

State Archives and Records Authority of New South Wales

Functional Retention and Disposal Authority: FA245

This authority covers records documenting the function of planning and development

This functional retention and disposal authority is approved under section 21(2)c of the *State Records Act 1998* following prior approval by the Board of the State Archives and Records Authority of New South Wales in accordance with section 21(3) of the Act.

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State Archives and Records Authority of New South Wales

Functional Retention and Disposal Authority

Authority no FA245

SR file no 17/0313

Scope

This functional retention and disposal authority covers records documenting the function of planning and development.

Public office

Department of Planning and Environment

Approval date

16/10/2007

21/08/2017

(Addition of entries 2.2.3, 2.2.4, 2.2.5 and 2.2.6)

25/08/2022

(Amendment of entry 3.1.3)

About the Functional Retention and Disposal Authority

Purpose of the authority

The purpose of this functional retention and disposal authority is to identify those records created and maintained by NSW public offices which are required as State archives and to provide approval for the destruction of certain other records created and maintained by NSW public offices, after minimum retention periods have been met.

The approval for disposal given by this authority is given under the provisions of the *State Records Act 1998* only and does not override any other obligations of an organisation to retain records.

The retention and disposal of State records

The records retention and disposal practices outlined in this authority are approved under section 21(2)(c) of the *State Records Act 1998* (NSW). Part 3 (Protection of State Records) of the Act provides that records are not to be disposed of without the consent of State Archives and Records NSW with certain defined exceptions. These exceptions include an action of disposal which is positively required by law, or which takes place in accordance with a normal administrative practice (NAP) of which State Archives and Records NSW does not disapprove. Advice on the State Records Act can be obtained from State Archives and Records NSW.

The authority sets out how long the different classes of records generated by an organisation must be kept to meet its legal, operational and other requirements, and whether the records are to be kept as State archives. The State Archives and Records Authority of New South Wales ('State Archives and Records NSW') reviews and approves organisations' retention and disposal authorities under the *State Records Act*. It is the duty of a public office, in submitting a draft retention and disposal authority for approval, to disclose to State Archives and Records NSW any information which affects the retention of the records covered by the authority.

State Archives and Records NSW decisions take into account both the administrative requirements of public offices in discharging their functional responsibilities and the potential research use of the records by the NSW Government and the public. One of State Archives and Records NSW functions is to identify and preserve records as State archives. These are records which document the authority and functions of Government, its decision-making processes and the implementation and outcomes of those decisions, including the nature of their influence and effect on communities and individual lives. Criteria for the identification of State archives are listed in *Building the Archives: Policy on records appraisal and the identification of State archives*. The Policy also explains the roles and responsibilities of State Records and of public offices in undertaking appraisal processes and disposal activities.

Implementing the authority

This functional retention and disposal authority covers records controlled by the public office and applies only to the records or classes of records described in the authority. The authority should be implemented as part of the records management program of the organisation. Two primary objectives of this program are to ensure that records are kept for as long as they are of value to the organisation and its stakeholders and to enable the destruction or other disposal of records once they are no longer required for business or operational purposes.

The implementation process entails use of the authority to sentence records. Sentencing is the examination of records in order to identify the disposal class in the authority to which they belong. This process enables the organisation to determine the appropriate retention period and disposal action for the records. Advice on sentencing can be obtained from State Archives and Records NSW. See *Implementing a retention and disposal authority*.

Where the format of records has changed (for example, from paper-based to electronic) this does not prevent the disposal decisions in the authority from being applied to records which perform the same function. The information contained in non paper-based or technology dependant records must be accessible for the periods prescribed in the classes. Where a record is copied, either onto microform or digitally imaged, the original should not be disposed of without authorisation (see also the *General Retention and Disposal Authority – Original or source records that have been copied*). Public offices will need to ensure that any software, hardware or documentation required to gain continuing access to technology dependent records is available for the periods prescribed.

Disposal action

Records required as State archives

Records which are to be retained as State archives are identified with the disposal action 'Required as State archives'. Records that are identified as being required as State archives should be stored in controlled environmental conditions and control of these records should be transferred to State Records when they are no longer in use for official purposes.

The transfer of control of records as State archives may, or may not, involve a change in custodial arrangements. Records can continue to be managed by the public office under a distributed management agreement. Public offices are encouraged to make arrangements with State Archives and Records NSW regarding the management of State archives.

Transferring records identified as State archives and no longer in use for official purposes to State Archives and Records NSW control should be a routine and systematic part of a public office's records management program. If the records are more than 25 years old and are still in use for official purposes, then a 'still in use determination' should be made.

Records approved for destruction

Records that have been identified as being approved for destruction may only be destroyed once a public office has ensured that all other requirements for retaining the records are met. Retention periods set down in this authority are *minimum* periods only and a public office should keep records for a longer period if necessary. Reasons for longer retention can include legal requirements, administrative need, and government directives. A public office *must not* dispose of any records where the public office is aware of possible legal action (including legal discovery, court cases, formal applications for access) where the records may be required as evidence.

Once all requirements for retention have been met, destruction of records should be carried out in a secure and environmentally sound way. Relevant details of the destruction should be recorded. See *Destruction of records: a practical guide*.

Organisations should review functional retention and disposal authorities regularly to ensure that they remain relevant as the organisation's functions and activities, operating environment and requirements for records change. Retention requirements may change over time. This can occur when:

- business needs or practices change
- new laws, regulations or standards are introduced
- new technology is implemented
- government administration is restructured and functions are moved between entities, or
- unforeseen or new community expectations become apparent.

State Archives and Records NSW recommends that organisations check any functional retention and disposal authorities more than 5 years old to ensure that the retention periods and disposal actions remain relevant.

Regardless of whether a record has been approved for destruction or is required as a State archive, a public office or an officer of a public office must not permanently transfer possession or ownership of a State record to any person or organisation without the explicit approval of State Records.

Administrative change

This functional retention and disposal authority has been designed to link records to the functions they document rather than to organisational structure. This provides for a stable retention and disposal authority that is less affected by administrative change. The movement of specified functions between branches or units within the public office does not require the authority to be resubmitted to State Archives and Records NSW for approval. However, when functions move from one public office to another the public office that inherits the new function should contact State Records to discuss use of any existing retention and disposal authority approved for use by a predecessor organisation.

Amendment and review of this authority

State Archives and Records NSW must approve any amendment to this authority. Public offices that use the authority should advise State Archives and Records NSW of any proposed changes or amendments to the authority.

