

State Records Authority of New South Wales

Functional Retention and Disposal Authority: FA290

This authority covers records documenting the function of Aboriginal affairs and land rights

Issued to Aboriginal Affairs NSW and Office of the Registrar, Aboriginal Land Rights Act 1983

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 FA290

SR file no 09/0085,
99/0403

Scope

This functional retention and disposal authority covers records documenting the function of Aboriginal affairs and land rights from 1982 onwards.

Public office

Aboriginal Affairs NSW and Office of the Registrar, Aboriginal Land Rights Act 1983

Approval date

Alan Ventress
Director
State Records Authority of New South Wales

16/12/2009
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.

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

State Records
PO Box 516 Kingswood NSW 2747
Telephone: (02) 8247 8627
Facsimile: (02) 8247 8626
E-mail: govrec@records.nsw.gov.au

Functional Retention and Disposal Authority
Aboriginal affairs and land rights (Aboriginal Affairs NSW and Office of the Registrar, Aboriginal Land Rights Act 1983)

Authority number: FA290

Dates of coverage: 1982+

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No	Function/Activity	Description	Disposal Action	Custody*
1.0.0	ABORIGINAL AFFAIRS POLICY PROJECTS	The function of supporting the work of intergovernmental, whole of government and interdepartmental committees by exploring specific policy areas relating to Aboriginal affairs.		
1.1.0	Advice	<p>The activities associated with offering opinions to or receiving input from intergovernmental, whole of government and interdepartmental committees on issues relating to Aboriginal affairs. Includes advice developed by working parties on subjects such as Aboriginal cultural heritage, access to government services, community capacity building, economic development, training and employment.</p> <p>See ABORIGINAL AFFAIRS POLICY PROJECTS - Meetings for formal deliberations of working parties.</p>		
1.1.1		<p>Records relating to advice received or provided on policy issues affecting Aboriginal people and communities. Includes advice provided by or on behalf of working groups/parties and also advice from experts and consultants provided to working groups/parties.</p> <p>Records include reports, research papers, option and position papers, policy recommendations, and briefs.</p>	Required as State archives	Retain minimum of 10 years after date of last action, then transfer
1.2.0	Meetings	<p>The activities associated with the meetings of working parties to formulate, discuss, update, or resolve issues and matters.</p> <p>See ABORIGINAL AFFAIRS POLICY PROJECTS - Advice</p>		

* see *About the functional retention and disposal authority*

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No	Function/Activity	Description	Disposal Action	Custody*
<i>ABORIGINAL AFFAIRS POLICY PROJECTS - Meetings</i>				
		for policy recommendations, position papers, briefing papers and other forms of advice created by working parties. See General Retention and Disposal Authority <i>Administrative Records COMMITTEES</i> for records relating to administrative arrangements to conduct meetings e.g. correspondence regarding meeting notifications, venue bookings, etc.		
1.2.1		Records relating to meetings of working parties established to explore or follow up on issues arising from intergovernmental meetings, forums etc. Records include agendas and minutes.	Required as State archives	Retain minimum of 10 years after date of last action, then transfer
1.3.0	Planning	The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs. See ABORIGINAL AFFAIRS POLICY PROJECTS - Advice for final reports on the outcomes of projects.		
1.3.1		Records relating to planning to undertake projects to investigate or explore policy issues. Records include project objectives, project plans and schedules.	Retain minimum of 5 years after date of last action, then destroy	
1.4.0	Research	The activities involved in investigating or enquiring into issues in order to discover facts, principles etc. Research supports advice and reports provided by working parties to intergovernmental, whole of government and interdepartmental committees. See ABORIGINAL AFFAIRS POLICY PROJECTS - Advice		

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<i>ABORIGINAL AFFAIRS POLICY PROJECTS - Research</i>				
		for final reports of the results of research.		
1.4.1		Records relating to the conduct of background research or research projects to support the work of intergovernmental, whole of government and interdepartmental committees. Records include drafts and working papers, literature searches, related correspondence, etc.	Retain minimum of 10 years after date of last action, then destroy	
2.0.0	ABORIGINAL LAND CLAIMS	The registration of land claims made under NSW land rights legislation by NSW Aboriginal Land Councils (both the NSW Aboriginal Land Council and Local Aboriginal Land Councils).		
2.1.0	Advice	The activity of advising the NSW Land Council, Local Aboriginal Land Councils, other agencies, land owners and developers, and members of the public, about the process of registering Aboriginal land claims. See ABORIGINAL LAND CLAIMS - Claims Registration for advice provided to claimants and land councils regarding a specific claim. See General Retention and Disposal Authority <i>Administrative Records</i> GOVERNMENT RELATIONS - Advice for advice to the Minister or other government departments regarding land claims. See General Retention and Disposal Authority <i>Administrative Records</i> LEGAL SERVICES - Advice for legal advice furnished to the organisation by external and internal sources in relation to claims.		

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No	Function/Activity	Description	Disposal Action	Custody*
<i>ABORIGINAL LAND CLAIMS - Advice</i>				
2.1.1		Records relating to the provision of advice to the NSW Aboriginal Land Council, Local Aboriginal Land Councils, other agencies, land owners and developers, and members of the public about the land claims process. Includes advice addressing topics such as rights and obligations under the law, processes to be undertaken in submitting a claim, factual information about past claims, etc. Records include details of enquiries and responses provided.	Retain minimum of 7 years after date of last action, then destroy	
2.2.0	Certificates	Formal confirmation that claimed land is required for a public purpose.		
2.2.1		Records relating to the certification of claimed land as being required for a public purpose. Includes advice and liaison between relevant Ministers relating to the issue of the certificate.	Required as State archives	Retain minimum of 25 years after date of last action, then transfer
2.3.0	Claims Registration	The activity of registering land claims made by Aboriginal land councils under NSW legislation. See ABORIGINAL LAND CLAIMS - Advice for advice not related to a specific claim or where the enquirer is not involved in the claim.		
2.3.1		Records relating to the registration of land claims. This includes the summary information relating to claims maintained by the Registrar as part of the Register of Aboriginal land claims and records relating to the lodgement of the claim, including documentation submitted to support the claim and correspondence with the claimants, land councils and the Land and Property Management Authority	Required as State archives	Transfer claims files 20 years after case finalised

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No	Function/Activity	Description	Disposal Action	Custody*
<i>ABORIGINAL LAND CLAIMS - Liaison</i>				
		regarding the status of the claim.		
2.4.0	Liaison	<p>The activities associated with maintaining regular general contact between the organisation and professional associations, professionals in related fields, other private sector organisations and community groups. Includes sharing informal advice and discussions, membership of professional associations and collaborating on projects that are not joint ventures.</p> <p>See ABORIGINAL LAND CLAIMS - Advice for advice provided to Aboriginal Land Councils about the claims process.</p> <p>See ABORIGINAL LAND CLAIMS - Claims Registration for liaison in relation to specific claims.</p> <p>See ABORIGINAL LAND CLAIMS - Reporting for statistical returns and reports on land claims processes.</p>		
2.4.1		Records relating to liaison with the Land and Property Management Authority on general matters such as claims process improvements, issues that may arise in the claims registration/determination process (such as delays), information sharing regarding claim statistics etc.	Retain minimum of 10 years after date of last action, then destroy	
2.5.0	Reporting	The activities associated with providing formal reports on the status of particular claims, land claims statistics, and land claims processes.		
2.5.1		Records relating to reports by the Registrar regarding particular claims or land claims processes. Includes reports	Required as State archives	Retain minimum of 10 years after date

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No	Function/Activity	Description	Disposal Action	Custody*
<i>ABORIGINAL LAND CLAIMS - Training</i>				
		to the Minister for Aboriginal Affairs, the Minister for Lands, and Aboriginal land councils. Records include statistical returns, briefing papers regarding specific claims, discussion papers, proposals, and reviews.		of last action, then transfer
2.6.0	Training	The activity of providing training about land rights and land rights legislation. Includes workshops about legislative changes.		
2.6.1		Training materials and information resources produced to inform and educate individuals or communities about land rights and land rights legislation. Includes training packages, brochures, fact sheets, web pages etc.	Required as State archives	Retain minimum of 10 years after date of last action, then transfer
2.6.2		Records relating to administrative arrangements for the conduct of courses and workshops. Includes registration/ application forms and feedback from participants.	Retain minimum of 5 years after date of last action, then destroy	
3.0.0	ABORIGINAL LANGUAGE PROGRAMS	The function of developing, maintaining and preserving knowledge of Aboriginal languages. See General Retention and Disposal Authority <i>Administrative Records</i> COMMITTEES for records of the Aboriginal Languages Advisory Board. See General Retention and Disposal Authority <i>Administrative Records</i> GOVERNMENT RELATIONS - Advice for general advice to the Minister about the grants process and for advice provided to federal funding bodies about grants.		
3.1.0	Agreements	The processes associated with the establishment,		

