

State Records Authority of New South Wales

Functional Retention and Disposal Authority: FA326

This authority covers records documenting the function of fire and emergency services management

Issued to NSW Rural Fire Service

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 FA326

SR file no 12/0355

Scope

This functional retention and disposal authority covers records documenting the function of fire and emergency services management from 1937 onwards.

Public office

NSW Rural Fire Service

Approval date

Jenni Stapleton
A/Director
State Records Authority of New South Wales

11/12/2012
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 public offices in discharging their functional responsibilities and the potential research use of the records by the NSW Government and the public. One of State Records' functions is to identify and preserve records as State archives. These are records which document the authority and functions of Government, its decision-making processes and the implementation and outcomes of those decisions, including the nature of their influence and effect on communities and individual lives. Criteria for the identification of State archives are listed in *Building the Archives: Policy on records appraisal and the identification of State archives*. The Policy also explains the roles and responsibilities of State Records and of public offices in undertaking appraisal processes and disposal activities.

Implementing the authority

This functional retention and disposal authority covers records controlled by the public office and applies only to the records or classes of records described in the authority. The authority should be implemented as part of the records management program of the organisation. Two

primary objectives of this program are to ensure that records are kept for as long as they are of value to the organisation and its stakeholders and to enable the destruction or other disposal of records once they are no longer required for business or operational purposes.

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

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

Disposal action

Records required as State archives

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

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

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

Records approved for destruction

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

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

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

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

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

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

Administrative change

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

Amendment and review of this authority

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

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

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

Contact Information

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**Functional Retention and Disposal Authority
Fire and emergency services management (NSW Rural Fire Service)**

Authority number: FA326

Dates of coverage: 1937+

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No	Function/Activity	Description	Disposal Action
1.0.0	AVIATION	<p>The function of managing aircraft during fire and emergency incidents and surveillance activities. Includes the arrangements between aircraft operators and fuel suppliers.</p> <p>See TRAINING AND DEVELOPMENT for records relating to training requirements and materials.</p> <p>See General Retention and Disposal Authority <i>Administrative records</i> CONTRACTING-OUT for agreements with aircraft operators and fuel providers.</p> <p>See General Retention and Disposal Authority <i>Administrative records</i> FLEET MANAGEMENT - Reporting for records relating to reports to management on performance and use of aviation support.</p>	
1.1.0	Aircraft status reports	The activities associated with determining the availability of aircraft.	
1.1.1		Records relating to daily confirmations of aircraft availability in particular areas.	Retain minimum of 25 years after action completed, then destroy
1.2.0	Compliance	The activities associated with ensuring that all aviation operators meet standards set by the organisation.	
1.2.1		Records relating to the process of ensuring that aircraft operators comply with the organisation's standards and requirements. Records include expressions of interest, air operator certificates, medical certificates, logs, insurance papers, correspondence, etc. Includes correspondence with non-compliant operators.	Retain minimum of 5 years after action completed, then destroy
1.2.2		Summary records of approved operators, pilots and companies.	Retain minimum of 10 years after approval ceases, then destroy

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No	Function/Activity	Description	Disposal Action
<i>AVIATION - Requests and tasking</i>			
1.3.0	Requests and tasking	The coordination and tasking of aircraft and associated services in support of fire and other emergencies.	
1.3.1		Records relating to the tasking of aircraft and requests for aviation support during a fire or emergency situation. Includes: <ul style="list-style-type: none"> • summary records of operational tasks, aircraft availability, re-tasking of aircraft and aircraft terminations • task details and requests to operators outlining requirements • requests for delivery of fuel, foam, retardant and specialised personnel. 	Retain minimum of 25 years after action completed, then destroy
1.3.2		Records relating to the tasking of aircraft and fuel for reconnaissance activities. Includes records of task details and requests to operators outlining requirements.	Retain minimum of 5 years after action completed, then destroy
1.4.0	Standards	The activities associated with the development of aviation standards for fire fighting.	
1.4.1		Records relating to the development and review of aerial fire fighting standards and protocols for aircraft and pilots contracted to the organisation, and the provision of advice to external organisations on the development of national protocols and systems e.g. National Aerial Firefighting Centre protocols. Includes final standards, reports, correspondence.	Required as State archives
2.0.0	AWARDS AND HONOURS	The function of conferring awards and honours in recognition of bravery and distinction. See General Retention and Disposal Authority <i>Administrative records</i> COMMUNITY RELATIONS - Celebrations, ceremonies, functions for records relating to arrangements for awards ceremonies and for awards presented to the organisation.	

