ul>		

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No	Function/Activity	Description	Disposal Action	Custody
<i>CLAIMS</i>				
		<p><b>NOTE:</b> Employees include volunteers, work experience students, apprentices or trainees, employment scheme participants etc. See section 3 in the introduction to this GRDA.</p> <p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• ACCIDENTS / EMERGENCIES / INCIDENTS</li> <li>• AGREEMENTS / CONTRACTS / JOINT VENTURES / DEEDS</li> <li>• CHILD ABUSE OR NEGLECT</li> <li>• EMPLOYMENT CONDITIONS / EQUAL EMPLOYMENT OPPORTUNITY</li> <li>• FLEET MANAGEMENT</li> <li>• INDUSTRIAL RELATIONS</li> <li>• POLICY</li> <li>• PROCEDURES</li> <li>• WORK HEALTH AND SAFETY</li> </ul>		
25.1		<p><b>Significant</b> claims and compensation cases, such as:</p> <ul style="list-style-type: none"> <li>• those involving a contaminated site</li> </ul>	Archive	Retain as State archives.

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No	Function/Activity	Description	Disposal Action	Custody
<i>CLAIMS</i>				
		<ul style="list-style-type: none"> <li>• compensation claims from land owners for land acquired or for changed land use</li> <li>• professional indemnity liabilities insurance claim</li> <li>• industrial relations claims</li> <li>• appeals against compensation decisions (as applicable).</li> </ul>		
25.2		Claims and compensation cases relating to child abuse or neglect.	Destroy	Retain 100 years after action completed, then Destroy.
25.3		<p>Workers' compensation claims lodged with LGIS or equivalent organisation, including records relating to injury, accident, disease and rehabilitation.</p> <p>Includes volunteers' personal accident claims or equivalent accident claims.</p> <p>Covers non-financial records e.g. injury management.</p>	Destroy	Retain 100 years after date of birth, or 7 years after cessation of employment, whichever is later, or 7 years after death, then Destroy.
25.4		Public liability claims.	Destroy	Retain 7 years after the claimant turns 18 (reaches age of majority) or 7 years after action completed, whichever is later, then Destroy.



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No	Function/Activity	Description	Disposal Action	Custody
<i>CLAIMS</i>				
25.5		<p><b>Other</b> claims not included in previous sections, such as:</p> <ul style="list-style-type: none"> <li>• motor vehicle</li> <li>• property</li> <li>• fire</li> <li>• reimbursement for loss and damage to personal effects.</li> </ul> <p>All claims <b>NOT</b> proceeded with.</p> <p>Policies, liabilities and renewals, including:</p> <ul style="list-style-type: none"> <li>• current individual policies for buildings, property or major assets.</li> <li>• expired policies, liabilities and renewals that have been superseded, for buildings, property or major assets i.e. where a current policy exists for the building, property or major asset.</li> </ul>	Destroy	Retain 7 years after action completed, then Destroy.
26	<b>CLIENTS</b>	<p>The provision of services to the community by the local government.</p> <p><b>NOTE:</b> For records relating to Aboriginal clients, please see section 2.3 of the introduction to this GRDA for further information.</p>		

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No	Function/Activity	Description	Disposal Action	Custody
<i>CLIENTS</i>				
		<p><b>See also related ACTIVITY:</b></p> <ul style="list-style-type: none"> <li>• LIBRARY</li> <li>• PROGRAMS AND SERVICES</li> <li>• PUBLIC HEALTH EMERGENCY DATA</li> </ul>		
26.1		<p>Case files for clients aged under 18 accessing services provided by the local government, containing personal information, including:</p> <ul style="list-style-type: none"> <li>• child care client records / child history cards</li> <li>• family day care client records</li> <li>• baby health centre records.</li> </ul>	Destroy	Retain 60 years after action completed, then Destroy.
26.2		<p>Case files for clients aged 18 and over accessing services provided by the local government, containing personal information.</p> <p><b>NOTE:</b> For client records relating to children, use 26.1.</p> <p>Personal details of clients, including:</p> <ul style="list-style-type: none"> <li>• domestic violence service records</li> <li>• social worker client records</li> <li>• medical records (including podiatry and dental)</li> </ul>	Destroy	Retain 20 years after action completed, then Destroy.

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No	Function/Activity	Description	Disposal Action	Custody
<i>CLIENTS</i>				
		<ul style="list-style-type: none"> <li>• nursing home / senior services clients</li> <li>• welfare and community care records</li> <li>• counselling records</li> <li>• disability services</li> <li>• referrals e.g. alcohol and drug referrals.</li> </ul> <p><b>NOTE:</b> For administrative records (not including personal information) relating to these services, see <b>PROGRAMS AND SERVICES.</b></p>		
26.3		Immunisation record cards - minors.	Destroy	Retain 10 years after last attendance or after date of last access (provided the client has reached the age of 25 years), then Destroy.
26.4		Immunisation record cards - adults.	Destroy	Retain 10 years after last attendance or last access, then Destroy.
26.5		<p>Memberships / enrolments (excluding child care services).</p> <p>Membership and renewal forms for services provided by the local government, such as:</p> <ul style="list-style-type: none"> <li>• gym, swimming pool, leisure / recreation</li> </ul>	Destroy	Retain 7 years after date of expiry, then Destroy.

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No	Function/Activity	Description	Disposal Action	Custody
<i>CLIENTS</i>				
		<p>centres, sporting clubs</p> <ul style="list-style-type: none"> <li>• courses</li> <li>• community groups.</li> </ul>		
26.6		Social worker's diaries or equivalent (not containing client information). If the diaries contain client information not captured elsewhere, sentence according to 'Case Files' under 27.1.	Destroy	Retain 7 years after action completed, then Destroy.
26.7		Referrals - not containing personal information.	Destroy	Retain 2 years after action completed, then Destroy.
27	<b>COMMITTEES</b>	<p>Establishment and management of committees for functional or administrative purposes, such as:</p> <ul style="list-style-type: none"> <li>• committees / meetings of council established under the <i>Local Government Act 1995</i></li> <li>• advisory or approval committees, or similar, established by the local government</li> <li>• internal core business or administrative committees</li> <li>• external committees involving local government.</li> </ul> <p><b>See also related ACTIVITIES:</b></p>		

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No	Function/Activity	Description	Disposal Action	Custody
<i>COMMITTEES - Meetings of Council and Committees of Council</i>				
		<ul style="list-style-type: none"> <li>• ARRANGEMENTS</li> <li>• COMMUNITY CONSULTATION</li> <li>• COMPLIANCE</li> <li>• ESTABLISHMENT</li> <li>• INDUSTRIAL RELATIONS</li> <li>• PLANNING</li> <li>• MEETINGS</li> <li>• SUBMISSIONS</li> </ul>		
27.1	<b>Meetings of Council and Committees of Council</b>	All records pertaining to meetings of council and committees of council.		
27.1.1		Includes: <ul style="list-style-type: none"> <li>• agenda and confirmed minutes</li> <li>• business papers and reports</li> <li>• notices of motion, questions and resolutions</li> <li>• establishment of committees</li> <li>• appointment of members</li> </ul>	Archive	Retain as State archives.

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No	Function/Activity	Description	Disposal Action	Custody
<i>COMMITTEES - Meetings of Council and Committees of Council</i>				
		<ul style="list-style-type: none"> <li>• terms of reference.</li> </ul>		
27.1.2		Petitions from ratepayers, presented to council.  <b>NOTE:</b> Informal "petitions" e.g. requests for signage which are not presented to council are to be sentenced in accordance with the activity to which the petition relates.	Destroy	Retain 30 years after action completed, then Destroy.
27.1.3		Non-financial records of fees or remuneration for elected members or committee members.	Destroy	Retain 7 years after action completed, then Destroy.
27.1.4		Electronic broadcasting and video or audio recording of council meetings as per section 5.23A of the <i>Local Government Act 1995</i> .	Destroy	Retain 5 years after the meeting day, then Destroy.
27.1.5		Public questions given with prior notice.	Destroy	Retain 2 years after action completed, then Destroy.
27.1.6		Recordings of committee meetings and verbatim transcripts (if produced).	Destroy	Retain 1 year after minutes confirmed, then Destroy.
27.1.7		Unconfirmed minutes of council / committee meetings (available for public inspection).	Destroy	Retain until minutes confirmed, then Destroy.
27.2	<b>Committees - Internal and External</b>	Establishment and management of committees internal to the local government (excluding		

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No	Function/Activity	Description	Disposal Action	Custody
<i>COMMITTEES - Committees - Internal and External</i>				
		<p>committees of council).</p> <p>The participation by local government members or employees on committees external to the local government, convened by another government or private organisation, or association.</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>• establishment of committees</li> <li>• appointment of members</li> <li>• terms of reference</li> <li>• agenda and confirmed minutes</li> <li>• business papers and reports</li> <li>• notices of motion, questions and resolutions.</li> </ul>		
27.2.1		<p>Internal committees, or external committees where the local government has a coordinating or secretarial role, established for:</p> <ul style="list-style-type: none"> <li>• local government planning and policy</li> <li>• strategic and corporate management</li> <li>• core business functions or operations</li> <li>• high-level community consultation.</li> </ul>	Archive	Retain as State archives.

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No	Function/Activity	Description	Disposal Action	Custody
<i>COMMITTEES - Committees - Internal and External</i>				
27.2.2		External committees where the local government has <b>NO</b> coordinating or secretarial role, established for: <ul style="list-style-type: none"> <li>• local government planning and policy</li> <li>• core business functions or operations</li> <li>• high-level community consultation.</li> </ul>	Destroy	Retain 7 years after action completed, then Destroy.
27.2.3		Establishment of internal committees for: <ul style="list-style-type: none"> <li>• local government administrative functions or activities</li> <li>• branch / unit level management</li> <li>• non-core business activities</li> </ul> External committees where the local government has a coordinating or secretarial role, established for: <ul style="list-style-type: none"> <li>• facilitative functions or activities</li> <li>• informative functions or activities</li> <li>• low-level community consultation.</li> </ul>	Destroy	Retain 5 years after action completed, then Destroy.
27.2.4		External committees where the local government has <b>NO</b> coordinating or secretarial role established for: <ul style="list-style-type: none"> <li>• facilitative functions or activities</li> </ul>	Destroy	Retain 2 years after action completed, then Destroy.



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No	Function/Activity	Description	Disposal Action	Custody
<i>COMMITTEES - Committees - Internal and External</i>				
		<ul style="list-style-type: none"> <li>• informative functions or activities</li> <li>• low-level community consultation.</li> </ul>		
27.2.5		Recordings of meetings and verbatim transcripts (if produced).		Retain 1 year after minutes confirmed, then Destroy.
28	<b>COMMUNITY CONSULTATION</b>	<p>Consulting the community on issues, proposals or concerns, to gather comments and feedback for consideration by the local government.</p> <p><b>NOTE:</b> This activity does not cover the release and submission of surveys which is covered under <b>SURVEYS / STATISTICS</b>.</p> <p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• COMMITTEES</li> <li>• MEETINGS</li> <li>• PUBLIC REACTION</li> <li>• REPORTING</li> <li>• SURVEYS / STATISTICS</li> </ul>		
28.1		<b>Significant</b> issues - includes proposal / topic and comments / feedback received by the local government from members of the community - where held separately from the subject file to which	Archive	Retain as State archives.

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No	Function/Activity	Description	Disposal Action	Custody
<i>COMMUNITY CONSULTATION</i>				
		the consultation relates.		
28.2		<p><b>Other</b> issues, not included in previous section.</p> <p>Includes proposal / topic and comments / feedback received by the local government from members of the community.</p>	Destroy	Retain 7 years after action completed, then Destroy.
29	<b>COMPLIANCE</b>	<p>Compliance with mandatory or optional accountability, legal, regulatory or quality standards or requirements to which the local government is subject.</p> <p>Includes breaches of compliance.</p> <p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• ACCOUNTING</li> <li>• AUDIT</li> <li>• COMMITTEES</li> <li>• CORRUPTION / MISCONDUCT</li> <li>• DISCIPLINE</li> <li>• ELECTED MEMBERS</li> <li>• INFRINGEMENTS / LITIGATION / PROSECUTIONS</li> </ul>		

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No	Function/Activity	Description	Disposal Action	Custody
<i>COMPLIANCE</i>				
		<ul style="list-style-type: none"> <li>• INSPECTIONS</li> <li>• LEGISLATION (including Local Laws)</li> <li>• NOTIFICATIONS AND ORDERS</li> <li>• POLICY</li> <li>• PRIVACY</li> <li>• PROCEDURES</li> <li>• PROGRAMS AND SERVICES</li> <li>• SECURITY / SURVEILLANCE</li> <li>• TAXATION</li> <li>• WORK HEALTH AND SAFETY</li> </ul>		
29.1		<p><b>Significant</b> breaches of compliance.</p> <p>Proof of compliance with environmental and heritage requirements. Includes:</p> <ul style="list-style-type: none"> <li>• environmental impact assessments / statements / studies</li> <li>• conservation orders / notices</li> <li>• contaminated / potentially contaminated sites</li> </ul>	Archive	Retain as State archives.

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No	Function/Activity	Description	Disposal Action	Custody
<i>COMPLIANCE</i>				
		<ul style="list-style-type: none"> <li>• controlled waste</li> <li>• Native Title.</li> </ul>		
29.2		<p>Accreditations - compliance documentation for facilities managed by the local government that require accreditation, such as:</p> <ul style="list-style-type: none"> <li>• day care</li> <li>• nursing homes.</li> </ul>	Destroy	Retain 10 years after cessation of accreditation or activity, then Destroy.
29.3		<p><b>Other</b> breaches of compliance, not included in previous sections.</p> <p>Proof of compliance with requirements not included in the previous section.</p> <p>Employees' conflict of interest over an identified matter and the arrangements established to manage the conflict of interest, where kept separate to the activity based files to which the matter relates.</p>	Destroy	Retain 7 years after action completed, then Destroy.
29.4		<p>Disclosures, including:</p> <ul style="list-style-type: none"> <li>• financial interest / annual return / primary return</li> <li>• acknowledgment of receipt of disclosure of financial interest / annual disclosures</li> </ul>	Destroy	Retain 5 years after employee or elected member ceases to be a person required to submit disclosures under the Local Government Act, then

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No	Function/Activity	Description	Disposal Action	Custody
<i>COMPLIANCE</i>				
		of interests in matters to be discussed at a council or committee meeting.		Destroy.
29.5		Proof of compliance with accounting standards.	Destroy	Retain 6 years after successful audit, then Destroy.
29.6		Legislated registers, such as: <ul style="list-style-type: none"> <li>• hazardous chemicals</li> <li>• asbestos</li> <li>• gates across public thoroughfare</li> <li>• lodging houses</li> <li>• tenders</li> <li>• financial interests</li> <li>• gifts</li> <li>• owners and occupiers register including enrolment eligibility claims decisions</li> <li>• postal voters</li> <li>• electoral gift</li> <li>• delegations to committees</li> </ul>	Retain	Retain in organisation or according to legislative requirements.

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No	Function/Activity	Description	Disposal Action	Custody
<i>CONFERENCES / SEMINARS</i>				
		<ul style="list-style-type: none"> <li>• delegations to CEO and employees</li> <li>• complaints.</li> </ul> <p><b>NOTE:</b></p> <ul style="list-style-type: none"> <li>• local governments should be aware of legislative requirements for keeping and retaining registers</li> <li>• registers created from defunct activities, such as infectious disease and immunisation registers, may be of significance as State archives. Local governments should consult with the SRO before destruction proceeds.</li> </ul>		
30	<b>CONFERENCES / SEMINARS</b>	<p>Conferences / seminars organised and managed by the local government, and external conferences / seminars.</p> <p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• ADDRESSES / PRESENTATIONS / SPEECHES</li> <li>• ARRANGEMENTS</li> <li>• PLANNING</li> <li>• PUBLISHING / PUBLICATIONS</li> <li>• TRAINING AND DEVELOPMENT</li> </ul>		

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No	Function/Activity	Description	Disposal Action	Custody
<i>CONFERENCES / SEMINARS</i>				
30.1		<p>Master set of proceedings and reports of <b>significant</b> conferences or seminars wholly coordinated / organised by the local government.</p> <p>Final master copy of papers (presentations) delivered by local government employees at externally arranged conferences / seminars.</p>	Archive	Retain as State archives.
30.2		<b>Other</b> conferences or seminars coordinated wholly by the local government, not included in previous section - reports and proceedings.	Destroy	Retain 5 years after action completed, then Destroy.
31	<b>CONNECTION</b>	<p>The connection of gas, sewerage, water supplies, drainage, telecommunications, electrical, underground power and other systems.</p> <p><b>See also related ACTIVITY:</b></p> <ul style="list-style-type: none"> <li>• APPLICATIONS / APPROVALS / LICENCES / PERMITS</li> </ul>		
31.1		<p><b>Significant</b> reinstatement works, where the local government is responsible for damage to local government or private property e.g. significant environmental reconstruction.</p> <p>Maps of all sewerage works and Water Corporation plans.</p>	Archive	Retain as State archives.
31.2		<b>Other</b> reinstatement works, where the local government is responsible for damage to local government or private property, not included in	Destroy	Retain 7 years after action completed, then Destroy.

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No	Function/Activity	Description	Disposal Action	Custody
<i>CONNECTION</i>				
		<p>previous section.</p> <p>Includes local government undertaking reinstatement works on arrangement.</p> <p>Intended work - advice of intention to connect (or disconnect) sewerage, water supplies, drainage, gas, telecommunications, electrical or other systems.</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>• "Before You Dig Australia" notices</li> <li>• underground power</li> <li>• location of intended works</li> <li>• notices of intention to carry out work</li> <li>• site preparation- prior to connection or other intended works.</li> </ul>		
31.3		Cable locations - including current and defunct locations.	Retain	Retain in organisation.
32	<b>CORPORATE CREDIT CARDS</b>	<p>Management and use of corporate credit cards issued to employees by the local government for use in procuring items or services.</p> <p><b>See also related ACTIVITY:</b></p> <ul style="list-style-type: none"> <li>• AUTHORISATIONS / DELEGATIONS</li> </ul>		



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No	Function/Activity	Description	Disposal Action	Custody
<i>CORPORATE CREDIT CARDS</i>				
32.1		Credit card account establishment or cancellation.	Destroy	Retain 7 years after account is closed, then Destroy.
32.2		<b>Approved</b> exemption from obtaining corporate card services from contracted suppliers.	Destroy	Retain 7 years after action completed, then Destroy.
32.3		Corporate credit card usage, such as: <ul style="list-style-type: none"> <li>• credit card receipts or individual transaction details</li> <li>• monthly statements</li> <li>• payment details.</li> </ul>	Destroy	Retain 6 years after successful audit, then Destroy.
32.4		<b>Unapproved</b> exemption from obtaining corporate card services from the contracted suppliers.	Destroy	Retain 2 years after action completed, then Destroy.
33	<b>CORPORATE IDENTITY</b>	Development and protection of local government corporate identity objects such as crest, motto, logo, seal, corporate style and regalia.  Includes historical background, history of changes, conservation and context of individual objects / items.  <b>See also related ACTIVITY:</b> <ul style="list-style-type: none"> <li>• PUBLISHING / PUBLICATIONS</li> </ul>		

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No	Function/Activity	Description	Disposal Action	Custody
<i>CORPORATE IDENTITY</i>				
33.1		<p>Development and protection of corporate identity objects including design and format, such as:</p> <ul style="list-style-type: none"><li>• chains of office</li><li>• crests</li><li>• logo</li><li>• flag</li><li>• seal</li><li>• banners</li><li>• mayoral robes and regalia</li><li>• honour boards.</li></ul> <p>Includes historical background, history of changes, conservation and context of individual objects / items.</p>	Archive	Retain as State archives.
33.2		Corporate dress and corporate style- design and instructions including style guides.	Destroy	Retain 7 years after superseded, then Destroy.
33.3		<p>Corporate identity objects, including:</p> <ul style="list-style-type: none"><li>• applications to use</li><li>• falsification or misuse of.</li></ul>	Destroy	Retain 7 years after action completed, then Destroy.

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No	Function/Activity	Description	Disposal Action	Custody
<i>CORPORATE IDENTITY</i>				
33.4		Registration of business names by the local government.	Destroy	Retain 2 years after action completed, then Destroy.
34	<b>CORRUPTION / MISCONDUCT</b>	<p>Strategies for the prevention of corruption / misconduct and processes for the disclosure and investigation of corruption / misconduct allegations, relating to employees and elected members.</p> <p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• CHILD ABUSE OR NEGLECT</li> <li>• COMPLIANCE</li> <li>• DISCIPLINE</li> <li>• ELECTED MEMBERS</li> <li>• MEETINGS</li> </ul>		
34.1		<p>Public Interest Disclosures or allegations of corruption / misconduct - proven or substantiated.</p> <p>Includes investigation records, evidence and findings but <b>excludes</b> the identity of any person making a disclosure of public interest information or alleging corruption / misconduct.</p>	Archive	Retain as State archives.
34.2		Incidences of employee misconduct concerning child abuse or neglect.	Destroy	Retain 100 years after action completed, then Destroy.

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No	Function/Activity	Description	Disposal Action	Custody
<i>CORRUPTION / MISCONDUCT</i>				
		Includes all records relevant to the incident, including notification, investigation, response, management and reporting.		
34.3		<p>Public Interest Disclosures or allegations of corruption / misconduct - unproven or unsubstantiated, refused or discontinued, or referred to another authority.</p> <p>Development and implementation of strategies for the prevention of corruption / misconduct in the local government.</p> <p>Appointment of Public Interest Disclosure officers within the local government.</p>	Destroy	Retain 7 years after action completed, then Destroy.
35	<b>CREDITORS</b>	<p>Management of payments to parties to which the local government owes money.</p> <p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• ACCOUNTING</li> <li>• ACQUISITION / DISPOSAL</li> <li>• AUTHORISATIONS / DELEGATIONS</li> </ul>		
35.1		<p>Invoices received by the local government and their payment, including correspondence with creditors, payment authorisations and disbursements.</p> <p>Reconciliations, including:</p>	Destroy	Retain 6 years after successful audit, then Destroy.

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No	Function/Activity	Description	Disposal Action	Custody
<i>CUSTOMER SERVICE</i>				
		<ul style="list-style-type: none"> <li>• monthly statements / payments due listings</li> <li>• end of year reconciliations</li> <li>• sundry creditors listings.</li> </ul> <p>Statements - end of year.</p>		
36	<b>CUSTOMER SERVICE</b>	<p>Provision and management of customer services.</p> <p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• ENQUIRIES</li> <li>• PLANNING</li> <li>• PUBLIC REACTION</li> <li>• PUBLISHING / PUBLICATIONS</li> </ul>		
36.1		Development and final version of customer service charter.	Destroy	Retain 7 years after action completed, then Destroy.
36.2		<p>Development, implementation, management and monitoring of customer services facilities and practices.</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>• specialised services, such as interpreters, services and facilities</li> </ul>	Destroy	Retain 5 years after action completed, then Destroy.

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No	Function/Activity	Description	Disposal Action	Custody
<i>DATA MANAGEMENT</i>				
		<ul style="list-style-type: none"> <li>• help / information services</li> <li>• outreach services.</li> </ul>		
37	<b>DATA MANAGEMENT</b>	<p>Managing data and ensuring data integrity.</p> <p>Developing, testing and deploying database systems and applications.</p> <p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• ACQUISITION / DISPOSAL</li> <li>• AGREEMENTS / CONTRACTS / JOINT VENTURES / DEEDS</li> <li>• EVALUATION / REVIEWING</li> <li>• GEOGRAPHICAL LAND INFORMATION</li> <li>• IMPLEMENTATION</li> <li>• PLANNING</li> <li>• MAINTENANCE</li> <li>• PUBLISHING / PUBLICATIONS</li> <li>• RECORDS / INFORMATION MANAGEMENT</li> <li>• RISK MANAGEMENT / RISK ASSESSMENT</li> </ul>		

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No	Function/Activity	Description	Disposal Action	Custody
<i>DATA MANAGEMENT</i>				
		<ul style="list-style-type: none"> <li>SECURITY / SURVEILLANCE</li> </ul>		
37.1		Evidence of data use: creation, access, update, within the data management system.	Destroy	Retain for the life of the record(s) that is the subject of the audit trail.
37.2		<p>Automatically generated logs and other logs relating to system incidents such as security breaches, abuse of the system, and inappropriate use of system.</p> <p>Includes information captured on application servers, database servers, web servers and related technical infrastructure.</p>	Destroy	Retain for life of the system.
37.3		<p>Project management records (initiation, planning, development, delivery and installation), and all records relating to the software development life cycle, including database development, for original (bespoke) systems development.</p> <p><b>NOTE:</b> Original software should only be discontinued / destroyed if data and associated metadata that needs to be retained has been retained.</p> <p>For the purposes of this GRDA, original software includes significant customisation of commercial, off-the-shelf software.</p> <p>Applications that become operational - development and design.</p>	Destroy	Retain 7 years after system / application is closed, discontinued or superseded, and relevant data is successfully migrated (as applicable), then Destroy.