State Archives and Records NSW recommends a review of this authority after five years to establish whether its provisions are still appropriate. Either the public office or State Records may propose a review of the authority at any other time, particularly in the case of change of administrative arrangements or procedures which are likely to affect the value of the records covered by this authority.

In all cases the process of review will involve consultation between State Archives and Records NSW and the public office. If the process of review reveals that this authority requires amendment, the necessary amendments should be made and approved.

Contact Information

State Archives and Records NSW
PO Box 516
Kingswood NSW 2747
Telephone: (02) 9673 1788
E-mail: govrec@records.nsw.gov.au

**Functional Retention and Disposal Authority
Planning and development (Department of Planning)**

Authority no: FA245

Dates of coverage: Open

List of Functions and Activities covered		
Function	Activity	Reference
BUILDING CODES & STANDARDS		1.0.0
	Advice	1.1.0
	Consultations	1.2.0
	Education and Training	1.3.0
	Policy	1.4.0
	Procedures	1.5.0
	Reviewing	1.6.0
DEVELOPMENT CONTROL & ASSESSMENT		2.0.0
	Advice	2.1.0
	Assessment	2.2.0
	Authorisation	2.3.0
	Consultations	2.4.0
	Education & Training	2.5.0
	Exhibitions	2.6.0

**Functional Retention and Disposal Authority
Planning and development (Department of Planning)**

Authority no: FA245

Dates of coverage: Open

List of Functions and Activities covered

Function	Activity	Reference
	Monitoring	2.7.0
	Policy	2.8.0
	Procedures	2.9.0
	Reporting	2.10.0
	Research	2.11.0
	Submissions	2.12.0
LAND MANAGEMENT		3.0.0
	Acquisition	3.1.0
	Care Control Management	3.2.0
	Conservation	3.3.0
	Construction	3.4.0
	Disposal	3.5.0
	Grants	3.6.0
	Leasing-Out	3.7.0
	Maintenance	3.8.0

**Functional Retention and Disposal Authority
Planning and development (Department of Planning)**

Authority no: FA245

Dates of coverage: Open

List of Functions and Activities covered

Function	Activity	Reference
	Maps & Plans	3.9.0
	Meetings	3.10.0
	Planning	3.11.0
	Policy	3.12.0
	Procedures	3.13.0
	Programs & Projects	3.14.0
	Research	3.15.0
	Reviewing	3.16.0
	Risk Management	3.17.0
STATUTORY PLANNING		4.0.0
	Advice	4.1.0
	Authorisation	4.2.0
	Consultations	4.3.0
	Exhibitions	4.4.0
	Grants	4.5.0

**Functional Retention and Disposal Authority
Planning and development (Department of Planning)**

Authority no: FA245

Dates of coverage: Open

List of Functions and Activities covered

Function	Activity	Reference
	Monitoring	4.6.0
	Policies & Strategies	4.7.0
	Policy	4.8.0
	Procedures	4.9.0
	Submissions	4.10.0
STRATEGIC PLANNING		5.0.0
	Advice	5.1.0
	Consultations	5.2.0
	Grants	5.3.0
	Modelling	5.4.0
	Policies & Strategies	5.5.0
	Policy	5.6.0
	Procedures	5.7.0
	Programs & Projects	5.8.0
	Reporting	5.9.0

**Functional Retention and Disposal Authority
Planning and development (Department of Planning)**

Authority no: FA245

Dates of coverage: Open

List of Functions and Activities covered

Function	Activity	Reference
	Submissions	5.10.0

Functional Retention and Disposal Authority Planning and development

Authority no: FA245

Dates of coverage: Open

No	Function/Activity	Description	Disposal Action
1.0.0	BUILDING CODES & STANDARDS	<p>The function of managing building codes and standards. Includes participating in the development and reviewing of Australian building codes and standards, and conducting education and awareness programs.</p> <p>For records relating to Independent Review Panels set up to investigate building systems and standards, see General Retention and Disposal Authority - Administrative Records: COMMITTEES (Advisory).</p>	
1.1.0	Advice	<p>The activities associated with offering and receiving opinions and advice to the minister, public and other agencies relating to certification and accreditation.</p> <p>For the receipt of legal advice, see General Records and Disposal Authority - Administrative Records: LEGAL SERVICES - Advice.</p> <p>For the provision of advice to the Minister or other government organisations relating to aspects of the organisation's policies and procedures, functions, obligations, legislation or liabilities, see General Records and Disposal Authority - Administrative Records: GOVERNMENT RELATIONS - Advice.</p>	
1.1.1		Records relating to the receipt and provision of advice relating to building codes and standards. Records include requests for advice and responses.	Retain minimum of 7 years after last action, then destroy.
1.2.0	Consultations	<p>The activities associated with formal consultations with the community, stakeholders, industry and interest groups to assess public opinion about building codes and standards.</p> <p>For final report see BUILDING CODES & STANDARDS - Reviewing</p>	
1.2.1		Summaries of consultations and written submissions	Required as State archives

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Dates of coverage: Open

No	Function/Activity	Description	Disposal Action
1.2.2		Records relating to consultations relating to building codes and standards, such as industry consultations on building codes. Records include agendas, discussion papers, consultation notes.	Retain minimum of 7 years after last action, then destroy.
1.3.0	Education & Training	The activities associated with developing and providing education and training services regarding building codes and standards.	
1.3.1		Records relating to the development and provision of information and training programs to increase understanding and awareness of issues and activities associated with building codes and standards. Records include: <ul style="list-style-type: none"> - final approved versions of training material for seminars, such as programs, lecture notes and handouts - course evaluations - venue bookings and equipment hire - schedules - advertisements - invitation lists - attendance confirmations - catering arrangements. 	Retain minimum of 2 years after last action, then destroy.
1.3.2		Master set of advisory notes and circulars relating to building codes and standards, such as building regulation advisory notes.	Required as State archives.
1.3.3		Master set of brochures, flyers and fact sheets relating to building codes and standards.	Retain minimum of 7 years after last action, then destroy.

