

State Records Authority of New South Wales

Functional Retention and Disposal Authority: FA251

This authority covers records documenting the function of emergency information coordination

Issued to Department of Lands

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 Records Authority of New South Wales in accordance with section 21(3) of the Act.

State Records Authority of New South Wales
Functional Retention and Disposal Authority

Authority no FA251

SR file no 07/0421

Scope

This functional retention and disposal authority covers records documenting the function of emergency information coordination from 2003 onwards.

Public office

Department of Lands

Approval date

David Roberts
Director
State Records Authority of New South Wales

20/02/2008
Date

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 Records 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 Records does not disapprove. Advice on the State Records Act can be obtained from State Records.

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 Records Authority ('State Records') reviews and approves organisations' retention and disposal authorities under the *State Records Act 1998*.

This authority is the product of an appraisal process conducted in accordance with State Records' *Standard on the appraisal and disposal of State records*. It is the duty of a public office, in submitting a draft functional retention and disposal authority for approval, to disclose to State Records any information which affects the retention of the records covered by the authority.

State Records' decisions take into account both the administrative requirements of the public office in discharging its functional responsibilities and the potential research use of the records by the NSW Government and the public. One of State Records' 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 Records.

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 – Imaged records*). 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 Records regarding the management of State archives.

Transferring records identified as State archives and no longer in use for official purposes to State Records' 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, FOI requests) 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.

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 Records 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.

Custody

The custody column in the functional retention and disposal authority is designed to assist public offices in identifying storage requirements or transfer arrangements for records identified as State archives (ie with a Disposal action of 'Required as State archives'). The directions in this column are recommendations only and are *not* mandatory. The type of information may include directions on how long records should be retained in the office and how long they should be kept in off-site, off-line or secondary storage prior to their transfer as State archives. A recommendation to retain records in the organisation for more than 25 years does not imply that a *still in use determination* (see Part 4, Section 28 of the State Records Act 1998) or that a distributed management agreement (see Part 4, Section 30 of the State Records Act 1998)

has been approved by State Records. Advice on arrangements for managing and transferring State archives can be obtained from 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 functional 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 Records 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 functional retention and disposal authority approved for use by a predecessor organisation.

Amendment and review of this authority

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

State Records 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 Records 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

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**Functional Retention and Disposal Authority
Emergency information coordination (Department of Lands)**

Authority no: FA251

Dates of coverage: 2003+

List of Functions and Activities covered
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Function	Activity	Reference
EMERGENCY INFORMATION COORDINATION		1.0.0
	Acquisition	1.1.0
	Advice	1.2.0
	Agreements and Licensing	1.3.0
	Bids and Quotations	1.4.0
	Compliance	1.5.0
	Data Collection	1.6.0
	Data Validation	1.7.0
	Joint Ventures	1.8.0
	Liaison	1.9.0
	Meetings	1.10.0
	Planning	1.11.0
	Policy	1.12.0
	Procedures	1.13.0

**Functional Retention and Disposal Authority
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List of Functions and Activities covered
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Function	Activity	Reference
	Reporting	1.14.0
	Research	1.15.0
	Reviewing	1.16.0
	Submissions	1.17.0
	Training and Consultancy Services	1.18.0
	Visits	1.19.0
INFORMATION PRODUCTS		2.0.0
	Advice	2.1.0
	Agreements and Licensing	2.2.0
	Bids and Quotations	2.3.0
	Distribution	2.4.0
	Evaluation	2.5.0
	Liaison	2.6.0
	Map Products and Analysis	2.7.0

Functional Retention and Disposal Authority
Emergency information coordination (Department of Lands)

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Dates of coverage: 2003+

List of Functions and Activities covered

Function	Activity	Reference
	Marketing	2.8.0
	Meetings	2.9.0
	Planning	2.10.0
	Policy	2.11.0
	Procedures	2.12.0
	Reporting	2.13.0
	Research	2.14.0
	Reviewing	2.15.0

Functional Retention and Disposal Authority Emergency information coordination (Department of Lands)