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No	Function/Activity	Description	Disposal Action	Custody
<i>DATA MANAGEMENT</i>				
		Installation of technology and telecommunications equipment and hardware.		
37.4		<p>Automatically-generated logs and other logs, other than those relating to system incidents in previous sections.</p> <p>Includes information captured on application servers, database servers, web servers and related technical infrastructure.</p>	Destroy	Retain 7 years after action completed, then Destroy.
37.5		<p>Assessment, development, design or modification of software / applications that do not become operational.</p> <p>Systems or applications investigated but not purchased - studies, analysis.</p> <p>Records of system user groups.</p>	Destroy	Retain 2 years after action completed, then Destroy.
37.6		Service requests for assistance i.e. routine / minor Information and Communications Technology (ICT) support.	Destroy	Retain 1 year after action completed, then Destroy.
37.7		Planning and management of backups, software and configuration settings to mitigate the risk of losing system availability or important data as part of a ransomware attack, or other form of destructive attack.	Destroy	Retain in accordance with the organisation's business continuity requirements.
38	<b>DEBTORS</b>	Parties that owe money to the local government.		



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No	Function/Activity	Description	Disposal Action	Custody
<i>DEBTORS</i>				
		<p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• ACCOUNTING</li> <li>• INFRINGEMENTS / LITIGATION / PROSECUTIONS</li> <li>• RATES PAYMENTS</li> <li>• REVENUE / FEES &amp; CHARGES / LEVIES</li> </ul>		
38.1		<p>Debtors management. Includes:</p> <ul style="list-style-type: none"> <li>• debtor invoices (local government's copies)</li> <li>• source documentation used for raising invoices / debit notes</li> <li>• correspondence relating to transactions</li> <li>• reconciliations</li> <li>• sundry debtor accounts</li> <li>• debtor maintenance forms or similar records used to create a new debtor's details</li> <li>• write-offs - record of amounts</li> <li>• bankruptcy proceedings and associated correspondence.</li> </ul>	Destroy	Retain 6 years after successful audit, then Destroy.

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No	Function/Activity	Description	Disposal Action	Custody
<i>DEBTORS</i>				
		For rates payment debts, see <b>Debtors - Rates</b> .		
38.2		Debtors records including: <ul style="list-style-type: none"> <li>• reports and listings</li> <li>• payment history updates</li> <li>• arrears listings</li> <li>• transaction reports.</li> </ul>	Destroy	Retain 2 years after successful audit, then Destroy.
38.3	<b>Debtors - Rates</b>			
38.3.1		Write-offs resulting from unpaid rates. Includes Minister's approval and related correspondence.  Sale of land resulting from unpaid rates.	Archive	Retain as State archives.
38.3.2		Possession of land pending payment of rates in arrears.	Destroy	Retain 15 years after action completed, then Destroy.
38.3.3		Rates debtors balances, arrears books, debt collection, debtors interest calculations.	Destroy	Retain 6 years after successful audit, or 7 years after action completed, whichever is later, then Destroy.
39	<b>DEPRECIATION</b>	Managing a decrease in value of local government assets.		

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No	Function/Activity	Description	Disposal Action	Custody
<i>DEPRECIATION</i>				
		<p><b>See also related ACTIVITY:</b></p> <ul style="list-style-type: none"> <li>• REPORTING</li> </ul>		
39.1		<p>Depreciation expenses and depreciation schedules.</p> <p>Also includes working papers to support the depreciation schedules.</p>	Destroy	Retain 6 years after successful audit, then Destroy.
40	<b>DESIGN / CONSTRUCTION</b>	<p>Designing, constructing and altering buildings and infrastructure by the local government within their jurisdiction. Also includes landscaping, traffic calming and dredging (including foreshore management).</p> <p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• ACQUISITION / DISPOSAL</li> <li>• APPLICATIONS / APPROVALS / LICENCES / PERMITS</li> <li>• HORTICULTURAL SERVICES</li> <li>• MAINTENANCE</li> <li>• MEMORIALS</li> <li>• PLANNING</li> <li>• PROJECTS / PROJECT MANAGEMENT</li> <li>• ROAD AND STREET MANAGEMENT</li> </ul>		

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No	Function/Activity	Description	Disposal Action	Custody
<i>DESIGN / CONSTRUCTION</i>				
		<ul style="list-style-type: none"> <li>• SIGNS</li> <li>• URBAN DESIGN</li> </ul>		
40.1		<p><b>Significant</b> construction or building programs or capital works, including those not proceeded with.</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>• selection of suitable site / land</li> <li>• dredging</li> <li>• feasibility studies, investigations and analysis</li> <li>• environmental impact assessments, surveys, plans and licences</li> <li>• assessment panels</li> <li>• consultation, selection and survey reports</li> <li>• <b>AS DESIGNED</b> drawings, plans or maps, photographs, models, including major drafts</li> <li>• specifications</li> <li>• formal approvals</li> <li>• statutory permits</li> <li>• <b>AS BUILT / CONSTRUCTED</b> drawings, plans,</li> </ul>	Archive	Retain as State archives.

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No	Function/Activity	Description	Disposal Action	Custody
<i>DESIGN / CONSTRUCTION</i>				
		<p>maps or models, including structural, electrical, mechanical and hydraulic, master landscape, public art and furniture drawings and plans</p> <ul style="list-style-type: none"> <li>• drafts from <b>AS DESIGNED</b> to <b>AS BUILT</b> changes</li> <li>• designs and specifications not proceeded with</li> <li>• disputes arising from management of or non-performance of entities involved in the project</li> <li>• faults affecting the handover or operation of the asset as required</li> <li>• variations</li> <li>• practical completion</li> <li>• installation and commission of equipment and utilities including certificates</li> <li>• commercial acceptance plan</li> <li>• final cost report and <b>AS BUILT</b> schedule</li> <li>• notice of substantial and final completion</li> <li>• testing</li> <li>• commissioning and practical completion plans.</li> </ul>		

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No	Function/Activity	Description	Disposal Action	Custody
<i>DESIGN / CONSTRUCTION</i>				
40.2		<b>Major</b> construction or building projects or capital works, not included in previous section.	Destroy	Retain 7 years after structure, building or facility is demolished, decommissioned or otherwise disposed of, then Destroy.
40.3		<b>Minor</b> works or projects, not included in previous sections.  Includes minor upgrades, renovations, refurbishments or fit-outs.	Destroy	Retain 7 years after action completed, then Destroy.
40.4		Public Buildings files (transferred from Department of Health / WA Health)	Destroy	Retain for the life of the building.
40.5		Road / street / traffic control design and construction, including: <ul style="list-style-type: none"> <li>• traffic calming devices - e.g. roundabouts, speed limits, chicanes, speed humps, dips and grids</li> <li>• traffic management plans</li> <li>• level crossings / pedestrian crossings</li> <li>• materials analysis of asphalt, gravel, sand, bitumen and other construction materials</li> <li>• crossover subsidies, including inspection and refund details</li> </ul>	Destroy	Retain 7 years after action completed, then Destroy.

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No	Function/Activity	Description	Disposal Action	Custody
<i>DESIGN / CONSTRUCTION</i>				
		<ul style="list-style-type: none"> <li>• parking zones, including authorised vehicle stands.</li> </ul>		
40.6		Construction or building projects or capital works, alterations or fit-outs, upgrades or refurbishments, not proceeded with, cancelled or withdrawn.	Destroy	Retain 2 years after action completed, then Destroy.
40.7		Individual files for: <ul style="list-style-type: none"> <li>• roads (including footpaths / bike paths / cycle ways)</li> <li>• bridges / structures</li> <li>• crossovers.</li> </ul> where not covered by previous sections.	Retain	Retain in organisation.
41	<b>DEVELOPMENT / BUILDING / SUBDIVISION APPLICATIONS</b>	Managing development, building and subdivision applications submitted to the local government.  Includes applications and approvals, supporting and superseded plans for: <ul style="list-style-type: none"> <li>• single, multiple or mixed-use dwellings</li> <li>• subdivisions</li> <li>• extensions or alterations to existing dwellings</li> <li>• mobile telephone towers</li> </ul>		

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No	Function/Activity	Description	Disposal Action	Custody
<i>DEVELOPMENT / BUILDING / SUBDIVISION APPLICATIONS - Development Applications</i>				
		<ul style="list-style-type: none"> <li>• change of use</li> <li>• home occupations</li> <li>• garden sheds and patios</li> <li>• demolitions</li> <li>• extractive industries.</li> </ul> <p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• APPLICATIONS / APPROVALS / LICENCES / PERMITS</li> <li>• INSPECTIONS</li> <li>• PLANNING</li> <li>• ZONING</li> </ul>		
41.1	<b>Development Applications</b>	Development applications, including application forms, plans, superseded plans, objections, approvals and other supporting documentation.		
41.1.1		<p><b>Significant</b> Development Applications - APPROVED or UNAPPROVED at all levels.</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>• major changes to a heritage listed property</li> </ul>	Archive	Retain as State archives.



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No	Function/Activity	Description	Disposal Action	Custody
<i>DEVELOPMENT / BUILDING / SUBDIVISION APPLICATIONS - Development Applications</i>				
		<ul style="list-style-type: none"> <li>• connections with major objection campaigns</li> <li>• controversial developments</li> <li>• a legal or design precedent</li> <li>• unique demonstration of historical land use in the area</li> <li>• subject of legal action</li> <li>• building in seismic zones.</li> </ul> <p>Photographic record of buildings before demolition where held separate to the development application. These are sometimes required as part of an application to demolish.</p>		
41.1.2		<b>Other</b> Development Applications - APPROVED, not included in previous section.	Destroy	Retain 30 years after action completed, then Destroy.
41.1.3		<b>Other</b> Development Applications - UNAPPROVED, not included in previous sections.	Destroy	Retain 7 years after action completed, then Destroy.
41.1.4		Development Applications - cancelled, withdrawn or not proceeded with.	Destroy	Retain 2 years after action completed, then Destroy.
41.1.5	<b>3D Models</b>	3D Models - Physical or computer-generated.		

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No	Function/Activity	Description	Disposal Action	Custody
<i>DEVELOPMENT / BUILDING / SUBDIVISION APPLICATIONS - Development Applications - 3D Models</i>				
		Physical or computer-generated 3D model submitted as part of the Development Application and used as a visual aid to assist the decision-making process.		
41.1.5.1		Photograph or snapshot of 3D image (whether by a series of screen shots or video) - cases where the model, or aspects of it, lead to a decision.		Retain digital model, or photograph or snapshot of 3D model, in accordance with previous sections. Return physical model to creator.
41.1.5.2		Cases where the model, or aspects of it, do not lead to any decision.		Destroy digital model when reference ceases or return physical model to creator.
41.2	<b>Building Applications</b>	<p>Building applications.</p> <p>Each building application (often comprising a building application file or envelope) may contain all documentation relevant to the procedures and work associated with that application. Includes:</p> <ul style="list-style-type: none"> <li>• application, drawings, plans</li> <li>• structural calculations / specifications</li> <li>• certificate of design compliance</li> <li>• cost estimates / receipts for fees paid</li> </ul>		

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No	Function/Activity	Description	Disposal Action	Custody
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*DEVELOPMENT / BUILDING / SUBDIVISION APPLICATIONS - Building Applications*

		<ul style="list-style-type: none"> <li>• licences / permits</li> <li>• deposit of building material on street</li> <li>• notice to builder - plans not approved</li> <li>• notice of completion / notice of cessation</li> <li>• application for a declaration</li> <li>• occupancy permit or modification or building approval certificate (including applications)</li> <li>• certificate of construction compliance</li> <li>• notice to local government of intention to commence work</li> <li>• certificate of classification</li> <li>• inspections relating to the approval process</li> <li>• applications for building approval certificate</li> <li>• extensions to the period of duration of certain occupancy permits or approval certificates</li> <li>• notices about effect on other land (including responses)</li> <li>• building orders</li> </ul>		
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No	Function/Activity	Description	Disposal Action	Custody
<i>DEVELOPMENT / BUILDING / SUBDIVISION APPLICATIONS - Building Applications</i>				
		<ul style="list-style-type: none"> <li>• compaction certificates</li> <li>• housing indemnity insurance certificates.</li> </ul>		
41.2.1		<p><b>Significant</b> building applications - APPROVED or UNAPPROVED.</p> <p>Photographic record of buildings before demolition, where held separate to the building application. These are sometimes required as part of a building application to demolish.</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>• major changes to a heritage listed property</li> <li>• connections with major objection campaigns</li> <li>• controversial developments</li> <li>• legal or design precedence</li> <li>• architectural importance</li> <li>• unique demonstration of historical land use in the area</li> <li>• subject of legal action</li> <li>• building in seismic zones</li> <li>• pre-1950 building applications.</li> </ul>	Archive	Retain as State archives.

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No	Function/Activity	Description	Disposal Action	Custody
<i>DEVELOPMENT / BUILDING / SUBDIVISION APPLICATIONS - Building Applications</i>				
41.2.2		<b>Other</b> building applications - UNAPPROVED at all levels, not included in previous section.	Destroy	Retain 7 years after action completed, then Destroy.
41.2.3		Building applications - cancelled, withdrawn or not proceeded with.	Destroy	Retain 2 years after action completed, then Destroy.
41.2.4		<b>Other</b> building applications - APPROVED, not included in previous sections.	Retain	Retain in organisation.
41.3	<b>Subdivision Applications</b>	Subdivision applications includes application forms, plans, approvals, comments and supporting documentation.		
41.3.1		<b>Other</b> subdivision / strata subdivision applications - APPROVED, not included in previous section.	Destroy	Retain 30 years after action completed, then Destroy.
41.3.2		Subdivision / strata subdivision applications - UNAPPROVED at all levels.	Destroy	Retain 7 years after action completed, then Destroy.
41.3.3		Subdivision / strata subdivision applications - cancelled, withdrawn or not proceeded with.	Destroy	Retain 2 years after action completed, then Destroy.
41.3.4		<b>Significant</b> subdivision applications - APPROVED.	Retain	Retain in organisation.
42	<b>DISCIPLINE</b>	Management of the disciplinary process concerning local government employees and elected members.		

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No	Function/Activity	Description	Disposal Action	Custody
<i>DISCIPLINE</i>				
		<p>Includes:</p> <ul style="list-style-type: none"><li>• allegations</li><li>• investigations, interviews and statements</li><li>• assessments and reports</li><li>• charges</li><li>• warnings</li><li>• punishments</li><li>• appeals</li><li>• dismissals</li><li>• disciplinary action relating to breaches of the code of conduct or other policy</li><li>• referrals to external bodies.</li></ul> <p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"><li>• CHILD ABUSE OR NEGLECT</li><li>• COMPLIANCE</li><li>• CORRUPTION / MISCONDUCT</li><li>• ELECTED MEMBERS</li></ul>		

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No	Function/Activity	Description	Disposal Action	Custody
<i>DISCIPLINE</i>				
		<ul style="list-style-type: none"> <li>• EMPLOYMENT CONDITIONS / EQUAL EMPLOYMENT OPPORTUNITY</li> <li>• GRIEVANCES</li> <li>• PERSONNEL MANAGEMENT</li> <li>• POLICY</li> <li>• PROCEDURES</li> <li>• RECRUITMENT / SEPARATIONS</li> </ul>		
42.1		Discipline and / or remedial action of employees concerning cases of child abuse or neglect.	Destroy	Retain 100 years after action completed, then Destroy.
42.2		Disciplinary actions, including action relating to breaches of the code of conduct, where not held on personnel file.	Destroy	Retain 7 years after action completed, then Destroy.
43	<b>EDUCATION</b>	<p>Development and delivery of community information and education programs to raise awareness and increase understanding of community issues.</p> <p>Includes resources and references, working papers and supplementary material used to develop education programs.</p> <p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• ADDRESSES / PRESENTATIONS / SPEECHES</li> </ul>		

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No	Function/Activity	Description	Disposal Action	Custody
<i>EDUCATION</i>				
		<ul style="list-style-type: none"> <li>• ARRANGEMENTS</li> <li>• MARKETING / PROMOTIONS / CAMPAIGNS</li> <li>• PROGRAMS AND SERVICES</li> <li>• PUBLISHING / PUBLICATIONS</li> <li>• TRAINING AND DEVELOPMENT</li> <li>• VISITS / TOURS</li> </ul>		
43.1		<b>Significant</b> education programs - including environmental and conservation issues.	Archive	Retain as State archives.
43.2		<p><b>Other</b> education programs provided in the interests of the community, not included in previous section.</p> <p>Includes development, operation and implementation records.</p>	Destroy	Retain 7 years after action completed, then Destroy.
44	<b>ELECTED MEMBERS</b>	<p>The coordination of matters associated with elected members of council.</p> <p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• APPOINTMENT DIARIES / CALENDAR ENTRIES</li> <li>• APPOINTMENTS</li> <li>• ARRANGEMENTS</li> </ul>		



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No	Function/Activity	Description	Disposal Action	Custody
<i>ELECTED MEMBERS</i>				
		<ul style="list-style-type: none"> <li>• AUTHORISATIONS / DELEGATIONS</li> <li>• CELEBRATIONS / CEREMONIES / COMPETITIONS / EVENTS / HONOURS / AWARDS</li> <li>• COMPLIANCE</li> <li>• CORRUPTION / MISCONDUCT</li> <li>• DISCIPLINE</li> <li>• ELECTIONS</li> <li>• INQUIRIES</li> <li>• LEAVE</li> <li>• POLICY</li> <li>• TRAINING AND DEVELOPMENT</li> </ul>		
44.1		<p>Elected members - coordination and management.</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>• declarations, oaths, and affirmations made by an elected member</li> <li>• leave of absence</li> <li>• history (including photographic) and profiles of</li> </ul>	Archive	Retain as State archives.

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No	Function/Activity	Description	Disposal Action	Custody
<i>ELECTED MEMBERS</i>				
		elected members of the local government <ul style="list-style-type: none"> <li>• resignations.</li> </ul>		
44.2		Appointments - conditions of elected members' appointments.	Destroy	Retain 7 years after elected member leaves office.
44.3		Appointments - notices of the appointment of an elected member.  Allowances / benefits provided to elected members.	Destroy	Retain 7 years after action completed, then Destroy.
45	<b>ELECTIONS</b>	Conducting public elections to select local government elected members, including mayoral elections. Includes: <ul style="list-style-type: none"> <li>• records associated with preparing the electoral roll</li> <li>• local government referendums.</li> </ul> <b>See also related ACTIVITIES:</b> <ul style="list-style-type: none"> <li>• APPEALS</li> <li>• APPLICATIONS / APPROVALS / LICENCES / PERMITS</li> <li>• ELECTED MEMBERS</li> <li>• MARKETING / PROMOTIONS / CAMPAIGNS</li> </ul>		

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No	Function/Activity	Description	Disposal Action	Custody
<i>ELECTIONS</i>				
		<ul style="list-style-type: none"> <li>• PROCEDURES</li> </ul>		
45.1		<p>Elections, including:</p> <ul style="list-style-type: none"> <li>• Returning Officer's declaration of outcome</li> <li>• council president / mayor or deputy, including elections by other elected members</li> <li>• photographic history.</li> </ul> <p>For ballot papers resulting from popular votes, see 45.5.</p>	Archive	Retain as State archives.
45.2		Electoral roll- Returning Officer's copy.	Destroy	Retain 30 years after action completed, then Destroy.
45.3		Defunct Activity - Non-local government elections in which the local government is involved. Includes the election of members of the Water Board by the local government under Section 9 of the <i>Water Boards Act 1904</i> (repealed 2013).	Destroy	Retain 7 years after action completed, then Destroy.
45.4		<p>Disclosure of gifts forms completed by candidates and donors and received by the CEO and placed on the electoral gift register.</p> <p><b>NOTE:</b> Details about disclosure of gifts are set out in section 30H of the <i>Local Government (Elections) Regulations 1997</i>.</p>	Destroy	Retain on electoral gift register for 4 years after the relevant election day, retain for 2 years after removal from register, then Destroy.

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No	Function/Activity	Description	Disposal Action	Custody
<i>ELECTIONS</i>				
45.5		<p>Elections and referendums - the coordination of local government elections and referendums, including:</p> <ul style="list-style-type: none"> <li>• ballot papers (complete and incomplete)</li> <li>• correspondence relating to voting and postal voting, including replacement postal voting</li> <li>• nomination forms / candidate details</li> <li>• selection of scrutineer</li> <li>• election re-counts</li> <li>• polling booths</li> <li>• appeals.</li> </ul> <p><b>NOTE:</b> Details about keeping of election papers are set out in section 4.84 of the <i>Local Government Act 1995</i> and the <i>Local Government (Elections) Regulations 1997</i>.</p>	Destroy	Retain 4 years after election result announced, then Destroy in accordance with legislation.
45.6		<p>Objections and claims to electoral roll.</p> <p>Enrolment eligibility claim forms - accepted or rejected.</p> <p><b>NOTE:</b> Details about expiry of eligibility claims are set out in section 4.33 of the <i>Local Government Act 1995</i> and the <i>Local Government (Elections) Regulations 1997</i>.</p>	Destroy	Retain 2 years after the claim expires or is rejected, then Destroy.

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No	Function/Activity	Description	Disposal Action	Custody
<i>ELECTIONS</i>				
		Amendments to electoral roll (property owners or occupiers) including: <ul style="list-style-type: none"> <li>• section 51B forms- requests for details to be removed from electoral roll</li> <li>• additions to electoral roll</li> <li>• deletions to electoral roll.</li> </ul>		
45.7		Electoral roll - office copies.	Destroy	Retain 1 year after action completed, then Destroy.
46	<b>EMPLOYMENT CONDITIONS / EQUAL EMPLOYMENT OPPORTUNITY</b>	Managing the general conditions of employment for all employees (permanent, temporary or contract) and the management of equal employment opportunity. <b>See also related ACTIVITIES:</b> <ul style="list-style-type: none"> <li>• AGREEMENTS / CONTRACTS / JOINT VENTURES / DEEDS</li> <li>• CHILD ABUSE OR NEGLECT</li> <li>• CLAIMS</li> <li>• DISCIPLINE</li> <li>• GRIEVANCES</li> </ul>		

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No	Function/Activity	Description	Disposal Action	Custody
<i>EMPLOYMENT CONDITIONS / EQUAL EMPLOYMENT OPPORTUNITY</i>				
		<ul style="list-style-type: none"> <li>• INDUSTRIAL RELATIONS</li> <li>• PERFORMANCE PLANNING / APPRAISAL</li> <li>• PERSONNEL MANAGEMENT</li> <li>• POLICY</li> <li>• PROCEDURES</li> <li>• RECRUITMENT / SEPARATIONS</li> <li>• SALARIES / WAGES / PAYROLL</li> <li>• TRAINING AND DEVELOPMENT</li> <li>• WORK HEALTH AND SAFETY</li> </ul>		
46.1		Increment, promotion (successful) and probation records where not held on personnel file.	Destroy	Retain 100 years after date of birth, or 7 years after cessation of employment, whichever is later, or 7 years after death, then Destroy.
46.2		<p>Counselling provided to individual employees where records not held on personnel file.</p> <p>Management of counselling schemes or programs to assist employees.</p> <p>Employee clothing, including uniforms, badges and</p>	Destroy	Retain 7 years after action completed, then Destroy.