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No	Function/Activity	Description	Disposal Action	Custody*
<i>ABORIGINAL LANGUAGE PROGRAMS - Agreements</i>				
		<p>maintenance, review and negotiation of agreements.</p> <p>See ABORIGINAL LANGUAGE PROGRAMS - Research for information stored in the Aboriginal Languages Database.</p>		
3.1.1		Records of agreements and memoranda for granting access to Aboriginal language information and data made between the agency, communities and copyright holders.	Required as State archives	Retain minimum of 25 years after expiry of copyright or last action, whichever is later, then transfer
3.2.0	Enquiries	<p>The activities associated with the handling of requests for information about language programs from members of the public and other organisations.</p> <p>See ABORIGINAL LANGUAGE PROGRAMS - Language Promotion for technical linguistic and teaching advice.</p> <p>See General Retention and Disposal Authority <i>Administrative Records</i> GOVERNMENT RELATIONS - Advice for general advice to the Minister about the grants process and for advice provided to federal funding bodies about grants.</p>		
3.2.1		Records relating to the receipt and handling of enquiries from the public and other organisations regarding language programs.	Retain minimum of 7 years after date of last action, then destroy	
3.3.0	Grants	The activities associated with assessing and approving applications for grants and also obtaining and receiving grants.		

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No	Function/Activity	Description	Disposal Action	Custody*
<i>ABORIGINAL LANGUAGE PROGRAMS - Grants</i>				
		See ABORIGINAL LANGUAGE PROGRAMS - Enquiries for enquiries about the grants program.		
3.3.1		Records relating to applications for departmental grants to support research into Aboriginal languages and language education programs. Includes successful and unsuccessful applications. Records include advice to applicants, audits of the grant, and performance reporting by the recipient.	Required as State archives	Retain minimum of 10 years after all conditions relating to the grant have been fulfilled, then transfer
3.3.2		Records relating to procedures for the determination and administration of grants. Includes guidelines provided to applicants and internal procedures for grant determination.	Retain minimum of 10 years after superseded, then destroy	
3.3.3		Records relating to the receipt and handling of complaints about the grants application process, either by applicants or third parties. Records include the initial complaint, investigation of the complaint, further correspondence with the complainant, and resolution of the complaint.	Retain minimum of 10 years after date of last action, then destroy	
3.3.4		Records relating to reports required by federal funding bodies supporting Aboriginal languages projects. Records include progress reports, budgets, and expenditure reports.	Required as State archives	Retain minimum of 10 years after date of last action, then transfer
3.3.5		Records relating to advocacy support for projects seeking funding from federal and other outside bodies to support research into Aboriginal languages and language education programs. Records include advice to applicants, correspondence with funding bodies, etc.	Retain minimum of 10 years after date of last action, then destroy	

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No	Function/Activity	Description	Disposal Action	Custody*
<i>ABORIGINAL LANGUAGE PROGRAMS - Language Promotion and Training</i>				
3.4.0	Language Promotion and Training	<p>The activities relating to promoting language programs through publications, presentations, training workshops, representation at conferences and through community networks. Includes the Aboriginal Languages Website.</p> <p>See General Retention and Disposal Authority <i>Administrative Records</i> PUBLICATION for the process of creating a publication (including design, layout and distribution).</p> <p>See General Retention and Disposal Authority <i>Administrative Records</i> PUBLICATION - Production for records that demonstrate the structure and organisation of the website and records of substantial changes made, e.g. site maps.</p>		
3.4.1		Final versions of Aboriginal language educational material. Records include books, pamphlets, and material published in electronic formats and online.	Required as State archives	Transfer one copy upon publication
3.4.2		Records relating to the development of educational material. Records include proposals, research and working drafts.	Retain minimum of 15 years after date of last action, then destroy	
3.4.3		Records relating to presentations and workshops promoting Aboriginal language programs made to audiences including community interest groups, societies, government agencies, and schools. Includes language revival workshops. Records include presentation materials such as overheads, slides and brochures.	Retain minimum of 10 years after date of last action, then destroy	
3.4.4		Final versions of promotional material for Aboriginal language programs, e.g. fact sheets outlining and explaining	Required as State	Transfer one copy

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<i>ABORIGINAL LANGUAGE PROGRAMS - Language Promotion and Training</i>				
		the NSW Aboriginal Languages Policy. Includes promotional material published in electronic formats and online.	archives	upon publication
3.4.5		Records relating to the development of promotional material for Aboriginal language programs. Records include proposals, research and working drafts.	Retain minimum of 10 years after date of last action, then destroy	
3.5.0	Liaison	The activities associated with maintaining regular general contact between the organisation and professional associations, professionals in related fields, other public and private sector organisations and community groups. Includes sharing informal advice and discussions, membership of professional associations and collaborating on projects that are not joint ventures.		
3.5.1		Records relating to liaison with government, private and community sectors to support Aboriginal language programs, e.g. liaison with educational institutions and government departments, such as the Department of Corrective Services, regarding the promotion and teaching of Aboriginal languages. Includes liaison with the Geographical Names Board and the Australian National Placenames Survey regarding the use of Aboriginal place names.	Required as State archives	Retain minimum of 10 years after date of last action, then transfer
3.6.0	Planning	The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.		
3.6.1		Strategic planning records relating to the development and support of Aboriginal language programs, e.g. annual	Required as State archives	Retain minimum of 10 years after date

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No	Function/Activity	Description	Disposal Action	Custody*
<i>ABORIGINAL LANGUAGE PROGRAMS - Planning</i>				
		strategic plans developed under the <i>NSW Aboriginal Languages Policy</i> . Records include final copies of plans and records relating to the development of plans, such as drafts and consultation documents.		of last action, then transfer
3.6.2		Records relating to the monitoring and evaluation of strategic plans relating to Aboriginal languages.	Retain minimum of 10 years after date of last action, then destroy	
3.7.0	Policy	The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making in Aboriginal language planning.		
3.7.1		Records relating to policies to develop and support NSW Aboriginal languages, e.g. the <i>NSW Aboriginal Languages Policy</i> . Records include final copies of policies and records relating to the development of policies, such as drafts and consultation documents.	Required as State archives	Retain minimum of 10 years after superseded, then transfer
3.8.0	Research	<p>Research into Aboriginal languages, including repositories of archival material stored in databases.</p> <p>See ABORIGINAL LANGUAGE PROGRAMS - Agreements for agreements and memoranda of understanding protecting intellectual property and copyright.</p> <p>See General Retention and Disposal Authority <i>Administrative Records</i> TECHNOLOGY & TELECOMMUNICATIONS - Application development and management or records regarding the maintenance of databases and the database</p>		

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No	Function/Activity	Description	Disposal Action	Custody*
<i>ABORIGINAL LANGUAGE PROGRAMS - Research</i>				
		web portals.		
3.8.1		Records of research projects into Aboriginal languages. Records includes final reports, project plans, working papers, etc.	Required as State archives	Retain minimum of 25 years after date of last action, then transfer
3.8.2		Compiled information resources, both historical and contemporary, about Aboriginal languages. Records include dictionaries, word lists, language recordings, transcripts of Aboriginal languages, etc., and control records describing these resources. Includes records maintained in the Aboriginal languages database.	Required as State archives	Retain until reference use ceases, then transfer
4.0.0	FAMILY AND COMMUNITY HISTORY	<p>The function of facilitating access to the records of former Government agencies involved in the administration of Aboriginal affairs for the purposes of tracing family and community histories.</p> <p>See General Retention and Disposal Authority <i>Administrative Records</i> INFORMATION MANAGEMENT - Agreements for records relating to the establishment, negotiation, maintenance and review of confidentiality agreements.</p> <p>See General Retention and Disposal Authority <i>Administrative Records</i> INFORMATION MANAGEMENT - Cases for records relating to the making of access directions for classes of records relating to Aboriginal people.</p> <p>See General Retention and Disposal Authority <i>Administrative Records</i> INFORMATION MANAGEMENT - Compliance for records relating to the organisation's compliance with or</p>		