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No	Function/Activity	Description	Disposal Action
<i>AWARDS AND HONOURS - Service Awards</i>			
		See General Retention and Disposal Authority <i>Administrative records</i> PERSONNEL - Performance management for records relating to awards and honours to staff and volunteers.	
2.1.0	Service Awards	The activities associated with the nomination, assessment and award of honours in recognition of acts of valour and bravery. Includes the protocols on the design, wearing and investiture of awards.	
2.1.1		Records documenting protocols regarding the wearing and investiture of awards, conditions governing awards, and the design of insignia.	Required as State archives
2.1.2		Records relating to the receipt, assessment and approval of successful nominations for awards and honours to civilians in recognition of courageous or meritorious action.	Required as State archives
2.1.3		Records relating to the receipt and assessment of unsuccessful nominations for awards and honours to civilians.	Retain minimum of 5 years after action completed, then destroy
3.0.0	BRIGADE ADMINISTRATION	<p>The function of managing rural fire brigades.</p> <p>See TRAINING AND DEVELOPMENT for competency records and training plans.</p> <p>See General Retention and Disposal Authority <i>Administrative records</i> INDUSTRIAL RELATIONS - Grievances for records relating to the handling and resolution of grievances.</p> <p>See General Retention and Disposal Authority <i>Administrative records</i> PERSONNEL for records of recruitment and appointment of employees and volunteers.</p> <p>See General Retention and Disposal Authority <i>Administrative records</i> STAFF DEVELOPMENT - Conferences for records relating to forums arranged for volunteers.</p>	

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No	Function/Activity	Description	Disposal Action
<i>BRIGADE ADMINISTRATION - Attendance</i>			
3.1.0	Attendance	Activities relating to the documentation of attendance of brigade members at a station. See General Retention and Disposal Authority <i>Administrative records PERSONNEL - Leave, attendance and absences</i> for records relating to employee attendance and rosters.	
3.1.1		Records documenting the attendance of a member at a brigade, the assignment of members to trucks, and the deployment of trucks. Records include brigade sign-on books and cards documenting truck details, vehicle identification numbers and crew details.	Retain minimum of 25 years after action completed, then destroy
3.2.0	Brigade register	The process of keeping a register of all members of a brigade.	
3.2.1		Summary records of brigade members. Includes name, contact details and status of the member (active or non-active).	Required as State archives
3.3.0	Constitution	Activities associated with the development, implementation and review of Brigade constitutions and rules.	
3.3.1		Final versions of Brigade rules.	Retain minimum of 25 years after superseded, then destroy
3.3.2		Final versions of Brigade constitutions.	Retain minimum of 10 years after superseded, then destroy
3.3.3		Records associated with the development and review of Brigade constitutions and rules.	Retain minimum of 2 years after review completed, then

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No	Function/Activity	Description	Disposal Action
<i>BRIGADE ADMINISTRATION - Fundraising</i>			
			destroy
3.4.0	Fundraising	<p>The activities associated with raising funds for a brigade.</p> <p>See General Retention and Disposal Authority <i>Administrative records</i> COMMUNITY RELATIONS - Donations for records relating to the management of donated money, items, artefacts or property.</p> <p>See General Retention and Disposal Authority <i>Administrative records</i> FINANCIAL MANAGEMENT - Accounting for financial records relating to donations.</p> <p>See General Retention and Disposal Authority <i>Administrative records</i> FINANCIAL MANAGEMENT - Financial statements for the annual audited financial statements for all fundraising appeals.</p>	
3.4.1		Records relating to authorisations for and the undertaking of fundraising activities by brigades.	Retain minimum of 3 years after action completed, then destroy
3.5.0	Service Standards	Standard methods of operating laid down by the organisation to carry out a function or process.	
3.5.1		Records relating to the development and review of procedures and instructions in regard to brigade management. Records include drafts and final documents.	Required as State archives
4.0.0	BUSH FIRE MITIGATION	<p>The activities involved in reducing the risk and impact of bush fires. Includes developing and implementing strategies, seasonal hazard reduction burns and other fuel management programs.</p> <p>See General Retention and Disposal Authority <i>Administrative records</i> COMMITTEES for records relating to interagency projects, forums or taskforces initiated to resolve issues associated with local service delivery or local problems.</p> <p>See General Retention and Disposal Authority <i>Administrative records</i></p>	