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No	Function/Activity	Description	Disposal Action	Custody
<i>EMPLOYMENT CONDITIONS / EQUAL EMPLOYMENT OPPORTUNITY</i>				
		<p>protective clothing records.</p> <p>Employee social club records.</p> <p>Equal Employment Opportunity initiatives and case files.</p> <p>Flexible work practices proposed and / or implemented throughout the local government.</p> <p>Salary sacrifice schemes - successful requests and associated arrangements, where not held on personnel file.</p> <p>Signed documentation e.g. confidentiality agreements, policy acknowledgments where not held on personnel file.</p> <p>Working hours - complaints, requests and directions.</p>		
46.3		Employee exchange or secondment programs - determination of conditions, planning and administrative arrangements.	Destroy	Retain 5 years after action completed, then Destroy.
46.4		<p>Promotion requests - unsuccessful, where not held on personnel file.</p> <p>Salary sacrifice schemes - unsuccessful requests for salary sacrifice by employees, where not held on personnel file.</p> <p>Requests for the provision of employee amenities.</p>	Destroy	Retain 2 years after action completed, then Destroy.

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No	Function/Activity	Description	Disposal Action	Custody
<i>EMPLOYMENT CONDITIONS / EQUAL EMPLOYMENT OPPORTUNITY</i>				
		Suggestions submitted by employees, on an ad-hoc basis or via a suggestion scheme, employee questionnaire or suggestion box.		
46.5		Working hours - rosters.  <b>Note:</b> Local governments are advised to be aware of certain rosters which may be potentially relevant to future cases or allegations of child abuse or neglect. See also section 2.5 in the introduction to this GRDA.	Destroy	Retain 1 year after action completed, then Destroy.
46.6		Car parking - staff.	Destroy	Retain until superseded.
47	<b>ENQUIRIES</b>	Receipt and handling of requests for information about the local government and its services, from members of the public and other organisations.  <b>See also related ACTIVITIES:</b> <ul style="list-style-type: none"><li>• ADVICE</li><li>• CUSTOMER SERVICE</li><li>• FREEDOM OF INFORMATION</li><li>• INFRINGEMENTS / LITIGATION / PROSECUTIONS</li><li>• INQUIRIES</li><li>• LIAISON</li></ul>		



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No	Function/Activity	Description	Disposal Action	Custody
<i>ENQUIRIES</i>				
		<ul style="list-style-type: none"> <li>• MAINTENANCE</li> <li>• MEDIA RELATIONS</li> <li>• PUBLIC REACTION</li> </ul>		
47.1		<p>Enquiries involving:</p> <ul style="list-style-type: none"> <li>• requests and provision of access to local government records for legal purposes, such as discovery orders, court subpoenas, tribunal requests, Ombudsman's office, etc.</li> <li>• investigation and a detailed and / or specific response.</li> </ul>	Destroy	Retain 7 years after action completed, then Destroy.
47.2		Enquiries which require a routine or standard response, or referred to another party for response.	Destroy	Retain 2 years after action completed, then Destroy.
47.3		<p>Communications to the local government where the original record e.g. form, email or voice message has been entered into a business system such as a customer request system.</p> <p><b>NOTE:</b> Local governments must ensure all relevant details are transferred from the original record to the business system, in accordance with internal risk management procedures. Each local government must determine whether the original records should be retained for risk management purposes.</p>	Destroy	Retain 6 months after all relevant details entered into system and confirmed correct, the Destroy.

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No	Function/Activity	Description	Disposal Action	Custody
<i>ESTABLISHMENT</i>				
48	<b>ESTABLISHMENT</b>	<p>Establishment and management of organisational structure, positions, duties and reporting relationships between employees.</p> <p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• COMMITTEES</li> <li>• PERSONNEL MANAGEMENT</li> <li>• PLANNING</li> <li>• RECRUITMENT / SEPARATIONS</li> </ul>		
48.1		<p><b>Significant</b> restructures / restructuring, such as:</p> <ul style="list-style-type: none"> <li>• reviews and restructures affecting the local government as a whole or major sections of local government</li> <li>• amalgamations</li> <li>• classification</li> <li>• corporatisation</li> <li>• organisational charts</li> <li>• redeployment</li> <li>• retraining.</li> </ul>	Archive	Retain as State archives.

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No	Function/Activity	Description	Disposal Action	Custody
<i>ESTABLISHMENT</i>				
48.2		Reclassification requests - successful.  Position history records / position files - including determination of duty statements, required qualifications, reclassifications. Not to be confused with personnel files.	Destroy	Retain 7 years after position abolished, then Destroy.
48.3		Restructures or restructuring not included in previous sections, such as reviews and restructures affecting only particular sections of the local government and having little effect on the overall functioning of the local government.	Destroy	Retain 5 years after action completed, then Destroy.
48.4		Reclassification requests - unsuccessful.	Destroy	Retain 2 years after position abolished, then Destroy.
48.5		Management of vacant (unoccupied) positions in the local government.  Sourcing of temporary employees for positions.  See <b>RECRUITMENT / SEPARATIONS</b> for recruitment records.	Destroy	Retain 1 year after action completed, then Destroy.
49	<b>EVALUATION / REVIEWING</b>	Re-evaluating or re-examining in order to determine success or effectiveness. May relate to: <ul style="list-style-type: none"> <li>• facilities, systems and equipment</li> <li>• organisational structure</li> </ul>		

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No	Function/Activity	Description	Disposal Action	Custody
<i>EVALUATION / REVIEWING</i>				
		<ul style="list-style-type: none"> <li>• procedures and practices.</li> </ul> <p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• CHILD ABUSE OR NEGLECT</li> <li>• DATA MANAGEMENT</li> <li>• IMPLEMENTATION</li> <li>• MONITORING</li> <li>• PERFORMANCE MANAGEMENT OF LOCAL GOVERNMENT</li> <li>• PROJECTS / PROJECT MANAGEMENT</li> <li>• REPORTING</li> <li>• TRAINING AND DEVELOPMENT</li> </ul>		
49.1		<p><b>Significant</b> evaluations and reviews.</p> <p>Strategic level evaluations / reviews of local government functions, operations and business processes, services, plans, policies, projects, programs and plans.</p>	Archive	Retain as State archives.
49.2		<p><b>Other</b> evaluations / reviews not included in previous section.</p> <p>Operational level evaluations and reviews of local</p>	Destroy	Retain 7 years after action completed, then Destroy.

**Authority number: 2023-005**

No	Function/Activity	Description	Disposal Action	Custody
<i>FINANCIAL REPORTING</i>				
		government functions, operations and business processes, services, plans, policies, and strategies.		
50	<b>FINANCIAL REPORTING</b>	<p>The activity of preparing reports and summaries of financial transactions.</p> <p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• ACCOUNTING</li> <li>• ACQUISITION / DISPOSAL</li> <li>• BUDGETING</li> <li>• REPORTING</li> <li>• REVENUE / FEES &amp; CHARGES / LEVIES</li> </ul>		
50.1		<p>Financial statements (annual, quarterly or monthly etc). Includes checking and control system reports.</p> <p>Transaction and input forms - documents concerned with updating financial information. Includes:</p> <ul style="list-style-type: none"> <li>• remittances to bank</li> <li>• journal / batch headers</li> <li>• payment vouchers or equivalent</li> <li>• supporting documents.</li> </ul> <p>Management reports - produced regularly by</p>	Destroy	Retain 6 years after successful audit, then Destroy.

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No	Function/Activity	Description	Disposal Action	Custody
<i>FINANCIAL REPORTING</i>				
		<p>accounting or financial systems and used for:</p> <ul style="list-style-type: none"> <li>• creating output for updating ledgers</li> <li>• reports for GST compliance</li> <li>• preparation of financial statements</li> <li>• preparation of accounts receivable</li> <li>• calculation of accounts payable, including cheque details, and management reports.</li> </ul> <p>General processing records. Includes:</p> <ul style="list-style-type: none"> <li>• banking summaries</li> <li>• debit and credit batch registers.</li> </ul> <p>Daily, weekly or other batch, error control or transaction reports used for control purposes. Includes:</p> <ul style="list-style-type: none"> <li>• advice of journal credits</li> <li>• audit logs</li> <li>• batch completion reports</li> <li>• consolidated outstanding suspended postings reports</li> </ul>		

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No	Function/Activity	Description	Disposal Action	Custody
<i>FINANCIAL REPORTING</i>				
		<ul style="list-style-type: none"> <li>• lists of postings</li> <li>• stale cheques reports.</li> </ul>		
50.2		Financial reports to council.	Destroy	Retain 1 year after successful audit, then Destroy.
51	<b>FLEET MANAGEMENT</b>	<p>The management of the local government's vehicle fleet, including heavy or light commercial vehicles, and aircraft. Includes unmanned aircraft such as drones.</p> <p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• ACQUISITION / DISPOSAL</li> <li>• CLAIMS</li> <li>• INFRINGEMENTS / LITIGATION / PROSECUTIONS</li> <li>• MAINTENANCE</li> <li>• TAXATION</li> <li>• TENDERING / QUOTATIONS</li> </ul>		
51.1		Management of fleet vehicles - successful applications, allocations, parking arrangements, booking records and log books (excluding vehicle log books).	Destroy	Retain 7 years after action completed, then Destroy.

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No	Function/Activity	Description	Disposal Action	Custody
<i>FLEET MANAGEMENT</i>				
		Vehicle registrations / licensing.  Lease back vehicles - accounting and salary deduction.  Aircraft (manned or unmanned) - technical logs, pilot logs (including remote pilot logs), operational logs and operational release, Chief Pilot duty records.		
51.2		Fuel cards and associated correspondence.  Log books- for local government fleet vehicles.	Destroy	Retain 6 years after successful audit, then Destroy.
51.3		Applications - unsuccessful applications for the use of fleet vehicles.	Destroy	Retain 2 years after action completed, then Destroy.
51.4		Warranties and guarantees - fleet vehicles.	Destroy	Retain until disposal of vehicle, then Destroy.
52	<b>FREEDOM OF INFORMATION</b>	Management of requests / applications to the local government made under the <i>Freedom of Information Act 1992</i> .  <b>See also related ACTIVITIES:</b> <ul style="list-style-type: none"> <li>• ADVICE</li> <li>• APPLICATIONS / APPROVALS / LICENCES / PERMITS</li> <li>• ENQUIRIES</li> </ul>		



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No	Function/Activity	Description	Disposal Action	Custody
<i>FREEDOM OF INFORMATION</i>				
		<ul style="list-style-type: none"> <li>• PRIVACY</li> <li>• PUBLISHING / PUBLICATIONS</li> <li>• RECORDS / INFORMATION MANAGEMENT</li> <li>• REPORTING</li> </ul>		
52.1		<p><b>Significant</b> requests / applications made under Freedom of Information legislation, including applications submitted to external review conducted by the Information Commissioner, or appealed to the Supreme Court on a point of law.</p> <p><b>NOTE:</b> Archived requests must include copies of documents that are the subject of the request.</p>	Archive	Retain as State archives.
52.2		<p><b>Other</b> requests / applications made under Freedom of Information legislation, not included in the previous section.</p>	Destroy	Retain 7 years after action completed, then Destroy.
52.3		Requests / applications - cancelled, withdrawn or not proceeded with, or fully referred to another agency.	Destroy	Retain 2 years after action completed, then Destroy.
53	<b>GEOGRAPHICAL LAND INFORMATION</b>	<p>Managing land and environmental information that includes property information, environmental data and house numbering.</p> <p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• DATA MANAGEMENT</li> </ul>		

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No	Function/Activity	Description	Disposal Action	Custody
<i>GEOGRAPHICAL LAND INFORMATION</i>				
		<ul style="list-style-type: none"> <li>• NAMING</li> <li>• SERVICE PROVIDERS</li> <li>• SURVEYS / STATISTICS</li> </ul>		
53.1		Numbering or renumbering of houses or lots in the local government area. Includes: <ul style="list-style-type: none"> <li>• master record that documents original house / lot numbering and subsequent changes</li> <li>• notices to residents</li> <li>• requests for house or lot number changes</li> <li>• plans showing house or lot numbers</li> <li>• local government consultation records.</li> </ul>	Archive	Retain as State archives.
53.2		Aerial photography commissioned and purchased by the local government (including supporting documentation) where kept separate to the subject file to which it relates.  Includes requests to the local government for Geographical Information System (GIS) data.	Destroy	Retain 7 years after action completed, then Destroy.
53.3		Land information certificates - requests and correspondence.	Destroy	Retain 6 years after action completed, then Destroy.

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No	Function/Activity	Description	Disposal Action	Custody
<i>GOVERNMENT APPS AND WEBSITES - USER DATA</i>				
54	<b>GOVERNMENT APPS AND WEBSITES - USER DATA</b>	Data sent to and received from private citizens in order to download and use applications (apps) provided by local governments, via external distribution services such as the Apple App Store and Google Play, or accessible via official local government websites.		
54.1		<p>Data provided by private citizens in order to create a user account for a local government app. Such data is usually required for account creation and verification purposes and includes:</p> <ul style="list-style-type: none"> <li>• name</li> <li>• email address</li> <li>• mobile phone number</li> <li>• date of birth</li> <li>• username and password</li> <li>• Other forms of identity e.g. myID.</li> </ul>	Destroy	Retain until user account is closed, then Destroy.
54.2		<p><b>Other</b> user data (service-related).</p> <p>Data sent to and received from app users in order to receive a specific service from a local government. Includes:</p> <ul style="list-style-type: none"> <li>• licensing details</li> </ul>	Destroy	Retain in accordance with the business activity to which the data relates.

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No	Function/Activity	Description	Disposal Action	Custody
<i>GREETINGS / GIFTS / INVITATIONS</i>				
		<ul style="list-style-type: none"> <li>• payment information.</li> </ul> <p>Such data is transactional in nature, sent to, and received by the local government via the use of the app, and subsequently maintained in a business information system external to the app.</p>		
55	<b>GREETINGS / GIFTS / INVITATIONS</b>	<p>Greetings, gifts or invitations sent or received by local government employees or elected members.</p> <p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• ARRANGEMENTS</li> <li>• PUBLIC REACTION</li> </ul>		
55.1		<b>Significant</b> gifts (records of) / greetings / invitations sent or received by the local government.	Archive	Retain as State archives.
55.2		Disclosures of gifts received by employees or elected members.	Destroy	Retain 5 years after employee or elected member ceases to be a person required to submit disclosures under the Local Government Act 1995, then Destroy.
55.3		<b>Other</b> gifts (records of) / greetings / invitations sent or received by the local government, not included in previous section.	Destroy	Retain 2 years after action completed, then Destroy.

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No	Function/Activity	Description	Disposal Action	Custody
<i>GRIEVANCES</i>				
56	<b>GRIEVANCES</b>	<p>Management and resolution of grievances and complaints reported by local government employees.</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>• complaints</li> <li>• investigations, assessments, interviews, statements</li> <li>• reports</li> <li>• appeals</li> <li>• decisions and actions.</li> </ul> <p><b>NOTE:</b> Documentation of unsubstantiated grievances <b>should not</b> be placed on either parties' personnel files.</p> <p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• CHILD ABUSE OR NEGLECT</li> <li>• DISCIPLINE</li> <li>• EMPLOYMENT CONDITIONS / EQUAL EMPLOYMENT OPPORTUNITY</li> <li>• PERSONNEL MANAGEMENT</li> <li>• WORK HEALTH &amp; SAFETY</li> </ul>		

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No	Function/Activity	Description	Disposal Action	Custody
<i>GRIEVANCES</i>				
56.1		Grievances / discipline relating to employee misconduct concerning child abuse or neglect.	Destroy	Retain 100 years after action completed, then Destroy.
56.2		Grievances (where not held on personnel file) about work health and safety matters that include complaints / objections to: <ul style="list-style-type: none"> <li>• undertaking hazardous duties</li> <li>• working environment hazards, including noise, dust, chemicals, heat etc.</li> </ul>	Destroy	Retain 50 years after action completed, then Destroy.
56.3		Formal grievances (where not held on personnel file) lodged by employees, including discrimination or harassment.	Destroy	Retain 7 years after action completed, then Destroy.
56.4		Informal, unsubstantiated or other grievances (where not held on personnel file) lodged by employees, including discrimination and harassment, that do not result in formal proceedings.	Destroy	Retain 2 years after action completed, then Destroy.
57	<b>HORTICULTURAL SERVICES</b>	Management, including reconstruction and remodelling, of parks and reserves - gardens, parks, playing fields, reserves and water bodies located within the park or reserve.  Provision of horticultural services to the community.  <b>See also related ACTIVITIES:</b> <ul style="list-style-type: none"> <li>• APPLICATIONS / APPROVALS / LICENCES</li> </ul>		

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No	Function/Activity	Description	Disposal Action	Custody
<i>HORTICULTURAL SERVICES</i>				
		<p style="text-align: center;">/ PERMITS</p> <ul style="list-style-type: none"> <li>• DESIGN / CONSTRUCTION</li> <li>• MAINTENANCE</li> <li>• USAGE</li> </ul>		
57.1		<p><b>Significant</b> parks and reserves management - development, plans, projects, programs, specifications and implementation.</p> <p>Chemical usage - noxious plants or pests. Includes:</p> <ul style="list-style-type: none"> <li>• properties sprayed or affected by sprays</li> <li>• types of poison used</li> <li>• concentrations</li> <li>• precautions taken</li> <li>• effects of spraying on waterways and environment.</li> </ul> <p>Street or verge trees - preservation orders, including arboriculture reports.</p>	Archive	Retain as State archives.
57.2		<p><b>Other</b> parks and reserves management, not included in previous section.</p> <p>Includes:</p>	Destroy	Retain 7 years after action completed, then Destroy.

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No	Function/Activity	Description	Disposal Action	Custody
<i>HORTICULTURAL SERVICES</i>				
		<ul style="list-style-type: none"> <li>• provision of plants and materials</li> <li>• paving</li> <li>• road reserves</li> <li>• roundabout vegetation</li> <li>• minor landscaping projects</li> <li>• irrigation.</li> </ul> <p>Street or verge trees / free trees - disbursement records.</p> <p>Lighting - provision of lighting to parks and reserves.</p>		
57.3		<p>Requests for access to parks and reserves.</p> <p>Requests for street or verge trees / free trees / new or replacement trees.</p> <p>Reticulation - plans / drawings / specifications.</p> <p>Noxious plants or pests - requests for eradication / certificate of authorisation to destroy.</p>	Destroy	Retain 2 years after action completed, then Destroy.
57.4		<p>Street or verge trees / free trees - lists of trees or plants available for distribution, including planting instructions.</p>	Destroy	Retain 1 year after action completed, then Destroy.



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No	Function/Activity	Description	Disposal Action	Custody
<i>IMPLEMENTATION</i>				
58	<b>IMPLEMENTATION</b>	<p>Implementation of plans, policies, procedures, instructions and information technology systems.</p> <p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• DATA MANAGEMENT</li> <li>• EVALUATION / REVIEWING</li> <li>• PLANNING</li> <li>• POLICY</li> <li>• PROCEDURES</li> <li>• PROJECTS / PROJECT MANAGEMENT</li> <li>• REPORTING</li> </ul>		
58.1		<p><b>Significant</b> information relating to the implementation of core business strategies, plans, policies, projects or programs.</p> <p><b>NOTE:</b> Includes the local government's implementation of practices arising from the Royal Commission into Institutional Responses to Child Sexual Abuse (RCIRCSA).</p>	Archive	Retain as State archives.
58.2		<p><b>Other</b> implementation of core business strategies, plans, policies, projects or programs, not included in previous section.</p>	Destroy	Retain 7 years after action completed, then Destroy.

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No	Function/Activity	Description	Disposal Action	Custody
<i>INDUSTRIAL RELATIONS</i>				
		Administrative plans, policies, instructions, programs, systems or solutions.  Implementation of information technology systems.		
59	<b>INDUSTRIAL RELATIONS</b>	Managing an agreed set of employment conditions and levels of payment. Includes: <ul style="list-style-type: none"> <li>• negotiations between management, employees and unions</li> <li>• industrial action or disputes</li> <li>• enterprise bargaining</li> <li>• employer / employee negotiation.</li> </ul> <b>See also related ACTIVITIES:</b> <ul style="list-style-type: none"> <li>• AGREEMENTS / CONTRACTS / JOINT VENTURES / DEEDS</li> <li>• CLAIMS</li> <li>• COMMITTEES</li> <li>• EMPLOYMENT CONDITIONS / EQUAL EMPLOYMENT OPPORTUNITY</li> </ul>		
59.1		<b>Significant</b> industrial action e.g. strikes, go-slows, etc. and / or disputes involving local government employees which have a substantial	Archive	Retain as State archives.

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No	Function/Activity	Description	Disposal Action	Custody
<i>INDUSTRIAL RELATIONS</i>				
		<p>impact on the local government.</p> <p>Negotiation and review of workplace enterprise / industrial agreements, awards or processes applying to the local government that:</p> <ul style="list-style-type: none"> <li>• set a precedent</li> <li>• affect the majority of employees at the local government</li> <li>• made an innovative / contentious change to working conditions</li> <li>• involved substantial local government input.</li> </ul> <p>Workplace consultative / negotiating committees.</p>		
59.2		<p>Liaison with employees, employee bodies and unions, on issues such as:</p> <ul style="list-style-type: none"> <li>• advice on changes to working arrangements</li> <li>• notes of meetings</li> <li>• information regarding union policies, newsletters etc.</li> </ul>	Destroy	Retain 10 years after action completed, then Destroy.
59.3		<p>Local government <b>copies</b> of workplace agreements, enterprise agreements or industrial agreements.</p> <p>Union right of entry arrangements, including entry</p>	Destroy	Retain 7 years after action completed, then Destroy.

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No	Function/Activity	Description	Disposal Action	Custody
<i>INDUSTRIAL RELATIONS</i>				
		notices.		
59.4		<p><b>Other</b> industrial action / disputes not included in previous sections, such as minor cases of industrial action e.g. short term and / or easily resolved disputes.</p> <p>Enterprise bargaining <b>not</b> resulting in an industrial agreement; or where the local government had little or no input.</p>	Destroy	Retain 5 years after action completed, then Destroy.
59.5		Industrial relations elections - ballots and ballot papers.	Destroy	Retain 4 years after action completed, then Destroy.
60	<b>INDUSTRIES</b>	<p>Programs and projects relating to the development or promotion of local industries.</p> <p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• CELEBRATIONS / CEREMONIES / COMPETITIONS / EVENTS / HONOURS / AWARDS</li> <li>• MARKETING / PROMOTIONS / CAMPAIGNS</li> <li>• LIAISON</li> <li>• RESEARCH</li> </ul>		
60.1		<b>Significant</b> projects and programs concerning development and promotion of local industries.	Archive	Retain as State archives.

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No	Function/Activity	Description	Disposal Action	Custody
<i>INDUSTRIES</i>				
60.2		<b>Other</b> projects and strategies concerning the development of local industries, not included in previous section.	Destroy	Retain 7 years after action completed, then Destroy.
61	<b>INFRINGEMENTS / LITIGATION / PROSECUTIONS</b>	<p><b>Infringements (penalties):</b> Handling breaches of rules and laws, such as minor or simple offences.</p> <p><b>Litigation:</b> Managing lawsuits or legal proceedings between the local government and other parties.</p> <p><b>Prosecutions:</b> Managing legal proceedings between the local government and other parties, in dispute over notices, infringements etc.</p> <p>Also includes 'cautions'.</p> <p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• ADVICE</li> <li>• ANIMAL MANAGEMENT</li> <li>• CHILD ABUSE OR NEGLECT</li> <li>• COMPLIANCE</li> <li>• DEBTORS</li> <li>• ENQUIRIES</li> <li>• FLEET MANAGEMENT</li> </ul>		

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No	Function/Activity	Description	Disposal Action	Custody
<i>INFRINGEMENTS / LITIGATION / PROSECUTIONS</i>				
		<ul style="list-style-type: none"> <li>• INQUIRIES</li> <li>• INSPECTIONS</li> <li>• INTELLECTUAL PROPERTY</li> <li>• LEGISLATION</li> <li>• NOTIFICATIONS AND ORDERS</li> <li>• PUBLIC REACTION</li> <li>• REVENUE / FEES &amp; CHARGES / LEVIES</li> </ul>		
61.1		<b>Significant</b> litigation or prosecutions.	Archive	Retain as State archives.
61.2		Litigation or prosecutions relating to child abuse or neglect.	Destroy	Retain 100 years after action completed, then Destroy.
61.3		<b>Other</b> litigation or prosecutions, not included in previous section.	Destroy	Retain 7 years after case completed or expiry of statute of limitation period, whichever is later, then Destroy.
61.4		Complaints / reports / information received from the public or other parties alerting the local government to possible offences, where not covered in previous sections, or where no action is taken.	Destroy	Retain 7 years after action completed, then Destroy.