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No	Function/Activity	Description	Disposal Action	Custody*
<i>FAMILY AND COMMUNITY HISTORY - Advice</i>				
		<p>breaches of privacy principles.</p> <p>See General Retention and Disposal Authority <i>Administrative Records</i> INFORMATION MANAGEMENT - Control for control records such as indexes, finding aids, and shelf lists that assist in the location of relevant information or items, and for records relating to the storage, management, transfer and retrieval of records, microfilms etc.</p> <p>See General Retention and Disposal Authority <i>Administrative Records</i> INFORMATION MANAGEMENT - Planning for records relating to planning for the provision of information management and access services.</p> <p>See General Retention and Disposal Authority <i>Administrative Records</i> STRATEGIC MANAGEMENT - Joint ventures for records relating to joint ventures entered into by the organisation in relation to family and community history services.</p> <p>See General Retention and Disposal Authority <i>Administrative Records</i> STRATEGIC MANAGEMENT - Reporting for records relating to reports to management and the Minister's office on the performance of family and community history services.</p>		
4.1.0	Advice	The activities associated with offering opinions by or to the organisation as to an action or judgement. Includes the process of advising.		
4.1.1		Records relating to the provision and receipt of advice to or from external agencies, such as State Records NSW, and	Retain minimum of 10 years after date	

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No	Function/Activity	Description	Disposal Action	Custody*
<i>FAMILY AND COMMUNITY HISTORY - Agreements</i>				
		stakeholder groups regarding access arrangements and the management of records relating to Aboriginal people. Includes records of meetings with agencies to discuss.	of last action, then destroy	
4.2.0	Agreements	The processes associated with the establishment, maintenance, review and negotiation of agreements.		
4.2.1		Records relating to agreements with other agencies regarding the provision of access to records relating to Aboriginal people, e.g. Memorandum of Understanding with State Records and the Department of Premier and Cabinet regarding arrangements for access to records for the purposes of administering the Aboriginal Trust Fund Repayment Scheme. Records include records of negotiations, records of meetings to discuss, draft agreements, final, approved versions of agreements, and reviews of agreements.	Retain minimum of 10 years after agreement is superseded, terminated, or ceases, then destroy	
4.3.0	Applications	The handling of applications to access records relating to Aboriginal people. Includes applications to access Aborigines Protection Board and Aborigines Welfare Board Records. See General Retention and Disposal Authority <i>Administrative Records</i> INFORMATION MANAGEMENT - Cases for access directions applying to classes of records.		
4.3.1		Registers of applications to access records relating to Aboriginal people.	Required as State archives	Retain minimum of 25 years after date of last action, then transfer

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No	Function/Activity	Description	Disposal Action	Custody*
<i>FAMILY AND COMMUNITY HISTORY - Applications</i>				
4.3.2		Records relating to applications to access records relating to Aboriginal people. Includes successful and unsuccessful applications. Records include family and community history research requests, research declaration forms, permission forms, determinations, and correspondence with applicants.	Required as State archives	Retain minimum of 25 years after date of last action, then transfer
4.4.0	Enquiries	The activity of handling requests for information about access services by the general public or other organisations. See FAMILY AND COMMUNITY HISTORY - Research Enquiries for reference enquiries and research requests concerning records relating to Aboriginal people.		
4.4.1		Records relating to general enquiries about holdings of records relating to Aboriginal people and the provision of access to those records.	Retain minimum of 1 year after date of last action, then destroy	
4.5.0	Meetings	The activities associated with gatherings held to formulate, discuss, update, or resolve issues and matters pertaining to family and community history services. Includes arrangements, agenda, taking of minutes etc.		
4.5.1		Records relating to external meetings where the agency is the chair or secretariat or lead agency or State representative.	Required as State archives	Retain minimum of 10 years after date of last action, then transfer
4.5.2		Records relating to external meetings where the agency is not the chair or secretariat or lead agency. Includes (but not limited to) Aboriginal Trust Fund Repayment Scheme meetings, meetings with the Department of Premier and	Retain minimum of 5 years after date of last action, then	

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No	Function/Activity	Description	Disposal Action	Custody*
<i>FAMILY AND COMMUNITY HISTORY - Planning</i>				
		Cabinet, and meetings with State Records NSW.	destroy	
4.6.0	Planning	The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs. See General Retention and Disposal Authority <i>Administrative Records</i> STRATEGIC MANAGEMENT - Planning for overall planning to achieve corporate objectives.		
4.6.1		Records relating to planning for the provision of services to facilitate access by individuals or communities to information about them or their family members held by government. Records include background research, draft versions of plans containing significant changes or alterations or formally circulated for comment, and final versions of plans.	Required as State archives	Retain minimum of 10 years after superseded, then transfer
4.7.0	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.		
4.7.1		Records relating to policies governing the provision of services to facilitate access by individuals or communities to information about them or their family members held by government. Records include policy, proposals, background research, records of consultations, draft versions of policies containing significant changes or alterations or formally circulated for comment, reports analysing issues etc.	Required as State archives	Retain minimum of 10 years after superseded, then transfer
4.8.0	Presentations	Presentations given by the agency on family and community		

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No	Function/Activity	Description	Disposal Action	Custody*
<i>FAMILY AND COMMUNITY HISTORY - Presentations</i>				
		history.		
4.8.1		Records of presentations given to schools, community groups, etc. concerning the role of the unit administering access to family and community history records, the history of how the records were generated, how to access the records, how they can be used and the actual uses to which they are and have been put. Records include final versions of presentations, such as slides, handouts and presenters' notes, as well as drafts and working papers.	Required as State archives	Retain minimum of 10 years after date of last action, then transfer
4.9.0	Procedures	Standard methods of operating laid down by an organisation according to a formulated policy.		
4.9.1		Records relating to procedures for the management of community and family history records, including storage, use, and access. Records include procedure manuals.	Retain minimum of 7 years after superseded, then destroy	
4.10.0	Published Products	The activities involved in having works, irrespective of format, issued for resale or general distribution, internally or to the public. Includes publications in electronic formats and online publications.		
4.10.1		Final versions of published materials about information resources and services for family and community history research produced by the agency. Includes fact sheets about the Family Records Unit, the process of accessing records, and researching family and community history.	Required as State archives	Retain minimum of 25 years after date of last action, then transfer
4.10.2		Records relating to the drafting of published materials about information resources and services for family and	Retain minimum of 10 years after date	

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No	Function/Activity	Description	Disposal Action	Custody*
<i>FAMILY AND COMMUNITY HISTORY - Research</i>				
		community history research produced by the agency. Includes draft versions, working papers and reference materials used in the drafting process.	of last action, then destroy	
4.11.0	Research	The activities involved in investigating or enquiring into a subject or area of interest in order to discover facts, principles etc. See FAMILY AND COMMUNITY HISTORY - Policy for research into the formulation of policy.		
4.11.1		Records relating to research conducted or commissioned by the agency into Aboriginal family and community histories. This includes academic research commissioned by the agency on the history of Aboriginal communities in NSW and the impact of government policies upon them. Records include research proposals, project plans, drafts of research papers, and final research reports.	Required as State archives	Retain minimum of 25 years after date of last action, then transfer
4.12.0	Research Enquiries	The activity of responding to and managing requests for information from clients conducting research involving records relating to Aboriginal people and communities, including closed records. Includes providing referral advice if the client's needs cannot be met through the collection of records controlled by the agency. See General Retention and Disposal Authority <i>Administrative Records</i> COMMUNITY RELATIONS for letters of appreciation and complaints about the research enquiry service. See General Retention and Disposal Authority <i>Administrative</i>		

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No	Function/Activity	Description	Disposal Action	Custody*
<i>FAMILY AND COMMUNITY HISTORY - Research Enquiries</i>				
		<i>Records</i> LEGAL SERVICES for records relating to compliance with subpoenas and discovery orders.		
4.12.1		Records relating to research carried out in relation to claims made under compensation or other payments schemes, e.g. records of Aboriginal Trust Fund Repayment Scheme (ATFRS) claims. Records include summaries of findings.	Retain minimum of 20 years after date of last action, then destroy	
4.12.2		Records relating to specific cases of detailed research undertaken by staff in relation to an enquiry from the public not related to a claim. Records include enquiries received, verification of availability of records, copies of records retrieved, summary of findings.	Required as State archives	Retain minimum of 20 years after date of last action, then transfer
4.12.3		Records relating to research enquiries that result in a standard response or a referral to another organisation.	Retain minimum of 7 years after date of last action, then destroy	
4.12.4		Registers of enquiries about family and community records.	Retain until administrative use ceases, then destroy	
5.0.0	INTER-GOVERNMENT RELATIONS	The function of liaising with the Federal and other state and territory governments to share and to define areas of responsibility and to develop bilateral and multilateral agreements relating to the provision or delivery of services to Aboriginal people and communities. See WHOLE OF GOVERNMENT COORDINATION for records relating to the provision of leadership and guidance		

