

State Records Authority of New South Wales

Functional Retention and Disposal Authority: FA260

This authority covers records documenting the function of growth centre and precinct development

Issued to Hunter Development Corporation, Central Coast Regional Development Corporation, Sydney Metropolitan Development Authority, Barangaroo Delivery Authority and Western Parkland City Authority

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 FA260

SR file no 07/0324,
12/0150

Scope

This functional retention and disposal authority covers records documenting the function of growth centre and precinct development from 1990 onwards.

Public office

Hunter Development Corporation, Central Coast Regional Development Corporation, Sydney Metropolitan Development Authority and Barangaroo Delivery Authority

Approval date

Approved for use by Hunter Development Corporation

22/04/2008

Alan Ventress

Date

Director

State Records Authority of New South Wales

Approved for use by Central Coast Regional Development Corporation, Sydney Metropolitan Development Authority and Barangaroo Delivery Authority

1/11/2012

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State Records Authority of New South Wales

Approved for use by Western City & Aerotropolis Authority

4/12/2019

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.

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 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 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. 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 – 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, 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 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.

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 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 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 Growth centre and precinct development

Authority number: FA260

Dates of coverage: 1990+

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No	Function/Activity	Description	Disposal Action
1.0.0	PRECINCT DEVELOPMENT	<p>The function of acquiring, maintaining and preparing property for the development of precincts to revitalise the area and attract commercial, residential and recreational ventures, improve infrastructure and provide open spaces and access to the waterfront. Includes the transfer or disposal of property.</p> <p>See PLACE MANAGEMENT - Maintenance for records relating to maintenance of property and sites following development.</p> <p>See General Retention and Disposal Authority <i>Administrative records</i> COMMITTEES (Advisory) for records relating to the formation, meetings and decisions of committees, task forces, working groups or parties etc.</p> <p>See General Retention and Disposal Authority <i>Administrative records</i> CONTRACTING-OUT for records relating to the acquisition of services through a contracting-out process.</p> <p>See General Retention and Disposal Authority <i>Administrative records</i> LEGAL SERVICES - Litigation for records regarding lawsuits or legal proceedings between the organisation and other parties and relating to the development and establishment of precincts.</p> <p>See General Retention and Disposal Authority <i>Administrative records</i> PROPERTY MANAGEMENT for records relating to the management of property used for administration purposes.</p> <p>See General Retention and Disposal Authority <i>Administrative records</i> PUBLICATION - Production for records relating to the design and production of advisory brochures and guides and promotional materials regarding precinct development.</p> <p>See General Retention and Disposal Authority <i>Administrative records</i> TENDERING for records relating to receiving and assessing tenders.</p>	
1.1.0	Acquisition	The activities associated with gaining ownership of property through purchase, transfer or compulsory acquisition.	
1.1.1		Records relating to the acquisition of property that is significant due to the fact that it is a recipient of prestigious State, national or	Required as State archives

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No	Function/Activity	Description	Disposal Action
<i>PRECINCT DEVELOPMENT - Acquisition</i>			
		international architectural or design awards, an important local or regional landmark, or heritage listed. Records include: <ul style="list-style-type: none"> • records of investigations into and reports on the property • images, including digital recordings, photographs, maps etc. • records demonstrating public reaction to the acquisition • environmental impact statements • budget estimates • cost benefit analyses • correspondence with the vendor or owner • due diligence checks prior to acquisition • final, approved versions of contracts or agreements relating to the acquisition. 	
1.1.2		Records relating to the acquisition of property that is not a recipient of prestigious State, national or international architectural or design awards, an important local or regional landmark, or heritage listed, subject to a contract under seal.	Retain minimum of 12 years after disposal of property, then destroy
1.1.3		Records relating to the acquisition of property that is not a recipient of prestigious State, national or international architectural or design awards, an important local or regional landmark, or heritage listed, subject to a standard contract.	Retain minimum of 7 years after disposal of property, then destroy
1.1.4		Summary records created to facilitate the management of property by the organisation, e.g. deed registers, property registers, land registers etc.	Required as State archives
1.2.0	Agreements	The processes associated with the establishment, negotiation, maintenance and review of agreements associated with the development of land and property within precincts.	
1.2.1		Signed contracts and agreements between the organisation and developers for the management and delivery of projects for the development of land and property within precincts. Includes records relating to the negotiation, establishment, maintenance and	Retain minimum of 20 years after completion or other termination of