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No	Function/Activity	Description	Disposal Action	Custody
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*INFRINGEMENTS / LITIGATION / PROSECUTIONS*

		<p>Infringement notices and cautions issued by the local government for minor offences where no legal action results.</p> <p>Intellectual property (copyright / patents / trademarks) infringements issued by or to the local government.</p> <p>Subpoenas / discovery orders / Writ of Summons.</p> <p>Used infringement books where the information is <b>NOT</b> transferred elsewhere. Includes:</p> <ul style="list-style-type: none"><li>• unregistered animals</li><li>• backyard burning / rubbish dumping</li><li>• bicycles on footpaths / skateboarding</li><li>• graffiti / vandalism / littering</li><li>• Ordinance 30 breaches</li><li>• Food Act breaches</li><li>• noise controls</li><li>• posters - unauthorised display</li><li>• traffic / transport / parking offences</li><li>• light traffic thoroughfares</li></ul>		
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No	Function/Activity	Description	Disposal Action	Custody
<i>INFRINGEMENTS / LITIGATION / PROSECUTIONS</i>				
		<ul style="list-style-type: none"> <li>• unauthorised tree removal</li> <li>• weed control.</li> </ul>		
61.5		Infringement notices received by the local government, such as parking, speeding or traffic infringements incurred by employees.	Destroy	Retain 2 years after action completed, then Destroy.
61.6		Used infringements books where the information has been transferred elsewhere.	Destroy	Retain 6 months after action completed, then Destroy.
62	<b>INQUIRIES</b>	<p>Formal investigations carried out by persons or bodies authorised to inquire and report on a subject, such as Royal Commissions, the Parliamentary Commissioner for Administrative Investigations (the Ombudsman), the Public Sector Commissioner (Public Interest Disclosures) or the Corruption and Crime Commission (CCC).</p> <p>Includes the local government's participation in the inquiry by providing evidence in the form of submissions, statements, reports etc., whether by official request or voluntarily.</p> <p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• CHILD ABUSE OR NEGLECT</li> <li>• ELECTED MEMBERS</li> <li>• ENQUIRIES</li> </ul>		



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No	Function/Activity	Description	Disposal Action	Custody
<i>INQUIRIES</i>				
		<ul style="list-style-type: none"> <li>• INFRINGEMENTS / LITIGATION / PROSECUTIONS</li> <li>• PERFORMANCE MANAGEMENT OF LOCAL GOVERNMENT</li> </ul>		
62.1		<p>Inquiries <b>directly related</b> to the local government's administration, functions, programs or services.</p> <p>Inquiries <b>not directly related</b> to the local government's administration, etc., but where the local government provided substantial input in the form of submissions, statements, reports etc.</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>• local government input / evidence in the form of submissions, statements, reports etc.</li> <li>• notice of decision / recommendations and records of local government's implementation of recommendations.</li> </ul>	Archive	Retain as State archives.
62.2		Inquiries not relating to the local government administration, etc., or requiring little or no input or action.	Destroy	Retain 3 years after action completed, then Destroy.
63	<b>INSPECTIONS</b>	Official examination / assessment of the local government's projects, works, land, buildings, facilities, vehicles, plant and equipment to ensure compliance with agreed standards and objectives.		

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No	Function/Activity	Description	Disposal Action	Custody
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*INSPECTIONS*

		<p>Includes:</p> <ul style="list-style-type: none"> <li>• groundwater testing</li> <li>• laboratory testing</li> <li>• plant and equipment condition</li> <li>• use of hazardous materials</li> <li>• contamination / damage.</li> </ul> <p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• AUDIT</li> <li>• COMPLIANCE</li> <li>• DEVELOPMENT / BUILDING / SUBDIVISION APPLICATIONS</li> <li>• INFRINGEMENTS / LITIGATION / PROSECUTIONS</li> <li>• MAINTENANCE</li> <li>• MONITORING</li> <li>• NOTIFICATIONS AND ORDERS</li> <li>• PROJECTS / PROJECT MANAGEMENT</li> </ul>		
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No	Function/Activity	Description	Disposal Action	Custody
<i>INSPECTIONS</i>				
		<ul style="list-style-type: none"> <li>• WORK HEALTH AND SAFETY</li> </ul>		
63.1		<p><b>Significant</b> inspections or tests, that may relate to:</p> <ul style="list-style-type: none"> <li>• findings of hazardous substances / contamination</li> <li>• major ICT issues</li> <li>• significant delays or variations to a project</li> <li>• non-compliance with statutory or contractual obligations</li> <li>• major defects.</li> </ul> <p>Includes inspection forms, analysis of findings and final decisions.</p>	Archive	Retain as State archives.
63.2		<p><b>Other</b> inspections, not included in previous section.</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>• routine inspections relating to public health e.g. pool inspections, septic quarterly maintenance reports, eating house / food business, camping ground inspection records.</li> <li>• routine inspections of facilities equipment and other items</li> <li>• test certificates (electrical, gas, fire, lifts, etc.)</li> </ul>	Destroy	Retain 7 years after action completed, then Destroy.

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No	Function/Activity	Description	Disposal Action	Custody
<i>INSPECTIONS</i>				
		<ul style="list-style-type: none"> <li>• calibration records</li> <li>• regular test results.</li> </ul>		
63.3		Inspections - records / cards / books providing a record of inspections completed for building licences issued (where kept separate to licence / application file).	Destroy	Retain 2 years after action completed, then Destroy.
63.4		Inspections of septic or alternative treatment units.  Inspections often relate to decommissioning.	Retain	Retain in organisation.
64	<b>INTELLECTUAL PROPERTY</b>	Management of intellectual property (IP) held or maintained by the local government.  <b>See also related ACTIVITIES:</b> <ul style="list-style-type: none"> <li>• INFRINGEMENTS / LITIGATION / PROSECUTIONS</li> <li>• PUBLISHING / PUBLICATIONS</li> </ul>		
64.1		Copyright / patents / trademarks - held, administered and registered by the local government.	Destroy	Destroy 7 years after intellectual property lapses.
64.2		Requests to reproduce material where the copyright is held by the local government.  Requests by the local government to reproduce material where the copyright is held by another	Destroy	Retain 7 years after action completed, then Destroy.

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No	Function/Activity	Description	Disposal Action	Custody
<i>INTELLECTUAL PROPERTY</i>				
		party.		
64.3		Royalties received by the local government.	Destroy	Retain 6 years after successful audit, then Destroy.
65	<b>INTERNATIONAL RELATIONS</b>	<p>Managing relations with other countries, including sister city arrangements.</p> <p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• AGREEMENTS / CONTRACTS / JOINT VENTURES / DEEDS</li> <li>• ARRANGEMENTS</li> <li>• LIAISON</li> <li>• VISITS / TOURS</li> </ul>		
65.1		<b>Significant</b> cultural, work, economic or other information exchange / correspondence in relation to sister cities and other international relations.	Archive	Retain as State archives.
65.2		<b>Other</b> cultural, work, economic or other information exchange / correspondence in relation to sister cities and other international relations, not included in previous section.	Destroy	Retain 7 years after action completed, then Destroy.
66	<b>INVESTMENTS</b>	Managing monetary resources invested by the local government.		

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No	Function/Activity	Description	Disposal Action	Custody
<i>INVESTMENTS</i>				
		<p><b>See also related ACTIVITY:</b></p> <ul style="list-style-type: none"> <li>• BANKING / BANK ACCOUNTS</li> </ul>		
66.1		<p>Investments - full details, establishment and management. Includes:</p> <ul style="list-style-type: none"> <li>• passbooks, receipts and dividend statements</li> <li>• certificates</li> <li>• correspondence and working papers.</li> </ul>	Destroy	Retain 7 years after investment has liquidated or matured, then Destroy.
66.2		Investments - proposals that do not eventuate in an investment.	Destroy	Retain 2 years after action completed, then Destroy.
67	<b>LEASING / LEASING OUT</b>	<p>Leasing premises, property, equipment, vehicles, items, etc. from or to another party.</p> <p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• ACQUISITION / DISPOSAL</li> <li>• AGREEMENTS / CONTRACTS / JOINT VENTURES / DEEDS</li> <li>• MAINTENANCE</li> <li>• REVENUE / FEES &amp; CHARGES / LEVIES</li> <li>• USAGE</li> </ul>		

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No	Function/Activity	Description	Disposal Action	Custody
<i>LEASING / LEASING OUT</i>				
67.1		<p><b>Significant</b> leases of premises, property, equipment, items, etc. from or to another party.</p> <p>Includes special leases, licences, tenancy and permissive occupancy agreements, contracts, agreements and conditions, documents of investigations and negotiations relating to leased property.</p>	Archive	Retain as State archives.
67.2		<p><b>Other</b> leases not included in previous section.</p> <p>Successful requests and applications to lease local government owned land, property and equipment. Includes leasing terms and conditions and research conducted on applicants.</p> <p>Leasing of premises, property, equipment, items, etc., from or to another party.</p>	Destroy	Retain 7 years after expiry of lease, then Destroy.
67.3		<p>Hire of local government equipment, plant and stores.</p> <p>Unsuccessful leasing or leasing-out requests / applications.</p>	Destroy	Retain 2 years after action completed, then Destroy.
68	<b>LEAVE</b>	<p>Management of leave for local government employees.</p> <p><b>NOTE:</b> Local governments are advised to be aware of leave records which may be potentially relevant to future cases or allegations of child abuse or neglect. See also section 2.5 in the introduction to this GRDA.</p>		

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No	Function/Activity	Description	Disposal Action	Custody
<i>LEAVE</i>				
		<p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• ELECTED MEMBERS</li> <li>• SALARIES / WAGES / PAYROLL</li> </ul>		
68.1		<p>Long service leave applications, arrangement and approvals.</p> <p><b>NOTE:</b> Records pertaining to long service leave must be retained under regulation 11(I)(a-e) of the <i>Local Government (Long Service Leave) Regulations (WA)</i> for the entire period of employment and for 10 years after employment ends.</p>	Destroy	Retain 10 years after cessation of employment, then Destroy.
68.2		<p>Leave applications, listings, updates, associated correspondence and instructions (except long service leave).</p>	Destroy	Retain 7 years after action completed, then Destroy.
69	<p><b>LEGISLATION (including Local Laws)</b></p>	<p>Development and amendment of legislation such as acts, regulations and local laws (by-laws) etc.</p> <p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• ADVICE</li> <li>• CEMETERIES AND CREMATORIA</li> <li>• COMPLIANCE</li> <li>• INFRINGEMENTS / LITIGATION / PROSECUTIONS</li> </ul>		



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No	Function/Activity	Description	Disposal Action	Custody
<i>LEGISLATION (including Local Laws)</i>				
		<ul style="list-style-type: none"> <li>• ZONING</li> </ul>		
69.1		<p>Developing, reviewing and amending local laws and other legislation directly related to the local government's administration, functions or services. Includes:</p> <ul style="list-style-type: none"> <li>• requests and proposals</li> <li>• consultation and comment</li> <li>• reviews and submissions</li> <li>• regulatory impact statements</li> <li>• major drafts and explanatory notes.</li> </ul> <p>Proposals, annotated copies etc. where the local government has provided input or comment.</p> <p>Substantial input, comment or contribution by the local government on other legislation affecting the local governments functions or operations.</p>	Archive	Retain as State archives.
69.2		<p>Minor input, comment or contribution by the local government on other legislation affecting the local government's functions and operations.</p> <p>Any comment or contribution by the local government on other legislation not affecting the local government's functions or operations.</p>	Destroy	Retain 10 years after action completed, then Destroy.

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No	Function/Activity	Description	Disposal Action	Custody
<i>LEGISLATION (including Local Laws)</i>				
69.3		Development of or amendment to legislation indirectly or not related to the operations and functions of the local government.	Destroy	Retain 2 years after action completed, then Destroy.
70	<b>LIAISON</b>	<p>Managing regular ongoing contact between the local government and external bodies, including intergovernmental relations.</p> <p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• ADVICE</li> <li>• CHILD ABUSE OR NEGLECT</li> <li>• ENQUIRIES</li> <li>• INDUSTRIES</li> <li>• INTERNATIONAL RELATIONS</li> </ul>		
70.1		<p><b>Significant</b> liaison with:</p> <ul style="list-style-type: none"> <li>• federal, state and other local government organisations</li> <li>• community groups</li> <li>• professional and industry associations</li> <li>• private sector organisations.</li> </ul>	Archive	Retain as State archives.
70.2		<b>Other</b> general liaison or regular ongoing	Destroy	Retain 5 years after

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No	Function/Activity	Description	Disposal Action	Custody
<i>LIBRARY</i>				
		contact, including memberships and participation in activities.		action completed, then Destroy.
71	<b>LIBRARY</b>	<p>Management of libraries - promotion of library activities, collection management, corporate libraries, providing access to computers and the internet, mobile library services, reference services, toy libraries etc.</p> <p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• ACQUISITION / DISPOSAL</li> <li>• CELEBRATIONS / CEREMONIES / COMPETITIONS / EVENTS / HONOURS / AWARDS</li> <li>• CLIENTS</li> <li>• MARKETING / PROMOTIONS / CAMPAIGNS</li> <li>• MUSEUM AND GALLERIES MANAGEMENT</li> <li>• POLICY</li> <li>• PRIVACY</li> <li>• PROGRAMS AND SERVICES</li> <li>• RECORDS / INFORMATION MANAGEMENT</li> <li>• REVENUE / FEES &amp; CHARGES / LEVIES</li> </ul>		

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No	Function/Activity	Description	Disposal Action	Custody
<i>LIBRARY</i>				
		<ul style="list-style-type: none"> <li>• SPONSORSHIPS / GRANTS / DONATIONS / SUBSIDIES</li> </ul>		
71.1		Library programs such as: <ul style="list-style-type: none"> <li>• mobile library services</li> <li>• services for children / local studies</li> <li>• literacy and outreach programs.</li> </ul> Collection maintenance records.	Destroy	Retain 7 years after action completed, then Destroy.
71.2		Library services administrative records. Includes: <ul style="list-style-type: none"> <li>• membership forms</li> <li>• subscriptions</li> <li>• loan requests (including inter-library loans)</li> <li>• holdings</li> <li>• renewal records.</li> </ul> Library services - photocopying records.	Destroy	Retain 2 years after action completed, then Destroy.
71.3		Library services - overdue notices and follow-up.	Destroy	Retain 1 year after action completed, then Destroy.
71.4		Library catalogues / book stock register (hard copy	Destroy	Retain until catalogue

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No	Function/Activity	Description	Disposal Action	Custody
<i>LIBRARY</i>				
		or electronic) - entire catalogue.		discontinued or superseded, then Destroy.
71.5		Membership register.	Destroy	Retain until membership expires, then Destroy.
72	<b>LOANS</b>	<p>Borrowing of money to enable the local government to carry out its functions.</p> <p><b>See also related ACTIVITY:</b></p> <ul style="list-style-type: none"> <li>• AGREEMENTS / CONTRACTS / JOINT VENTURES / DEEDS</li> </ul>		
72.1		Establishment and management of loans taken out by the local government.	Destroy	Retain for 7 years after duration of loan, then Destroy.
73	<b>MAINTENANCE</b>	<p>Maintenance, upkeep, repairs, servicing and refurbishment carried out on an asset, infrastructure, land, buildings, equipment, systems and property.</p> <p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• ACQUISITION / DISPOSAL</li> <li>• AGREEMENTS / CONTRACTS / JOINT VENTURES / DEEDS</li> <li>• DATA MANAGEMENT</li> </ul>		

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No	Function/Activity	Description	Disposal Action	Custody
<i>MAINTENANCE</i>				
		<ul style="list-style-type: none"> <li>• DESIGN / CONSTRUCTION</li> <li>• ENQUIRIES</li> <li>• FLEET MANAGEMENT</li> <li>• HORTICULTURAL SERVICES</li> <li>• INSPECTIONS</li> <li>• LEASING / LEASING OUT</li> <li>• MEMORIALS</li> <li>• MUSEUM AND GALLERIES MANAGEMENT</li> <li>• PUBLIC REACTION</li> <li>• ROAD AND STREET MANAGEMENT</li> <li>• SIGNS</li> </ul>		
73.1		<p><b>Significant</b> maintenance, repairs, restoration and conservation work carried out by the local government, such as:</p> <ul style="list-style-type: none"> <li>• maintenance of land, buildings, equipment, and structures of local, state or national significance</li> <li>• maintenance / restoration of property that is heritage listed</li> </ul>	Archive	Retain as State archives.

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No	Function/Activity	Description	Disposal Action	Custody
<i>MAINTENANCE</i>				
		<ul style="list-style-type: none"> <li>• maintenance that is necessitated by disasters e.g. cyclone, fire, floods</li> <li>• maintenance that is necessitated by contamination e.g. other contaminated site remediation.</li> </ul> <p>Maintenance program or project records include:</p> <ul style="list-style-type: none"> <li>• feasibility studies, investigations and analysis</li> <li>• environmental impact assessments</li> <li>• environmental surveys, assessments, plans and licences</li> <li>• design, major drafts and as-constructed drawings / plans / maps</li> <li>• specifications</li> <li>• formal approvals.</li> </ul>		
73.2		Maintenance of land, buildings, operational facilities, plant or equipment which contain asbestos, not included in previous section.	Destroy	Retain 100 years after action completed, then Destroy.
73.3		Maintenance using hazardous substances <b>NOT</b> including asbestos. e.g. pest control.	Destroy	Retain 30 years after action completed, then Destroy.
73.4		<b>Other</b> maintenance carried out on land,	Destroy	Retain 7 years after

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No	Function/Activity	Description	Disposal Action	Custody
<i>MARKETING / PROMOTIONS / CAMPAIGNS</i>				
		<p>infrastructure and operational facilities, equipment, systems, property and vehicles not included in previous sections.</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>• minor or routine maintenance programs e.g. public toilets, street lighting, graffiti</li> <li>• maintenance carried out on vehicles e.g. servicing, repairs and registration</li> <li>• maintenance programming / forward planning proposals</li> <li>• maintenance carried out on equipment, ICT equipment and systems.</li> </ul>		action completed, then Destroy.
74	<b>MARKETING / PROMOTIONS / CAMPAIGNS</b>	<p>Marketing and promotion of the local government, its programs and services, and the area. Includes campaigns conducted by the local government to raise awareness of issues or special programs.</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>• advertising on local government property</li> <li>• advertising of local government services</li> <li>• statutory advertising</li> <li>• advertising on signs</li> </ul>		



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No	Function/Activity	Description	Disposal Action	Custody
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*MARKETING / PROMOTIONS / CAMPAIGNS*

		<ul style="list-style-type: none"><li>• advertising of tenders</li><li>• advertising of local government elections</li><li>• marketing plans</li><li>• publicity records regarding campaigns.</li></ul> <p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"><li>• CELEBRATIONS / CEREMONIES / COMPETITIONS / EVENTS / HONOURS / AWARDS</li><li>• EDUCATION</li><li>• ELECTIONS</li><li>• INDUSTRIES</li><li>• LIBRARY</li><li>• MEDIA RELATIONS</li><li>• PLANNING</li><li>• PUBLISHING / PUBLICATIONS</li><li>• RECRUITMENT / SEPARATIONS</li><li>• RESEARCH</li></ul>		
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No	Function/Activity	Description	Disposal Action	Custody
<i>MARKETING / PROMOTIONS / CAMPAIGNS</i>				
		<ul style="list-style-type: none"> <li>• SPONSORSHIPS / GRANTS / DONATIONS / SUBSIDIES</li> <li>• TENDERING / QUOTATIONS</li> <li>• USAGE</li> <li>• VISITS / TOURS</li> </ul>		
74.1		<p><b>Significant</b> marketing programs, promotions, awareness raising, education and publicity campaigns, which relate to:</p> <ul style="list-style-type: none"> <li>• matters of major community interest or controversy</li> <li>• new or substantial changes to existing local government policies, programs or services</li> <li>• projects or programs of major local impact</li> <li>• construction of major local landmarks or structures</li> <li>• major health, environmental or conservation issues.</li> </ul> <p>Includes:</p> <ul style="list-style-type: none"> <li>• proposals, research, consultation</li> <li>• design and production</li> </ul>	Archive	Retain as State archives.

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No	Function/Activity	Description	Disposal Action	Custody
<i>MARKETING / PROMOTIONS / CAMPAIGNS</i>				
		<ul style="list-style-type: none"> <li>• coordination, implementation and evaluation.</li> </ul>		
74.2		Advertisements in any media - master copies.  Local government elections - advertisements.	Destroy	Retain 7 years after action completed, then Destroy.
74.3		<b>Other</b> marketing programs, promotions, awareness raising, education and publicity campaigns not included in previous sections.	Destroy	Retain 5 years after action completed, then Destroy.
74.4		Display of products or information in such a way that it stimulates interest and entices customers to make a purchase or take action.	Destroy	Retain 3 years after action completed, then Destroy.
75	<b>MEDIA RELATIONS</b>	Managing media relationships, such as: <ul style="list-style-type: none"> <li>• managing media contacts</li> <li>• authorising and issuing news articles and press briefings</li> <li>• preparing and issuing media releases</li> <li>• organising media interviews.</li> </ul> <b>See also related ACTIVITIES:</b> <ul style="list-style-type: none"> <li>• ENQUIRIES</li> <li>• MARKETING / PROMOTIONS / CAMPAIGNS</li> <li>• PRIVACY</li> </ul>		

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No	Function/Activity	Description	Disposal Action	Custody
<i>MEDIA RELATIONS</i>				
		<ul style="list-style-type: none"> <li>• PUBLISHING / PUBLICATIONS</li> </ul>		
75.1		<p><b>Significant</b> media relationships e.g. media appearances and interviews, responses to media enquiries, issuing press briefings.</p> <p>Media releases - development of media releases and final versions.</p> <p>Media clippings / press cuttings on or about the local government and its activities, where not held on relevant subject file.</p> <p><b>NOTE:</b> Media clippings / press cuttings must be managed in accordance with relevant copyright legislation.</p>	Archive	Retain as State archives.
75.2		<p><b>Other</b> media relationships, not covered in previous section.</p> <p>Media filming access requests and authorisations.</p>	Destroy	Retain 7 years after action completed, then Destroy.
76	<b>MEETINGS</b>	<p>Public, internal or external meetings <b>NOT</b> committees attended by local government employees and / or elected members. Includes public meetings.</p> <p>Includes agendas, minutes, supporting papers and reports.</p> <p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• ARRANGEMENTS</li> </ul>		

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No	Function/Activity	Description	Disposal Action	Custody
<i>MEETINGS</i>				
		<ul style="list-style-type: none"> <li>• COMMITTEES</li> <li>• COMMUNITY CONSULTATION</li> <li>• CORRUPTION / MISCONDUCT</li> </ul>		
76.1		<p><b>Significant</b> and high-level meetings held to discuss / resolve matters relating to:</p> <ul style="list-style-type: none"> <li>• local government planning and policy</li> <li>• strategic and corporate management</li> <li>• core business functions or operations</li> <li>• community consultation relating to significant issues.</li> </ul>	Archive	Retain as State archives.
76.2		<p><b>Other</b> meetings held to discuss / resolve matters relating to:</p> <ul style="list-style-type: none"> <li>• non-core business activities</li> <li>• mid to low-level administrative activities</li> <li>• facilitative functions or activities</li> <li>• informative functions or activities</li> <li>• low-level community consultation.</li> </ul>	Destroy	Retain 7 years after action completed, then Destroy.
76.3		Meetings where the local government has <b>NO</b>	Destroy	Retain 1 year after

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No	Function/Activity	Description	Disposal Action	Custody
<i>MEETINGS</i>				
		coordinating or secretarial role.		action completed, then Destroy.
76.4		Recordings of meetings and verbatim transcripts (if produced).	Destroy	Retain 1 year after minutes confirmed, then Destroy.
77	<b>MEMORIALS</b>	<p>The concept, design, collection of information, suggestions and concepts for memorials such as commemorative plaques, statues, clocks, park benches, time capsules etc.</p> <p>For cemetery memorials, see <b>CEMETERIES AND CREMATORIA</b></p> <p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• DESIGN / CONSTRUCTION</li> <li>• MAINTENANCE</li> </ul>		
77.1		Memorial design, site register, correspondence, and reports (including conservation reports).	Archive	Retain as State archives.
77.2		Requests, proposals, nominations or suggestions for memorials that do not proceed e.g. cancelled, unsuccessful.	Destroy	Retain 2 years after action completed, then Destroy.
78	<b>MONITORING</b>	Monitoring the operations and effects of various systems and situations within the local government and its jurisdiction, for reasons such as environmental, public and employee health and		

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No	Function/Activity	Description	Disposal Action	Custody
<i>MONITORING</i>				
		<p>safety.</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>• car park daily operating reports</li> <li>• traffic volume / traffic count data</li> <li>• flood locations</li> <li>• weather data</li> <li>• foods / drugs</li> <li>• meter testing</li> <li>• plant materials analysis</li> <li>• water quality analysis e.g. dams, waterways, swimming pools</li> <li>• pollution / noise pollution / air quality / waste management / extractive industries / effluent discharge.</li> </ul> <p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• EVALUATION / REVIEWING</li> <li>• INSPECTIONS</li> <li>• NOTIFICATIONS AND ORDERS</li> </ul>		

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No	Function/Activity	Description	Disposal Action	Custody
<i>MONITORING</i>				
		<ul style="list-style-type: none"> <li>• REPORTING</li> </ul>		
78.1		<p><b>Significant</b> monitoring where there may be potential long term impacts on public health and safety.</p> <p>Maps of floodplain / flood zones / flood level records.</p>	Archive	Retain as State archives.
78.2		<p><b>Other</b> monitoring not included in previous section.</p>	Destroy	Retain 10 years after action completed, then Destroy.
79	<p><b>MUSEUM AND GALLERIES MANAGEMENT</b></p>	<p>The operation of museums and galleries by the local government.</p> <p>Includes the development and management of collections, exhibitions and public programs.</p> <p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• ACQUISITION / DISPOSAL</li> <li>• CELEBRATIONS / CEREMONIES / COMPETITIONS / EVENTS / HONOURS / AWARDS</li> <li>• LIBRARY</li> <li>• MAINTENANCE</li> <li>• MARKETING / PROMOTIONS / CAMPAIGNS</li> <li>• PROGRAMS AND SERVICES</li> </ul>		



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No	Function/Activity	Description	Disposal Action	Custody
<i>MUSEUM AND GALLERIES MANAGEMENT</i>				
		<ul style="list-style-type: none"> <li>• REVENUE / FEES &amp; CHARGES / LEVIES</li> <li>• SPONSORSHIPS / GRANTS / DONATIONS / SUBSIDIES</li> </ul>		
79.1		<p><b>Significant</b> exhibitions and programs.</p> <p>Board of Trustees (or equivalent body) - establishment and maintenance.</p> <p>Collections management - acquisition and documentation of objects acquired.</p>	Archive	Retain as State archives.
79.2		<p><b>Other</b> exhibitions and programs, not included in previous section.</p>	Destroy	Retain 7 years after action completed, then Destroy.
80	<b>NAMING</b>	<p>Management and approval of titles by which a road, park, reserve, bridge or suburb is known.</p> <p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• GEOGRAPHICAL LAND INFORMATION</li> <li>• ROAD AND STREET MANAGEMENT</li> </ul>		
80.1		<p>Naming - records that document the original naming and subsequent changes to places within the local government, such as:</p> <ul style="list-style-type: none"> <li>• streets, roads, suburbs, localities, parks, reserves, bridges.</li> </ul>	Archive	Retain as State archives.