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No	Function/Activity	Description	Disposal Action	Custody*
1.0.0	EMERGENCY INFORMATION COORDINATION	<p>The function of coordinating the sourcing, storage and delivery of geo-spatial data and property related information to assist in the prevention, planning, response and recovery phases of multi-agency emergencies in New South Wales. Includes:</p> <ul style="list-style-type: none"> • coordination of emergency geo-spatial and property related information for counter-terrorism purposes • supporting the data requirements of other multi-agency emergencies such as bushfires, floods, storms, earthquakes and criminal activities • providing training programs and services. <p>See INFORMATION PRODUCTS for records relating to the reproduction and distribution of geo-spatial data and information resources.</p> <p>See <i>General Retention and Disposal Authority – Administrative Records – COMMUNITY RELATIONS – Public Reaction</i> for complaints received from clients regarding service or data received.</p> <p>See <i>General Retention and Disposal Authority – Administrative Records – COMMUNITY RELATIONS – Conferences and STAFF DEVELOPMENT – Conferences</i> for records of attendance at conferences.</p>		
1.1.0	Acquisition	The process of gaining ownership or use of spatial data and related data and information required by emergency service		

* see *About the functional retention and disposal authority*

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No	Function/Activity	Description	Disposal Action	Custody*
		<p>organisations.</p> <p>See EMERGENCY INFORMATION COORDINATION – Agreements and Licensing for records relating to the acquisition of data under a formal agreement or licence arrangement.</p> <p>See EMERGENCY INFORMATION COORDINATION – Data Collection for records relating to the capture, collection and maintenance of spatial data.</p> <p>See <i>General Retention and Disposal Authority – Administrative Records – TENDERING</i> for records relating to the receipt and assessment of tenders to supply data and information.</p>		
1.1.1		<p>Records relating to the acquisition of data relevant to the needs of emergency service organisations. Includes negotiations to buy data, receive data free of charge, receive and deliver data and to refresh datasets with new data.</p>	<p>Retain minimum of 7 years after last action, then destroy</p>	
1.2.0	Advice	<p>The activities associated with offering opinions by or to the organisation as to an action or judgement. Includes the process of advising.</p> <p>See EMERGENCY INFORMATION COORDINATION – Training and Consultancy Services for records relating to the provision of training and consultancy services to external</p>		

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No	Function/Activity	Description	Disposal Action	Custody*
		<p>organisations and individuals.</p> <p><i>See General Retention and Disposal Authority – Administrative Records – COMMUNITY RELATIONS – Enquiries for records relating to the provision of routine information about the agency and its services, e.g. hours of opening, contact lists or address details.</i></p> <p><i>See General Retention and Disposal Authority – Administrative Records – GOVERNMENT RELATIONS – Advice for records relating to the provision of advice to the Minister or Cabinet.</i></p> <p><i>See General Retention and Disposal Authority – Administrative Records – GOVERNMENT RELATIONS – Inquiries and Submissions for records of responses to formal inquiries and other submissions to the Minister or Cabinet.</i></p> <p><i>See General Retention and Disposal Authority – Administrative Records – GOVERNMENT RELATIONS – Representations for records relating to the preparation of responses to Ministerials.</i></p>		
1.2.1		Records relating to the provision of advice to emergency service organisations or other agencies concerning the sourcing, storage and delivery of data and information to assist emergency response planning and coordination. Includes advice relating to the provision of training and consultancy services.	Retain minimum of 10 years after last action, then destroy	
1.3.0	Agreements and Licensing	The processes associated with the establishment, maintenance, review and negotiation of agreements with other organisations for the supply or acquisition of data.		

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No	Function/Activity	Description	Disposal Action	Custody*
		Includes licence agreements and confidentiality agreements relating to the use and management of data. See EMERGENCY INFORMATION COORDINATION – Acquisition for records relating to the acquisition of data without licence or agreement.		
1.3.1		Records documenting the establishment, maintenance, review and negotiation of agreements with other organisations for the acquisition or use of data. Includes all correspondence pertaining to the agreement, and bids and quotes received as part of the agreement negotiation process.	Retain minimum of 10 years after expiry or termination of agreement, then destroy	
1.4.0	Bids and Quotations	Activities associated with the offering of products and services by the organisation to an external party on a commercial basis. Includes consultancy work for state and federal government departments and universities for the provision of geo-spatial data as well as specialist advice regarding its interpretation. See EMERGENCY INFORMATION COORDINATION – Acquisition or Agreements and Licensing for records relating to the purchase of products and services by the organisation, and the issue of invitations to quote by the organisation. See EMERGENCY INFORMATION COORDINATION – Joint Ventures for records relating to consultancy projects which become Joint Ventures. <i>See General Retention and Disposal Authority – Administrative Records – CONTRACTING-OUT for records</i>		