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No	Function/Activity	Description	Disposal Action
<i>BUSH FIRE MITIGATION - Advice</i>			
		<p>GOVERNMENT RELATIONS - Advice for records relating to advice provided to the Premier, Minister or other government organisations concerning bush fire mitigation.</p> <p>See General Retention and Disposal Authority <i>Administrative records</i></p> <p>TECHNOLOGY & TELECOMMUNICATIONS - Application development and management for records relating to the development and maintenance of management systems such as the Bushfire Risk Information Management System (BRIMS).</p>	
4.1.0	Advice	The activities associated with offering opinions by or to the organisation as to an action or judgement.	
4.1.1		Records relating to the provision or receipt of advice concerning substantive aspects of bushfire mitigation policies and procedures. Records include briefing notes and minutes, correspondence, position papers, technical and specialist reports etc.	Required as State archives
4.1.2		Records relating to the provision or receipt of advice that does not concern substantive aspects of bushfire mitigation policies and procedures. Includes advice referenced by the organisation from other agencies and external committees.	Retain minimum of 5 years after action completed, then destroy
4.2.0	Asset management	The activities involved in the management of assets relevant to fire fighting and emergency activities.	
4.2.1		Register of fire trails within areas with a reasonable risk of bushfire. Includes the trail classification, vehicle capacity and maintenance details.	Required as State archives
4.3.0	Authorisation	<p>The authorisation of activities associated with fire mitigation and environmental hazard reduction work. Also includes authorisation for fireworks displays etc.</p> <p>See BUSH FIRE MITIGATION - Complaints for records relating to the</p>	

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No	Function/Activity	Description	Disposal Action
<i>BUSH FIRE MITIGATION - Authorisation</i>			
		investigation of infringements/breaches of permits. See BUSH FIRE MITIGATION - Mitigation works program for records relating to approvals for hazard reduction works undertaken by the organisation.	
4.3.1		Records relating to the development and approval of environmental codes of practice (e.g. the Bush Fire Environmental Assessment Code) that govern the issue and certification of hazard reduction certificates by authorised bodies.	Required as State archives
4.3.2		Records relating to the issuing of permits, certificates and authorisations by the organisation for: <ul style="list-style-type: none"> • lighting of fires, back burning, burn offs etc. • hazard reduction, including environmental approvals, surveys and statements of impact • hot works and fireworks displays, etc., during fire bans. 	Retain minimum of 7 years after action completed, then destroy
4.4.0	Complaints	The activities associated with managing complaints received about hazard reduction or mitigation works, unauthorised burning and potential hazards.	
4.4.1		Records relating to fire hazard or mitigation works complaints. Includes complaints, reports, investigation records e.g. affidavit of notices serviced, fuel assessment forms, etc.	Retain minimum of 10 years after action completed, then destroy
4.5.0	Declarations	The activities associated with making declarations for prohibited burning times and emergency periods.	
4.5.1		Records relating to the declaration and regulation of prohibited burning times, fire bans and emergency periods. Records include briefings, notices, publications, etc.	Retain minimum of 10 years after action completed, then destroy

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No	Function/Activity	Description	Disposal Action
<i>BUSH FIRE MITIGATION - Enquiries</i>			
4.6.0	Enquiries	The activities associated with the handling of requests for information about the organisation and its services by the general public or another organisation. See COMMUNITY ENGAGEMENT for records relating to community education programs.	
4.6.1		Records relating to enquiries from the public relating to hazard reduction, fire safety, environmental impact and emergency procedures that require a detailed response.	Retain minimum of 10 years after action completed, then destroy
4.6.2		Records relating to enquiries from the public relating to hazard reduction, fire safety, environmental impact and emergency procedures requiring a routine response.	Retain minimum of 2 years after action completed, then destroy
4.7.0	Infringements	The activities associated with the management of breaches of rules, regulations and legislation.	
4.7.1		Records relating to penalty notices issued in respect of hazard reduction, lighting of fires during fire ban periods, contravening a permit, failure to prevent a bush fire, etc.	Retain minimum of 7 years after action completed, then destroy
4.8.0	Mitigation programs	The activities associated with undertaking mitigation and contingency works.	
4.8.1		Records relating to hazard reduction works, including protection of zones around assets and hazard reduction burns. Records include approvals, variations, site condition reports, incident reports.	Retain minimum of 25 years after action completed, then destroy
4.8.2		Records relating to work undertaken for fire trail maintenance and erection of fire	Retain minimum of 10 years after