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No	Function/Activity	Description	Disposal Action	Custody
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*NOTIFICATIONS AND ORDERS*

		Includes proposals for names that are forwarded to the Minister under Section 26A (3) of the <i>Land Administration Act 1997</i> .		
81	<b>NOTIFICATIONS AND ORDERS</b>	<p>Notices and orders issued relating to offences under local and other laws, and instructions for rectification and remediation. Notices (including prohibition and works specification notices) and orders may be associated with such matters as:</p> <ul style="list-style-type: none"> <li>• abandoned, dangerous, neglected animals / property / vehicles, including seizures and impounding</li> <li>• breaches of planning or building approval conditions, or contravention of acts or regulations</li> <li>• conservation / heritage / demolition / demolition prevention orders</li> <li>• fire hazards</li> <li>• swimming pools, leach drains, septic systems</li> <li>• pests / rodents / public and environmental health hazards</li> <li>• unlawful works.</li> </ul> <p>Includes complaints and reports from the public in relation to actual / alleged offences, such as noise,</p>		

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No	Function/Activity	Description	Disposal Action	Custody
<i>NOTIFICATIONS AND ORDERS</i>				
		food poisoning etc.  <b>See also related ACTIVITIES:</b> <ul style="list-style-type: none"> <li>• ACQUISITION / DISPOSAL</li> <li>• ANIMAL MANAGEMENT</li> <li>• COMPLIANCE</li> <li>• INFRINGEMENTS / LITIGATION / PROSECUTIONS</li> <li>• INSPECTIONS</li> <li>• MONITORING</li> <li>• PUBLIC REACTION</li> </ul>		
81.1		<b>Significant</b> notices and orders.  Conservation orders / 'stop work orders'.	Archive	Retain as State archives.
81.2		<b>Other</b> notices and orders, not included in previous section.	Destroy	Retain 10 years after action completed, then Destroy.
81.3		Public information - complaints / reports / information received from the public regarding a	Destroy	Retain 7 years after action completed, then

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No	Function/Activity	Description	Disposal Action	Custody
<i>NOTIFICATIONS AND ORDERS</i>				
		possible offence, whether legitimate or otherwise.		Destroy.
81.4		Notifications received from the Department of Health (sometimes known as notifiable disease notices), such as infectious disease notifications and food recall notices.	Destroy	Retain 5 years after action completed, then Destroy.
81.5		Notices of entry to inspect - routine.	Destroy	Retain 2 years after action completed, then Destroy.
81.6		Public Information - notifying the public about prohibited and permissible activities, e.g. prohibited burning-off periods or variations to burning-off periods.	Destroy	Retain 1 year after action completed, then Destroy.
81.7		Heritage prohibition, protection and repair notifications and orders.	Destroy	Retain for the life of the building.
82	<b>PERFORMANCE PLANNING / APPRAISAL</b>	Evaluation of the performance of employees and their achievements in relation to set goals.  <b>See also related ACTIVITIES:</b> <ul style="list-style-type: none"> <li>• EMPLOYMENT CONDITIONS / EQUAL EMPLOYMENT OPPORTUNITY</li> <li>• PERSONNEL MANAGEMENT</li> </ul>		
82.1		Performance appraisal records for <ul style="list-style-type: none"> <li>• chief executive officers</li> </ul>	Archive	Retain as State archives.

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No	Function/Activity	Description	Disposal Action	Custody
<i>PERFORMANCE PLANNING / APPRAISAL</i>				
		<ul style="list-style-type: none"> <li>• deputy chief executive officers</li> <li>• executive directors</li> <li>• those that have achieved fame, notoriety or a high public profile.</li> </ul>		
82.2		<p>Performance appraisal records of employees not included in previous section, where not held on personnel file.</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>• employee assessment reports</li> <li>• action to be taken</li> <li>• counselling on work performance</li> <li>• records of other discussions relating to appraisal.</li> </ul> <p>Substandard performance where formal action is taken relating to poor performance. Includes investigation information.</p>	Destroy	Retain 100 years after date of birth, or 7 years after cessation of employment, whichever is later, or 7 years after death, then Destroy.
82.3		Substandard performance where no formal action is taken.	Destroy	Retain 5 years after action completed, then Destroy.
82.4		Appraisal programs - working papers.	Destroy	Retain 2 years after action completed, then

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No	Function/Activity	Description	Disposal Action	Custody
<i>PERFORMANCE MANAGEMENT OF LOCAL GOVERNMENT</i>				
83	<b>PERFORMANCE MANAGEMENT OF LOCAL GOVERNMENT</b>	<p>Matters relating to the strategic level development of practices for identifying and scrutinising the local government's performance.</p> <p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• EVALUATION / REVIEWING</li> <li>• INQUIRIES</li> <li>• PLANNING</li> </ul>		Destroy.
83.1		Matters relating to the substandard performance of the local government.	Archive	Retain as State archives.
83.2		<p>Performance management practices - development and implementation.</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>• key performance indicators (KPIs)</li> <li>• benchmarking</li> <li>• performance targets, including missed targets</li> <li>• national competitiveness</li> <li>• continuous improvement programs.</li> </ul>	Destroy	Retain 5 years after action completed, then Destroy.

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No	Function/Activity	Description	Disposal Action	Custody
<i>PERSONNEL MANAGEMENT</i>				
84	<b>PERSONNEL MANAGEMENT</b>	<p>Personal information kept on a personnel file for each employee of the local government. See the definition of an employee in Section 3 of the introduction to this GRDA.</p> <p>Personnel files typically include the following core information relating to an employee:</p> <ul style="list-style-type: none"> <li>• appointment and confirmation of employment</li> <li>• employment history</li> <li>• cessation of employment</li> <li>• name and date of birth of the employee</li> <li>• title and classification of the office held by the employee</li> <li>• the term of the employee's appointment.</li> </ul> <p>Personnel files may also include the following records, which, if held separately to the personnel file, are covered elsewhere in this GRDA:</p> <ul style="list-style-type: none"> <li>• awards and honours</li> <li>• application for employment</li> <li>• complaints relating to Work Health and Safety</li> <li>• copies of qualifications and references</li> </ul>		

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No	Function/Activity	Description	Disposal Action	Custody
<i>PERSONNEL MANAGEMENT</i>				
		<ul style="list-style-type: none"> <li>• description of position and duty statement</li> <li>• gratuities and allowances details</li> <li>• higher duties instructions</li> <li>• increment / promotion / probation records</li> <li>• industrial award or agreement under which employee is employed</li> <li>• letter of resignation, dismissal particulars, exit interviews</li> <li>• medical reports i.e. supporting leave requests</li> <li>• payment summaries</li> <li>• references or statement of service supplied by other organisations</li> <li>• superannuation authorities and transfer of superannuation</li> <li>• training course assessments or reports.</li> </ul> <p><b>NOTE:</b> Local governments are advised to be aware of information in personnel files may be potentially relevant to future cases or allegations of child abuse or neglect. See also section 2.5 in the introduction to this GRDA.</p>		



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No	Function/Activity	Description	Disposal Action	Custody
<i>PERSONNEL MANAGEMENT</i>				
		<p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• CELEBRATIONS / CEREMONIES / COMPETITIONS / EVENTS / HONOURS / AWARDS</li> <li>• DISCIPLINE</li> <li>• EMPLOYMENT CONDITIONS / EQUAL EMPLOYMENT OPPORTUNITY</li> <li>• ESTABLISHMENT</li> <li>• GRIEVANCES</li> <li>• LEAVE</li> <li>• PERFORMANCE PLANNING / APPRAISAL</li> <li>• RECRUITMENT / SEPARATIONS</li> <li>• SALARIES / WAGES / PAYROLL</li> <li>• TRAINING AND DEVELOPMENT</li> <li>• VOLUNTEERING / WORK EXPERIENCE</li> <li>• WORK HEALTH AND SAFETY</li> </ul>		
84.1		<p>Personnel files for:</p> <ul style="list-style-type: none"> <li>• chief executive officers</li> </ul>	Archive	Retain as State archives.

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No	Function/Activity	Description	Disposal Action	Custody
<i>PERSONNEL MANAGEMENT</i>				
		<ul style="list-style-type: none"> <li>• deputy chief executive officers</li> <li>• executive directors</li> <li>• those that have achieved fame, notoriety or a high public profile.</li> </ul> <p>Personnel history cards or summary information - summaries of appointment, classification, leave, superannuation, award coverage, qualifications etc.</p>		
84.2		<p>Personnel files for employees not included in previous section.</p> <p><b>NOTE:</b> Employees include volunteers, work experience students, apprentices or trainees, employment scheme participants etc. See section 3 in the introduction to this GRDA.</p>	Destroy	Retain 100 years after date of birth, or 7 years after cessation of employment, whichever is later, or 7 years after death, then Destroy.
84.3		<p>Duplicate personnel files for employees retained for reference purposes.</p> <p><b>NOTE:</b> Care must be taken to ensure these records are <b>exact duplicates</b> of the original file and contain no additional information.</p>	Destroy	Retain until cessation of employment, then Destroy.
85	<b>PHOTOGRAPHS / AUDIO VISUAL</b>	<p>Photographs / audio visual records of:</p> <ul style="list-style-type: none"> <li>• infrastructure, buildings, structures, landmarks</li> <li>• people, places, events.</li> </ul>		

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No	Function/Activity	Description	Disposal Action	Custody
<i>PHOTOGRAPHS / AUDIO VISUAL</i>				
		<p>Includes photographs in all formats, such as digital, photographic prints, negatives, slides, as well as other audio visual material.</p> <p>This category covers individual photographs or photographic collections, which do not form part of a documented group / record. That is, they are not linked to an activity covered elsewhere in this GRDA.</p> <p>Photographs which do form an integral part of a record should be treated as part of that record and sentenced in accordance with the relevant activity.</p>		
85.1		<p>Photographs / audio visual material:</p> <ul style="list-style-type: none"> <li>• where the local government played a lead role in what the photographs / audio visual material documents</li> <li>• document <b>significant</b> events, structures, buildings, people, landmarks etc.</li> <li>• where contextual and descriptive information is available for the photographs to understand their <b>significant</b> content.</li> </ul>	Archive	Retain as State archives.
85.2		<p><b>Other</b> photographs and audio visual material not included in previous section.</p> <p>Includes photographs taken for the purpose of annual reports, unidentifiable landmarks, people, etc. of no historic significance.</p>	Destroy	Retain 2 years after action completed, then Destroy.

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No	Function/Activity	Description	Disposal Action	Custody
<i>PLANNING</i>				
		<p><b>NOTE:</b> If the content of photographs and audio visual material cannot be identified, the local government is to consult with the SRO before destruction proceeds.</p>		
86	<b>PLANNING</b>	<p>Planning to achieve the local government's objectives.</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>• proposals</li> <li>• consultation</li> <li>• major drafts</li> <li>• final plan</li> <li>• approvals.</li> </ul> <p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• CHILD ABUSE OR NEGLECT</li> <li>• COMMITTEES</li> <li>• CONFERENCES / SEMINARS</li> <li>• CUSTOMER SERVICE</li> <li>• DATA MANAGEMENT</li> </ul>		

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No	Function/Activity	Description	Disposal Action	Custody
<i>PLANNING</i>				
		<ul style="list-style-type: none"> <li>• DESIGN / CONSTRUCTION</li> <li>• DEVELOPMENT / BUILDING / SUBDIVISION APPLICATIONS</li> <li>• ESTABLISHMENT</li> <li>• IMPLEMENTATION</li> <li>• MARKETING / PROMOTIONS / CAMPAIGNS</li> <li>• PERFORMANCE MANAGEMENT OF LOCAL GOVERNMENT</li> <li>• PROJECTS / PROJECT MANAGEMENT</li> <li>• RECORDS / INFORMATION MANAGEMENT</li> <li>• RISK MANAGEMENT / RISK ASSESSMENT</li> <li>• URBAN DESIGN</li> <li>• ZONING</li> </ul>		
86.1		<p><b>Significant</b> planning such as:</p> <ul style="list-style-type: none"> <li>• strategic or high-level planning of the local government's core business functions or operations</li> <li>• organisation-wide strategic, corporate and business plans</li> </ul>	Archive	Retain as State archives.

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No	Function/Activity	Description	Disposal Action	Custody
<i>PLANNING</i>				
		<ul style="list-style-type: none"> <li>• disaster planning / emergency management plans - implementation of plan following serious incidents.</li> </ul>		
86.2		<p><b>Other</b> planning such as:</p> <ul style="list-style-type: none"> <li>• operational level core business functions or operations</li> <li>• administrative plans</li> <li>• conferences and seminars arranged by the local government.</li> </ul>	Destroy	Retain 7 years after action completed, then Destroy.
86.3		Financial plans for business units or cost centres within the local government.	Destroy	Retain 2 years after action completed, then Destroy.
87	<b>POLICY</b>	<p>Developing and establishing policies.</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>• research</li> <li>• consultation</li> <li>• drafts</li> <li>• amendments</li> <li>• approvals.</li> </ul>		

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No	Function/Activity	Description	Disposal Action	Custody
<i>POLICY</i>				
		<p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• CHILD ABUSE OR NEGLECT</li> <li>• CIRCULARS</li> <li>• CLAIMS</li> <li>• COMPLIANCE</li> <li>• DISCIPLINE</li> <li>• ELECTED MEMBERS</li> <li>• EMPLOYMENT CONDITIONS / EQUAL EMPLOYMENT OPPORTUNITY</li> <li>• IMPLEMENTATION</li> <li>• LIBRARY</li> <li>• PRIVACY</li> <li>• PROCEDURES</li> <li>• RECORDS / INFORMATION MANAGEMENT</li> <li>• WORK HEALTH AND SAFETY</li> </ul>		
87.1		<p><b>Significant</b> policies, codes of conduct / codes of practice, developed or adopted for internal or external use, relating to:</p>	Archive	Retain as State archives.

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No	Function/Activity	Description	Disposal Action	Custody
<i>POLICY</i>				
		<ul style="list-style-type: none"> <li>• core business functions or operations</li> <li>• strategic or high-level administration.</li> </ul>		
87.2		Mid / low-level or operational level administrative policy developed or adopted for internal use in the administration of the local government.	Destroy	Retain 7 years after superseded, then Destroy.
88	<b>PRIVACY</b>	<p>Application of the principles of privacy to local government business.</p> <p><b>NOTE:</b> Local governments should not collect personal information unless it is absolutely necessary for business purposes. In most cases, it is sufficient to simply note and record that a person has the relevant qualifications, licences etc.</p> <p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• AGREEMENTS / CONTRACTS / JOINT VENTURES / DEEDS</li> <li>• COMPLIANCE</li> <li>• FREEDOM OF INFORMATION</li> <li>• LIBRARY</li> <li>• MEDIA RELATIONS</li> <li>• POLICY</li> </ul>		



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No	Function/Activity	Description	Disposal Action	Custody
<i>PRIVACY</i>				
		<ul style="list-style-type: none"> <li>• PROCEDURES</li> <li>• PUBLIC HEALTH EMERGENCY DATA</li> <li>• PUBLISHING / PUBLICATIONS</li> <li>• RECORDS / INFORMATION MANAGEMENT</li> </ul>		
88.1		Media release forms or photo consent forms to authorise the use of a member of the public's photograph within a publication. These are often used for promotional purposes or for articles in the local newspaper.	Destroy	Retain 7 years after action completed, then Destroy.
88.2		<p>Documents sighted by a local government as proof of an individual's identity. Also known as 100 point identity check.</p> <p>Documents may include:</p> <ul style="list-style-type: none"> <li>• birth certificate</li> <li>• driver's license</li> <li>• marriage certificate</li> <li>• Medicare card</li> <li>• passport</li> <li>• rates notice</li> </ul>	Destroy	After verification and validation process concluded, Destroy.

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No	Function/Activity	Description	Disposal Action	Custody
<i>PRIVACY</i>				
		<ul style="list-style-type: none"> <li>• utility bills, etc.</li> <li>• qualifications</li> <li>• citizenship details.</li> </ul>		
88.3		Receipt of a person's personal information where it was not requested.	Destroy	Redact or Destroy upon receipt.
89	<b>PROCEDURES</b>	<p>Procedures and procedure manuals established for internal or external use. These could be developed by the local government or externally produced.</p> <p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• AUDIT</li> <li>• CHILD ABUSE OR NEGLECT</li> <li>• CIRCULARS</li> <li>• CLAIMS</li> <li>• COMPLIANCE</li> <li>• DISCIPLINE</li> <li>• ELECTIONS</li> <li>• EMPLOYMENT CONDITIONS / EQUAL EMPLOYMENT OPPORTUNITY</li> </ul>		

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No	Function/Activity	Description	Disposal Action	Custody
<i>PROCEDURES</i>				
		<ul style="list-style-type: none"> <li>• IMPLEMENTATION</li> <li>• POLICY</li> <li>• PRIVACY</li> <li>• RECORDS / INFORMATION MANAGEMENT</li> <li>• WORK HEALTH AND SAFETY</li> </ul>		
89.1		<p>Procedures developed or adopted by the local government which apply to its core business activities and operations.</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>• research</li> <li>• proposals</li> <li>• consultation and comment</li> <li>• major drafts</li> <li>• approved final version.</li> </ul>	Archive	Retain as State archives.
89.2		<p>Procedures developed or adopted by the local government which apply to its administration, e.g. financial and human resource management.</p>	Destroy	Retain 7 years after superseded, then Destroy.
90	<b>PROGRAMS AND SERVICES</b>	<p>The provision of programs and services to the community by the local government.</p>		

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No	Function/Activity	Description	Disposal Action	Custody
<i>PROGRAMS AND SERVICES</i>				
		<p>Includes:</p> <ul style="list-style-type: none"> <li>• counselling, health and wellbeing</li> <li>• medical services, podiatry, disability services</li> <li>• 'Meals on Wheels', community transport</li> <li>• legal and financial counselling</li> <li>• unemployment, youth, multicultural programs and services</li> <li>• subsidised lodging houses, nursing homes, refuges / safe houses</li> <li>• crime prevention</li> <li>• burning-off</li> <li>• gym, swimming pool, leisure / recreation centres, sporting clubs</li> <li>• courses</li> <li>• community groups.</li> </ul> <p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• ACCIDENTS / EMERGENCIES / INCIDENTS</li> <li>• CHILD ABUSE OR NEGLECT</li> </ul>		

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No	Function/Activity	Description	Disposal Action	Custody
<i>PROGRAMS AND SERVICES</i>				
		<ul style="list-style-type: none"> <li>• CLIENTS</li> <li>• COMPLIANCE</li> <li>• EDUCATION</li> <li>• LIBRARY</li> <li>• MUSEUM AND GALLERIES MANAGEMENT</li> <li>• WASTE MANAGEMENT</li> </ul>		
90.1		Aged housing donor subsidy schemes.	Archive	Retain as State archives.
90.2		<p>Child care services / children's leisure activities - administration.</p> <p>The administration of child care services and children's leisure activities provided by the local government including:</p> <ul style="list-style-type: none"> <li>• licence to operate a child care service</li> <li>• records of attendance for each child</li> <li>• statements prepared or obtained by the service</li> <li>• certificates given by the child care service under the Family Assistance Law</li> <li>• copies of reports</li> </ul>	Destroy	Retain 7 years after the end of the year in which the care was provided, then Destroy.

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No	Function/Activity	Description	Disposal Action	Custody
<i>PROGRAMS AND SERVICES</i>				
		<ul style="list-style-type: none"> <li>• attendance records</li> <li>• memberships / nominations</li> <li>• information provided to clients</li> <li>• copies of receipts issued to those who paid child care fees</li> <li>• enrolment forms (includes swimming lessons and other leisure activities and classes)</li> <li>• notes of absence</li> <li>• selection of carers</li> <li>• insurance policies</li> <li>• accounting records</li> <li>• agreements.</li> </ul> <p>See <b>CLIENTS</b> for records containing personal information of clients.</p>		
90.3		<p>Administration - of community services (excluding child care and waste services) provided by the local government.</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>• rosters and timetables</li> </ul>	Destroy	Retain 7 years after action completed, then Destroy.

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No	Function/Activity	Description	Disposal Action	Custody
<i>PROGRAMS AND SERVICES</i>				
		<ul style="list-style-type: none"> <li>• equipment</li> <li>• correspondence with other health organisations</li> <li>• selection of carers</li> <li>• activities.</li> </ul> <p>Attendance / participation records (excluding child care) relating to services provided by the local government to the community.</p> <p><b>NOTE:</b> Local governments are advised to be aware of program administration records which may be potentially relevant to future cases or allegations of child abuse or neglect. See also section 2.5 in the introduction to this GRDA.</p> <p>See <b>CLIENTS</b> for records containing personal information of clients.</p>		
90.4		Fitness appraisals conducted at recreation centres.	Destroy	Retain 2 years after action completed or expiry of membership, whichever is later, then Destroy.
90.5		Attendance / participation records (excluding child care) relating to services provided by the local government to the community.	Destroy	Retain 2 years after action completed, then Destroy.