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No	Function/Activity	Description	Disposal Action	Custody*
		relating to the contracting-out of work. <i>See General Retention and Disposal Authority – Administrative Records – TENDERING for records relating to the receipt and assessment of tenders.</i>		
1.4.1		Records relating to successful bids to provide services to others on a commercial basis. Includes expressions of interest, quotations and tender submissions, contracts and other supporting documentation such as scope of work, specifications, etc.	Retain minimum of 7 years after all conditions relating to the contract have been fulfilled or last action whichever is the later, then destroy	
1.4.2		Records relating to unsuccessful bids to provide services to others on a commercial basis. Includes quotations and tender submissions, notification of tendering results, etc.	Retain minimum of 3 years after last action, then destroy	
1.4.3		Records relating to bids and quotations not submitted. Includes requests for quotations, preliminary evaluations, and records supporting decisions not to respond.	Retain minimum of 2 years after last action, then destroy	
1.5.0	Compliance	The activities associated with complying with mandatory or operational accountability, fiscal, legal, regulatory or quality standards or requirements to which the organisation is subject. Includes compliance with legislation and with		

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No	Function/Activity	Description	Disposal Action	Custody*
		national and international standards for the management and provision of land and geo-spatial data.		
1.5.1		Records relating to the assessment or demonstration of compliance with mandatory standards or administrative requirements and standards. Includes records demonstrating or confirming compliance with standards or requirements or relating to breaches or failures of the organisation to meet compliance requirements and any rectification action taken.	Retain minimum of 6 years after last action completed, then destroy	
1.6.0	Data Collection	The activities associated with capturing, collecting and maintaining spatial data.		
1.6.1		Raw data sets collected and compiled by the organisation for the purpose of supporting emergency service planning and response.	Retain until superseded, then destroy	
1.7.0	Data Validation	The process of confirming the validity of spatial data collected and managed by the organisation.		
1.7.1		Records relating to the identification and resolution of inconsistencies between corresponding sets of data held by the agency. Includes Forward Checks, Reverse Checks, Validation Reports and Conversion Action Sheets and the register of data validation reports.	Retain until superseded and no longer required for reference purposes, then destroy	
1.8.0	Joint Ventures	The activities involved in managing joint operations with other organisations or with other units in the organisation, where there is a contract, joint contribution of funds and/or time. Includes private sector ventures with public sector organisations, and co-research or collaboration between inter-departmental units, departments or organisations.		

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No	Function/Activity	Description	Disposal Action	Custody*
		See EMERGENCY INFORMATION COORDINATION – Research for records of research conducted as part of the Joint Venture.		
1.8.1		Records relating to joint ventures or operations with other organisations to facilitate the co-ordination or provision of data required to support emergency or disaster response operations. Includes records of agreements for joint research projects into geospatial data or joint operations for the development and provision of specialist IT infrastructure.	Retain minimum of 7 years after action completed, or 7 years after expiry of agreement, whichever is the longer, then destroy	
1.8.2		Records relating to joint venture proposals that do not proceed.	Retain minimum of 3 years after last action, then destroy	
1.9.0	Liaison	<p>The activities associated with maintaining general contact between the organisation and other government agencies or non-government groups such as professional associations, professionals in related fields, private sector organisations, and community groups. Includes sharing of informal advice and discussions, membership of professional associations, and collaborating on projects that are not joint ventures.</p> <p>See EMERGENCY INFORMATION COORDINATION – Meetings for records of meetings held to formulate, discuss, update, or resolve issues and matters relating to the co-ordination and delivery of data and information.</p> <p>See <i>General Retention and Disposal Authority – Administrative Records</i> - COMMITTEES for records relating</p>		