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No	Function/Activity	Description	Disposal Action
<i>PRECINCT DEVELOPMENT - Community consultation</i>			
		review of agreements.	contract, then destroy
1.3.0	Community consultation	The activity of consulting with the community and other stakeholders regarding proposed developments of land and property within precincts.	
1.3.1		Records relating to liaison and consultation with the community and other stakeholders regarding the development and use of land and property within precincts. Records include: <ul style="list-style-type: none"> • correspondence with community groups and stakeholders • agendas and minutes of formal meetings • reported outcomes from focus group sessions and workshops • questionnaires and survey results • presentation material. 	Required as State archives
1.3.2		Records relating to administrative arrangements for community consultations, including bookings and arrangements for meetings and the collection and processing of questionnaires and surveys.	Retain until ceases to be of administrative or reference use, then destroy
1.4.0	Conservation	The activities involved in the preservation, protection, restoration and enhancement of properties, including buildings, land and structures, such as seawalls and wharves and the remediation of contaminated land.	
1.4.1		Summary records created to record and facilitate the identification and ongoing management of heritage assets, e.g. heritage and conservation registers. Includes records of changes to the heritage status of properties on the register.	Required as State archives
1.4.2		Records relating to the identification and assessment of assets owned by the organisation where the assessment has confirmed that the asset is of heritage significance. Includes records relating to assets which are subsequently removed from the organisation's heritage and conservation register due to transfer or sale. Records	Required as State archives

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No	Function/Activity	Description	Disposal Action
<i>PRECINCT DEVELOPMENT - Conservation</i>			
		<p>include:</p> <ul style="list-style-type: none"> • internal organisational assessments • records of consultation with communities and other stakeholders • commissioned reports • nominations and submissions on proposed listings • correspondence with heritage bodies • notifications of inclusion on heritage listings • notifications of permanent heritage orders. 	
1.4.3		<p>Records relating to the identification and assessment of assets owned by the organisation where the assessment has determined that the asset is not of heritage significance. Includes records relating to assets provisionally listed on the organisation's heritage and conservation register that, once assessed, are subsequently removed.</p>	<p>Retain minimum of 7 years after action completed, then destroy</p>
1.4.4		<p>Records relating to the ongoing conservation maintenance of assets owned or occupied by the organisation that have been identified as having heritage significance. Includes records relating to assets which are subsequently removed from the organisation's heritage and conservation register due to transfer or sale. Records include:</p> <ul style="list-style-type: none"> • applications seeking changes to heritage places • notifications or orders from the Heritage Council, e.g. notifications or orders restricting development or harm to buildings or regarding failures to maintain or repair • advice and submissions given to or received from heritage bodies regarding maintenance, repair or adaptation • heritage agreements • records of site inspections and monitoring • records of remedial action. 	<p>Required as State archives</p>

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No	Function/Activity	Description	Disposal Action
<i>PRECINCT DEVELOPMENT - Conservation</i>			
1.4.5		<p>Records relating to the remediation of contaminated precinct sites that present a major long term public health risk (e.g. toxic waste), involve major public controversy or have a significant impact on policies/procedures. Records include:</p> <ul style="list-style-type: none"> • environmental and heritage impact assessments and plans • records of consultations • records of site inspections • records of remedial action • records of environmental monitoring. 	Required as State archives
1.4.6		<p>Records relating to the remediation of contaminated precinct sites that do not present a major long term public health risk, involve public controversy or have a significant impact on policies/procedures. Records include:</p> <ul style="list-style-type: none"> • environmental and heritage impact assessments and plans • records of consultations • records of site inspections • records of remedial action • records of environmental monitoring. 	Retain minimum of 75 years after action completed, then destroy
1.5.0	Design and construction	<p>The activity of designing and constructing buildings, structures and infrastructure, such as roads, footpaths and car parks, within precincts.</p> <p>See PRECINCT DEVELOPMENT - Project management for records of sourcing and maintaining relationships with service providers.</p> <p>See General Retention and Disposal Authority <i>Administrative records</i> CONTRACTING-OUT for records of the contracting-out of the design and construction process.</p>	
1.5.1		<p>Records relating to the design, construction, major renovation or restoration of property (including buildings, structures and environs) that is of significance due to the fact that it is a recipient of a prestigious State, national or international architectural or design award, an important local or regional landmark or</p>	Required as State archives