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No	Function/Activity	Description	Disposal Action	Custody
<i>PROJECTS / PROJECT MANAGEMENT</i>				
91	<b>PROJECTS / PROJECT MANAGEMENT</b>	<p>Planning, organising and managing resources to bring about the completion of a project utilising a combination of techniques, procedures, people and systems.</p> <p>Includes defining, planning, approval, implementation and evaluation of a project.</p> <p>Includes:</p> <ul style="list-style-type: none"><li>• project briefs / project plans / project initiation documents</li><li>• project / progress reports</li><li>• project meeting documentation</li><li>• project schedules / timelines</li><li>• change requests</li><li>• project risk assessments / registers and issues logs</li><li>• project budget documentation</li><li>• project closure / evaluation reports.</li></ul> <p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"><li>• AUDIT</li></ul>		



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No	Function/Activity	Description	Disposal Action	Custody
<i>PROJECTS / PROJECT MANAGEMENT</i>				
		<ul style="list-style-type: none"> <li>• DESIGN / CONSTRUCTION</li> <li>• EVALUATION / REVIEWING</li> <li>• IMPLEMENTATION</li> <li>• INSPECTIONS</li> <li>• PLANNING</li> </ul>		
91.1		<p><b>Significant</b> projects, including those not proceeded with, cancelled or withdrawn e.g. Perth Freight Link (Roe 8 Highway extension).</p> <p>Includes where the local government</p> <ul style="list-style-type: none"> <li>• is the lead organisation for the project</li> <li>• has had major input into the planning, development and implementation of the project</li> <li>• is a principal driver of the project and performs secretariat duties for the board / committee responsible for managing project records</li> <li>• is a driver of the project and administers the funding for the project.</li> </ul>	Archive	Retain as State archives.
91.2		<b>Other</b> projects not included in previous section.	Destroy	Retain 7 years after action completed, then Destroy.

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No	Function/Activity	Description	Disposal Action	Custody
<i>PUBLIC HEALTH EMERGENCY DATA</i>				
92	<b>PUBLIC HEALTH EMERGENCY DATA</b>	<p>Information collected from employees and / or visitors as part of a public health emergency.</p> <p>For example:</p> <ul style="list-style-type: none"> <li>• employees of, and visitors to, local government premises or facilities</li> <li>• attendees at an event or conference hosted or coordinated by the local government.</li> </ul> <p><b>NOTE:</b></p> <ul style="list-style-type: none"> <li>• employees include volunteers, work experience students, apprentices or trainees, employment scheme participants etc. See section 3 in the introduction to this GRDA.</li> <li>• information collected may contain personal information such as names, contact details and medical information. Local governments should <b>NOT</b> collect personal information unless it is absolutely necessary. Where collected, this information should only be retained for as long as lawfully required.</li> </ul> <p>See <b>CLIENTS</b> for records containing personal information of clients.</p> <p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• CLIENTS</li> </ul>		

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No	Function/Activity	Description	Disposal Action	Custody
<i>PUBLIC HEALTH EMERGENCY DATA</i>				
		<ul style="list-style-type: none"> <li>• PRIVACY</li> </ul>		
92.1		<p>Questionnaires / health declarations / health data collected from employees and / or visitors before entering local government premises or facilities. Screening questions may cover details such as:</p> <ul style="list-style-type: none"> <li>• recent interstate and overseas travel</li> <li>• general health</li> <li>• recent testing</li> <li>• recent contact with persons with a confirmed case of a notifiable / infectious disease.</li> </ul> <p>Evidence of public health emergency vaccination or exemption status for employees and / or visitors, where required.</p> <p><b>NOTE:</b></p> <ul style="list-style-type: none"> <li>• redact Individual Health Identifiers from any information that must be retained</li> <li>• remove from personnel file and / or other systems and destroy where no longer required to provide evidence of vaccination status.</li> </ul>	Destroy	Retain for the duration of the Public Health State of Emergency or when otherwise authorised in accordance with government directions, then Destroy.
92.2		Case records.	Destroy	Retain until no longer required, then Destroy.

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No	Function/Activity	Description	Disposal Action	Custody
<i>PUBLIC REACTION</i>				
		Evidence of an employee's specific action, for example, isolating, because of an affected person with a notifiable / infectious disease (family member, close contact etc.) where the affected person is named and those details have been retained.		
93	<b>PUBLIC REACTION</b>	<p>Handling reaction to the local government's policies and services. Includes complaints, suggestions or appreciation from clients or the public.</p> <p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• CHILD ABUSE OR NEGLECT</li> <li>• COMMUNITY CONSULTATION</li> <li>• CUSTOMER SERVICE</li> <li>• ENQUIRIES</li> <li>• GREETINGS / GIFTS / INVITATIONS</li> <li>• INFRINGEMENTS / LITIGATION / PROSECUTIONS</li> <li>• MAINTENANCE</li> <li>• NOTIFICATION AND ORDERS</li> </ul>		
93.1		<b>Significant</b> public reaction, which (among other things) sets a precedent, raises legal issues or leads to a change in policy or procedures.	Archive	Retain as State archives.

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No	Function/Activity	Description	Disposal Action	Custody
<i>PUBLIC REACTION</i>				
93.2		<p>External or internal complaints or allegations of child abuse or neglect involving an employee engaged by the local government.</p> <p><b>NOTE:</b> Employees include volunteers, work experience students, apprentices or trainees, employment scheme participants etc. See section 3 in the introduction to this GRDA.</p>	Destroy	Retain 100 years after action completed, then Destroy.
93.3		<b>Other</b> public reaction not included in previous sections, requiring investigation and specific response.	Destroy	Retain 7 years after action completed, then Destroy.
93.4		<p>Public reaction which:</p> <ul style="list-style-type: none"> <li>• requires routine or no response</li> <li>• concerns minor administrative matters</li> <li>• is anonymous correspondence not included in previous sections</li> <li>• conveys appreciation, condolences or compliments.</li> </ul>	Destroy	Retain 2 years after action completed, then Destroy.
94	<b>PUBLISHING / PUBLICATIONS</b>	<p>Works in all media including websites, developed by or for the local government, issued or made available for distribution or sale.</p> <p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• ADDRESSES / PRESENTATIONS / SPEECHES</li> </ul>		

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No	Function/Activity	Description	Disposal Action	Custody
<i>PUBLISHING / PUBLICATIONS</i>				
		<ul style="list-style-type: none"> <li>• ARRANGEMENTS</li> <li>• CIRCULARS</li> <li>• CONFERENCES / SEMINARS</li> <li>• CORPORATE IDENTITY</li> <li>• CUSTOMER SERVICE</li> <li>• DATA MANAGEMENT</li> <li>• EDUCATION</li> <li>• FREEDOM OF INFORMATION</li> <li>• INTELLECTUAL PROPERTY</li> <li>• MARKETING / PROMOTIONS / CAMPAIGNS</li> <li>• MEDIA RELATIONS</li> <li>• PRIVACY</li> <li>• REPORTING</li> <li>• RESEARCH</li> <li>• SURVEYS / STATISTICS</li> </ul>		
94.1		Published material <b>REQUIRED</b> for legal deposit.		Deposit with the State Librarian in accordance

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No	Function/Activity	Description	Disposal Action	Custody
<i>PUBLISHING / PUBLICATIONS</i>				
		<p><b>NOTE:</b> Regulations issued under the <i>Legal Deposit Act 2012</i> will provide guidance on the published materials to be deposited.</p>		with the requirements of the Legal Deposit Act 2012.
94.2		<p>Master copies of material <b>NOT REQUIRED</b> to be deposited under the <i>Legal Deposit Act 2012</i>.</p> <p>Employee newsletters and directories - in house.</p> <p>Logs of changes made to the local government's website.</p>	Destroy	Retain 7 years after action completed, then Destroy.
94.3		<p>Supporting documentation of publications. Includes:</p> <ul style="list-style-type: none"> <li>• notes and reference materials</li> <li>• drafts</li> <li>• working copies with annotations</li> <li>• proposed amendments.</li> </ul> <p>Arrangements for the:</p> <ul style="list-style-type: none"> <li>• design and production of local government publications, such as printing, copying and binding</li> <li>• production of films, videos, multi-media and online services.</li> </ul>	Destroy	Retain 2 years after action completed, then Destroy.
94.4		Business transacted on websites. Includes completed		Dispose in accordance

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No	Function/Activity	Description	Disposal Action	Custody
<i>RATES PAYMENTS</i>				
		<p>and submitted online forms such as requests for services, feedback forms, customer surveys and emails or database entries resulting from data entry by the customer.</p> <p>Record copies (i.e. copies saved into a record keeping system) of pages from the local government's website, and records of substantial changes made.</p>		with the disposal action given under the relevant activities in this GRDA.
95	<b>RATES PAYMENTS</b>	<p>The coordination and collection of rates payments made to the local government.</p> <p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• DEBTORS</li> <li>• REVENUE / FEES &amp; CHARGES / LEVIES</li> <li>• VALUATIONS</li> </ul>		
95.1		<p><b>Significant</b> rate classifications / differential rates.</p> <p>Determinations of rating status and the classification of land for rating purposes, including:</p> <ul style="list-style-type: none"> <li>• farmlands and rural</li> <li>• non-rateable</li> <li>• industrial and commercial</li> </ul>	Archive	Retain as State archives.



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No	Function/Activity	Description	Disposal Action	Custody
<i>RATES PAYMENTS</i>				
		<ul style="list-style-type: none"> <li>• residential use.</li> </ul> Rate books, rate cards or rates captured in electronic format.		
95.2		Rates exemptions - correspondence and applications from parties requesting exemption from rates payments.  Rates ledger.	Destroy	Retain 30 years after action completed, then Destroy.
95.3		Long term rates listings - includes lists of unknown owners and rateable properties.	Destroy	Retain 20 years after action completed, then Destroy.
95.4		<p><b>Other</b> rate classifications / differential rates - cases, changes and requests for a change of classification status, whether successful or unsuccessful.</p> <p>Authorisations to act on behalf of ratepayer - includes amendments and cancellations. Sometimes known as third party authorisations, these authorise another person or organisation to make enquiries, provide information and request services regarding a property and its rates account.</p> <p>Electronic Advice of Sale (EAS) or equivalent - notices and account enquiries.</p> <p>Land information certificates / orders and requisitions - for rates purposes, detailing information such as work orders, outstanding rates or other</p>	Destroy	Retain 7 years after action completed, then Destroy.

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No	Function/Activity	Description	Disposal Action	Custody
<i>RATES PAYMENTS</i>				
		encumbrances on a property. Urban farmland rates - associated correspondence. Rates payments - receipts. Payment incentive schemes. Payment instalments and alternative payment arrangements - requests and correspondence. Pensioner rebates, other rebates and deferments.		
95.5		Rates notices - copy of rates notice sent to ratepayer.	Destroy	Retain 6 years after successful audit, then Destroy.
95.6		Mining tenement rates - associated correspondence. Change of postal address / change of ownership notifications for rates notices.	Destroy	Retain 2 years after action completed, then Destroy.
95.7		Payment history - requests for information regarding payment history, or for copies of previous rates notices.	Destroy	Retain 6 months after action completed, then Destroy.
95.8		Superseded rates listings - includes non-rateable properties listings, rate paying leases listings, rural rating listings and strata assessment listings.	Destroy	Retain until superseded, then Destroy.
95.9		Databases - rate records held in a database as the only format, are considered to be archives. However, these records will remain under the control of the	Archive	Retain in organisation.

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No	Function/Activity	Description	Disposal Action	Custody
<i>RECORDS / INFORMATION MANAGEMENT</i>				
		<p>individual local government.</p> <p><b>NOTE: Individual local governments are responsible for maintaining these records so that they will be accessible for all time and for managing the migration process to new hardware and software platforms whenever these are upgraded.</b></p>		
96	<b>RECORDS / INFORMATION MANAGEMENT</b>	<p>Management of records and information created or received by the local government.</p> <p>Includes registration, classification, indexing, storage, retrieval and disposal of records.</p> <p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• ACQUISITION / DISPOSAL</li> <li>• AUDIT</li> <li>• DATA MANAGEMENT</li> <li>• FREEDOM OF INFORMATION</li> <li>• LIBRARY</li> <li>• PLANNING</li> <li>• POLICY</li> <li>• PRIVACY</li> </ul>		

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No	Function/Activity	Description	Disposal Action	Custody
<i>RECORDS / INFORMATION MANAGEMENT</i>				
		<ul style="list-style-type: none"> <li>• PROCEDURES</li> <li>• SECURITY / SURVEILLANCE</li> <li>• TRAINING AND DEVELOPMENT</li> </ul>		
96.1		Record keeping systems - development and implementation.	Destroy	Retain 7 years after system superseded, then Destroy.
96.2		Management of control and access to records, including appraisal of sensitive and restricted records.	Destroy	Retain 7 years after action completed, then Destroy.
96.3		Mail processing records, including receipts, postage stamp registers, mail lodgement and bulk mailout coordination.	Destroy	Retain 6 years after action completed, then Destroy.
96.4		<p>Record keeping plan - major drafts and working papers.</p> <p>Records management customer service programs e.g. help desk - development, management and implementation.</p> <p>Records storage and disposal arrangements in onsite and offsite storage areas. Includes usage, selection, transfers, retrievals, reviews, security and disposal arrangements.</p>	Destroy	Retain 5 years after action completed, then Destroy.
96.5		Metadata from the local government record keeping applications and business information systems that		Retain for life of record,

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No	Function/Activity	Description	Disposal Action	Custody
<i>RECORDS / INFORMATION MANAGEMENT</i>				
		manage information and records.		then Destroy.
96.6		Assessing information sensitivity - management of control and access to records, including appraisal of sensitive and restricted records.		Retain while records exist, then Destroy.
96.7		<p>Primary control records to provide meaning, context and access to records over time.</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>• Local government approved record keeping plan and associated documentation, such as record keeping policies and procedures, business classification schemes, thesauri, lists of authorised subject headings, indexes or file plans, vital records plan, and disposal authorities</li> <li>• lists of records transferred to the State Records Office as archives</li> <li>• lists and certificates of records destroyed</li> <li>• lists of records transferred to or from another local government or organisation</li> <li>• documentation about processes for reproduction of original (hard copy) records and destruction of original hard copy records (source records), including scanning conversion certificates</li> </ul>	Retain	Retain in organisation.

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No	Function/Activity	Description	Disposal Action	Custody
<i>RECRUITMENT / SEPARATIONS</i>				
		<ul style="list-style-type: none"> <li>• disposal authorities developed by the local government, including ad hoc schedules, disposal lists</li> <li>• information asset register</li> <li>• knowledge management records created as part of knowledge management practices, e.g. transcripts of interviews with employees, collections of frequently asked questions.</li> </ul>		
97	<b>RECRUITMENT / SEPARATIONS</b>	<p>Process of employing suitable employees to fill local government positions.</p> <p>Managing the departure of employees from the local government due to resignation, retirement, redeployment, redundancy or termination.</p> <p><b>NOTE:</b> Employees include volunteers, work experience students, apprentices or trainees, employment scheme participants etc. See section 3 in the introduction to this GRDA.</p> <p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• AGREEMENTS / CONTRACTS / JOINT VENTURES / DEEDS</li> <li>• DISCIPLINE</li> <li>• EMPLOYMENT CONDITIONS / EQUAL EMPLOYMENT OPPORTUNITY</li> </ul>		

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No	Function/Activity	Description	Disposal Action	Custody
<i>RECRUITMENT / SEPARATIONS</i>				
		<ul style="list-style-type: none"> <li>• ESTABLISHMENT</li> <li>• MARKETING / PROMOTIONS / CAMPAIGNS</li> <li>• PERSONNEL MANAGEMENT</li> <li>• SALARIES / WAGES / PAYROLL</li> <li>• VOLUNTEERING / WORK EXPERIENCE</li> <li>• WORK HEALTH AND SAFETY</li> </ul>		
97.1		<p>Successful applications and recruitment records for:</p> <ul style="list-style-type: none"> <li>• chief executive officers</li> <li>• deputy chief executive officers</li> <li>• executive directors</li> <li>• those that have achieved fame, notoriety or a high public profile.</li> </ul> <p>Includes advertisements, interview notes, reports and final appointment.</p> <p>Personnel history cards or personnel summary information - records relating to appointment, classification, leave, superannuation, award coverage, qualifications etc.</p> <p>See PERSONNEL MANAGEMENT for personnel files.</p>	Archive	Retain as State archives.

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No	Function/Activity	Description	Disposal Action	Custody
<i>RECRUITMENT / SEPARATIONS</i>				
97.2		Medical examinations - certificates for pre-employment medicals, where not held on personnel file.	Destroy	Retain 15 years after action completed, then Destroy.
97.3		<p>Application and recruitment records, where kept separate to personnel file and not included in previous sections:</p> <ul style="list-style-type: none"> <li>• <b>successful</b> applications and recruitment records for advertised positions</li> <li>• security checks carried out as part of pre-employment vetting or periodic reviews. Includes checks carried out by WA Police or police authorities in other jurisdictions</li> <li>• Working with Children checks</li> <li>• examinations to certify competency i.e. copies of examination papers.</li> </ul> <p>Employment scheme records including correspondence with and submissions to employment agencies / funding / selection of participants.</p> <p>Skilled migration programs for employing skilled migrants. Includes:</p> <ul style="list-style-type: none"> <li>• visa applications received, processed and forwarded to the Department of Home Affairs (or relevant Department) for approval. Applies to all types of visa applications</li> </ul>	Destroy	Retain 7 years after action completed, then Destroy.



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No	Function/Activity	Description	Disposal Action	Custody
<i>RECRUITMENT / SEPARATIONS</i>				
		<p>including Regional Sponsored Migration Scheme visas and Temporary Skill Shortage Visa (TSS Visa).</p> <ul style="list-style-type: none"> <li>• notifications from Department of Home Affairs on outcome of application.</li> </ul> <p><b>Separation</b> records where kept separate to personnel file. Includes:</p> <ul style="list-style-type: none"> <li>• exit interviews</li> <li>• resignations and terminations, including resignation letters</li> <li>• retirement notices.</li> </ul> <p>Redundancy / redeployment / severance and retirement packages / schemes, including lists of employees offered redundancy.</p>		
97.4		Acting / relief arrangements, where kept separate to personnel file - information relating to the arrangement of acting positions e.g. higher duties.	Destroy	Retain 3 years after action completed, then Destroy.
97.5		Appeals relating to recruitment decisions or promotions, where kept separate to personnel file.	Destroy	Retain 2 years after action completed, then Destroy.
97.6		<p>Applications and recruitment records of:</p> <ul style="list-style-type: none"> <li>• unsuccessful applicants</li> </ul>	Destroy	Retain 2 years after action completed, then Destroy.

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No	Function/Activity	Description	Disposal Action	Custody
<i>RECRUITMENT / SEPARATIONS</i>				
		<ul style="list-style-type: none"> <li>• successful applicants that have subsequently declined appointment.</li> </ul>		
97.7		Unsolicited applications for employment.	Destroy	Retain 6 months after action completed, then Destroy.
97.8		Criminal history records revealing serious criminal history of applicant/s.	Destroy	Once application withdrawn or when reference ceases, whichever is later.
97.9		Interview notes - informal notes taken by the interview panel for temporary use e.g. memory prompts.	Destroy	Retain until expiry of appeal period, then Destroy.
97.10		Emergency / next of kin details for employees and elected members.	Destroy	Retain until cessation of employment / term of office, then Destroy.
98	<b>REGISTERED TRAINING ORGANISATION (RTO)</b>	<p>Activities carried out by local governments that are Registered Training Organisations (RTOs).</p> <p><b>NOTE:</b> Local governments are advised to be aware of student records which may be potentially relevant to future cases or allegations of child abuse or neglect. See also section 2.5 in the introduction to this GRDA.</p>		
98.1		Student records containing information directly relating to students. Includes:	Destroy	Retain 30 years after action completed, then

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No	Function/Activity	Description	Disposal Action	Custody
<i>REGISTERED TRAINING ORGANISATION (RTO)</i>				
		<ul style="list-style-type: none"> <li>• student's full name, address, email address, phone number, date of birth etc.</li> <li>• unique student identifier (USI)</li> <li>• results</li> <li>• statements of attainment</li> <li>• student ID number</li> <li>• qualification title and date completed.</li> </ul>		Destroy.
98.2		Developing courses for delivery to participants.  Development of training products.	Destroy	Retain 7 years after course delivery ceases, then Destroy.
98.3		Local government accreditation as an approved RTO and maintaining that status.  Strategies and operational plans supporting the development, delivery and continuous improvement of accredited courses.  Liaison with and interaction with students.	Destroy	Retain 7 years after action completed, then Destroy.
98.4		Student attendance rolls.  Assessment and / or training record books.  Assessment tools.	Destroy	Retain 5 years after action completed, then Destroy.

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No	Function/Activity	Description	Disposal Action	Custody
<i>REGISTERED TRAINING ORGANISATION (RTO)</i>				
		Recognition of prior learning assessment.		
98.5		Completed student assessments, workbooks, etc., where not returned to students.	Destroy	Retain 6 months after assessment completed, then Destroy.
99	<b>REGISTERS</b>	<p>Registers created within the local government for the purpose of listing, cataloguing or creating an inventory.</p> <p>Retain in accordance with the subject matter to which they relate.</p> <p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• ACCIDENTS / EMERGENCIES / INCIDENTS</li> <li>• ACQUISITION / DISPOSAL</li> <li>• AGREEMENTS / CONTRACTS / JOINT VENTURES / DEEDS</li> <li>• ANIMAL MANAGEMENT</li> <li>• APPLICATIONS / APPROVALS / LICENCES / PERMITS</li> <li>• ASSET MANAGEMENT</li> <li>• AUTHORISATIONS / DELEGATIONS</li> <li>• CEMETERIES AND CREMATORIA</li> </ul>		

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No	Function/Activity	Description	Disposal Action	Custody
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*REGISTERS*

		<ul style="list-style-type: none"> <li>• COMPLIANCE</li> <li>• CREDITORS</li> <li>• DEBTORS</li> <li>• DEPRECIATION</li> <li>• DEVELOPMENT / BUILDING / SUBDIVISION APPLICATIONS</li> <li>• ELECTED MEMBERS</li> <li>• ELECTIONS</li> <li>• FREEDOM OF INFORMATION</li> <li>• GREETINGS / GIFTS / INVITATIONS</li> <li>• INFRINGEMENTS / LITIGATION / PROSECUTIONS</li> <li>• INTELLECTUAL PROPERTY</li> <li>• INVESTMENTS</li> <li>• LEGISLATION (including Local Laws)</li> <li>• LIBRARY</li> <li>• LOANS</li> </ul>		
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No	Function/Activity	Description	Disposal Action	Custody
<i>REPORTING</i>				
		<ul style="list-style-type: none"> <li>• NOTIFICATIONS AND ORDERS</li> <li>• PUBLIC REACTION</li> <li>• PUBLISHING / PUBLICATIONS</li> <li>• RECORDS / INFORMATION MANAGEMENT</li> <li>• RISK MANAGEMENT / RISK ASSESSMENT</li> <li>• SUBMISSIONS</li> <li>• TENDERING / QUOTATIONS</li> <li>• TRUSTS</li> <li>• USAGE</li> <li>• VALUATIONS</li> <li>• VISITS / TOURS</li> <li>• WORK HEALTH AND SAFETY</li> <li>• ZONING</li> </ul>		
100	<b>REPORTING</b>	<p>Providing a formal response to a situation or request (internal, external or as a requirement of corporate policies), and providing formal statements or findings of the results of the examination or investigation.</p> <p><b>See also related ACTIVITIES:</b></p>		

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No	Function/Activity	Description	Disposal Action	Custody
<i>REPORTING</i>				
		<ul style="list-style-type: none"> <li>• ADVICE</li> <li>• CHILD ABUSE OR NEGLECT</li> <li>• COMMUNITY CONSULTATION</li> <li>• DEPRECIATION</li> <li>• EVALUATION / REVIEWING</li> <li>• FINANCIAL REPORTING</li> <li>• FREEDOM OF INFORMATION</li> <li>• IMPLEMENTATION</li> <li>• MONITORING</li> <li>• PUBLISHING / PUBLICATIONS</li> <li>• SURVEYS / STATISTICS</li> <li>• TAXATION</li> </ul>		
100.1		Strategic-level and statutory reporting on operations, functions or services.	Archive	Retain as State archives.
100.2		Formal reporting about child abuse or neglect cases or allegations as required.	Destroy	Retain 100 years after action completed, then Destroy.
100.3		Operational-level reporting on local government	Destroy	Retain 7 years after

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No	Function/Activity	Description	Disposal Action	Custody
<i>RESEARCH</i>				
		<p>activities, functions, operations and services.</p> <p>Formal reports to external organisations required as a statutory obligation.</p> <p>Reports required by central control agencies on a regular basis, such as Freedom of Information, human resource management, fleet management.</p>		action completed, then Destroy.
101	<b>RESEARCH</b>	<p>Investigations into a subject or area to discover and present information.</p> <p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• INDUSTRIES</li> <li>• MARKETING / PROMOTIONS / CAMPAIGNS</li> <li>• PUBLISHING / PUBLICATIONS</li> </ul>		
101.1		<p><b>Significant</b> research, concerning:</p> <ul style="list-style-type: none"> <li>• strategic direction and local government-wide issues</li> <li>• critical business functions</li> <li>• development of policies, plans, strategies and legislation</li> <li>• analysis of trends and research where source material is unique or difficult to obtain</li> </ul>	Archive	Retain as State archives.