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No	Function/Activity	Description	Disposal Action	Custody*
		to meetings of Committees, task forces or working groups etc.		
1.9.1		Records relating to detailed and significant liaison activities undertaken with other organisations in relation to the co-ordination or provision of data required to support emergency or disaster response operations.	Retain minimum of 6 years after last action, then destroy	
1.9.2		Records relating to routine liaison with other organisations regarding the co-ordination or provision of data required to support emergency or disaster response operations, where the organisation provides standard or published information.	Retain minimum of 1 year after last action, then destroy	
1.10.0	Meetings	<p>The activities associated with gatherings held to formulate, discuss, update, or resolve issues and matters pertaining to the provision of data to support emergency or disaster response operations. Includes meetings held with government and non-government agencies.</p> <p><i>See General Retention and Disposal Authority – Administrative Records - COMMITTEES for records relating to meetings of Committees, task forces or working groups etc.</i></p>		
1.10.1		Records of internal meetings dealing with operational matters or meetings with other organisations for information sharing or consultation purposes to support the coordination or provision of data for emergency or disaster response operations.	Retain minimum of 6 years after last action, then destroy	
1.10.2		Records relating to the organisation of meetings. Records	Retain minimum of	

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No	Function/Activity	Description	Disposal Action	Custody*
		include meeting notifications, venue bookings, related correspondence and catering, accommodation and transport arrangements.	1 year after last action, then destroy	
1.11.0	Planning	The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.		
1.11.1		Master copies of approved strategic plans for coordinating the collection and delivery of data and information to support the needs of emergency service organisations.	Required as State archives	Retain in office 10 years
1.11.2		Master copies of business, operations and action plans relating to the sourcing, storage and delivery of data and information resources for emergency service organisations.	Retain minimum of 5 years after plan superseded, then destroy	
1.11.3		Records relating to the development of plans and strategies to support the coordination and delivery of data and information to emergency services. Includes records relating to the formulation and drafting of plans, meetings, consultation etc	Retain minimum of 5 years after last action, then destroy	
1.12.0	Policy	The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making, as the basis from which the organisation's operating procedures are determined.		
1.12.1		Records relating to the development of policies supporting the sourcing, storage and delivery of data and information resources to support emergency services operations. Includes final, approved versions of policies, working	Retain minimum of 10 years after policy superseded, then destroy	

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No	Function/Activity	Description	Disposal Action	Custody*
		papers, research papers, drafts, meetings, comments, etc.		
1.13.0	Procedures	Standard methods of operating laid down by an organisation according to formulated policy.		
1.13.1		Master sets of manuals, guidelines, handbooks, and instructions relating to the collection, use and management of data and information resources.	Retain minimum of 10 years after superseded, then destroy	
1.13.2		Records relating to the development of manuals, guidelines, handbooks and instructions supporting the collection, use and management of data and information resources. Includes records relating to the drafting and approval of content, meetings, consultation etc	Retain minimum of 10 years after last action, then destroy	
1.14.0	Reporting	The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements of findings of the results of the examination or investigation. <i>See General Retention and Disposal Authority – Administrative Records – GOVERNMENT RELATIONS for records relating to reports, advice or submissions made to the Minister.</i>		
1.14.1		Final versions of formal internal reports and reports to external organisations, relating to the co-ordination or provision of data and information resources required to support emergency or disaster response operations.	Retain 10 years after last action, then destroy	

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No	Function/Activity	Description	Disposal Action	Custody*
		Includes reports requested by Senior Executive.		
1.14.2		Periodic internal reports relating to the sourcing, acquisition, storage and delivery of data and information supporting emergency service operations.	Retain minimum of 5 years after last action, then destroy	
1.15.0	Research	The activities involved in investigating or enquiring into a subject or area of interest in order to discover facts, principles etc.		
1.15.1		Final reports of research projects carried out to support or enhance the sourcing, storage and delivery of data and information resources for emergency service operations.	Retain minimum of 10 years after last action, then destroy	
1.15.2		Records relating to the conduct of research activities carried out to support or enhance the sourcing, storage and delivery of data and information resources for emergency service operations. Records include proposals, working papers, summaries of survey questionnaires, review drafts, collation and analysis of research data, etc.	Retain minimum of 5 years after last action, then destroy	
1.15.3		Survey questionnaires, returns, etc.	Retain minimum of 1 year after completion of data summaries and research report, then destroy	
1.16.0	Reviewing	The activity associated with assessing, appraising, checking or examining existing emergency information coordination arrangements, products, processes, procedures, standards and systems, including recommendations and advice arising from the review activity.		