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No	Function/Activity	Description	Disposal Action
<i>PRECINCT DEVELOPMENT - Design and construction</i>			
		<p>heritage listed. Records include:</p> <ul style="list-style-type: none"> • building and development applications, including supporting documentation recording reviews of environmental factors such as environmental impact statements, archaeological or heritage impact statements • records documenting public reaction to the construction • plans and designs as approved • plans and designs as executed and variations • specifications • photographs • drawings • site diaries and plans • archival recordings of demolition • records of structural changes made for installation, fit-outs and maintenance • records of decisions or approvals regarding naming of buildings, use of coats of arms/heraldry and the erection of plaques on buildings, structures and public spaces • display models of architectural quality. 	
1.5.2		Records relating to the design, construction, major renovation or restoration of property (including buildings, structures and environs) that is not a recipient of prestigious State, national or international architectural or design awards, an important local or regional landmark or heritage listed.	Retain minimum of 7 years after disposal or transfer of building or structure, then destroy or transfer to new owner as required
1.5.3		Records relating to the management of construction projects. Records include: <ul style="list-style-type: none"> • records of budget and costs • records of client liaison on non technical matters • records of contractual matters such as variations, payment and sign off on 	Retain minimum of 12 years after completion of construction project, then destroy

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No	Function/Activity	Description	Disposal Action
<i>PRECINCT DEVELOPMENT - Design and construction</i>			
		construction <ul style="list-style-type: none"> • records of logistics • site procedures • records of quality and performance measurements • periodic reports • project risk management records and schedules • records of consultations. 	
1.5.4		Records relating to the identification and management of hazardous materials, such as asbestos, used or encountered in construction work.	Retain minimum of 75 years after removal or disposal of hazardous materials, then destroy or transfer to new owners on disposal of property
1.5.5		Master set of photographs with identifying information, showing the development of precincts. Records include progress photographs taken by contractors or developers.	Required as State archives
1.5.6		Original plans and drawings of precinct sites and buildings and structures within them.	Required as State archives
1.6.0	Development planning	The activity of planning the development of precinct sites. Includes developing and gaining approval for Masterplans, developing plans for specific precinct sites and infrastructure, and obtaining development approvals. See General Retention and Disposal Authority <i>Administrative records</i> PUBLICATION - Production for records relating to the design and production of brochures, guides, etc. regarding precinct development plans.	
1.6.1		Records relating to the development and approval of plans relating to the feasibility and development of precinct sites, such as Masterplans, infrastructure plans, development plans and precinct strategic plans. Records include:	Required as State archives

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No	Function/Activity	Description	Disposal Action
<i>PRECINCT DEVELOPMENT - Development planning</i>			
		<ul style="list-style-type: none"> • commissioned studies • consultants reports • public submissions • outcomes of consultations • reports analysing issues • final, approved versions of plans relating to the precincts or growth centres. 	
1.6.2		Records relating to applications for consents for developments of land and buildings within precinct areas, such as development applications.	Retain until property is disposed of, then transfer to new owners
1.7.0	Disposal	The activities associated with the disposal of property no longer required by the organisation by sale, transfer, auction or destruction.	
1.7.1		Records relating to the disposal of property that is significant due to the fact that it is a recipient of a prestigious State, national or international architectural or design award, an important local or regional landmark, or heritage listed. Records include: <ul style="list-style-type: none"> • assessments and investigations • valuation certificates • records of preparation undertaken before disposal • archival recordings of demolition • draft versions of contracts or agreements of disposal containing significant changes • final, approved versions of contacts or agreements of disposal. 	Required as State archives
1.7.2		Records relating to the disposal of property that is not a recipient of prestigious State, national or international architectural or design awards, an important local or regional landmark, or heritage listed, subject to a contract under seal.	Retain minimum of 12 years after disposal of property, then destroy
1.7.3		Records relating to the disposal of property that is not a recipient of prestigious State, national or international architectural or design awards, an important local or regional	Retain minimum of 7 years after disposal of

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No	Function/Activity	Description	Disposal Action
<i>PRECINCT DEVELOPMENT - Maintenance</i>			
		landmark, or heritage listed, subject to a standard contract.	property, then destroy
1.8.0	Maintenance	The activities associated with the upkeep, repair and preservation of properties and precinct areas.	
1.8.1		Records relating to the maintenance of sites acquired for the development of precincts, including cleaning, painting, grounds maintenance, pest control etc. Records include maintenance schedules.	Retain minimum of 2 years after last action, then destroy
1.9.0	Marketing	The activities associated with promoting precinct development sites. Includes market research, sales forecasting, advertising and communication plans.	
1.9.1		Final, approved versions of promotional materials and brochures produced as part of marketing campaigns for precinct developments. Includes advertisements, brochures, press kits and presentation packages.	Required as State archives
1.9.2		Records relating to marketing campaigns to promote precinct development sites. Records include: <ul style="list-style-type: none"> • marketing campaign plans and schedules • market research • coordination and distribution of presentation packages • minutes and agenda for marketing campaign meetings. 	Retain minimum of 7 years after last action, then destroy
1.10.0	Policy	The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making, and as the basis from which the organisation's operating procedures are determined.	
1.10.1		Master set of final, approved versions of internal policies related to the acquisition, maintenance and development of properties and precinct areas.	Required as State archives
1.10.2		Records relating to the development and review of internal policies concerning the acquisition, maintenance and development of	Retain minimum of 3 years after last