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No	Function/Activity	Description	Disposal Action	Custody*
<i>INTER-GOVERNMENT RELATIONS - Agreements</i>				
		<p>on Aboriginal issues within the NSW Government.</p> <p>See General Retention and Disposal Authority <i>Administrative Records</i> COMMITTEES for records of intergovernmental committees established to manage issues affecting Aboriginal people and communities, e.g. the Intergovernmental Aboriginal Affairs Group.</p> <p>See General Retention and Disposal Authority <i>Administrative Records</i> STRATEGIC MANAGEMENT - Joint ventures for records relating to joint ventures.</p>		
5.1.0	Agreements	<p>The processes associated with the establishment, maintenance, review and negotiation of agreements.</p> <p>See INTER-GOVERNMENT RELATIONS - Review and Monitoring of Agreements for records relating to the monitoring of shared responsibility agreements to which the agency is not a party.</p>		
5.1.1		<p>Records relating to the formation, review and monitoring of bilateral and multilateral agreements and memoranda of understanding for the planning and delivery of services, programs or initiatives. Includes records of inter-government agreements and agreements between the agency and agencies of other jurisdictions. Includes shared responsibility agreements to which the agency is a party.</p> <p>Records include final versions of agreements, records of meetings and negotiations, correspondence, and progress reports etc.</p>	Required as State archives	Retain minimum of 10 years after termination of contract or agreement, then transfer

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No	Function/Activity	Description	Disposal Action	Custody*
<i>INTER-GOVERNMENT RELATIONS - Policy</i>				
5.2.0	Policy	The activities associated with developing and establishing decisions, directions and precedents which act as a reference for decision making and provide a basis for the organisation's operating procedures.		
5.2.1		Records relating to the development of policies governing intergovernmental agreements between NSW agencies and agencies of other states, territories, and of the Commonwealth that relate to Aboriginal affairs. Includes final versions of policy documents and records relating to their drafting.	Required as State archives	Retain minimum of 15 years after date of last action, then transfer
5.3.0	Procedures And Guidelines	Standard methods of operating laid down by an organisation according to a formulated policy.		
5.3.1		Final versions of procedures and guidelines issued by the agency to assist and direct NSW agencies entering into agreements with agencies of other states, territories, and of the Commonwealth that relate to Aboriginal affairs, e.g. operational guidelines for shared responsibility agreements.	Required as State archives	Retain minimum of 10 years after date of last action, then transfer
5.3.2		Records relating to the drafting of procedures and guidelines to assist agencies entering into agreements with agencies of other states, territories, and of the Commonwealth that relate to Aboriginal affairs.	Retain minimum of 10 years after superseded, then destroy	
5.4.0	Review and Monitoring of Agreements	The processes related to reviewing and monitoring of inter-government agreements where the agency is not a party to the agreement. Records include reports, internal and external correspondence.		

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No	Function/Activity	Description	Disposal Action	Custody*
<i>INTER-GOVERNMENT RELATIONS - Review and Monitoring of Agreements</i>				
		See INTER-GOVERNMENT RELATIONS - Agreements for review and monitoring of agreements to which the agency is a party.		
5.4.1		Records relating to the review and monitoring of inter-government agreements relating to or concerning the delivery of services to Aboriginal communities in NSW to which the agency is not a party. Includes the monitoring of shared responsibility agreements between the Federal government, NSW agencies and NSW Aboriginal communities.	Required as State archives	Retain minimum of 10 years after date of last action, then transfer
6.0.0	PARKS AND RESERVES	The function of establishing arrangements for the management of parks and reserves by Aboriginal owners. Includes the processes of identifying and registering Aboriginal owners of parks and reserves, appointing and assisting Aboriginal negotiating panels, and advising on appointments to boards of management.		
6.1.0	Advice	The activities associated with offering opinions by or to the organisation as to an action or judgement. Includes the process of advising. Includes advice on the formation of agreements. See PARKS AND RESERVES - Registration of Owners for advice relating to an application for registration as an Aboriginal owner.		
6.1.1		Records relating to advice provided to the Minister, Aboriginal land councils and Aboriginal land owners regarding registration of land owners, legal entitlements, the process of running negotiating panels, the formation of	Required as State archives	Retain minimum of 10 years after date of last action, then

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No	Function/Activity	Description	Disposal Action	Custody*
<i>PARKS AND RESERVES - Boards of Management</i>				
		agreements, appointments to boards of management, and co-management arrangements.		transfer
6.2.0	Boards of Management	Activities associated with the appointment of Aboriginal owners to the management boards of parks and reserves. See PARKS AND RESERVES - Advice for advice regarding Boards of Management. See PARKS AND RESERVES - Complaints and Enquiries for complaints and enquiries regarding appointments.		
6.2.1		Records relating to the vetting of appointments to Boards of Management for parks and reserves. Records include correspondence regarding the appointments.	Required as State archives	Retain minimum of 10 years after date of last action, then transfer
6.2.2		Final versions of training material designed for Aboriginal owners taking up appointments to Boards of Management.	Required as State archives	Transfer one copy upon finalisation of the training package
6.2.3		Records relating to the development and delivery of training to Aboriginal owners taking up appointments to Boards of Management. Records include draft training material and course evaluations.	Retain minimum of 10 years after date of last action, then destroy	
6.3.0	Co-management Arrangements	Monitoring of non-statutory agreements between Aboriginal parties and government land management agencies. Types of agreements include indigenous land-use agreements and memoranda of understanding.		

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No	Function/Activity	Description	Disposal Action	Custody*
<i>PARKS AND RESERVES - Co-management Arrangements</i>				
		See PARKS AND RESERVES - Advice for advice regarding co-management arrangements. See PARKS AND RESERVES - Forestry Agreements for records relating to agreements between Australian governments regarding sustainable forestry and conservation reserves.		
6.3.1		Records relating to monitoring co-management arrangements between Aboriginal parties and other government and land management agencies regarding land-use. Records include correspondence with parties to agreements.	Retain minimum of 2 years after date of last action, then destroy	
6.4.0	Complaints and Enquiries	The activities associated with the handling of requests for information and complaints.		
6.4.1		Records relating to complaints and enquiries about appointments to Aboriginal Negotiating Panels, appointments to Boards of Management and the registration of Aboriginal owners. Includes records of enquiries and complaints referred by other agencies or by land councils, or directly received from members of the public.	Required as State archives	Retain minimum of 10 years after date of last action, then transfer
6.5.0	Forestry Agreements	Activities associated with the facilitating and monitoring of NSW government agreements and agreements with other state, territory and Commonwealth governments regarding sustainable forestry and conservation reserves.		

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No	Function/Activity	Description	Disposal Action	Custody*
<i>PARKS AND RESERVES - Forestry Agreements</i>				
6.5.1		Records relating to facilitating and monitoring of forestry agreements. Includes records of advice given to Aboriginal communities in relation to agreements and representations made to state and Commonwealth government agencies.	Required as State archives	Retain minimum of 10 years after date of last action, then transfer
6.6.0	Panels	<p>Activities relating to the formation and operation of panels established for the purposes of negotiating agreements for the management of national parks and reserves by traditional owners.</p> <p>See PARKS AND RESERVES - Advice for advice regarding appointments.</p> <p>See PARKS AND RESERVES - Complaints and Enquiries for complaints and enquiries regarding appointments.</p>		
6.6.1		<p>Records relating to appointments to panels established for the purposes of negotiating agreements for the management of national parks and reserves by traditional owners.</p> <p>Records include:</p> <ul style="list-style-type: none"> • minutes of community meetings nominating representatives for panels • biographical details of nominees • Ministerial briefings and correspondence relating to appointments 	Required as State archives	Retain minimum of 10 years after date of last action, then transfer

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No	Function/Activity	Description	Disposal Action	Custody*
<i>PARKS AND RESERVES - Panels</i>				
		<ul style="list-style-type: none"> • the Minister's decisions regarding appointments. 		
6.6.2		<p>Records relating to agreements between Aboriginal owners and the Government regarding the management of national parks and reserves.</p> <p>The records include:</p> <ul style="list-style-type: none"> • research into Aboriginal cultural associations with land • records of meetings and correspondence with panels • Ministerial briefings and correspondence relating to negotiations • draft and final agreements. 	Required as State archives	Retain minimum of 10 years after date of last action, then transfer
6.7.0	Published Products	<p>The activities involved in having works, irrespective of format, issued for resale or general distribution, internally or to the public. Includes publications in electronic formats and online publications.</p> <p>See REGULATION OF ABORIGINAL LAND COUNCILS - Published Products for Boundary Maps of land councils.</p>		
6.7.1		Records relating to final versions of guides to Aboriginal reserves and publications detailing land access agreements.	Required as State archives	Retain minimum of 10 years after date of last action, then transfer
6.7.2		Records relating to the drafting of guides to Aboriginal	Retain minimum of 10 years after date	