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No	Function/Activity	Description	Disposal Action	Custody
<i>RESEARCH</i>				
		<ul style="list-style-type: none"> <li>• original scientific or technical research forming the basis of local government publications.</li> </ul>		
101.2		<p><b>Other</b> research concerning business functions and processes, operational issues, administrative matters, functional analysis, and readily available reference material, not included in previous section.</p>	Destroy	Retain 5 years after action completed, then Destroy.
101.3		Routine research, such as collating information for library / information queries or literature searches.	Destroy	Retain 1 year after action completed, then Destroy.
102	<b>REVENUE / FEES &amp; CHARGES / LEVIES</b>	<p>Generation and management of income received from the sale of goods and charging for services. Also includes the collection of rent.</p> <p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• ACCOUNTING</li> <li>• BANKING / BANK ACCOUNTS</li> <li>• DEBTORS</li> <li>• FINANCIAL REPORTING</li> <li>• INFRINGEMENTS / LITIGATION / PROSECUTIONS</li> <li>• LEASING / LEASING OUT</li> <li>• LIBRARY</li> </ul>		

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No	Function/Activity	Description	Disposal Action	Custody
<i>REVENUE / FEES &amp; CHARGES / LEVIES - REVENUE</i>				
		<ul style="list-style-type: none"> <li>• MUSEUM AND GALLERIES MANAGEMENT</li> <li>• RATES PAYMENTS</li> </ul>		
102.1	<b>Revenue</b>			
102.1.1		<b>Significant</b> misappropriation, theft, irrecoverable revenue, write-offs, overpayments or other financial losses.	Archive	Retain as State archives.
102.1.2		<b>Other</b> financial losses, not included in previous section.	Destroy	Retain 6 years after successful audit, then Destroy.
102.1.3		Receipts and revenue - office copies of: <ul style="list-style-type: none"> <li>• official and other payment receipts</li> <li>• licences</li> <li>• permits</li> <li>• refunds</li> <li>• other money forms</li> <li>• revenue cash books</li> <li>• estimated revenues</li> <li>• direct credits</li> </ul>	Destroy	Retain 6 years after successful audit, then Destroy.

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No	Function/Activity	Description	Disposal Action	Custody
<i>REVENUE / FEES &amp; CHARGES / LEVIES - FEES AND CHARGES</i>				
		<ul style="list-style-type: none"> <li>• cash register and computerised imprints / summaries (also known as daily income summaries or daily income statements)</li> <li>• cash receipts summaries.</li> </ul> <p><b>NOTE:</b> Credit cardholder details must be managed in accordance with the Payment Card Industry Data Security Standards (PCI DSS).</p>		
102.2	<b>Fees and Charges</b>	The management of payment for items, services, fines, facilities and infrastructure provided by the local government.		
102.2.1		Fees and charges - development, management and related correspondence.  Payment records for fees and charges (including those relating to the payment of fines).	Destroy	Retain 6 years after successful audit, then Destroy.
102.2.2		Lists of regulatory fees and charges.	Destroy	Retain 2 years after superseded, then Destroy.
102.3	<b>Levies</b>	Obtaining and managing money raised for the imposition of a charge on a service.		
102.3.1		Levying of rates - imposition of rates levying.	Archive	Retain as State archives.
102.3.2		Levies- records of money raised.	Destroy	Retain 6 years after successful audit, then

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No	Function/Activity	Description	Disposal Action	Custody
<i>RISK MANAGEMENT / RISK ASSESSMENT</i>				
103	<b>RISK MANAGEMENT / RISK ASSESSMENT</b>	<p>Identification and assessment of risks and implementation of appropriate practices to reduce the impact of material or economic loss arising from an incident.</p> <p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• ACCIDENTS / EMERGENCIES / INCIDENTS</li> <li>• AUDIT</li> <li>• DATA MANAGEMENT</li> <li>• PLANNING</li> <li>• WORK HEALTH AND SAFETY</li> </ul>		Destroy.
103.1		<p>Implementation of risk management or disaster recovery plan and strategies following major disasters or serious incidents.</p> <p>Strategic studies, risk studies and risk assessments relating to the local government.</p> <p>Risk assessment / risk management practices associated with creating and managing a safe environment for children, including those resulting from the recommendations in the Final Report of the Royal Commission into Institutional Responses to Child Sexual Abuse.</p>	Archive	Retain as State archives.

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No	Function/Activity	Description	Disposal Action	Custody
<i>RISK MANAGEMENT / RISK ASSESSMENT</i>				
103.2		<p>Risk analysis - studies undertaken to analyse or assess risks in relation to the operations of the local government, not included in a risk management plan.</p> <p>Risk management or disaster recovery plan (or similar).</p> <p>Records identifying risks and the development of appropriate risk management practices.</p>	Destroy	Retain 7 years after action completed, then Destroy.
103.3		Implementation of risk management or disaster recovery plan and strategies following other incidents, not included in previous sections.	Destroy	Retain 5 years after action completed, then Destroy.
104	<b>ROAD AND STREET MANAGEMENT</b>	<p>Management of the opening and closing (including partial closure) of roads and streets within the local government.</p> <p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• DESIGN AND CONSTRUCTION</li> <li>• MAINTENANCE</li> <li>• NAMING</li> <li>• SIGNS</li> </ul>		
104.1		<b>Permanent</b> closure of road / streets / tracks / laneways / paths / public access ways (PAW). Includes:	Archive	Retain as State archives.

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No	Function/Activity	Description	Disposal Action	Custody
<i>ROAD AND STREET MANAGEMENT</i>				
		<ul style="list-style-type: none"> <li>• notices of road closure</li> <li>• alternative traffic arrangements</li> <li>• correspondence with relevant State Government authority</li> <li>• correspondence with nearby residents.</li> </ul> <p><b>Significant</b> openings of roads / tracks / laneways / paths / public access ways (PAW). The process of opening a new road that is deemed significant. Includes:</p> <ul style="list-style-type: none"> <li>• traffic arrangements</li> <li>• correspondence with relevant State Government authority</li> <li>• correspondence with nearby residents.</li> </ul>		
104.2		<p>Road classifications / hierarchies.</p> <p>The classification of roads as highways, primary distributor roads, district distributor roads etc. This classification influences how the road is managed.</p>	Destroy	Retain 20 years after classification is superseded, then Destroy.
104.3		<p>Temporary closure of roads / streets / tracks / laneways / paths / public access ways (PAW), whether requested by the local government or a third party.</p>	Destroy	Retain 7 years after action completed, then Destroy.

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No	Function/Activity	Description	Disposal Action	Custody
<i>ROAD AND STREET MANAGEMENT</i>				
104.4		<b>Other</b> openings of roads / tracks / laneways / paths / public access ways (PAW), not included in previous sections.	Retain	Retain in organisation.
105	<b>SALARIES / WAGES / PAYROLL</b>	<p>The payment of salaries and wages to local government employees.</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>• payroll disbursement records</li> <li>• payment of allowances to employees</li> <li>• management of the local government agency's payroll.</li> </ul> <p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• EMPLOYMENT CONDITIONS / EQUAL EMPLOYMENT OPPORTUNITY</li> <li>• LEAVE</li> <li>• PERSONNEL MANAGEMENT</li> <li>• RECRUITMENT / SEPARATIONS</li> <li>• TAXATION</li> </ul>		
105.1		Salary packaging - internal policies, procedures and conditions for salary packaging arrangements.	Archive	Retain as State archives.

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No	Function/Activity	Description	Disposal Action	Custody
<i>SALARIES / WAGES / PAYROLL</i>				
105.2		<p>Details of individual salary packaging arrangements - where not held on personnel file.</p> <p>Allowances - for example: shift work, higher duties, property, overtime, on call, expenses.</p> <p>Termination payment calculations.</p> <p>Attendance records, including time sheets / cards, flexi-sheets, attendance books and registers.</p> <p><b>NOTE:</b> Local governments are advised to be aware of attendance records which may be potentially relevant to future cases or allegations of child abuse or neglect. See also section 2.5 in the introduction to this GRDA.</p>	Destroy	Retain 7 years after action completed, then Destroy.
105.3		<p>Allowances - payment to employees e.g. travel allowances, vehicle allowances.</p> <p>Earnings record cards and master file data of year to date payroll.</p> <p>Notification of transfer of superannuation, including transfer authorisations.</p> <p>Superannuation - remittances, summaries and returns of payments made.</p> <p>Paid cheques and cash orders.</p> <p>Payment summaries - organisation copy.</p>	Destroy	Retain 6 years after successful audit, then Destroy.



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No	Function/Activity	Description	Disposal Action	Custody
<i>SALARIES / WAGES / PAYROLL</i>				
		<p>Paysheets, payroll listings and related reports, including:</p> <ul style="list-style-type: none"> <li>• employees paid by all modes, including loading / penalty rates</li> <li>• employee master file data</li> <li>• listing of journal transfer entries</li> <li>• commencements and terminations for pay week</li> <li>• cost history accounting reconciliation summaries</li> <li>• year to date (i.e. June 30) payroll expenditure.</li> </ul> <p>Prepay / rebank records.</p> <p>Salaries and wages records generated for human resource management purposes.</p> <p>Salary control records, including:</p> <ul style="list-style-type: none"> <li>• ledger cards</li> <li>• summary sheets</li> <li>• ledger machine salary proof sheets</li> <li>• salary control cards.</li> </ul>		

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No	Function/Activity	Description	Disposal Action	Custody
<i>SALARIES / WAGES / PAYROLL</i>				
		Salaries deductions records, including: <ul style="list-style-type: none"> <li>• superannuation</li> <li>• taxation</li> <li>• life assurance</li> <li>• trade union fees</li> <li>• credit union fees</li> <li>• health insurance</li> <li>• voluntary deductions.</li> </ul>		
105.4		Income tax declarations for employees, including employee tax file numbers.	Destroy	Retain 5 years after cessation of employment, then Destroy.
105.5		Salary variations. Pay distribution sheets. Payroll transactions records, including: <ul style="list-style-type: none"> <li>• accepted transaction</li> <li>• audit list reports</li> <li>• cost history accounting reconciliation</li> </ul>	Destroy	Retain 2 years after successful audit, then Destroy.

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No	Function/Activity	Description	Disposal Action	Custody
<i>SALARIES / WAGES / PAYROLL</i>				
		<ul style="list-style-type: none"> <li>summaries</li> <li>• deduction reconciliations</li> <li>• departmental earnings and allowances summaries</li> <li>• earnings and allowances</li> <li>• earnings and allowances summaries</li> <li>• employees affected by awards changes</li> <li>• employees affected by award variations</li> <li>• employee hours summaries</li> <li>• employees not receiving normal pay</li> <li>• increment due warnings</li> <li>• lists of employees on leave (normal pay)</li> <li>• paid in advance</li> <li>• pay details warnings</li> <li>• payroll accounting reconciliation of rebanks</li> <li>• post payroll exceptions</li> <li>• ranges of employees</li> </ul>		

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No	Function/Activity	Description	Disposal Action	Custody
<i>SALARIES / WAGES / PAYROLL</i>				
		<ul style="list-style-type: none"> <li>• re-validations</li> <li>• transaction codes forms</li> <li>• variations to earnings and allowances.</li> </ul>		
105.6		Control / errors / amendment reports, including reports on salary under and overpayments.  Overtime requests / directions.	Destroy	Retain 2 years after action completed, then Destroy.
105.7		Employee listings - including addresses, contact details and changes of address.  Salary packaging records - expressions of interest.  Superannuation - general information not specific to a fund / plan.	Destroy	Retain 1 year after action completed, then Destroy.
106	<b>SECURITY / SURVEILLANCE</b>	Management of security of the local government's employees, premises and facilities, equipment, systems and information.  <b>NOTE:</b> <ul style="list-style-type: none"> <li>• images / footage referred to in sections below includes images / footage from any image capture device, such as CCTV, camcorders, cameras, mobile devices etc.</li> <li>• local governments are advised to be aware of security and surveillance records which may</li> </ul>		

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No	Function/Activity	Description	Disposal Action	Custody
<i>SECURITY / SURVEILLANCE</i>				
		<p>be potentially relevant to future cases or allegations of child abuse or neglect. See also section 2.5 in the introduction to this GRDA.</p> <p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• ACCIDENTS / EMERGENCIES / INCIDENTS</li> <li>• AGREEMENTS / CONTRACTS / JOINT VENTURES / DEEDS</li> <li>• ARRANGEMENTS</li> <li>• AUDIT</li> <li>• COMPLIANCE</li> <li>• DATA MANAGEMENT</li> <li>• RECORDS / INFORMATION MANAGEMENT</li> </ul>		
106.1		<p><b>Significant</b> security incidents and / or breaches, including notification, investigation, response, management and reporting. Includes CCTV / surveillance footage as required.</p>	Archive	Retain as State archives.
106.2		<p><b>Other</b> security incidents and / or breaches not included in previous section, including:</p> <ul style="list-style-type: none"> <li>• notification, investigation, response, management and reporting. Includes images / footage as required</li> </ul>	Destroy	Retain 7 years after action completed, then Destroy.

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No	Function/Activity	Description	Disposal Action	Custody
<i>SECURITY / SURVEILLANCE</i>				
		<ul style="list-style-type: none"> <li>• images / footage provided by the local government to other authorities where the local government is not party to the incident / investigation in any further capacity and it does not involve local government employees or assets.</li> </ul> <p>Security measures or arrangements, including:</p> <ul style="list-style-type: none"> <li>• control of access to property or buildings</li> <li>• restricted access areas</li> <li>• logs / summaries of persons entering / exiting premises</li> <li>• security signage</li> <li>• security patrols</li> <li>• registers of security card and pass holders.</li> </ul>		
106.3		Applications for Aviation Security Identification Cards - successful and unsuccessful.	Destroy	Retain 3 years after action completed, then Destroy.
106.4		Security measures and arrangements relating to: <ul style="list-style-type: none"> <li>• technology and telecommunications systems</li> <li>• records, information and data security</li> </ul>	Destroy	Retain 2 years after authorisation or arrangement expires or is superseded, or after last action, whichever is applicable, then

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No	Function/Activity	Description	Disposal Action	Custody
<i>SECURITY / SURVEILLANCE</i>				
		<ul style="list-style-type: none"> <li>• user identification, passwords and codes</li> <li>• employee access passes, keys and authorisations</li> <li>• emergency services arrangements, including emergency and first aid officers.</li> </ul>		Destroy.
106.5		<p>Surveillance / CCTV footage taken from fixed cameras around public open spaces and public access areas, where footage is <b>NOT</b> required for investigations.</p> <p><b>NOTE:</b> Although the minimum retention period is 31 days, it is recommended local governments hold images / footage for the system determined limit.</p>	Destroy	Retain 31 days after footage is taken before destruction or re-use.
106.6		<p>Surveillance / CCTV footage taken by:</p> <ul style="list-style-type: none"> <li>• fixed cameras around local government premises and facilities with employees in attendance on a regular basis</li> <li>• mobile cameras or vehicle-based cameras.</li> </ul> <p>where footage is <b>NOT</b> required for investigations.</p>	Destroy	Retain 7 days after footage is taken before destruction or re-use.
107	<b>SERVICE PROVIDERS</b>	Management of relationships with organisations that provide services to the local community in association with the local government. Can include the provision of community services, energy supply and telecommunications, sewerage and drainage,		

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No	Function/Activity	Description	Disposal Action	Custody
<i>SERVICE PROVIDERS</i>				
		<p>traffic and transport and water supply. Also includes services provided by the local government on behalf of the service provider.</p> <p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• AGREEMENTS / CONTRACTS / JOINT VENTURES / DEEDS</li> <li>• GEOGRAPHICAL LAND INFORMATION</li> <li>• WORK HEALTH AND SAFETY</li> <li>• USAGE</li> </ul>		
107.1		<p><b>Significant</b> relations with organisations that provide services to the local community in association with the local government.</p>	Archive	Retain as State archives.
107.2		<p>Major negotiations with organisations that provide services in association with the local government, including correspondence.</p>	Destroy	Retain 7 years after expiry of agreement or contract, then Destroy.
107.3		<p>Services performed on behalf of other agencies where records are created e.g. Australia Post, licence renewal on behalf of a State Government organisation.</p>	Destroy	Retain 2 years after expiry of agreement or contract, then Destroy.
108	<b>SIGNS</b>	<p>The management of signs, banners and hoardings within the local government. Signs, banners and hoardings need to comply with relevant legislation and town planning policies. Includes:</p>		



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No	Function/Activity	Description	Disposal Action	Custody
<i>SIGNS</i>				
		<ul style="list-style-type: none"> <li>• traffic and parking signs</li> <li>• advertising signs / banners</li> <li>• tourism, welcome, community direction and entry signs</li> <li>• street signs / regulatory and warning signs.</li> </ul> <p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• APPLICATIONS / APPROVALS / LICENCES / PERMITS</li> <li>• DESIGN / CONSTRUCTION</li> <li>• MAINTENANCE</li> <li>• ROAD AND STREET MANAGEMENT</li> </ul>		
108.1		Signs management, including: <ul style="list-style-type: none"> <li>• requests for the removal or installation of signs</li> <li>• missing or stolen signs</li> <li>• impounding.</li> </ul>	Destroy	Retain 2 years after action completed, then Destroy.
109	<b>SPONSORSHIPS / GRANTS / DONATIONS / SUBSIDIES</b>	Managing sponsorships, grants, donations and subsidies coordinated or accessed by the local government. Including the provision of financial assistance to an individual or organisation to		

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No	Function/Activity	Description	Disposal Action	Custody
<i>SPONSORSHIPS / GRANTS / DONATIONS / SUBSIDIES</i>				
		<p>encourage benefits for one or both parties.</p> <p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• ACQUISITION / DISPOSAL</li> <li>• AGREEMENTS / CONTRACTS / JOINT VENTURES / DEEDS</li> <li>• APPLICATIONS / APPROVALS / LICENCES / PERMITS</li> <li>• LIBRARY</li> <li>• MARKETING / PROMOTIONS / CAMPAIGNS</li> <li>• MUSEUM AND GALLERIES MANAGEMENT</li> </ul>		
109.1		<p><b>Significant</b> sponsorships / grants / donations / subsidies and related proposals, including financial transactions and administration of sponsorship, and reports.</p> <p>Includes applications and acquittals.</p>	Archive	Retain as State archives.
109.2		<p><b>Other</b> sponsorship / grant / subsidy programs - <b>successful</b> applications and nominations from individuals or organisations, not included in the previous section. Includes acquittals.</p> <p>Sponsorships / grants / subsidies - internal program administration e.g. application packages, information</p>	Destroy	Retain 7 years after action completed or 6 years after successful audit, whichever is later, then Destroy.

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No	Function/Activity	Description	Disposal Action	Custody
<i>SPONSORSHIPS / GRANTS / DONATIONS / SUBSIDIES</i>				
		for applicants, determination of selection criteria. Donations - non-significant - accepted.		
109.3		<b>Unsuccessful</b> applications and nominations for sponsorships, grants and subsidies. Includes cancelled, refused, withdrawn applications.	Destroy	Retain 2 years after action completed, then Destroy.
109.4		Donations - refused.	Destroy	Retain 1 year after action completed, then Destroy.
110	<b>SUBMISSIONS</b>	Formal statement of opinion or position submitted to or by the local government.  Including: <ul style="list-style-type: none"><li>• submissions from the community concerning local issues in which the local government is involved e.g. a proposed development</li><li>• submissions from the local government to another organisation relating to local government functions.</li></ul> <b>See also related ACTIVITY:</b> <ul style="list-style-type: none"><li>• COMMITTEES</li></ul>		
110.1		<b>Significant</b> submissions, including: <ul style="list-style-type: none"><li>• those made to the local government from the</li></ul>	Archive	Retain as State archives.

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No	Function/Activity	Description	Disposal Action	Custody
<i>SUBMISSIONS</i>				
		community <ul style="list-style-type: none"> <li>• those made directly by the local government to other organisations.</li> </ul>		
110.2		<b>Other</b> submissions made or received by the local government, not included in previous section.	Destroy	Retain 7 years after action completed, then Destroy.
110.3		Whole-of-local-government submissions to other organisations, co-ordinated by a central organisation - local government comments or contributions.	Destroy	Retain 5 years after action completed, then Destroy.
110.4		Heritage submissions and assessments - to or from the Heritage Council regarding buildings / sites / structures recommended for listing.	Retain	Retain in organisation.
111	<b>SURVEYS / STATISTICS</b>	Surveys, statistics, studies and questionnaires developed or completed by the local government, including returns collection, collation and analysis.  Statistical information collected / collated by the local government.  <b>See also related ACTIVITIES:</b> <ul style="list-style-type: none"> <li>• COMMUNITY CONSULTATION</li> <li>• GEOGRAPHICAL LAND INFORMATION</li> <li>• PUBLISHING / PUBLICATIONS</li> </ul>		

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No	Function/Activity	Description	Disposal Action	Custody
<i>SURVEYS / STATISTICS</i>				
		<ul style="list-style-type: none"> <li>REPORTING</li> </ul>		
111.1		<p><b>Significant</b> surveys conducted by or for the local government, including the final version of survey or questionnaire issued, collated results and analysis, and report.</p> <p>Consolidated statistics collected on major business activities of the local government - where not published e.g. annual report or not forwarded to the Australian Bureau of Statistics (ABS).</p>	Archive	Retain as State archives.
111.2		<p><b>Other</b> surveys, conducted by or for the local government not included in previous section, including the final version of survey or questionnaire issued, collated results and analysis, and report.</p> <p>Survey returns - responses, data and working papers.</p> <p>Consolidated statistics collected on major business activities of the local government which are published e.g. annual report or are forwarded to the Australian Bureau of Statistics.</p> <p>Consolidated statistics on minor / other local government business activities.</p>	Destroy	Retain 5 years after action completed, then Destroy.
111.3		Local government responses to surveys conducted by another party.	Destroy	Retain 2 years after action completed, then Destroy.

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No	Function/Activity	Description	Disposal Action	Custody
<i>TAXATION</i>				
112	<b>TAXATION</b>	<p>Assessing and paying taxes and other taxation matters of the local government.</p> <p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• ACQUISITION / DISPOSAL</li> <li>• AUDIT</li> <li>• COMPLIANCE</li> <li>• FLEET MANAGEMENT</li> <li>• REPORTING</li> <li>• SALARIES / WAGES / PAYROLL</li> </ul>		
112.1		<p>Taxation records including:</p> <ul style="list-style-type: none"> <li>• Australian Business Number (ABN) applications, registration and administration</li> <li>• fringe benefits tax (FBT) - calculations and payments</li> <li>• goods and services tax - (GST) - assessment and payment records, including business activity statements (BAS) and tax invoices</li> <li>• payroll and PAYG tax - records of payment</li> <li>• payroll summaries (group certificates) -</li> </ul>	Destroy	Retain 6 years after successful audit, then Destroy.