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Dates of coverage: Open

No	Function/Activity	Description	Disposal Action
1.3.4		Records relating to the drafting and development of advisory notes, brochures, flyers and fact sheets used to provide information relating to building codes and standards. Records include drafts and background material.	Retain until administrative use ceases, then destroy.
1.4.0	Policy	The activities associated with developing and establishing internal policies relating to the operational aspects of reviewing building codes and standards.	
1.4.1		Final policy documents relating to building codes and standards and records relating to the development and review of policies.	Retain minimum of 2 years after policy is superseded, then destroy.
1.5.0	Procedures	The activities associated with developing and establishing internal procedures relating to building codes and standards.	
1.5.1		Master set of procedures relating to building codes and standards.	Retain minimum of 2 years after procedure is superseded, then destroy.
1.6.0	Reviewing	The activities associated with reviewing building codes and standards.	
1.6.1		Final approved versions of reports relating to the review of building codes and standards	Required as State archives.
1.6.2		Records relating to reviews of building codes and standards. Records include: <ul style="list-style-type: none"> - documents establishing the review - background research - draft versions of review reports containing significant changes/amendments or formally circulated for comment. 	Retain minimum of 7 years after last action, then destroy.

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No	Function/Activity	Description	Disposal Action
2.0.0	DEVELOPMENT CONTROL & ASSESSMENT	<p>The function of managing the development control system for the state. Includes assessing development proposals, including major development projects, against a set of established criteria. Also includes providing advice on sustainability and quality design and monitoring major development projects.</p> <p>For archival recordings which are required, under the conditions of consent, to be deposited with State Records, see Functional Retention and Disposal Authority – Department of Urban Affairs and Planning – archival recordings documenting heritage sites (DA36).</p> <p>For records relating to Independent Review Panels set up to investigate development control and assessment matters, see General Retention and Disposal Authority - Administrative Records: COMMITTEES (Advisory).</p> <p>For records relating to formal inquiries into major developments, see General Retention and Disposal Authority - Administrative Records: GOVERNMENT RELATIONS - Inquiries.</p> <p>For records relating to the acquisition of services through a contracting-out or outsourcing process, see General Retention and Disposal Authority - Administrative Records: CONTRACTING-OUT.</p> <p>For records relating to receiving and assessing tenders, see General Retention and Disposal Authority - Administrative Records: TENDERING.</p> <p>For records relating to the handling of appeals against decisions made by the agency or the Minister with respect to applications for major projects, see General Retention and Disposal Authority - Administrative Records: LEGAL SERVICES</p>	
2.1.0	Advice	<p>The activities associated with offering and receiving opinions and advice to the minister, public and other agencies relating to the State's development control system, development proposals and sustainability and design.</p>	

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No	Function/Activity	Description	Disposal Action
2.1.1		Records relating to the receipt and provision of advice relating to development controls and assessments.	Retain minimum of 7 years after last action, then destroy.
2.2.0	Assessment	<p>The activities involved in assessing development applications against established criteria. Includes issuing an instrument of approval or advice that the proposal has been refused.</p> <p>For the on-going monitoring of major projects, see DEVELOPMENT CONTROL & ASSESSMENT - Monitoring.</p> <p>For appeals against assessment application decisions, see General Retention and Disposal Authority - Administrative Records: LEGAL SERVICES</p>	
2.2.1		Information contained within building sustainability index (BASIX) (or similar assessment databases or systems) and required for sustainable residential development consent.	Retain in agency.
2.2.2		<p>Records relating to the assessment of applications for major infrastructure and other projects, such as power stations, hospitals, coastal subdivisions or tourist resorts, correctional facilities, education facilities, major sporting facilities, marina facilities, port and wharf facilities, mining, manufacturing industries, transport facilities, remediation of contaminated land, residential, commercial or retail projects etc. This includes applications that are approved or rejected.</p> <p>Records include:</p> <ul style="list-style-type: none"> - summaries of submissions - proposals - reports - environmental assessments - statements of commitments - conditions of consent or instrument of refusal (if rejected) 	Required as State archives.

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No	Function/Activity	Description	Disposal Action
		<ul style="list-style-type: none"> - construction certificates - plans, maps and photographs - Register of Major Works 	
2.2.3		Records relating to approved applications for minor developments or works on land, buildings or sites.	Retain minimum of 10 years after issue of final certification, then destroy
2.2.4		Records relating to approved applications for temporary structures, such as tents, marquees, stages, stalls and mobile television screens.	Retain minimum of 7 years after action completed, then destroy
2.2.5		Records relating to the assessment of applications for major infrastructure and other projects where the application is withdrawn, cancelled or referred to the responsible agency.	Retain minimum of 7 years after action completed, then destroy
2.2.6		Records relating to the granting or refusal of concurrence, including applications where there is a SEPP 10 monetary contribution requirement. This includes applications that are withdrawn or cancelled.	Retain minimum of 7 years after action completed, then destroy
2.3.0	Authorisation	The process of seeking and granting approval for major infrastructure and other major projects of State or regional environmental planning significance.	
2.3.1		Records relating to statutory action by the Minister or Director General relating to the assessment and approval or rejection of developments relating to major projects, or urban and tourism developments within specified areas e.g. Coastal zone, Circular Quay, Luna Park, Kosciusko Ski Resorts etc. Records include: <ul style="list-style-type: none"> - summary of submissions 	Required as State archives.

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No	Function/Activity	Description	Disposal Action
		<ul style="list-style-type: none"> - proposals - reports - environmental assessments - instruments of authorisation or rejection. 	
2.4.0	Consultations	<p>The activities associated with formal consultations with the community, stakeholders and interest groups to assess public opinion about major development proposals. Includes public hearings.</p> <p>For formal written submissions about major development proposals, see DEVELOPMENT CONTROL & ASSESSMENT – Submissions.</p>	
2.4.1		Records relating to consultations relating to development control and assessments, such as community consultation on major projects. Records include discussion papers and reports of consultations and public hearings.	Required as State archives.
2.5.0	Education & Training	The activities associated with developing and providing education and training services regarding development controls and assessments.	
2.5.1		<p>Records relating to the development and provision of education and training programs aimed at increasing the understanding of development controls and assessments for stakeholders such as the public, councils, builders etc. Records include:</p> <ul style="list-style-type: none"> - final approved versions of training material for seminars, such as programs , lecture notes and handouts - course evaluations - venue bookings and equipment hire - schedules - advertisements - invitation lists 	Retain minimum of 2 years after last action, then destroy.