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No	Function/Activity	Description	Disposal Action	Custody*
<i>PARKS AND RESERVES - Registration of Owners</i>				
		reserves and publications detailing land access agreements.	of last action, then destroy	
6.8.0	Registration of Owners	<p>The recording of names of Aboriginal people with a cultural association with land in NSW, the location of the land with which they have a cultural association, and the nature of that cultural association.</p> <p>See PARKS AND RESERVES - Advice for advice to Ministers regarding the registration process.</p> <p>See PARKS AND RESERVES - Complaints and Enquiries for records relating to the receipt and handling of complaints and enquiries regarding the registration process.</p> <p>See General Retention and Disposal Authority <i>Administrative Records</i> CONTRACTING-OUT for records relating to the engagement of consultants in the land registration process.</p>		
6.8.1		Records relating to applications for registration as Aboriginal owners. Includes registration application files, information maintained electronically which comprises 'the Register', and supporting records such as reports of cultural significance assessments conducted by the Department of Environment and Climate Change.	Required as State archives	<p>Transfer hardcopy registration application files and supporting records 25 years after date of last action</p> <p>Transfer electronic register after administrative and reference use ceases</p>

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No	Function/Activity	Description	Disposal Action	Custody*
<i>PROGRAM IMPLEMENTATION AND COMMUNITY SUPPORT</i>				
7.0.0	PROGRAM IMPLEMENTATION AND COMMUNITY SUPPORT	<p>The provision of assistance to Aboriginal people and communities through advocacy, community liaison, meetings and agreements with government agencies and the private sector, and through the delivery and monitoring of programs across the State.</p> <p>Departmental programs include the Aboriginal Communities Development Program and regional projects delivered under the Aboriginal Assistance Fund. Departmental programs cover areas such as housing and infrastructure work, water and sewerage improvements, sustaining local communities including through community governance training, housing management, employment and training initiatives, and support for community management of natural and cultural assets.</p> <p>See WHOLE OF GOVERNMENT COORDINATION for reporting against state wide plans.</p>		
7.1.0	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 the relevant activity to which the advice relates (e.g. PROGRAM IMPLEMENTATION AND COMMUNITY SUPPORT - Agreements or PROGRAM IMPLEMENTATION AND COMMUNITY SUPPORT - Evaluation) for advice regarding programs and services provided by the central office of the agency to regional offices.</p> <p>See General Retention and Disposal Authority <i>Administrative</i></p>		

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No	Function/Activity	Description	Disposal Action	Custody*
<i>PROGRAM IMPLEMENTATION AND COMMUNITY SUPPORT - Advice</i>				
		<p><i>Records</i> GOVERNMENT RELATIONS - Advice for advice about programs and services provided to the portfolio Minister.</p> <p>See General Retention and Disposal Authority <i>Administrative Records</i> COMMUNITY RELATIONS - Enquiries for general advice provided to members of the public or community organisations or businesses regarding programs and services.</p> <p>See General Retention and Disposal Authority <i>Administrative Records</i> COMMUNITY RELATIONS - Public reaction for advice provided in response to critical comment from members of the public or community organisations or businesses outside their specific involvement in a program or agreement.</p>		
7.1.1		<p>Records relating to the provision of substantive advice concerning the implementation of programs and the delivery of services where a detailed response has been provided.</p> <p>Includes advice furnished centrally and advice provided at a local level by regional offices. Recipients of advice include NSW Government agencies such as NSW Health, the Department of Housing, and the Department of Community Services, local governments, Commonwealth agencies (including indigenous coordination centres), Aboriginal land councils, and local communities. Subjects of advice include strategies for working with Aboriginal communities, community governance, combating substance abuse, cultural heritage, education, and economic development.</p>	Required as State archives	Retain minimum of 10 years after date of last action, then transfer

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No	Function/Activity	Description	Disposal Action	Custody*
<i>PROGRAM IMPLEMENTATION AND COMMUNITY SUPPORT - Advice</i>				
7.1.2		Records relating to routine advice regarding the implementation of programs and the delivery of services.	Retain minimum of 10 years after date of last action, then destroy	
7.2.0	Agreements	The processes associated with the establishment, maintenance, review and negotiation of agreements with Aboriginal communities, local businesses, local governments and regional or local offices of State and Commonwealth Government agencies regarding the delivery of services to Aboriginal communities.		
7.2.1		Records of the negotiation, drafting, monitoring and implementation of agreements and memoranda of understanding with Aboriginal communities, local businesses, local governments and regional or local offices of State and Commonwealth Government agencies regarding the delivery of services to Aboriginal communities. Includes regional and industry job compacts. Records include final versions of agreements, records of liaison between parties to agreements, meetings, correspondence, etc.	Required as State archives	Retain minimum of 10 years after date of last action, then transfer
7.3.0	Awards (honours)	Titles, certificates or decorations conferred by the organisation on persons as a token of respect or in recognition of distinction or achievement. See General Retention and Disposal Authority <i>Administrative Records</i> COMMUNITY RELATIONS - Celebrations, ceremonies, functions for administrative arrangements for		

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No	Function/Activity	Description	Disposal Action	Custody*
<i>PROGRAM IMPLEMENTATION AND COMMUNITY SUPPORT - Awards (honours)</i>				
		functions to present awards.		
7.3.1		Records relating to the administration of awards schemes by the agency, for example the 'Local Heroes Recognition Scheme'. Records include nominations for the awards, decisions on granting awards, and details of award recipients.	Required as State archives	Retain minimum of 25 years after date of last action, then transfer
7.4.0	Evaluation	The process of determining the suitability of potential or existing programs, systems or services in relation to meeting the needs of the given situation. Includes ongoing monitoring.		
7.4.1		Records relating to the evaluation of existing programs, and of proposals for programs made by the Department or other organisations, that involve the delivery of services to Aboriginal communities. Program areas covered include community capacity building, housing for health, and employment and training. Records include final reports on the outcome of programs, periodic reports on program performance submitted by program areas, evaluations of program results through analysis of surveys, and survey returns.	Required as State archives	Retain minimum of 10 years after date of last action, then transfer
7.5.0	Grant Assistance	The activities associated with receiving applications for and issuing grant funding for community support or service delivery programs or projects e.g. heritage, employment or governance training projects. Includes all types of grants e.g. major, discretionary, etc.		

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No	Function/Activity	Description	Disposal Action	Custody*
<i>PROGRAM IMPLEMENTATION AND COMMUNITY SUPPORT - Grant Assistance</i>				
		See General Retention and Disposal Authority <i>Administrative Records</i> FINANCIAL MANAGEMENT - Accounting for records relating to the allocation of money to the organisation in the form of grants. See General Retention and Disposal Authority <i>Administrative Records</i> STRATEGIC MANAGEMENT - Grant funding for records relating to the organisation's applying for and receiving grants, other than financial records.		
7.5.1		Registers of program or project grant applications.	Required as State archives	Retain minimum of 10 years after date of last audit, then transfer
7.5.2		Records of program or project grant applications. Includes successful and unsuccessful applications. Records include applications, proposals, authorisations, correspondence with applicants and grantees, budgets, and records of expenditure.	Required as State archives	Retain minimum of 10 years after all conditions relating to the grant have been fulfilled, then transfer
7.5.3		Registers of funeral grant applications.	Required as State archives	Retain minimum of 10 years after date of last action, then transfer
7.5.4		Records relating to funeral grant applications. Includes successful and unsuccessful applications. Records include applications, supporting documentation such as death certificates and proof of Aboriginality,	Required as State archives	Retain minimum of 7 years after date of last audit, then transfer

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No	Function/Activity	Description	Disposal Action	Custody*
<i>PROGRAM IMPLEMENTATION AND COMMUNITY SUPPORT - Liaison</i>				
		determinations, and correspondence with applicants.		
7.6.0	Liaison	<p>The activities associated with maintaining regular general contact with Aboriginal communities. Includes sharing informal advice, discussions, membership of associations and collaborating on projects that are not joint ventures.</p> <p>See General Retention and Disposal Authority <i>Administrative Records</i> COMMITTEES for the records of standing and regular committees such as Community Working parties.</p> <p>See General Retention and Disposal Authority <i>Administrative Records</i> COMMUNITY RELATIONS - Liaison for records relating to general liaison with the community.</p>		
7.6.1		<p>Records relating to community consultation exercises.</p> <p>Includes correspondence with community groups, records of meetings, and feedback from participants.</p>	Required as State archives	Retain minimum of 10 years after date of last action, then transfer
7.7.0	Planning	<p>The processes of formulating ways in which the lives of Aboriginal people and their communities can be improved. Includes the determination of needs, the development of solutions, and the implementation of programs.</p> <p>Local and regional plans address issues such as Aboriginal cultural heritage, access to government services, community capacity building, education and health, housing, water and sanitation.</p> <p>Examples of plans include:</p>		