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No	Function/Activity	Description	Disposal Action	Custody*
1.16.1		Final reports of internal or external reviews relating to the co-ordination or provision of data required to support emergency or disaster response operations that result in significant or substantial change to policies or strategic direction.	Retain minimum of 10 years after last action, then destroy	
1.16.2		Final reports of reviews relating to the co-ordination or provision of data required to support emergency or disaster response operations that do not result in significant or substantial change to policies or strategic direction.	Retain minimum of 6 years after last action, then destroy	
1.16.3		Records relating to the planning and conduct of reviews of emergency information coordination and provision processes, programs, systems, etc.	Retain minimum of 3 years after last action, then destroy	
1.17.0	Submissions	<p>The preparation and submission of a formal statement (e.g. report, statistics, etc.) supporting a case or opinion held by the organisation which is submitted to another organisation, or within the organisation, for the purpose of either gain or support.</p> <p><i>See General Retention and Disposal Authority – Administrative Records - GOVERNMENT RELATIONS - Inquiries for submissions to formal committees of inquiry initiated by government.</i></p> <p><i>See General Retention and Disposal Authority – Administrative Records - GOVERNMENT RELATIONS – Submissions for records relating to submissions to Cabinet or the Minister or other government agencies relating to core functions of the organisation.</i></p>		

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No	Function/Activity	Description	Disposal Action	Custody*
1.17.1		Records relating to submissions to external organisations relating to the coordination and delivery of data and information resources to assist and facilitate the provision of services by emergency service organisations.	Retain minimum of 10 years after last action then destroy	
1.18.0	Training and Consultancy Services	<p>The activities associated with providing training and other consultancy services to external agencies or individuals.</p> <p>See EMERGENCY INFORMATION COORDINATION – Joint Ventures for administrative arrangements where training and consultancy services are provided under a joint venture agreement.</p>		
1.18.1		Reports relating to consultancy projects for the sourcing, storage, production and delivery of data and information resources, which are implemented by specialty or simple contracts.	<p>(A) For specialty contracts:</p> <p>Retain minimum of 12 years after all conditions relating to the contract have been satisfied, then destroy</p> <p>(B) For standard contracts or agreements:</p> <p>Retain minimum of 7 years after all conditions relating to the contract have been satisfied, then</p>	

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No	Function/Activity	Description	Disposal Action	Custody*
			destroy	
1.18.2		Master sets of training materials developed to support the delivery and provision of training relating to the sourcing, storage, production and delivery of data.	Retain minimum of 12 years after materials are superseded or no longer required, then destroy	
1.18.3		Records relating to the development of training material for courses. Records include drafts, etc.	Retain minimum of 1 year after training material developed or updated, then destroy	
1.18.4		Records relating to administrative arrangements associated with the delivery of training courses. Includes registrations, venue booking etc.	Retain minimum of 3 years after last action, then destroy	
1.18.5		Records relating to assessment of courses made by attendees. Includes course evaluation forms, etc.	Retain minimum of 3 years after last action, then destroy	
1.19.0	Visits	The activities involved in arranging visits by others to the organisations with a view to promote the services, operation and role of the organisation. Includes arranging visits by staff to other organisations. See EMERGENCY INFORMATION COORDINATION – Training		

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No	Function/Activity	Description	Disposal Action	Custody*
		<p>and Consultancy Services for records relating to training of personnel from other organisations or countries whilst visiting the agency.</p> <p><i>See General Retention and Disposal Authority – Administrative Records - COMMUNITY RELATIONS – Visits for records relating to promotional visits by staff to other organisations etc.</i></p> <p><i>See General Retention and Disposal Authority – Personnel Records – PERSONNEL – Arrangements for records relating to approvals and authorisations for travel or travel arrangements for employees.</i></p>		
1.19.1		Records relating to the administrative arrangements for visits to the organisation by potential or existing customers Includes itineraries, programs etc.	Retain minimum of 2 years after last action, then destroy	
2.0.0	INFORMATION PRODUCTS	<p>The function of reproducing and distributing physical information products and electronic data, such as aerial photographs and maps, property information, for use by emergency services. Includes the production of value-added deliverables customised to meet clients' requirements, and the licensing of access by customers to the organisation's information resources. Also includes commercial printing, bookbinding, and other graphic services not directly related to the information resources managed by the organisation.</p> <p><i>See EMERGENCY INFORMATION COORDINATION – Data Collection for records relating to the initial capture of information and data.</i></p>		