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No	Function/Activity	Description	Disposal Action
		<ul style="list-style-type: none"> - attendance confirmations - catering arrangements. 	
2.5.2		Master set of advisory notes, brochures, flyers and fact sheets relating to development controls and assessments.	Required as State archives.
2.5.3		Records relating to the drafting and development of advisory notes, brochures, flyers and fact sheets used to provide information relating to development controls and assessments. Records include drafts and background material.	Retain until administrative use ceases, then destroy.
2.6.0	Exhibitions	The activities associated with using organisational material in mounted displays to inform the community about proposed major development projects.	
2.6.1		Records relating to the publicising and management of exhibitions relating to development control and assessment, such as exhibitions of the environmental assessment associated with a proposed major development project. Records include venue arrangements, exhibition brief and design, and exhibition advertisements and notices.	Retain minimum of 7 years after last action, then destroy.
2.7.0	Monitoring	The activities associated with monitoring major development projects to ensure compliance with statutory requirements are being met and that objectives are being achieved.	
2.7.1		Records relating to the monitoring of major development projects to ensure that standards etc. are being met. Records include: <ul style="list-style-type: none"> - progress reports - compliance reports - site visit reports. 	Retain in agency.

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No	Function/Activity	Description	Disposal Action
2.8.0	Policy	The activities associated with developing and establishing internal policies relating to development control and assessment issues, as the basis from which the organisation's operating procedures are determined.	
2.8.1		Final policy documents relating to development control and assessment.	Required as State archives.
2.8.2		Records relating to the development and review of policies. Records include background and research material, draft versions containing significant changes and records of consultations with stakeholders.	Retain minimum of 2 years after last action, then destroy.
2.9.0	Procedures	The activities associated with developing and establishing internal procedures relating to development control and assessment issues.	
2.9.1		Master set of procedures relating to development control and assessment.	Retain minimum of 3 years after procedures are superseded, then destroy.
2.10.0	Reporting	The activities associated with reports relating to development controls and assessments.	
2.10.1		Periodic reports relating to development control and assessment, such as reports to the Minister on the status of assessment applications for major projects and progress reports on major projects.	Retain minimum of 5 years after last action, then destroy.
2.10.2		Reports to the Minister regarding issues relating to specific individual major developments.	Required as State archives.
2.11.0	Research	The activities involved in researching development controls and sustainable development to discover facts, principles etc.	

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No	Function/Activity	Description	Disposal Action
2.11.1		Final research reports relating to development control and assessment.	Required as State archives.
2.11.2		Records relating to the development of final research reports. Includes background information and literature searches. Records include: <ul style="list-style-type: none"> - background information - literature searches - research plans - interviews - observations and monitoring data. 	Retain minimum of 2 years after last action, then destroy.
2.12.0	Submissions	The receipt of submissions or formal statements from stakeholders relating to development proposals. For Summaries of Submissions see DEVELOPMENT & CONTROL ASSESSMENT - Assessments, and DEVELOPMENT & CONTROL ASSESSMENT - Authorisation For formal consultations, including public hearings, regarding major development proposals, see DEVELOPMENT & CONTROL ASSESSMENT - Consultations.	
2.12.1		Records relating to submissions received from stakeholders and the public and relating to development proposals.	Retain minimum of 7 years after last action, then destroy.
3.0.0	LAND MANAGEMENT	The function of acquiring and managing land identified for key public projects or to protect the State's natural assets. Includes identifying and disposing of land which is surplus to planning needs. For the management of working and storage property utilised by the department, for example offices and workshops, use General Retention and Disposal Authority - Administrative Records: PROPERTY MANAGEMENT.	

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Dates of coverage: Open

No	Function/Activity	Description	Disposal Action
		<p>For records relating to Independent Review Panels set up to investigate land management matters or established to acquire land identified for key public projects, see General Retention and Disposal Authority - Administrative Records: COMMITTEES (Advisory).</p> <p>For records relating to the monitoring and assessment of property as corporate assets, use General Disposal Authority – Financial and accounting records: FINANCIAL MANAGEMENT - ASSET REGISTER.</p> <p>For heritage and conservation registers relating to land owned or managed by the Department, see General Retention and Disposal Authority - Administrative Records: PROPERTY MANAGEMENT - Conservation.</p> <p>For records relating to contracting out associated with land management services, such as research or legal services, see General Retention and Disposal Authority - Administration Records: CONTRACTING-OUT.</p> <p>For records relating to the tendering for land management services, see TENDERING.</p> <p>For security and protection of property associated with land management, see General Retention and Disposal Authority - Administrative Records: PROPERTY MANAGEMENT – Security.</p> <p>For records relating to appeals regarding the compulsory acquisition of property identified for key public projects or to protect natural assets see, General Retention and Disposal Authority - Administrative Records: LEGAL SERVICES</p>	
3.1.0	Acquisition	The process of gaining ownership or use of property for key public projects or to protect natural assets.	
3.1.1		Records relating to the acquisition of property identified for key public projects or to protect natural assets, and considered significant to the State by the Heritage Council of NSW or the National Trust of Australia, or listed on the organisation's Heritage and Conservation Register, or involves large areas of land or environmentally sensitive sites. Records include:	Required as State archives.

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Dates of coverage: Open

No	Function/Activity	Description	Disposal Action
		<ul style="list-style-type: none"> - records of investigation into and reports on the property - environmental impact assessments - budgetary estimates and valuations - cost benefit analyses - correspondence with the vendor or owner - draft versions of contracts of purchase containing significant changes/alterations - final, approved versions of contracts of purchase 	
3.1.2		<p>Records relating to the acquisition of property identified for key public projects or to protect natural assets, but is not heritage listed or otherwise considered to be of significance to the State or the organisation (i.e. does not involve large areas of land or environmentally sensitive sites). Records include:</p> <ul style="list-style-type: none"> - records of investigation into and reports on the property - environmental impact assessments - budgetary estimates and valuations - cost benefit analyses - correspondence with the vendor or owner - draft versions of contracts of purchase containing significant changes/alterations - final, approved versions of contracts of purchase. 	<p>For signed contracts under seal: Retain minimum of 12 years after disposal of property, then destroy.</p> <p>For contracts that are not under seal: Retain minimum of 7 years after disposal of property, then destroy.</p>
3.1.3		<p>Superseded – see <i>the General retention and disposal authority: administrative records</i> (GA28, entry 16.1.4).</p> <p>GA28, entry 16.1.4 permits the disposal of deeds or certificates of title after administrative or reference use ceases.</p>	