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No	Function/Activity	Description	Disposal Action	Custody*
<i>PROGRAM IMPLEMENTATION AND COMMUNITY SUPPORT - Planning</i>				
		<ul style="list-style-type: none"> • local plans associated with NSW Aboriginal Affairs Two Ways Together plan, including Regional and Community Action Plans • local plans associated with the Aboriginal Communities Development Program • local plans implementing NSW State Plan: Fairness and Opportunity – Strengthening Aboriginal Communities (F1). <p>See PROGRAM IMPLEMENTATION AND COMMUNITY SUPPORT - Evaluation for final reports on program outcomes.</p> <p>See PROGRAM IMPLEMENTATION AND COMMUNITY SUPPORT - Liaison for community consultation exercises.</p> <p>See PROGRAM IMPLEMENTATION AND COMMUNITY SUPPORT - Policy for policies governing the implementation of programs.</p> <p>See PROGRAM IMPLEMENTATION AND COMMUNITY SUPPORT - Procedures for procedures and guidelines governing the implementation of programs.</p> <p>See WHOLE OF NSW GOVERNMENT COORDINATION - Planning for records relating to statewide plans.</p> <p>See General Retention and Disposal Authority <i>Administrative Records</i> STRATEGIC MANAGEMENT - Planning for overall planning to achieve corporate objectives of the organisation.</p>		

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No	Function/Activity	Description	Disposal Action	Custody*
<i>PROGRAM IMPLEMENTATION AND COMMUNITY SUPPORT - Planning</i>				
7.7.1		<p>Records relating to local and regional plans for improving the lives of Aboriginal people and their communities. Includes plans developed in consultation with local Aboriginal communities and Regional and Community Action Plans.</p> <p>Records include final versions of plans and records relating to their development, such as records of consultation with regional engagement groups and community working parties.</p>	Required as State archives	Retain minimum of 10 years after date of last action, then transfer
7.7.2		<p>Records relating to the implementation of plans for improving the lives of Aboriginal people and their communities through the delivery of program packages.</p> <p>Records include:</p> <ul style="list-style-type: none"> • program management records • objectives and targets • ongoing communication with stakeholders about the implementation of plans • discussion papers, memoranda and briefing papers • correspondence with Community groups, government agencies, representatives of local business. 	Retain minimum of 10 years after superseded, then destroy	
7.8.0	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		

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No	Function/Activity	Description	Disposal Action	Custody*
<i>PROGRAM IMPLEMENTATION AND COMMUNITY SUPPORT - Policy</i>				
		which the organisation's operating procedures are determined.		
7.8.1		Records relating to policies governing the implementation of programs. Includes records relating to the development of policies.	Required as State archives	Retain minimum of 10 years after date of last action, then transfer
7.9.0	Procedures	Standard methods of operating laid down by an organisation according to formulated policy.		
7.9.1		Records relating to the development of procedures and guidelines governing the implementation of programs. Records include discussion papers, reports analysing issues and the outcomes of stakeholder consultation, and final versions of procedures and guidelines.	Required as State archives	Retain minimum of 10 years after date of last action, then transfer
7.9.2		Records relating to the drafting of procedures and guidelines to govern the implementation of programs. Records include background research and draft versions of procedures and guidelines.	Retain minimum of 10 years after superseded, then destroy	
7.10.0	Research	The activities involved in investigating or enquiring into a subject or area of interest in order to discover facts, principles etc. See PROGRAM IMPLEMENTATION AND COMMUNITY SUPPORT - Policy for research into the formulation of policy.		
7.10.1		Records relating to information gathering and literature researches undertaken to support advice and advocacy work	Retain minimum of 10 years after date	

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No	Function/Activity	Description	Disposal Action	Custody*
<i>REGULATION OF ABORIGINAL LAND COUNCILS</i>				
		within Aboriginal communities. Records include literature searches and the collection and collation of data.	of last action, then destroy	
8.0.0	REGULATION OF ABORIGINAL LAND COUNCILS	Activities relating to the regulation and governance of Aboriginal Land Councils. See General Retention and Disposal Authority <i>Administrative Records</i> STRATEGIC MANAGEMENT - Legislation for reviews of legislation relating to Aboriginal land rights.		
8.1.0	Amalgamations (voluntary)	Activities relating to the facilitation of land council amalgamations. See REGULATION OF ABORIGINAL LAND COUNCILS - Enforcement for records relating to involuntary amalgamations.		
8.1.1		Records relating to voluntary amalgamations of land councils. Records include correspondence with land councils, documents supporting or opposing amalgamations, votes of the councils involved, decisions by the Registrar, recommendations to the Minister, and determinations by the Minister.	Required as State archives	Retain minimum of 10 years after date of last action, then transfer
8.2.0	Approval Of Land Council Rules	The process of approving rules for the conduct of land council business. Includes rules submitted by land councils and model rules devised by the Registrar as templates.		

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No	Function/Activity	Description	Disposal Action	Custody*
<i>REGULATION OF ABORIGINAL LAND COUNCILS - Approval Of Land Council Rules</i>				
8.2.1		Records relating to the review and approval of land council rules. Includes records relating to rules submitted by land councils, whether approved or not, and model rules developed as templates by the Registrar. Records include records of negotiations about land council rules, amendments made or suggested by the Registrar, and records relating to the development of model rules.	Required as State archives	Retain minimum of 10 years after date of last action, then transfer
8.3.0	Authorisation	The processes of seeking, assessing and granting permission to exempt land from rate payments.		
8.3.1		Records relating to the authorisation of rate exemptions. Records include requests from councils for ministerial approval, research, and advice to councils concerning exemptions.	Required as State archives	Retain minimum of 10 years after date of last action, then transfer
8.4.0	Boundary and Name Changes	Activities relating to land council boundary and name changes. See REGULATION OF ABORIGINAL LAND COUNCILS - Enforcement for boundary and name changes made as a result of enforcement processes.		
8.4.1		Records relating to land council boundary and name changes. Includes applications by land councils to have changes made, advice provided to land councils, issues of orders making changes, and proclamation of changes by gazettal.	Required as State archives	Retain minimum of 10 years after date of last action, then transfer

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No	Function/Activity	Description	Disposal Action	Custody*
<i>REGULATION OF ABORIGINAL LAND COUNCILS - Complaints Management</i>				
8.5.0	Complaints Management	<p>Activities relating to responding to complaints. Includes the receipt and investigation of complaints.</p> <p>See REGULATION OF ABORIGINAL LAND COUNCILS - Disputes for complaints that are mediated, arbitrated or conciliated by the Registrar.</p> <p>See REGULATION OF ABORIGINAL LAND COUNCILS - Enforcement for complaints that result in a compliance direction.</p> <p>See REGULATION OF ABORIGINAL LAND COUNCILS - Referrals (non Compliance) for complaints that are referred to another agency because they involve contravention of other legislation or entail criminal accusations.</p>		
8.5.1		<p>Records relating to monitoring and collecting summary data regarding complaints.</p> <p>Records include information regarding names of complainants, nature of complaints, dates of complaints, and how complaints are resolved.</p>	Required as State archives	Retain minimum of 10 years after date of last action, then transfer
8.5.2		<p>Records relating to complaints regarding land councils that do not lead to a compliance direction. Includes complaints received by the Department and by the Registrar. Includes complaints about the administration and management of land and the behaviour of individual councillors.</p> <p>Records include records of the complaint, records of the investigation of the complaint, correspondence with</p>	Required as State archives	Retain minimum of 10 years after date of last action, then transfer

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No	Function/Activity	Description	Disposal Action	Custody*
<i>REGULATION OF ABORIGINAL LAND COUNCILS - Disputes</i>				
		complainant, etc.		
8.6.0	Disputes	<p>Processes involved in settling Aboriginal land council disputes through mediation, conciliation or arbitration.</p> <p>Includes disputes relating to elections and to actions or behaviour of land council members or executive officers.</p> <p>See REGULATION OF ABORIGINAL LAND COUNCILS - Complaints Management for complaints that do not lead to a dispute.</p> <p>See REGULATION OF ABORIGINAL LAND COUNCILS - Enforcement for complaints that result in a compliance direction.</p> <p>See REGULATION OF ABORIGINAL LAND COUNCILS - Referrals (non Compliance) for matters that involve offences under other laws that are referred to another agency, such as the Independent Commission Against Corruption or NSW Police.</p>		
8.6.1		Records relating to decisions of the Registrar reached through the dispute settlement processes of mediation, conciliation or arbitration. Records includes transcripts of proceedings, memoranda of dispute agreements, issued decisions and statements of reasons.	Required as State archives	Retain minimum of 10 years after date of last action, then transfer
8.6.2		Records relating to appeals against arbitration orders. Records includes transcripts of proceedings, issued decisions and statements of reasons, results of the appeal.	Required as State archives	Retain minimum of 10 years after date of last action, then transfer