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No	Function/Activity	Description	Disposal Action
<i>BUSH FIRE MITIGATION - Mitigation programs</i>			
		trail signs, including work undertaken for aged residents. Records include: <ul style="list-style-type: none"> • register of mitigation works and assigned jobs • requests and proposals • maintenance and remediation orders • sign offs • requests for work crews or plant and equipment. 	action completed, then destroy
4.8.3		Records relating to works undertaken by the organisation where the property owner has failed to comply with a hazard reduction notice, including cost recovery.	Retain minimum of 7 years after action completed, then destroy
4.9.0	Planning	Activities associated with developing bush fire management plans.	
4.9.1		Records relating to the development and review of bushfire mitigation plans e.g. Bush Fire Risk Management Plans. Includes reports, final plans, correspondence.	Required as State archives
4.9.2		Records relating to the operational planning of fire mitigation activities, including the development of environmental safety requirements for hazard reduction burns. Records include burn plans, process guides, etc.	Retain minimum of 5 years after action completed, then destroy
4.10.0	Reporting	The processes associated with initiating or providing a formal response to a situation or request, and providing formal statements or findings of the results of the examination or investigation. See FIRE AND EMERGENCY DATA MODELLING for records relating to the analysis of raw data.	
4.10.1		Final reports relating to the management of bush fire mitigation activities. Includes reports on the impact of individual fires, bush fire mitigation activities and fire	Required as State

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No	Function/Activity	Description	Disposal Action
<i>BUSH FIRE MITIGATION - Reporting</i>			
		permits issued.	archives
4.10.2		Records relating to the development and review of bush fire mitigation activity reports.	Retain minimum of 3 years after action completed, then destroy
4.11.0	Research	The activities involved in investigating or enquiring into a subject or area of interest. See General Retention and Disposal Authority <i>Administrative records</i> STRATEGIC MANAGEMENT - Joint ventures for records relating to the establishment and administration of research projects or partnerships.	
4.11.1		Records relating to research projects conducted or commissioned by the organisation relating to bush fire mitigation. Includes reports or summaries of findings, and research data which is unique or cannot be reproduced or replicated from other sources.	Required as State archives
4.11.2		Working papers of research projects relating to bush fire mitigation undertaken by the organisation.	Retain minimum of 10 years after action completed, then destroy
4.12.0	Service Standards	The activities associated with developing and establishing decisions, directions, precedents and standard methods of operation to carry out a function or process.	
4.12.1		Records relating to the development and review of policies and procedures relating to bush fire mitigation. Records include final documents, reports, correspondence, etc.	Required as State archives
5.0.0	COMMUNITY ENGAGEMENT	The function of establishing rapport with the community and raising and maintaining the organisation's broad public profile. Includes community education	

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No	Function/Activity	Description	Disposal Action
<i>COMMUNITY ENGAGEMENT - Authorisation</i>			
		<p>and awareness programs and notifications through the media.</p> <p>See General Retention and Disposal Authority <i>Administrative records</i> COMMUNITY RELATIONS - Enquiries for records relating to general requests for information regarding operations.</p> <p>See General Retention and Disposal Authority <i>Administrative records</i> COMMUNITY RELATIONS - Marketing for records relating to general promotional material.</p> <p>See General Retention and Disposal Authority <i>Administrative records</i> COMMUNITY RELATIONS - Media relations for records relating to media releases.</p>	
5.1.0	Authorisation	The processes associated with seeking approval for use of the organisation's property, equipment and/or personnel.	
5.1.1		Records relating to requests to film on or use the organisation's property or equipment for filming. Records include applications, copies of insurance, waivers, risk assessment, approval from Commissioners and release forms.	Retain minimum of 5 years after action completed, then destroy
5.2.0	Community safety programs	<p>Activities involved in the development and implementation of safety programs and campaigns for stakeholders and the general community, including school programs and workshops.</p> <p>See General Retention and Disposal Authority <i>Administrative records</i> COMMUNITY RELATIONS - Celebrations, ceremonies, functions for records relating to campaign launches.</p> <p>See General Retention and Disposal Authority <i>Audio visual programs and recordings</i> PROGRAM PRODUCTION - Programs and recordings for records relating to films and videos produced by or for the organisation.</p>	
5.2.1		Records relating to the development, evaluation and review of safety and awareness programs and campaigns. Includes media and communication	Required as State