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No	Function/Activity	Description	Disposal Action
		<p><i>Note: the Registrar General of NSW declared that 11 October 2021 was the day on which all certificates of titles ceased to be issued. Under the Real Property Act a certificate of title previously issued has no force or effect for the purposes of a requirement, whether made under this Act or any other Act, for the lodgement or production of a certificate of title that is imposed in connection with the registration of a matter.</i></p> <p><i>See GA28, entry 16.1.1 for historic (e.g. linen) certificates of title that relate to heritage or landmark properties.¹</i></p>	
3.1.4		<p>Records relating to negotiations for property where the acquisition is not proceeded with. Records include:</p> <ul style="list-style-type: none"> - records of investigation into and reports on the property - environmental impact assessments - budgetary estimates and valuations - cost benefit analyse - correspondence with the vendor or owner. 	Retain minimum of 10 years after action completed, then destroy.
3.2.0	Care Control Management	The activities associated with the management of land owned by the agency and maintained by councils etc. under agreement.	
3.2.1		<p>Records relating to the care and control of property identified for key public projects or to protect the State's natural assets, and managed by another party. Records include:</p> <ul style="list-style-type: none"> - agreements - ongoing correspondence - submissions to do work 	Retain minimum of 7 years after disposal of property, then destroy.

¹ Entry amended August 2022.

Planning and development

Authority no: FA245

Dates of coverage: Open

No	Function/Activity	Description	Disposal Action
		- approvals.	
3.3.0	Conservation	The activities involved in the preservation, protection, maintenance, restoration and enhancement of properties, including buildings and land. For conservation of property management by the Department for operational purposes, see General Retention and Disposal Authority – Administrative Records: PROPERTY MANAGEMENT - Conservation.	
3.3.1		Records relating to notifications that property owned by the organisation and identified for key public project or to protect the State's natural assets, are subject to interim heritage orders.	Retain minimum of 7 years after action completed, then destroy.
3.3.2		Records relating to applications to the Heritage Council seeking approvals for changes to heritage places or for excavating land where relics might be disturbed and related records e.g. applications for development approval, heritage impact statements etc. Includes results of applications and appeals.	Required as State archives.
3.3.3		Records relating to orders received and advice given and received regarding the conservation of heritage property. Includes those regarding the identification and repair or adaptation of heritage property.	Required as State archives.
3.3.4		Records relating to heritage agreements regarding the management of heritage property owned by the organisation and identified for key public projects or to protect the State's natural assets.	Required as State archives.
3.3.5		Records relating to the remediation of contaminated sites that: - present a major public health risk e.g. toxic waste - involve major public controversy, or - have a significant impact on policies/procedures. Records include:	Required as State archives.

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No	Function/Activity	Description	Disposal Action
		<ul style="list-style-type: none"> - environmental impact assessments and plans - records of consultations - records of site inspections - records of remedial action, and - records of environmental monitoring. 	
3.3.6		<p>Records relating to the remediation of contaminated sites that do not:</p> <ul style="list-style-type: none"> - present a major public health risk e.g. toxic waste - involve major public controversy, or - have a significant impact on policies/procedures <p>Records include:</p> <ul style="list-style-type: none"> - environmental impact assessments and plans - records of consultations - records of site inspections - records of remedial action - records of environmental monitoring. 	Retain for minimum of 75 years after action completed, then destroy.
3.3.7		<p>Records relating to the conservation of sites identified as having significance to Aboriginal people and retained to protect the State's natural assets. Records include:</p> <ul style="list-style-type: none"> - site assessments and plans - records of consultations - records of site inspections - records of remedial action - records of site monitoring. 	Required as State archives.

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No	Function/Activity	Description	Disposal Action
3.4.0	Construction	The process of making, erecting, renovating or restoring buildings and structures on land managed by the Department and identified for key public projects or land that is environmentally sensitive.	
3.4.1		<p>Records relating to construction work, carried out on heritage buildings and structures on land managed by the Department and identified for key public projects or land that is environmentally sensitive. Records include:</p> <ul style="list-style-type: none"> - building and development applications - plans/designs as approved - plans/designs as executed and variations - specifications - photographs - drawings - site diaries and plans - records of structural changes made for installations, fitouts and maintenance - records of decisions or approvals regarding naming of buildings and erection of plaques. 	Required as State archives.
3.4.2		<p>Records relating to construction work carried out on non-heritage buildings and structures on land managed by the Department and identified for key public projects or on land that is not environmentally sensitive. Records include:</p> <ul style="list-style-type: none"> - building and development applications - plans/designs as approved - plans/designs as executed and variations - specifications - photographs 	Retain minimum of 7 years after disposal of property, then destroy.

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No	Function/Activity	Description	Disposal Action
		<ul style="list-style-type: none"> - drawings - site diaries and plans - records of structural changes made for installations, fitouts and maintenance - records of decisions or approvals regarding naming of buildings and erection of plaques. 	
3.5.0	Disposal	The process of disposing of property no longer required by the organisation, by sale, transfer or auction.	
3.5.1		<p>Records relating to the disposal of property identified for key public projects or to protect natural assets, and considered to be of significance to the State by the Heritage Council of NSW or the National Trust of Australia, or listed on the organisation's Heritage and Conservation Register, or involves large areas of land or environmentally sensitive sites. Records include:</p> <ul style="list-style-type: none"> - assessments and investigations - valuation certificates - records of preparation undertaken before disposal - draft versions of contracts of sale or transfer containing significant change/alterations - final, approved versions of contracts of sale or transfer. 	Required as State archives.
3.5.2		<p>Records relating to the disposal of property identified for key public projects or to protect natural assets, but is not heritage listed or otherwise considered to be of significance to the State or the organisation (i.e. does not involve large areas of land or environmentally sensitive sites). Records include:</p> <ul style="list-style-type: none"> - assessments and investigations - valuation certificates - results of preparation undertaken before disposal 	<p>For signed contracts under seal: Retain for minimum of 12 years after disposal of property, then destroy.</p> <p>For contracts that are not under seal:</p>

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No	Function/Activity	Description	Disposal Action
		<ul style="list-style-type: none"> - draft versions of contracts of sale or transfer containing significant changes/alterations - final, approved versions of contracts of sale or transfer. 	Retain minimum of 7 years after disposal of property, then destroy.
3.6.0	Grants	<p>The activities associated with the management of grants administered by the agency.</p> <p>For grants awarded to the Department, see General Retention and Disposal Authority - Administrative Records: STRATEGIC MANAGEMENT - Grant Funding.</p>	
3.6.1		<p>Records relating to the receipt, assessment and monitoring of grant applications associated with land management, such as grants to enhance access and quality of public land. Records include:</p> <ul style="list-style-type: none"> - successful and unsuccessful applications - progress and/or final reports - photographs. 	Retain minimum of 7 years after last action, then destroy.
3.6.2		<p>Records relating to the administration of grants by the agency. Records include:</p> <ul style="list-style-type: none"> - reports and recommendations to the Minister - notification of successful and unsuccessful applications - monitoring reports of grant programs. 	Retain minimum of 5 years after last action, then destroy.
3.7.0	Leasing-Out	The activities involved in leasing-out property managed by the Department and identified for key public projects or to protect the State's natural assets.	
3.7.1		<p>Records relating to leasing-out arrangements for property owned by the department and relating to land management. Records include:</p> <ul style="list-style-type: none"> - correspondence and records of negotiations - signed leases 	Retain minimum of 7 years after expiry or other termination of lease, then destroy.