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No	Function/Activity	Description	Disposal Action	Custody*
<i>REGULATION OF ABORIGINAL LAND COUNCILS - Disputes</i>				
8.6.3		<p>Records relating to the handling of disputes.</p> <p>Records include references of disputes to the Registrar, references from the NSW Aboriginal Land Council, correspondence with parties to disputes, and references by the Registrar of disputes to independent mediators or to courts.</p>	Retain minimum of 15 years after date of last action, then destroy	
8.7.0	Enforcement	<p>Activities relating to ensuring compliance by land councils with legislation and other forms of regulation. Includes the issue of compliance directions by the Registrar and prosecutions to enforce compliance. Also includes the dissolution or forced amalgamation of land councils, or the compelling of changes to land council boundaries and constitutions.</p> <p>See REGULATION OF ABORIGINAL LAND COUNCILS - Amalgamations (voluntary) for voluntary amalgamations.</p> <p>See REGULATION OF ABORIGINAL LAND COUNCILS - Boundary and Name Changes for voluntary boundary and name changes.</p>		
8.7.1		<p>Records relating to the enforcement of compliance by land councils with legislation and other forms of regulation.</p> <p>Records include compliance directions issued to the NSW Aboriginal Land Council, Local Aboriginal Land Councils or to councillors; records of prosecutions for failure to comply with compliance directions; and records relating to the dissolution of land councils. Includes records relating to</p>	Required as State archives	Retain minimum of 10 years after date of last action, then transfer

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No	Function/Activity	Description	Disposal Action	Custody*
<i>REGULATION OF ABORIGINAL LAND COUNCILS - Investigation And Administration of Aboriginal Land Councils</i>				
		boundaries and constitutions of other land councils affected.		
8.8.0	Investigation And Administration of Aboriginal Land Councils	The processes associated with the appointment of investigators, administrators, and advisors to Aboriginal land councils.		
8.8.1		Records relating to the appointment of investigators, administrators and advisors to Aboriginal land councils and their reports. Records include reports establishing the need to appoint investigators, administrators or advisors; records of their recruitment, extensions of their terms, and their removal; terms of reference; and reports on the outcome of investigations.	Required as State archives	Retain minimum of 10 years after term expires, then transfer
8.9.0	Land Council Membership	Activities related to maintaining the electoral or membership rolls for Local Aboriginal Land Councils. See General Retention and Disposal Authority <i>Administrative Records</i> GOVERNMENT RELATIONS - Advice for advice to the Minister about land council membership and elections.		
8.9.1		Records relating to the enrolment of members of Local Aboriginal Land Councils. Includes the removal and suspension of members from rolls. Records include membership rolls and records relating to appeals.	Required as State archives	Retain minimum of 25 years after date of last action, then transfer
8.10.0	Local Aboriginal Land	Activities involved in constituting Local Aboriginal Land		

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No	Function/Activity	Description	Disposal Action	Custody*
<i>REGULATION OF ABORIGINAL LAND COUNCILS - Local Aboriginal Land Council areas</i>				
	Council areas	Council areas.		
8.10.1		Records relating to applications to declare an area as a Local Aboriginal Land Council area. Records include applications, objections to applications, submissions by the NSW Aboriginal Land Council, proclamations, and supporting documents such as maps of the area, narratives describing the history of the area and descriptions of the connections of Aboriginal people to land. Includes records of applications that are refused.	Required as State archives	Retain minimum of 25 years after date of last action, then transfer
8.11.0	Local Aboriginal Land Council Boards	Activities related to the oversight of Local Aboriginal Land Council Boards. See General Retention and Disposal Authority <i>Administrative Records</i> GOVERNMENT RELATIONS - Advice for advice to the Minister about Local Aboriginal Land Councils.		
8.11.1		Records relating to the nomination, election, resignation, suspension, disqualification or termination of Board members of Local Aboriginal Land Councils. Records include notifications of vacancies, forms for the nomination of candidates, checks of candidates' eligibility to stand, tallies of votes, results, notifications and revocations of suspensions, etc.	Required as State archives	Retain minimum of 10 years after date of last action, then transfer
8.11.2		Records relating to administrative arrangements for the election of Board members of Local Aboriginal Land Councils. Includes records of advertising and gazetting of election	Retain minimum of 3 years after date of last action, then destroy	

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No	Function/Activity	Description	Disposal Action	Custody*
<i>REGULATION OF ABORIGINAL LAND COUNCILS - Local Aboriginal Land Council Boards</i>				
		dates and places, distribution and collection of ballots, ballot papers, the appointment of persons to conduct elections, arrangements of polling places etc.		
8.11.3		Records relating to disclosures of pecuniary interests by Board members.	Retain minimum of 10 years after date of last action, then destroy	
8.12.0	Monitoring Of Plans	The activities relating to receiving and monitoring the community, land and business plans produced by Aboriginal land councils.		
8.12.1		Records relating to the monitoring of community, land and business plans submitted by Aboriginal land councils to the Registrar. Includes plans, advice to land councils regarding the plans, and summary reports on plans.	Required as State archives	Retain minimum of 10 years after date of last action, then transfer
8.13.0	NSW Aboriginal Land Council Management	Activities related to the oversight of the NSW Aboriginal Land Council.		
8.13.1		Records relating to the election of councillors of the NSW Aboriginal Land Council. Records include reports on the results of elections.	Required as State archives	Retain minimum of 10 years after date of last action, then transfer
8.13.2		Records relating to removal, suspension and termination of councillors and the disqualification of persons from sitting on the NSW Aboriginal Land Council. Includes records relating to appeals.	Required as State archives	Retain minimum of 10 years after date of last action, then transfer

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No	Function/Activity	Description	Disposal Action	Custody*
<i>REGULATION OF ABORIGINAL LAND COUNCILS - NSW Aboriginal Land Council Management</i>				
		Records include criminal records checks and reports of investigations, disqualifications and determinations.		
8.13.3		Records relating to notifications of vacancies on the NSW Aboriginal Land Council.	Retain minimum of 10 years after date of last action, then destroy	
8.13.4		Records relating to disclosures of pecuniary interests by councillors of the NSW Aboriginal Land Council.	Retain minimum of 10 years after date of last action, then destroy	
8.13.5		Records relating to reports received from the NSW Aboriginal Land Council. Includes both regular performance reporting and budget reporting.	Required as State archives	Retain minimum of 10 years after date of last action, then transfer
8.14.0	Published Products	The activities involved in having works, irrespective of format, issued for sale or general distribution, internally or to the public. Includes publications in electronic formats and online.		
8.14.1		Records relating to final versions of published products. Records include boundary maps.	Required as State archives	Retain minimum of 10 years after date of last action, then transfer
8.14.2		Records relating to draft versions of published products.	Retain minimum of 10 years after date of last action, then	

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No	Function/Activity	Description	Disposal Action	Custody*
<i>REGULATION OF ABORIGINAL LAND COUNCILS - Referrals (non Compliance)</i>				
		Records include draft boundary maps.	destroy	
8.15.0	Referrals (non Compliance)	Matters involving Aboriginal land councils that are referred to other agencies because they do not fall within the scope of the Registrar's or Department's responsibilities. Includes referrals to NSW Police, the Ombudsman, and the Independent Commission Against Corruption.		
8.15.1		Records relating to referrals to other agencies of matters or complaints involving Aboriginal land councils or council members.	Retain minimum of 10 years after date of last action, then destroy	
8.16.0	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 or findings of the results of the examination or investigation. See REGULATION OF ABORIGINAL LAND COUNCILS - NSW Aboriginal Land Council Management for financial and performance reports received from the NSW Aboriginal Land Council. See General Retention and Disposal Authority <i>Administrative Records</i> GOVERNMENT RELATIONS - Reporting for reports to government.		
8.16.1		Records relating to reports concerning the regulation of Aboriginal land councils.	Required as State archives	Retain minimum of 10 years after date of last action, then