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No	Function/Activity	Description	Disposal Action	Custody
<i>TENDERING / QUOTATIONS</i>				
		employer's copy <ul style="list-style-type: none"> <li>• prescribed payments tax system</li> <li>• records of tax calculations and payments for other taxes</li> <li>• stamp duty</li> <li>• tax calculations and payments - for other taxes</li> <li>• vehicle log books.</li> </ul>		
113	<b>TENDERING / QUOTATIONS</b>	Receipt and assessment of tenders, quotations and expressions of interest (EOIs), for the procurement of goods, services, products and works. <p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• ACQUISITION / DISPOSAL</li> <li>• AGREEMENTS / CONTRACTS / JOINT VENTURES / DEEDS</li> <li>• APPOINTMENTS</li> <li>• FLEET MANAGEMENT</li> <li>• MARKETING / PROMOTIONS / CAMPAIGNS</li> </ul>		
113.1		<b>Significant</b> tenders / quotations include those that: <ul style="list-style-type: none"> <li>• relate to major local projects and programs</li> </ul>	Archive	Retain as State archives.

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No	Function/Activity	Description	Disposal Action	Custody
<i>TENDERING / QUOTATIONS</i>				
		<p>which impact the community</p> <ul style="list-style-type: none"> <li>• involve a substantial transfer of local government responsibilities</li> <li>• are associated with the privatisation of local government functions</li> <li>• involve substantial Public Private Partnerships</li> <li>• require Ministerial approval (of the contract)</li> <li>• significantly impact on the local government's functions</li> <li>• set a contractual precedent for the local government.</li> </ul> <p>Includes</p> <ul style="list-style-type: none"> <li>• successful tenders or quotations</li> <li>• successful tenders or quotations where the subsequent contract was <b>NOT</b> awarded or let</li> <li>• unsuccessful tenders or quotations of significant projects, buildings, infrastructure, etc.</li> </ul>		
113.2		Successful tenders or quotations - where subsequent contract or deed is <b>under seal</b> prior to 15 November 2005, not included in previous section.	Destroy	Retain 21 years after discharge or expiration of all obligations under the contract, then



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No	Function/Activity	Description	Disposal Action	Custody
<i>TENDERING / QUOTATIONS</i>				
		Includes all documents provided in response to an invitation to tender / quote and associated administrative records.		Destroy.
113.3		<p>Successful tenders or quotations - where subsequent contract or deed is <b>under seal</b> from 15 November 2005 (Section 8 of the <i>Limitations Act 2005</i>), not included in previous section.</p> <p>Includes all documents provided in response to an invitation to tender / quote and associated administrative records.</p>	Destroy	Retain 12 years after discharge or expiration of all obligations under the contract, then Destroy.
113.4		<p><b>Other</b> successful tender or quotation submissions, not included in previous sections.</p> <p>Tender / quotation specifications and documentation development, including expression of interest (EOI), request for proposal (RFP) and request for tender (RFT).</p>	Destroy	Retain 7 years after discharge or expiration of all obligations under the contract, then Destroy.
113.5		<p>Tender / quotation process - administration records, including the receipt, evaluation and advice of outcomes.</p> <p>Tender / quotation process - advertising arrangements, copies of advertisements and enquiries.</p> <p>Tenders or quotations - unsuccessful or cancelled.</p>	Destroy	Retain 2 years after contract is let, then Destroy.

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No	Function/Activity	Description	Disposal Action	Custody
<i>TRAINING AND DEVELOPMENT</i>				
114	<b>TRAINING AND DEVELOPMENT</b>	<p>Training, including inductions, to develop the skills and knowledge of local government employees.</p> <p><b>NOTE:</b></p> <ul style="list-style-type: none"> <li>• employees include volunteers, work experience students, apprentices or trainees, employment scheme participants etc. See section 3 in the introduction to this GRDA.</li> <li>• local governments are advised to be aware of training and development records which may be potentially relevant to future cases or allegations of child abuse or neglect. See also section 2.5 in the introduction to this GRDA.</li> </ul> <p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• ADDRESSES / PRESENTATIONS / SPEECHES</li> <li>• ARRANGEMENTS</li> <li>• CHILD ABUSE OR NEGLECT</li> <li>• CONFERENCES / SEMINARS</li> <li>• EDUCATION</li> <li>• ELECTED MEMBERS</li> </ul>		

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No	Function/Activity	Description	Disposal Action	Custody
<i>TRAINING AND DEVELOPMENT</i>				
		<ul style="list-style-type: none"> <li>• EMPLOYMENT CONDITIONS / EQUAL EMPLOYMENT OPPORTUNITY</li> <li>• EVALUATION / REVIEWING</li> <li>• PERSONNEL MANAGEMENT</li> <li>• RECORDS / INFORMATION MANAGEMENT</li> <li>• VOLUNTEERING / WORK EXPERIENCE</li> <li>• WORK HEALTH AND SAFETY</li> </ul>		
114.1		Training records of employees where not held on personnel file. Includes: <ul style="list-style-type: none"> <li>• employee attendance records</li> <li>• reports of participants</li> <li>• examinations and assessments to certify competency of employees</li> <li>• unmanned aircraft e.g. drones crew member training.</li> </ul>	Destroy	Retain 7 years after cessation of employment, then Destroy.
114.2		Training courses, inductions, conferences and seminars information. Includes: <ul style="list-style-type: none"> <li>• course information</li> <li>• travel arrangements</li> </ul>	Destroy	Retain 7 years after action completed, then Destroy.

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No	Function/Activity	Description	Disposal Action	Custody
<i>TRAINING AND DEVELOPMENT</i>				
		<ul style="list-style-type: none"> <li>• notifications of course details.</li> </ul>		
114.3		<p>Planning and development of training courses and inductions, including needs analysis and course materials.</p> <p>Awards and honours schemes, including nominations not proceeded with.</p> <p>Study assistance, including subsidies for employee training, where not held on personnel file.</p> <p>Fellowships.</p>	Destroy	Retain 5 years after action completed, then Destroy.
114.4		Externally produced training materials to support information delivered in an external training program.	Destroy	Retain 2 years after action completed, then Destroy.
115	<b>TRUSTS</b>	The activities associated with managing trusts.		
115.1		Trust accounts - administration.	Destroy	Retain 6 years after successful audit, then Destroy.
116	<b>UNCLAIMED MONEY</b>	<p>Managing money that has been unclaimed.</p> <p><b>See also related ACTIVITY:</b></p> <ul style="list-style-type: none"> <li>• ACCOUNTING</li> </ul>		
116.1		Unclaimed money - registration, administration and	Destroy	Retain 6 years after successful audit, then

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No	Function/Activity	Description	Disposal Action	Custody
<i>URBAN DESIGN</i>				
		lodgement with relevant organisation.		Destroy.
117	<b>URBAN DESIGN</b>	<p>Initiatives and proposals to create attractive, safe, and sustainable urban environments. This includes public artwork initiatives, streetscape beautification, laneway activation, liaison with redevelopment authorities on urban design / renewal plans and strategies.</p> <p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• DESIGN / CONSTRUCTION</li> <li>• PLANNING</li> </ul>		
117.1		<b>Significant</b> urban design initiatives / proposals for public spaces within the local government.	Archive	Retain as State archives.
117.2		<b>Other</b> urban design initiatives / proposals depicting concepts and designs not included in previous section.	Destroy	Retain 10 years after action completed, then Destroy.
118	<b>USAGE</b>	<p>The management of usage and hire of local government owned facilities, parks, reserves and properties. Includes:</p> <ul style="list-style-type: none"> <li>• booking records</li> <li>• key allocations</li> <li>• usage and hire terms and conditions</li> </ul>		

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No	Function/Activity	Description	Disposal Action	Custody
<i>USAGE</i>				
		<ul style="list-style-type: none"> <li>• occupancy rates.</li> </ul> <p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• HORTICULTURAL SERVICES</li> <li>• LEASING / LEASING OUT</li> <li>• MARKETING / PROMOTIONS / CAMPAIGNS</li> <li>• SERVICE PROVIDERS</li> </ul>		
118.1		Hiring of facilities, premises and equipment, including occupancy information.	Destroy	Retain 7 years after action completed, then Destroy.
118.2		Key allocation records.  Terms and conditions - usage and hire, including the determination of terms and conditions.	Destroy	Retain 2 years after action completed, then Destroy.
119	<b>VALUATIONS</b>	The activities associated with valuing land for various local government functions, including the determination of rates and the sale or purchase of local government owned land.  <b>See also related ACTIVITY:</b>  • RATES PAYMENTS		
119.1		Valuations - objections.	Destroy	Retain 10 years after action completed, then

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No	Function/Activity	Description	Disposal Action	Custody
<i>VALUATIONS</i>				
				Destroy.
119.2		Valuations - conducted by licensed valuer.  Information / reports provided to the Valuer-General - under Section 37 of the <i>Valuation of Land Act 1978</i> .	Destroy	Retain 6 years after successful audit, then Destroy.
119.3		Valuations - requests for revaluation.	Destroy	Retain 2 years after action completed, then Destroy.
119.4		Valuations - amendments.  Interim valuation reports for properties within the local government.	Destroy	Retain 1 year after action completed, then Destroy.
120	<b>VISITS / TOURS</b>	Arrangements and management of visits to the local government by members of the public, students or other organisations, for public awareness, public relations, sister city relations or educational programs. Also includes employee visits to other organisations.  <b>NOTE:</b> Local governments are advised to be aware of visit records which may be potentially relevant to future cases or allegations of child abuse or neglect. See also section 2.5 in the introduction to this GRDA.  <b>See also related ACTIVITIES:</b>  <ul style="list-style-type: none"> <li>• ARRANGEMENTS</li> <li>• CELEBRATIONS / CEREMONIES /</li> </ul>		

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No	Function/Activity	Description	Disposal Action	Custody
<i>VISITS / TOURS</i>				
		COMPETITIONS / EVENTS / HONOURS / AWARDS  <ul style="list-style-type: none"> <li>• EDUCATION</li> <li>• INTERNATIONAL RELATIONS</li> <li>• MARKETING / PROMOTIONS / CAMPAIGNS</li> </ul>		
120.1		Official visits to the local government by significant persons, dignitaries or delegations from other organisations or sister cities.  Official or high-level visits by local government employees to other organisations or sister cities.  <b>Significant</b> visitor registration systems and visitor books - relating to a significant occasion or event or visits by notable persons.  <b>NOTE:</b> <ul style="list-style-type: none"> <li>• preferably store visitor information on a daily basis (not in a visitor book) to protect visitors' personal information</li> <li>• protect the confidentiality of visitor information</li> <li>• store visitor registration information securely.</li> </ul>	Archive	Retain as State archives.
120.2		Visits to the local government by members of the public, general government or non-government	Destroy	Retain 7 years after action completed, then



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No	Function/Activity	Description	Disposal Action	Custody
<i>VISITS / TOURS</i>				
		visitors or casual groups e.g. students.  Mid / low level visits by local government employees to other government organisations / groups.		Destroy.
120.3		Requests for visits - unsuccessful or denied.  Visitor registration systems and visitor books, not included in previous sections, typically required for premises security etc.  <b>NOTE:</b> <ul style="list-style-type: none"> <li>• preferably store visitor information on a daily basis (not in a visitor book) to protect visitors' personal information</li> <li>• protect the confidentiality of visitor information</li> <li>• store visitor registration information securely</li> </ul>	Destroy	Retain 2 years after action completed, then Destroy.
121	<b>VOLUNTEERING / WORK EXPERIENCE</b>	Coordination, recruitment and welfare of volunteers, work experience persons, student placements, and employment scheme participants within the local government.  Workers are defined in the <i>Work Health and Safety Act 2020</i> section 7, and include: <ul style="list-style-type: none"> <li>• a student gaining work experience</li> <li>• a volunteer</li> </ul>		

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No	Function/Activity	Description	Disposal Action	Custody
<i>VOLUNTEERING / WORK EXPERIENCE</i>				
		<ul style="list-style-type: none"> <li>• etc.</li> </ul> <p><b>NOTE:</b> Local governments are advised to be aware of volunteer information which may be potentially relevant to future cases or allegations of child abuse or neglect. See also section 2.5 in the introduction to this GRDA.</p> <p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• APPLICATIONS / APPROVALS / LICENCES / PERMITS</li> <li>• ARRANGEMENTS</li> <li>• PERSONNEL MANAGEMENT</li> <li>• RECRUITMENT / SEPARATIONS</li> <li>• TRAINING AND DEVELOPMENT</li> <li>• WORK HEALTH AND SAFETY</li> </ul>		
121.1		<p>Files for volunteers / work experience / student placements / employment scheme participants.</p> <p>Files include the following core information:</p> <ul style="list-style-type: none"> <li>• applications</li> <li>• appointment and confirmation</li> </ul>	Destroy	Retain 100 years after date of birth, or 7 years after cessation of employment, whichever is later, or 7 years after death, then Destroy.

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No	Function/Activity	Description	Disposal Action	Custody
<i>VOLUNTEERING / WORK EXPERIENCE</i>				
		<ul style="list-style-type: none"> <li>• cessation</li> <li>• insurance arrangements</li> <li>• name and date of birth</li> <li>• term of appointment</li> <li>• timetables and / or schedules</li> <li>• title of the office held</li> <li>• training provided / completed.</li> </ul> <p><b>NOTE:</b> WA Police Guidelines require original National Police Certificates for volunteers be returned to the owner once recorded that the certificate has been sighted.</p>		
121.2		Volunteers - State Emergency Services - coordination, including accident claim forms that are forwarded to relevant State Government organisation for action.	Destroy	Retain 10 years after action completed, then Destroy.
121.3		Administrative matters relating to the management and coordination of volunteers or individuals on work experience placements and job assistance schemes.	Destroy	Retain 7 years after action completed, then Destroy.

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No	Function/Activity	Description	Disposal Action	Custody
<i>WASTE MANAGEMENT</i>				
122	<b>WASTE MANAGEMENT</b>	<p>Administering waste management services by the local government.</p> <p>For the monitoring of waste sites and hazardous waste, including their impact on the environment, health and safety e.g. landfill sites, recycling facilities use MONITORING.</p> <p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• APPLICATIONS / APPROVALS / LICENCES / PERMITS</li> <li>• PROGRAMS AND SERVICES</li> </ul>		
122.1		Waste management services - maps and plans showing site locations (including special use sites and closure of sites).	Archive	Retain as State archives.
122.2		<p>Waste landfill sites / waste transfer stations</p> <ul style="list-style-type: none"> <li>• individual files</li> <li>• scavenging</li> <li>• resource recovery facility / refuse recovery plant operations.</li> </ul>	Destroy	Retain 7 years after closure of facility, then Destroy.
122.3		<p>Waste management services</p> <ul style="list-style-type: none"> <li>• requests for bins and bin allocations</li> </ul>	Destroy	Retain 2 years after action completed, then Destroy.

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No	Function/Activity	Description	Disposal Action	Custody
<i>WORK HEALTH AND SAFETY</i>				
		<ul style="list-style-type: none"> <li>• special collections (bulk waste, green waste, poisons etc.)</li> <li>• crew instructions, street cleaning, water returns and trade waste.</li> </ul>		
123	<b>WORK HEALTH AND SAFETY</b>	<p>Implementing and coordinating Work Health and Safety (WHS) and the associated legislation throughout the local government.</p> <p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• ACCIDENTS / EMERGENCIES / INCIDENTS</li> <li>• APPOINTMENTS</li> <li>• AUDIT</li> <li>• CLAIMS</li> <li>• COMPLIANCE</li> <li>• EMPLOYMENT CONDITIONS / EQUAL EMPLOYMENT OPPORTUNITY</li> <li>• GRIEVANCES</li> <li>• INSPECTIONS</li> <li>• PERSONNEL MANAGEMENT</li> <li>• POLICY</li> </ul>		

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No	Function/Activity	Description	Disposal Action	Custody
<i>WORK HEALTH AND SAFETY</i>				
		<ul style="list-style-type: none"> <li>• PROCEDURES</li> <li>• RECRUITMENT / SEPARATIONS</li> <li>• RISK MANAGEMENT / RISK ASSESSMENT</li> <li>• SERVICE PROVIDERS</li> <li>• TRAINING AND DEVELOPMENT</li> <li>• VOLUNTEERING / WORK EXPERIENCE</li> </ul>		
123.1		<p>WHS inspections of local government property, workplaces and equipment that identify <b>significant</b> hazards. Includes measures or remedial actions undertaken to minimise risks or hazards.</p> <p>The identification, assessment and clean up of contaminated sites, or sites potentially contaminated by hazardous substances such as:</p> <ul style="list-style-type: none"> <li>• asbestos</li> <li>• oils</li> <li>• chemicals</li> <li>• biological hazards</li> <li>• radioactive material.</li> </ul> <p>Includes safety precautions and advice on health</p>	Archive	Retain as State archives.

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No	Function/Activity	Description	Disposal Action	Custody
<i>WORK HEALTH AND SAFETY</i>				
		risks.		
123.2		Personal records documenting historical exposure or potential exposure of employees to hazardous substances.  Rehabilitation of employees following a workplace accident.	Destroy	Retain 100 years after date of birth, or 7 years after cessation of employment, whichever is later, or 7 years after death, then Destroy.
123.3		Records / reports of hazardous substances (including asbestos) and situations including: <ul style="list-style-type: none"> <li>• assessment reports which give rise to monitoring or health surveillance</li> <li>• results of all environmental monitoring</li> </ul>	Destroy	Retain 100 years after action completed, then Destroy.
123.4		Complaints / grievances (where not held on personnel file) about WHS matters that include complaints / objections to: <ul style="list-style-type: none"> <li>• undertaking hazardous duties</li> <li>• working environment hazards, including noise, dust, carcinogenic substances, chemicals, heat etc.</li> <li>• working in an infectious disease or occupational zoonoses environment.</li> </ul>	Destroy	Retain 50 years after action completed, then Destroy.
123.5		Health monitoring relating to individuals engaged in the use, handling or storage of asbestos, where not	Destroy	Retain 40 years after action completed, then

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No	Function/Activity	Description	Disposal Action	Custody
<i>WORK HEALTH AND SAFETY</i>				
		held on personnel file.		Destroy.
123.6		Health monitoring relating to individuals engaged in the use, handling or storage of hazardous substances (not asbestos) where not held on personnel file.	Destroy	Retain 30 years after action completed, then Destroy.
123.7		Where not held on personnel file: <ul style="list-style-type: none"> <li>• medical records of employees</li> <li>• fitness for work records containing medical information.</li> </ul> Records of drug and alcohol testing.	Destroy	Retain 15 years after action completed, then Destroy.
123.8		<p><b>Other</b> inspections not included in previous sections, including routine WHS inspections.</p> <p>Complaints / grievances from employees about concerns / objections relating to other WHS matters not included in previous sections. Includes measures or remedial action undertaken to minimise risks or hazards.</p> <p>Risk management - appointments of representatives promoting WHS (fire wardens, WHS officers, first aid officers etc.) and measures taken to promote WHS e.g. fire evacuation drills, job safety analysis cards.</p> <p>Records of hazardous substances (excluding asbestos) and situations relating to assessments and assessment reports which do not give rise to further</p>	Destroy	Retain 7 years after action completed, then Destroy.



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No	Function/Activity	Description	Disposal Action	Custody
<i>ZONING</i>				
		<p>monitoring.</p> <p>Health promotion and awareness programs for employees, such as:</p> <ul style="list-style-type: none"> <li>• wellness</li> <li>• ergonomics</li> <li>• other healthy lifestyle programs</li> <li>• blood donations.</li> </ul>		
124	<b>ZONING</b>	<p>Management of the classification (zoning) of land in the local government area. Examples include the demarcation of residential, industrial, mixed-use and other land; and the identification of contaminated sites.</p> <p><b>See also related ACTIVITIES:</b></p> <ul style="list-style-type: none"> <li>• DEVELOPMENT / BUILDING / SUBDIVISION APPLICATIONS</li> <li>• LEGISLATION (including Local Laws)</li> <li>• PLANNING</li> </ul>		
124.1	<b>Region Schemes</b>	<p>Using a set of maps and scheme text, region schemes define the future use of land, dividing it into broad zones and reservations. These currently consist of the Metropolitan Region Scheme, the Peel Region Scheme and the Greater Bunbury Region</p>		

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No	Function/Activity	Description	Disposal Action	Custody
<i>ZONING - Region Schemes</i>				
		Scheme. They provide the legal basis for planning in WA.		
124.1.1		Region schemes - proposed amendments, including advertising and requests for comment from the local government.	Destroy	Retain 7 years after action completed, then Destroy.
124.1.2		Region schemes <ul style="list-style-type: none"> <li>• maps and scheme text provided by the State Government authority</li> <li>• final notice of amendment.</li> </ul>	Destroy	Retain 2 years after superseded, then Destroy.
124.2	<b>Local Planning Schemes</b>	These set out the way land is to be used and developed, classify areas for land use, and include provisions to coordinate infrastructure and development within the local government.  <b>NOTE:</b> Previously known as Town Planning Schemes (TPS). Any town planning scheme in force continues and has effect as a local planning scheme under section 68(1) of the <i>Planning and Development Act 2005</i> .		
124.2.1		Local planning schemes <ul style="list-style-type: none"> <li>• development and approval of the scheme map, scheme text and any supporting materials, plans, maps, diagrams, illustrations and other material required under sections 8 to 10 of the <i>Planning and Development (Local Planning</i></li> </ul>	Archive	Retain as State archives.

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No	Function/Activity	Description	Disposal Action	Custody
<i>ZONING - Local Planning Schemes</i>				
		<p><i>Schemes) Regulations 2015</i></p> <ul style="list-style-type: none"> <li>• approved scheme amendments - including documentation, major drafts, submissions / objections and master that is signed and approved by the Commission or Minister.</li> </ul> <p>Heritage list and heritage areas, including local planning policies developed for heritage areas.</p> <p>Local heritage surveys.</p> <p>Municipal Heritage Inventory.</p>		
124.2.2		<p>Local planning scheme amendments</p> <ul style="list-style-type: none"> <li>• Ministerial approvals to advertise</li> <li>• certified copy of scheme and amendments.</li> </ul>	Destroy	Retain 30 years after action completed, then Destroy.
124.2.3		Local planning scheme amendments - compensation or cash in lieu.	Destroy	Retain 10 years after action completed, then Destroy.
124.2.4		<p>Local planning scheme amendments</p> <ul style="list-style-type: none"> <li>• advertising submissions</li> <li>• comments from council and external stakeholders.</li> </ul>	Destroy	Retain 6 years after action completed, then Destroy.
124.2.5		Local planning schemes	Retain	Retain in organisation.

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No	Function/Activity	Description	Disposal Action	Custody
<i>ZONING - Structure Plans</i>				
		<ul style="list-style-type: none"> <li>• master copy</li> <li>• amendments - not approved.</li> </ul> <p>Local planning strategy, and reviews of the local planning scheme.</p> <p>National Trust List of Classified Places.</p>		
124.3	<b>Structure Plans</b>	Standard structure plans or precinct structure plans - used for the coordination of future zoning, subdivision and development of an area of land.		
124.3.1		<p>District structure plans</p> <ul style="list-style-type: none"> <li>• identify future urban development over large areas by depicting infrastructure such as main roads, commercial nodes and open space.</li> </ul> <p>Local structure plans</p> <ul style="list-style-type: none"> <li>• identify the patterns of development by depicting specific matters such as the location of all roads, densities, commercial land and pedestrian / cycle networks.</li> </ul>	Archive	Retain as State archives.
124.4	<b>Environmental Schemes</b>	Referrals of planning schemes with significant environmental effects.		
124.4.1		Local environmental schemes - certified plan and accompanying submissions.	Archive	Retain as State archives.

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No	Function/Activity	Description	Disposal Action	Custody
<i>ZONING - Environmental Schemes</i>				
124.4.2		Local environmental schemes - scheme report, including notices of exhibitions and working papers.  Regional environmental schemes - including consultations, submissions and copy of scheme.	Destroy	Retain 30 years after action completed, then Destroy.
124.5		Contaminated site memorials lodged and issued to the local government by the relevant State Government authority if land is classified as contaminated.  Zoning - official map / residential districts.	Archive	Retain as State archives.
124.6		Tax maps - local government copy.	Destroy	Retain 30 years after action completed, then Destroy.
124.7		Zoning - breaches, investigations and associated correspondence.	Destroy	Retain 10 years after action completed, then Destroy.
124.8		Zoning - certificates.	Destroy	Retain 7 years after action completed, then Destroy.