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No	Function/Activity	Description	Disposal Action
		- records of ongoing management of leases.	
3.8.0	Maintenance	The activities associated with the upkeep, repair and preservation of property identified for key public projects or to protect the State's natural assets and managed by the Department.	
3.8.1		Records relating to maintenance of properties relating to land management. Includes cleaning, painting, grounds maintenance, pest control etc. Records include: <ul style="list-style-type: none"> - maintenance schedules - records of consultations - progress reports - maintenance logs. 	Retain minimum of 7 years after disposal of property, then destroy.
3.8.2		Records relating to the storage, removal and off-site disposal of toxic or hazardous substances where risk assessments indicate that the severity of the risk to humans is high, e.g. asbestos, radioactive waste, some pesticides etc.	Retain minimum of 75 years after action completed, then destroy.
3.8.3		Records relating to the storage, removal and off-site disposal of toxic or hazardous substances where risk assessments indicate that the severity of the risk to humans is low, e.g. petrol, gas, some chemicals etc.	Retain minimum of 30 years after action completed, then destroy.
3.8.4		Records relating to the storage, removal and off-site disposal of non-toxic, non-hazardous substances.	Retain minimum of 2 years after action completed, then destroy.

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No	Function/Activity	Description	Disposal Action
3.8.5		Records relating to enhancement work on coastal lands performed to protect sand dunes and beaches, and landscaping of land identified for key public projects. Includes planting and landscaping project files. Records include: <ul style="list-style-type: none"> - maintenance project brief - enhancement or landscaping plans - records of consultations - progress reports. 	Retain minimum of 7 years after last action, then destroy.
3.9.0	Maps & Plans	The activity associated with producing and managing maps, plans and drawings showing physical features of a space.	
3.9.1		Maps, plans and drawings associated with significant sites identified for key public projects or to protect natural assets, such as Heritage or heritage listed property, or property significant to the state or a region.	Required as State archives.
3.9.2		Maps, plans and drawings relating to sites that are not identified for key public projects or to protect natural assets or are not significant to the state or a region (e.g. large area of land, environmentally sensitive).	Retain minimum of 7 years after disposal of property, then destroy.
3.10.0	Meetings	The activities associated with ad hoc meetings relating to the management of land identified for key public projects or to protect natural assets.	
3.10.1		Records relating to business unit meetings to discuss issues relating to land management. Records include: <ul style="list-style-type: none"> - agendas - minutes of meetings. 	Retain minimum of 2 years after last action, then destroy.

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No	Function/Activity	Description	Disposal Action
3.10.2		Records relating to external and internal meetings for routine sharing of information or consultation purposes relating to land management.	Retain minimum of 5 years after last action, then destroy.
3.11.0	Planning	The process of formulating ways in which objectives can be achieved.	
3.11.1		Plans relating to land management such as bushfire management plans and property maintenance plans.	Retain minimum of 2 years after plan is superseded, then destroy.
3.12.0	Policy	The activities associated with developing and establishing internal policies relating to the management of land identified for key public projects or to protect the State's natural assets.	
3.12.1		Records relating to the development and establishment of policies relating to the management of land identified for key public projects or to protect natural assets, such as policy on the acquisition of coastal land. Records include: <ul style="list-style-type: none"> - policy proposals - background research - records of consultations - draft versions of policies containing significant changes/alterations or formally circulated for comment - reports analysing issues and the outcomes of consultation with stakeholders - final approved policy. 	Required as State archives.
3.13.0	Procedures	The activities associated with developing and establishing internal procedures relating to the management of land identified for key public projects or to protect the State's natural assets.	

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No	Function/Activity	Description	Disposal Action
3.13.1		Master set of agency procedures relating to land management.	Retain minimum of 7 years after procedure is superseded, then destroy.
3.14.0	Programs & Projects	The activities associated with the management of projects and programs relating to land management and initiated by the government or the agency, for example programs to protect significant coastal features such as headlands and dunes and programs to acquire land for transport corridors.	
3.14.1		Records relating to the development of programs and projects relating to land management. Records include: <ul style="list-style-type: none"> - consultation with other agencies - proposals - Memoranda of Understanding or other agreements with stakeholders - program/project objectives and plans - progress and evaluation reports. 	Required as State archives.
3.14.2		Records relating to the administration by the agency of projects and programs relating to land management. Records include: <ul style="list-style-type: none"> - proposals - approvals - progress reports - acquittal reports. 	Retain minimum of 10 years after project or program is finalised or superseded, then destroy.
3.15.0	Research	The activities involved in investigating or enquiring into the status of land identified for key public projects or for protecting natural assets.	

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No	Function/Activity	Description	Disposal Action
3.15.1		<p>Records relating to research investigating the status of land identified for key public projects or protecting natural assets which impacts on policy or procedures, or creates intense public or media interest. Records include:</p> <ul style="list-style-type: none"> - background information - literature searches - research plans - interviews - observations and monitoring data - final research report. 	Required as State archives.
3.15.2		<p>Records relating to research investigating the status of land identified for key public projects or protecting natural assets which does not impact on policy or procedures, and does not create public or media interest. Records include:</p> <ul style="list-style-type: none"> - background information - literature searches - research plans - interviews - observations and monitoring data - final research report. 	Retain minimum of 7 years after last action, then destroy.
3.16.0	Reviewing	The activities involved in re-evaluating or re-examining programs or processes relating to land management.	
3.16.1		Final approved versions of reports.	Required as State archives.