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No	Function/Activity	Description	Disposal Action	Custody*
		<p><i>See General Retention and Disposal Authority – Administrative Records - COMMITTEES for records relating to meetings of Committees, task forces or working groups etc.</i></p> <p><i>See General Retention and Disposal Authority – Administrative Records - PUBLICATION for records relating to the development and production of general promotional literature, annual reports, corporate plans etc.</i></p>		
2.1.0	Advice	The activities associated with offering opinions by or to the organisation as to an action or judgement. Includes the process of advising.		
2.1.1		Records relating to the offering of advice by or to the organisation concerning the production and distribution of information products and data.	Retain minimum of 10 years after last action, then destroy	
2.2.0	Agreements and Licensing	The processes associated with the establishment, maintenance, review and negotiation of agreements with other organisations for the production or distribution of information products and data resources. Includes license agreements.		
2.2.1		Records documenting the establishment, maintenance, review and negotiation of agreements supporting the production or distribution of information products and data. Includes agreements with other NSW Government agencies and authorities for the integration and commercialisation of information such as mapping data.	Retain minimum of 10 years after expiry or termination of agreement, then destroy	

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No	Function/Activity	Description	Disposal Action	Custody*
2.3.0	Bids and Quotations	The activities associated with the organisation offering information products or data to an external party on a commercial basis.		
2.3.1		Records relating to successful bids and quotations. Includes expressions of interest, quotations and tender submissions, contracts and other supporting documentation such as scope of work, specifications, etc.	Retain minimum of 7 years after all conditions relating to the contract have been fulfilled, then destroy	
2.3.2		Records relating to unsuccessful bids and quotations. Includes quotations and tender submissions, notification of tendering results, etc.	Retain minimum of 3 years after last action, then destroy	
2.3.3		Records relating to bids and quotations not submitted. Includes requests for quotations, preliminary evaluations, and records supporting decisions not to respond.	Retain minimum of 2 years after last action, then destroy	
2.4.0	Distribution	<p>The activities associated with disseminating information products and data resources to external customers through sales, deliveries, or other customer services.</p> <p>See INFORMATION PRODUCTS – Map Products and Analysis for copies of products supplied to customers.</p> <p>See <i>General Retention and Disposal Authority – Financial</i></p>		

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No	Function/Activity	Description	Disposal Action	Custody*
		<i>and Accounting Records</i> – FINANCIAL MANAGEMENT for financial records associated with the supply of goods or services to customers and distribution records incorporating a financial element (such as details of payments) which are also maintained as financial records.		
2.4.1		Records relating to the fulfilment of customer orders placed for information products or services produced by the organisation. Records include orders, specifications, delivery documentation, and records tracking the fulfilment process.	Retain minimum of 3 years after date of customer acceptance, then destroy	
2.4.2		Registers of customer orders for information products and services.	Retain for minimum of 1 year after order fulfilled or cancelled, then destroy	
2.5.0	Evaluation	The process of determining the suitability of potential or existing programs, items of equipment, systems or services in relation to meeting the needs of the given situation. Includes ongoing monitoring.		
2.5.1		Records relating to the evaluation of existing or proposed information products and customer services. Includes working papers relating to the conduct of the evaluation process and final reports and recommendations relating to the outcomes of the evaluation.	Retain minimum of 5 years after last action, then destroy	
2.6.0	Liaison	The activities associated with maintaining general contact between the organisation and other government agencies or non-government groups such as professional associations, professionals in related fields, private sector organisations,		

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		and community groups. Includes sharing of informal advice and discussions, membership of professional associations, and collaborating on projects that are not joint ventures.		
2.6.1		Records relating to liaison activities undertaken with other Government bodies, authorities, emergency services, customer liaison groups, and other stakeholders relating to the reproduction and distribution of information products and data resources.	Retain minimum of 6 years after last action, then destroy	
2.7.0	Map Products and Analysis	The activities associated with creating and providing maps, data analysis and other spatial data products and publications to internal and external clients. Includes developing products to the client's specifications, creating intermediate data sets and printing and production of the final product.		
2.7.1		Requests from external organisations, members of the public or internal clients for customised data and information products.	Retain minimum of 2 years after last action, then destroy	
2.7.2		Intermediate data sets, including metadata, generated by combining layers of raw data before producing the final product.	Retain minimum of 12 months after last action, then destroy	
2.7.3		Final map or data analysis product (including any associated metadata).	Retain minimum of 10 years after production, then destroy	
2.8.0	Marketing	The activity of analysing, promoting and pricing the organisation's information products.		

