



# General Retention and Disposal Schedule

Executive summary of major changes – September 2016

## Common Activities

- A new section bringing together records of common activities. These classes can be combined with any function within this schedule, an agency's core business schedule or sector schedule (provided the retention period meets an agency's specific regulatory requirements and there are no exclusions listed)
- Includes compensation - with a new record class for claims relating to hazardous substances.
- Introduced new activities of: meetings, project management, research and surveillance and monitoring.
- Retention period for advisory bodies has increased from 25 years to permanent.
- Retention period for self-insurance scheme claims has increased by 5 years to 55 years after settlement of claim.
- Retention period for surveillance footage provided to investigative bodies is now 1 year after recordings sent to relevant law enforcement agency. Footage not required for evidentiary purposes, and related to primary business operations, has a retention of 90 days after record created.

## Asset Management

- A new function that merges the former functions of Equipment & Stores, Fleet Management and parts of Technology & Telecommunications.
- Contains new record classes for registered plant and business/software applications.

## Collection Management

- A new function covering records of libraries, information centres, museums, art galleries, theatres etc.

## External Relations

- A new function that merges the former functions of Community Relations & Government Relations.
- Introduced new activities/classes of: addresses, presentations or speeches, customer service, program & event management and honours, awards and prizes that an agency receives or distributes.
- The retention of unsubstantiated public interest disclosures has increased from 3 to 10 years.
- Executive Council Minutes are now covered by 2 new classes. Procedures for the implementation of approved Executive Council Minutes changed in 2010 and, as a result, any Executive Council Minutes approved prior to 2010 and held by an agency must be retained permanently.

## Financial Management

- There has not been a full review on this function, but many classes have moved to Common Activities.
- There is a new class for asset and money management records with a 7 year retention period.
- Introduced a legacy financial records activity for financial records created under repealed legislation.

## Governing Bodies

- A new function created to cover the management and administration of governing bodies.

## **Industrial Relations**

- This function has not been reviewed. There has been minor changes with some activities moving to Common Activities and Infringements to Legal Services.

## **Information Management**

- Includes the former Publication function and data administration records (previously covered by the Technology & Telecommunications function).
- Introduced new activities/classes of: master control records-temporary value records, record destruction documentation, recovery of lost records, data quality and integrity validation, logs containing recordkeeping metadata for permanent value information, administrative release of information and ongoing preservation measures.
- Master control records have been split into 2 new classes – permanent and temporary value records.
- Destruction documentation has had the retention reduced from permanent in the agency to 50 years after the disposal of the records to which they relate.
- Privacy and right to information applications have been merged into one record class with a retention period of 7 years after business action completed.

## **Legal Services**

- Includes legislative drafting (from Government Relations) and all infringement record classes.
- A new activity of Intellectual property has been included.
- The retention period for minors has been changed to until a child reaches 27 years of age.

## **Property Management**

- This function has been fully reviewed.
- Introduced new activities/classes of: property inspections, acquisitions, construction & maintenance that don't proceed, utilities maintenance & repair, office relocations and security operations.

## **Strategic Management**

- Many former activities have moved to Common Activities.
- Introduced new activities/classes of: implementation of disaster recovery plans and agency performance management.

## **Work Health and Safety**

- This function has not been reviewed. Some activities have moved to Common Activities and Workforce Management.
- Includes a new record class for the health monitoring of individuals who use, handle or store asbestos.

## **Workforce Management**

- This function has not been reviewed. Some activities have been moved to Common Activities and Financial Management. Health & wellbeing programs have moved here from Work Health & Safety.
- Includes a new record class for registered training organisation (RTO) status.

## **Transitory and Short Term**

- No longer a separate schedule, this section has been expanded to include additional record classes.