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No	Function/Activity	Description	Disposal Action
3.16.2		Records relating to reviews of programs, processes, etc. relating to land management. Records include: <ul style="list-style-type: none"> - document establishing review - background research - draft versions of review reports containing significant changes/alteration or formally circulated for comment - project or action plans. 	Retain minimum of 7 years after last action, then destroy.
3.17.0	Risk Management	The process involving the identification of risks, and the implementation of appropriate practices and procedures which will reduce wastage and the impact of economic loss arising from an incident.	
3.17.1		Records relating to contamination audits done on land relating to land management to identify any risks and determine if it is suitable for intended use. Records include: <ul style="list-style-type: none"> - arrangements for audit - background research - observations and notes - photographs - test results and measurements - final report. 	Retain minimum of 7 years after disposal of property, then destroy.
4.0.0	STATUTORY PLANNING	The function of developing, implementing and monitoring a legislation and policy framework for environmental planning to enable decisions to be made to achieve strategic outcomes. Includes development of state environmental planning policies and regional environmental plans and approval of local environmental plans.	

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No	Function/Activity	Description	Disposal Action
		For records of committees, such as LEP Review Panel, see General Retention and Disposal Authority - Administrative Records: COMMITTEES.	
4.1.0	Advice	<p>The activities associated with offering and receiving opinions and advice to the minister, public and other agencies relating to statutory planning.</p> <p>For advice provided on draft policies and strategies relating to statutory plans developed by other agencies, see STATUTORY PLANNING - Policies & Strategies.</p> <p>For the receipt of legal advice, see General Records and Disposal Authority - Administrative Records: LEGAL SERVICES - Advice.</p> <p>For the provision of advice to the Minister or other government organisations relating to aspects of the organisation's policies and procedures, functions, obligations, legislation or liabilities, see General Records and Disposal Authority - Administrative Records: GOVERNMENT RELATIONS - Advice.</p>	
4.1.1		Records relating to the provision of advice to the portfolio Minister or other government organisations concerning substantive aspects of the State's statutory planning or which may be controversial, impact on policy or set precedence, for example statutory plans proposed for aged care housing developments.	Required as State archives.
4.1.2		Records relating to the receipt and provision of routine advice relating to operational aspects of statutory planning. Includes advice to council on the preparation of local environmental plans.	Retain minimum of 7 years after last action, then destroy.
4.2.0	Authorisation	The process of approving and monitoring Local Environmental Plans developed by councils.	
4.2.1		<p>Records relating to the approval and monitoring of Local Environmental Plans developed by councils. Records include:</p> <ul style="list-style-type: none"> - drafts - copy of Director General's certificate and report 	Required as State archives.

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No	Function/Activity	Description	Disposal Action
		<ul style="list-style-type: none"> - details of submissions - comments. 	
4.3.0	Consultations	The activities associated with formal consultations with the community, stakeholders and interest groups to assess public opinion about statutory planning.	
4.3.1		<p>Records relating to consultations relating to strategic planning, such as community consultations on state environmental planning policies and regional environmental plans. Records include discussion papers and reports of consultations.</p> <p>For summaries of consultations see, STATUTORY PLANNING – Policies and Strategies.</p>	Retain minimum of 7 years after last action, then destroy.
4.4.0	Exhibitions	The activities associated with using organisational material in mounted displays for the purpose of promoting proposed plans.	
4.4.1		Records relating to the arrangements for and setting up of exhibitions for the public exhibition of statutory plans. Records include venue arrangements, exhibition brief and design, and exhibition advertisements and notices.	Retain minimum of 7 years after last action, then destroy.
4.5.0	Grants	The activities associated with the management of grants provided by the agency.	
4.5.1		<p>Records relating to the receipt, assessment and supervision of grants relating to statutory planning, such as grants to councils to assist in the development of local environmental plans. Includes approved and rejected applications. Records include:</p> <ul style="list-style-type: none"> - applications - assessments - notifications 	Retain minimum of 7 years after last action, then destroy.

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No	Function/Activity	Description	Disposal Action
		<ul style="list-style-type: none"> - payment schedules - progress reports - acquittal reports. 	
4.6.0	Monitoring	The activities associated with monitoring local councils to ensure compliance with statutory requirements are being met and that objectives are being achieved.	
4.6.1		<p>Records relating to the monitoring and reporting on the performance of local councils in planning and development matters where statutory action is taken for unsatisfactory performance. Records include:</p> <ul style="list-style-type: none"> - planning returns from councils - report on non-compliance - recommendation to Minister for statutory action 	Required as State archives.
4.6.2		<p>Records relating to the monitoring and reporting on the performance of local councils in planning and development matters where no statutory action is taken for unsatisfactory performance. Records include:</p> <ul style="list-style-type: none"> - planning returns from councils 	Retain minimum of 7 years after last action, then destroy.
4.7.0	Policies & Strategies	<p>The activities relating to the development of statutory planning policies and strategies as a framework to support and facilitate social, economic, environmental, natural resource, infrastructure and transport planning. Includes reviewing established policies and strategies.</p> <p>For the development of internal departmental policies relating to statutory planning, see STATUTORY PLANNING – Policy.</p>	
4.7.1		Statutory plans developed by the agency. Includes State environmental planning policies and regional environmental plans.	Required as State archives.

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No	Function/Activity	Description	Disposal Action
4.7.2		<p>Records relating to the development of statutory plans, such as state environmental planning policies and regional environmental plans. Records include:</p> <ul style="list-style-type: none"> - research - summaries of consultations - drafts - options - cost benefit analysis - cost analysis - strengths and weaknesses analysis - summaries of submissions. 	Required as State archives.
4.7.3		Comments by the agency on draft policies and strategies developed by other organisations and relating to statutory planning, e.g. local environmental plans.	Retain minimum of 7 years after last action, then destroy.
4.8.0	Policy	The activities associated with developing and establishing internal policies relating to statutory planning.	
4.8.1		<p>Records relating to the development and establishment of policies relating to statutory planning. Records include: policy proposals</p> <ul style="list-style-type: none"> - background research - draft versions containing significant changes/alterations or formally circulated for comment - final approved policy. 	Retain minimum of 3 years after last action, then destroy.