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		<i>See General Retention and Disposal Authority – Administrative Records – COMMUNITY RELATIONS – Marketing for records relating to the advertising and promotion of information products.</i>		
2.8.1		Records relating to the assessment and determination of pricing structures for the organisation's information products. Includes pricing proposals, data pricing structures and identification of cost components, recommendations, approvals etc.	Retain minimum of 7 years after last action, then destroy	
2.9.0	Meetings	The activities associated with gatherings held to formulate, discuss, update or resolve issues and matters pertaining to the reproduction and distribution of information products and data resources to external customers. Also includes meetings held with government and non-government agencies.		
2.9.1		Records of internal meetings dealing with operational matters or with external agencies, customer liaison groups, and other stakeholders for routine information sharing and consultation purposes, relating to the distribution of information products. Includes minutes, agenda, reports, submissions, and other meeting papers.	Retain minimum of 6 years after last action, then destroy	
2.9.2		Records relating to the organisation of meetings. Records include meeting notifications, venue bookings, related correspondence and catering, accommodation and transport arrangements.	Retain minimum of 1 year after last action, then destroy	
2.10.0	Planning	The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and		

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No	Function/Activity	Description	Disposal Action	Custody*
		<p>solutions to those needs.</p> <p><i>See General Retention and Disposal Authority – Administrative Records – STRATEGIC MANAGEMENT for records relating to strategic, corporate or business planning for the organisation as a whole.</i></p>		
2.10.1		Master copies of approved strategic plans relating to the production and distribution of information products.	Retain minimum of 10 years after plan superseded, then destroy	
2.10.2		Final versions of other operational, business, or customer service delivery plans relating to the production and distribution of information products.	Retain minimum of 5 years after plan superseded, then destroy	
2.10.3		Records relating to the development of plans for the production and distribution of information products. Includes proposals, working papers, review drafts, meetings, comments, etc.	Retain minimum of 5 years after last action, then destroy	
2.11.0	Policy	The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making, as the basis from which the organisation's operating procedures are determined.		
2.11.1		Records relating to the development of the organisation's policy supporting the production and distribution of information products to external customers, such as that associated with pricing etc. Includes final policy documents, working papers, research papers, drafts, meetings,	Retain minimum of 10 years after superseded, then destroy	

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		comments etc.		
2.12.0	Procedures	Standard methods of operating laid down by an organisation according to formulated policy.		
2.12.1		Master sets of manuals, guidelines, handbooks, and instructions supporting the production and distribution of information products to customers.	Retain minimum of 10 years after superseded, then destroy	
2.12.2		Records documenting the development of procedures supporting the production and distribution of information products to external customers.	Retain minimum of 10 years after last action, then destroy	
2.13.0	Reporting	The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements of findings of the results of the examination or investigation.		
2.13.1		Periodic internal reports relating to operational matters supporting the production and distribution of information products to external customers.	Retain minimum of 5 years after last action, then destroy	
2.14.0	Research	The activities involved in investigating or enquiring into a subject or area of interest in order to discover facts, principles etc.		
2.14.1		Final reports of research projects relating to the production and distribution of information products and data resources to external customers.	Retain minimum of 10 years after last action, then destroy	
2.14.2		Records supporting research activities relating to the	Retain minimum of	

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		production and distribution of information products, including proposals, working papers, summaries of survey questionnaires, review drafts, etc.	5 years after last action, then destroy	
2.14.3		Completed survey questionnaires, returns, etc.	Retain minimum of 1 year after data summarised, then destroy	
2.15.0	Reviewing	The activity associated with assessing, appraising, checking or examining existing arrangements, products, processes, procedures, standards and systems relating to information products, including recommendations and advice arising from the review activity.		
2.15.1		Final reports of internal or external audits or reviews of information product programs, processes or services that result in significant or substantial change or policies, procedures etc.	Retain minimum of 10 years after last action, then destroy	
2.15.2		Final reports of reviews or audits of information product programs, processes or services that do not result in significant or substantial change to policies or strategic direction.	Retain minimum of 6 years after last action, then destroy	
2.15.3		Records relating to the planning and conduct of internal or external reviews of information product programs, processes or services.	Retain minimum of 3 years after last action, then destroy	

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