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No	Function/Activity	Description	Disposal Action	Custody*
<i>REGULATION OF ABORIGINAL LAND COUNCILS - Training</i>				
		Records include performance reporting, budget reporting, briefs, proposals and reviews.		transfer
8.17.0	Training	<p>The activities involved in providing training and instruction in legislation and processes relating to Aboriginal land councils.</p> <p>Includes training for council members, administrators and investigators of land councils.</p> <p>See General Retention and Disposal Authority <i>Administrative Records</i> GOVERNING BODIES - Training and development for records related to training for board members.</p>		
8.17.1		Final versions of training material regarding legislation affecting Aboriginal land rights in NSW and land rights processes. Includes Rolls Workshops. Records include participant booklets, trainers' manuals.	Required as State archives	Retain minimum of 10 years after date of last action, then transfer
8.17.2		Records relating to the development of training material. Records include drafts of training material, consultations with stakeholders.	Retain minimum of 10 years after superseded, then destroy	
8.17.3		<p>Records relating to administrative arrangement for the conduct and delivery of training courses.</p> <p>Includes course schedules, venue bookings, and course feedback.</p>	Retain until reference use ceases, then destroy	
9.0.0	WHOLE OF NSW GOVERNMENT	The activities involved in coordinating, monitoring and advocating within government to prioritise Aboriginal affairs		

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No	Function/Activity	Description	Disposal Action	Custody*
<i>WHOLE OF NSW GOVERNMENT COORDINATION - Advice</i>				
	COORDINATION	<p>and to maximise access, equity and self-determination for Aboriginal people.</p> <p>See the relevant activity (e.g. Policy) for records of meetings that relate to whole of government coordination activities.</p> <p>See General Retention and Disposal Authority <i>Administrative Records</i> COMMITTEES for records relating to interdepartmental committees and peak organisations in which the department is the lead agency.</p> <p>See General Retention and Disposal Authority <i>Administrative Records</i> GOVERNMENT RELATIONS - Inquiries for submissions to Parliamentary Inquiries.</p>		
9.1.0	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 General Retention and Disposal Authority <i>Administrative Records</i> GOVERNMENT RELATIONS - Advice where the organisation is providing advice to other organisations or to the portfolio Minister on its own programs and policies.</p>		
9.1.1		<p>Records relating to advice provided to other agencies on the development and revision of programs, policies and laws that relate to Aboriginal affairs, and on their relationships with Aboriginal communities.</p> <p>Topics of advice include improving Aboriginal participation in policy development and resolving disputes between agencies</p>	Required as State archives	Retain minimum of 10 years after date of last action, then transfer

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No	Function/Activity	Description	Disposal Action	Custody*
<i>WHOLE OF NSW GOVERNMENT COORDINATION - Agreements</i>				
		and local communities.		
9.2.0	Agreements	The processes associated with the establishment, maintenance, review and negotiation of agreements.		
9.2.1		Records relating to agreements and memoranda of understanding with other NSW Government agencies to deliver services to Aboriginal people. Includes agreements with TAFE, the Aboriginal Housing Office, DOCS, NSW Department of Health, NSW Department of Education and Training.	Required as State archives	Retain minimum of 10 years after superseded, then transfer
9.3.0	Evaluation	The process of determining the suitability of potential or existing programs, systems or services in relation to meeting the needs of the given situation. Includes ongoing monitoring.		
9.3.1		Records relating to evaluation and monitoring of statewide initiatives and plans for maximising access to services, equity and self-determination for Aboriginal people. Records include reports received from agencies, agency policies, and assessments of the program outcomes of agencies against targets in the State plans.	Required as State archives	Retain minimum of 10 years after date of last action, then transfer
9.4.0	Monitoring	The processes of observing, measuring and reporting on systems or activities, usually to identify changes over time or to take remedial action. See WHOLE OF NSW GOVERNMENT COORDINATION - Reporting for reporting on agency performance and		

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No	Function/Activity	Description	Disposal Action	Custody*
<i>WHOLE OF NSW GOVERNMENT COORDINATION - Monitoring</i>				
		programs.		
9.4.1		<p>Records relating to monitoring of programs undertaken by both State and Federal Government agencies that affect Aboriginal people.</p> <p>Records include summary monitoring information maintained electronically, e.g. the Two Ways Together database.</p>	Retain minimum of 15 years after date of last action, then destroy	
9.4.2		<p>Records relating to the monitoring of the performance agreements of chief executive officers with regard to service planning to address key areas such as Aboriginal participation in agency decision making, service planning and delivery, partnerships with Aboriginal people, Aboriginal employment, and the development of Aboriginal communities.</p> <p>Records include copies of agreements signed by chief executive officers, copies of agency plans and outcomes documents, and correspondence with agencies regarding progress.</p>	Retain minimum of 15 years after date of last action, then destroy	
9.5.0	Planning	<p>The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.</p> <p>Examples of statewide plans include the NSW State Plan: Fairness and Opportunity – Strengthening Aboriginal Communities (F1), the Two Ways Together Plan, and the Aboriginal Justice Plan.</p>		

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No	Function/Activity	Description	Disposal Action	Custody*
<i>WHOLE OF NSW GOVERNMENT COORDINATION - Planning</i>				
		<p>See PROGRAM IMPLEMENTATION AND COMMUNITY SUPPORT - Planning for records relating to local and regional plans associated with statewide plans.</p> <p>See General Retention and Disposal Authority <i>Administrative Records</i> STRATEGIC MANAGEMENT - Planning for overall planning to achieve corporate objectives.</p>		
9.5.1		<p>Records relating to the development of statewide plans and strategies for maximising access to services, equity and self-determination for Aboriginal people.</p> <p>Includes the Two Ways Together Plan and the NSW State Plan: Fairness and Opportunity – Strengthening Aboriginal Communities (F1).</p> <p>Records include draft and final versions of plans, significant changes/alterations or formally circulated for comment-notes of meetings or reports analysing issues and the outcomes of consultation with stakeholders etc.</p>	Required as State archives	Retain minimum of 10 years after superseded, then transfer
9.6.0	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.		
9.6.1		<p>Records relating to policies governing Aboriginal affairs at a statewide level.</p> <p>Records include:</p>	Required as State archives	Retain minimum of 10 years after date of last action, then transfer

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No	Function/Activity	Description	Disposal Action	Custody*
<i>WHOLE OF NSW GOVERNMENT COORDINATION - Procedures and Guidelines</i>				
		<ul style="list-style-type: none"> • final versions of policies • draft versions of policies containing significant changes or alterations or formally circulated for comment • policy proposals • background research • records of consultations or meetings • notes of meetings or reports analysing issues and the outcomes of consultation with stakeholders etc. 		
9.7.0	Procedures and Guidelines	Instructions and guidance to NSW Government staff agencies on compliance with Aboriginal affairs policy objectives.		
9.7.1		Records relating to the development of procedures and guidelines issued to NSW Government agencies to assist them in complying with policies and legislation relating to Aboriginal affairs. Includes the <i>Aboriginal Participation in Construction</i> guidelines. Records include discussion papers, reports analysing issues and the outcomes of stakeholder consultation, and final versions of procedures and guidelines.	Required as State archives	Retain minimum of 10 years after superseded, then transfer
9.7.2		Records relating to the drafting of procedures and guidelines issued to NSW Government agencies to assist them in complying with policies and legislation relating to Aboriginal affairs. Records include background research and draft	Retain minimum of 10 years after superseded, then	

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No	Function/Activity	Description	Disposal Action	Custody*
<i>WHOLE OF NSW GOVERNMENT COORDINATION - Reporting</i>				
		versions of procedures and guidelines.	destroy	
9.8.0	Reporting	The processes associated with providing formal statements or findings of the results of the examination statewide programs relating to Aboriginal affairs. Includes discussion papers, proposals, reports, reviews and returns.		
9.8.1		Records relating to reports on the progress of statewide programs. Includes periodic reports on the Two Ways Together plan.	Required as State archives	Retain minimum of 10 years after date of last action, then transfer
9.8.2		Records relating to the drafting of reports. Records include: <ul style="list-style-type: none"> • background research, e.g. collection of statistics • draft versions of reports containing significant changes or alterations or formally circulated for comment. 	Retain minimum of 10 years after date of last action, then destroy	
9.9.0	Training	The activities associated with developing, promoting and delivering training in issues affecting Aboriginal people and communities to NSW agencies.		
9.9.1		Final versions of training material regarding issues affecting Aboriginal people aimed at NSW agencies. Records include cultural awareness training packages.	Required as State archives	Retain minimum of 10 years after date of last action, then transfer
9.9.2		Records relating to the development of training material	Retain minimum of	

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No	Function/Activity	Description	Disposal Action	Custody*
<i>WHOLE OF NSW GOVERNMENT COORDINATION - Training</i>				
		aimed at NSW agencies.	5 years after date of last action, then destroy	

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