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No	Function/Activity	Description	Disposal Action
4.9.0	Procedures	The activities associated with developing and establishing internal procedures relating to the development of legislative and policy framework for environmental planning.	
4.9.1		Master set of agency procedures relating to statutory planning.	Retain minimum of 3 years after procedures are superseded, then destroy.
4.10.0	Submissions	The receipt of submissions or formal statements from stakeholders relating to statutory planning. For summaries of submissions, see STATUTORY PLANNING – Policies & Strategies.	
4.10.1		Submissions received by the agency from the public and stakeholders relating to statutory planning.	Retain minimum of 5 years after last action, then destroy.
5.0.0	STRATEGIC PLANNING	The function of developing, implementing, monitoring and reviewing urban, regional, subregional and local strategies and plans which establish the framework to facilitate and manage growth and development in NSW. For records of committees, such as Independent Review Panels established to investigate strategic planning matters, see General Retention and Disposal Authority - Administrative Records: COMMITTEES. For records relating to the acquisition of services through a contracting-out or outsourcing process, see General Retention and Disposal Authority - Administrative Records: CONTRACTING-OUT. For records relating to receiving and assessing tenders, see General Retention and Disposal Authority - Administrative Records: TENDERING.	

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No	Function/Activity	Description	Disposal Action
5.1.0	Advice	<p>The activities associated with offering and receiving opinions and advice to the minister, public and other agencies relating to strategies for the State's growth and development.</p> <p>For advice provided on draft policies and strategies relating to strategic planning developed by other agencies, see STRATEGIC PLANNING - Policies & Strategies.</p> <p>For the receipt of legal advice, see General Records and Disposal Authority - Administrative Records: LEGAL SERVICES - Advice.</p> <p>For the provision of advice to the Minister or other government organisations relating to aspects of the organisation's policies and procedures, functions, obligations, legislation or liabilities, see General Records and Disposal Authority - Administrative Records: GOVERNMENT RELATIONS - Advice.</p>	
5.1.1		Records relating to the provision of advice to the portfolio Minister or other government organisations concerning substantive aspects of the State's strategic planning or which may impact on policy or set precedence, for example strategies to protect local communities from excessive development.	Required as State archives.
5.1.2		Records relating to the receipt and provision of routine advice relating to operational aspects of strategic planning.	Retain minimum of 7 years after last action, then destroy.
5.2.0	Consultations	<p>The activities associated with formal consultations with the community, stakeholders and interest groups to assess public opinion about strategic plans.</p> <p>For Summaries of Consultations See STRATEGIC PLANNING - Policies and Strategies.</p>	
5.2.1		Records relating to consultations relating to strategic planning, such as community consultations on metropolitan and regional strategies and transport planning. Records include discussion papers and reports of consultations.	Retain minimum of 7 years after last action, then destroy.
5.3.0	Grants	The activities associated with the management of grants provided by the agency.	

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No	Function/Activity	Description	Disposal Action
5.3.1		Records relating to the assessment and supervision of grants relating to strategic planning, such as grants to implement metropolitan and regional strategies. Includes approved and rejected applications. Records include: <ul style="list-style-type: none"> - applications - assessments - notifications - payment schedules - progress reports - acquittal reports. 	Retain minimum of 7 years after last action, then destroy.
5.4.0	Modelling	The processes involved in designing, testing and evaluating sample model profiles of systems under analysis.	
5.4.1		Records relating to the compilation and manipulation of geographic data to analyse strategic planning issues.	Retain minimum of 3 years after last action, then destroy.
5.5.0	Policies & Strategies	The activities relating to the development of State planning policies and strategies as a framework to support and facilitate social, economic, environmental, natural resource, infrastructure and transport planning. Includes reviewing established policies and strategies.	
5.5.1		State planning policies and strategies developed by the agency. Includes Metropolitan Strategy, Regional Strategies and State Infrastructure Strategy	Required as State archives.
5.5.2		Records relating to the development of State planning policies and strategies. Records include: <ul style="list-style-type: none"> - research - drafts 	Required as State archives.

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No	Function/Activity	Description	Disposal Action
		<ul style="list-style-type: none"> - summaries of consultations - summaries of submissions - options - cost benefit analysis - cost analysis - strengths and weaknesses analysis. 	
5.5.3		<p>Records relating to comments provided by the department on draft policies and strategies relating to strategic planning and developed by other agencies, e.g. transport agencies. Records include:</p> <ul style="list-style-type: none"> - copies of draft policies and strategies - correspondence regarding drafts - minutes of internal consultations - comments - final feedback report. 	Retain minimum of 7 years after last action, then destroy.
5.6.0	Policy	The activities associated with developing and establishing internal policies relating to strategic planning.	
5.6.1		<p>Records relating to the development and establishment of policies relating to strategic planning. Records include:</p> <ul style="list-style-type: none"> - policy proposals - background research - draft versions of policies containing significant changes/alterations or formally circulated for comment - final approved policy. 	Retain minimum of 3 years after policy is superseded, then destroy.

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No	Function/Activity	Description	Disposal Action
5.7.0	Procedures	The activities associated with developing and establishing internal procedures relating to the development of strategies and plans for the State's growth and development.	
5.7.1		Master set of agency procedures relating to strategic planning.	Retain minimum of 3 years after procedures are superseded, then destroy.
5.8.0	Programs & Projects	The activities associated with the management of projects and programs initiated by the government or the agency and being undertaken as part of the objectives and actions of the strategic plans.	
5.8.1		Records relating to summary records of programs and projects developed by the government or the department to address strategic planning issues. Includes Civic Improvement Program and Cities Taskforce Project. Records include: <ul style="list-style-type: none"> - program objectives - final reports - evaluation and review reports. 	Required as State archives.
5.8.2		Records relating to the management of projects and programs developed by the government or the department and relating to strategic planning. Record include: <ul style="list-style-type: none"> - applications - progress reports - schedules - budgeting. 	Retain minimum of 10 years after project or program is finalised or superseded, then destroy.
5.9.0	Reporting	The activities associated with developing reports relating to strategic planning.	

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No	Function/Activity	Description	Disposal Action
5.9.1		Final versions of internal reports, and reports made to external bodies relating to strategic planning that contain detailed recommendations and initiatives, or have a significant impact on organisational policies or procedures.	Required as State archives.
5.9.2		Final versions of internal reports and reports made to external bodies relating to strategic planning that do not contain detailed recommendations and initiatives, and do not impact significantly on organisational policies or procedures. Includes periodic progress reports and statistical reports.	Retain minimum of 5 years after last action, then destroy.
5.10.0	Submissions	The receipt of submissions or formal statements from stakeholders and relating to strategic planning. For summaries of submissions, see STRATEGIC PLANNING – Policies and Strategies.	
5.10.1		Submissions received by the agency from the public and stakeholders and relating to strategic planning.	Retain minimum of 5 years after last action, then destroy.