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No	Function/Activity	Description	Disposal Action
<i>PRECINCT DEVELOPMENT - Procedures</i>			
		properties and precincts. Records include: <ul style="list-style-type: none"> • background and research material • draft versions containing significant changes, and • records of consultations with stakeholders etc. 	action, then destroy
1.11.0	Procedures	The activities associated with documenting a series of processes or steps carried out to accomplish a task or operation related to the acquisition, maintenance and development of properties and precinct areas.	
1.11.1		Master set of final, approved versions of agency manuals, handbooks and directives detailing procedures relating to the acquisition, maintenance, disposal and preparation of property for the development of precincts. Includes acquisition, investigation and disposal procedures.	Retain minimum of 5 years after procedures have been superseded, then destroy
1.11.2		Records relating to the development and review of internal policies concerning the acquisition, maintenance and development of properties and precincts. Records include: <ul style="list-style-type: none"> • background and research material • draft versions containing significant changes, and • records of consultations with stakeholders etc. 	Retain minimum of 1 year after last action, then destroy
1.12.0	Project management	The activities associated with sourcing and maintaining relationships with project service providers, such as real estate agents, consultants and insurance brokers. See PRECINCT DEVELOPMENT - Design and construction for records of the management of design and construction projects.	
1.12.1		Records relating to the management of project service providers associated with precinct development. Records include: <ul style="list-style-type: none"> • evaluation briefs • meeting notes • project management reports. 	Retain minimum of 7 years after project is finalised, then destroy
1.12.2		Registers of approved project service	Retain until

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No	Function/Activity	Description	Disposal Action
<i>PRECINCT DEVELOPMENT - Research</i>			
		providers.	information or details superseded or approval ceases, then destroy
1.13.0	Research	The activities involved in investigating or enquiring into a subject or area of interest in order to discover facts relating to the acquisition, maintenance and development of properties and precinct areas. Includes research commissioned by the agency.	
1.13.1		<p>Final, approved versions of research projects reports associated with the acquisition, maintenance or development of precinct properties or sites that are regarded as significant due to the fact that the properties:</p> <ul style="list-style-type: none"> • are heritage listed • involved remediation that presented major long term health risks • are regarded as examples of excellence e.g. design or architectural awards • created major public controversy. <p>Includes research reports relating to heritage, archaeological, mine subsidence, engineering investigations, environmental and Indigenous issues.</p>	Required as State archives
1.13.2		<p>Final, approved versions of research projects reports associated with the acquisition, maintenance or development of precinct properties or sites that are not regarded as significant due to the fact that the properties:</p> <ul style="list-style-type: none"> • are not heritage listed • did not involve remediation that presented major long term health risks • are not regarded as examples of excellence e.g. design or architectural awards • did not create major public controversy. <p>Includes feasibility studies, surveys and traffic flow studies.</p>	Retain minimum of 10 years after last action, then destroy
1.13.3		Records relating to the development of research reports concerning the acquisition, maintenance or development of precinct	Retain minimum of 5 years after last

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No	Function/Activity	Description	Disposal Action
<i>PRECINCT DEVELOPMENT - Subdivision</i>			
		<p>properties or sites. Includes research that is published and unpublished. Records include:</p> <ul style="list-style-type: none"> • background information • literature searches • research plans • records of interviews, and • observations and monitoring data. 	action, then destroy
1.14.0	Subdivision	The activities associated with applications for the legal division of a parcel of land into a number of smaller buildable sites, streets, open spaces, and public areas.	
1.14.1		Records relating to applications to relevant authorities (e.g. local councils) for the subdivision of land within precincts.	Retain minimum of 10 years after last action, then destroy
2.0.0	PLACE MANAGEMENT	<p>The function of managing the structures and spaces within the completed residential, commercial and recreational areas of precincts. Includes leasing and maintenance of the precincts' structures, landscapes and spaces, venue hire of public domains, marketing of completed precinct areas and marketing and management of activities associated with the precinct areas.</p> <p>See General Retention and Disposal Authority <i>Administrative records</i> CONTRACTING-OUT for records relating to acquisition of services for the management of completed precincts.</p> <p>See General Retention and Disposal Authority <i>Administrative records</i> PROPERTY MANAGEMENT - Leasing-out for records relating to the leasing-out of properties by the organisation.</p> <p>See General Retention and Disposal Authority <i>Administrative records</i> TENDERING for records relating to the development and assessment of tenders for the provision of services for the maintenance of completed precincts.</p>	
2.1.0	Enquiries	The activities associated with the management of requests for information from the public regarding completed precincts and precinct activities.	

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No	Function/Activity	Description	Disposal Action
<i>PLACE MANAGEMENT - Enquiries</i>			
2.1.1		Records relating to routine enquiries for information from the public regarding completed precincts and precinct activities.	Retain minimum of 1 year after last action, then destroy
2.2.0	Event management	The activity of developing, planning and managing events associated with completed precinct areas.	
2.2.1		Records documenting the planning, development and management of precinct events by the agency. Records include: <ul style="list-style-type: none"> • event plans and programs • approvals for events • event sponsorship correspondence and agreements • venue bookings • equipment delivery arrangements • calendar of events • entertainment arrangements • minutes of meetings • correspondence with organisers and stakeholders • debriefing reports. 	Retain minimum of 7 years after last action, then destroy
2.3.0	Grant funding	The activities associated with the consideration and provision of grants by the organisation for precinct events and maintenance.	
2.3.1		Records documenting the receipt and consideration of successful applications or proposals for grant funding for precinct events or maintenance. Records include applications, decisions, correspondence regarding grants and reports from grant recipients.	Retain minimum of 7 years after action completed, then destroy
2.3.2		Records documenting the receipt and consideration of unsuccessful applications or proposals for grant funding for precinct events or maintenance. Records include applications, decisions and notifications to applicants.	Retain minimum of 2 years after action completed, then destroy
2.4.0	Maintenance	The activities associated with the upkeep, repair, servicing and preservation of premises, equipment, structures, site signage, street	

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No	Function/Activity	Description	Disposal Action
<i>PLACE MANAGEMENT - Maintenance</i>			
		furniture etc. within completed precincts. Includes cleaning and landscaping. See General Retention and Disposal Authority <i>Administrative records</i> CONTRACTING-OUT or TENDERING for records related to tendering and contracting-out of maintenance services.	
2.4.1		Records documenting the maintenance of structures and areas within completed precincts, including cleaning, painting, grounds maintenance, pest control etc.	Retain minimum of 2 years after last action, then destroy
2.5.0	Marketing	The activities associated with promoting completed precinct sites and activities. Includes market research, sales forecasting, advertising and communication plans.	
2.5.1		Records relating to the drafting and development of brochures, flyers and fact sheets relating to the promotion of precinct sites and activities. Records include: <ul style="list-style-type: none"> • final versions • drafts, and • background material. 	Retain until superseded or until ceases to be of administrative or reference use, then destroy
2.5.2		Records relating to marketing campaigns for the promotion of completed precinct sites and activities. Records include: <ul style="list-style-type: none"> • marketing campaign plans and schedules • market research • coordination and distribution of presentation packages • minutes and agenda for marketing campaign meetings. 	Retain minimum of 5 years after last action, then destroy
2.6.0	Policy	The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making, and as the basis from which the organisation's operating procedures are determined.	
2.6.1		Master set of final, approved versions of internal policies related to the management of structures and spaces within completed precinct areas.	Retain minimum of 3 years after policy is superseded,

Growth centre and precinct development

Authority number: FA260

Dates of coverage: 1990+

No	Function/Activity	Description	Disposal Action
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PLACE MANAGEMENT - Policy

			then destroy
2.6.2		Records documenting the development of internal policies related to the acquisition, maintenance and development of properties and precincts. Records include: <ul style="list-style-type: none"> • background and research material • draft versions containing significant changes, and • records of consultations with stakeholders etc. 	Retain minimum of 2 years, then destroy
2.7.0	Procedures	The activities associated with documenting a series of processes or steps carried out to accomplish a task or operation relating to the management of completed precincts.	
2.7.1		Master set of final, approved versions of agency manuals, handbooks and directives detailing procedures and processes related to the management of structures and spaces within completed precinct areas. Includes procedures for the maintenance of precincts and the management of events.	Retain minimum of 2 years after procedures have been superseded, then destroy
2.7.2		Records documenting the development of internal procedures related to the management of structures and spaces within completed precinct areas. Records include: <ul style="list-style-type: none"> • background and research material • draft versions containing significant changes, and • records of consultations with stakeholders etc. 	Retain minimum of 1 year after last action, then destroy