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No	Function/Activity	Description	Disposal Action
<i>COMMUNITY ENGAGEMENT - Community safety programs</i>			
		strategies and materials. Records include submissions, discussion papers, program plans, guidelines and final versions of materials for community education workshops and school programs.	archives
5.2.2		Records relating to development and delivery of local materials for community education workshops and school programs. Records include programs, lists of attendees, handouts, information packs, pamphlets etc.	Retain minimum of 7 years after action completed, then destroy
6.0.0	EMERGENCY FLEET AND EQUIPMENT	<p>The function of managing fire and emergency vehicles and specialised equipment, including protective clothing.</p> <p>See EMERGENCY MANAGEMENT - Agreements for records relating to the service level agreements with local government.</p> <p>See General Retention and Disposal Authority <i>Administrative records</i> EQUIPMENT & STORES for records relating to the acquisition, disposal, leasing and stocktake of equipment.</p> <p>See General Retention and Disposal Authority <i>Administrative records</i> FINANCIAL MANAGEMENT - Asset register for records relating to monitoring and assessment of the fleet as a corporate asset.</p> <p>See General Retention and Disposal Authority <i>Administrative records</i> FLEET MANAGEMENT for all vehicles not part of the emergency fleet and for records relating to the acquisition, disposal, commissioning and decommissioning, leasing, maintenance and planning for fire and emergency vehicles.</p> <p>See General Retention and Disposal Authority <i>Administrative records</i> TENDERING for records relating to tenders for the design, manufacture and supply of emergency equipment.</p>	
6.1.0	Allocation	The process of assigning fire fighting equipment and gear.	
6.1.1		Records relating to the provision of fire fighting equipment to employees,	Retain minimum of 10 years after

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No	Function/Activity	Description	Disposal Action
<i>EMERGENCY FLEET AND EQUIPMENT - Design</i>			
		volunteers or units.	action completed, then destroy
6.2.0	Design	The activities associated with designing and acquiring specialised fire fighting equipment and vehicles. Includes overseeing the manufacturing process.	
6.2.1		Records relating to the design and manufacture and testing of specialised fire and emergency vehicles and equipment, clothing and accessories that are unique to the organisation. Includes the markings on vehicles and design of uniforms and accessories such as insignia. Records include specifications, plans, drawings, change proposals, engineering briefs, test reports etc.	Required as State archives
6.2.2		Records relating to overseeing the manufacture of fire and emergency vehicles, equipment and gear. Includes project management records, specifications, sign off sheets, quality and batch controls, etc.	Retain minimum of 7 years after completion of project, then destroy
6.2.3		Specifications for the manufacture of fire and emergency vehicles and equipment that did not proceed.	Retain minimum of 2 years after action completed, then destroy
6.3.0	Emergency vehicle usage	The activities associated with the usage of fire and emergency vehicles.	
6.3.1		Vehicle log sheets recording every time a vehicle leaves a Brigade station.	Retain minimum of 25 years after action completed, then destroy
6.3.2		Records relating to the authorisation and attendance of vehicles for non-	Retain minimum of 2 years after action

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No	Function/Activity	Description	Disposal Action
<i>EMERGENCY FLEET AND EQUIPMENT - Evaluation</i>			
		emergency use e.g. school fairs, agricultural shows, etc.	completed, then destroy
6.4.0	Evaluation	The process of determining the suitability of potential or existing items of equipment or vehicles. Includes ongoing monitoring.	
6.4.1		Records of evaluations or surveys undertaken to determine requirements for fire and emergency vehicles and equipment. Includes evaluation of the level of supply and identification methods for vehicles e.g. colour schemes, markings.	Retain minimum of 10 years after action completed, then destroy
6.5.0	Inspection and testing	The process of official examinations of facilities, equipment and items to ensure compliance with agreed standards and objectives.	
6.5.1		Records relating to the testing of fire fighting equipment and gear. Records include testing criteria, schedules, results identifying any defects or faults and final reports.	Retain minimum of 7 years after inspection, then destroy
6.6.0	Planning	The process of formulating ways in which strategic objectives can be achieved. Includes determination of services, needs and solutions to those needs.	
6.6.1		Records relating to the assessment of future requirements for fire and emergency equipment.	Retain minimum of 7 years after action completed, then destroy
6.7.0	Service standards	The activities associated with developing and establishing decisions, directions, precedents and standard methods of operation.	
6.7.1		Records relating to the development of policy and procedures for the management and use of fire fighting equipment. Records include: proposals, supporting reports	Retain minimum of 25 years after superseded, then

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No	Function/Activity	Description	Disposal Action
<i>EMERGENCY FLEET AND EQUIPMENT - Standards</i>			
		and final documents.	destroy
6.8.0	Standards	The activities associated with the development of standards for fire fighting and emergency equipment.	
6.8.1		Records relating to the development of standards for fire and emergency vehicles and equipment. Includes requirements or standards developed by the organisation and the provision of advice on the development of fire fighting and emergency equipment and vehicle standards e.g. advice to Standards Australia and the Australasian Fire and Emergency Service Authorities Council (AFAC).	Required as State archives
7.0.0	EMERGENCY MANAGEMENT	<p>The function of developing and managing emergency information, programs and procedures within the organisation. Includes pre-incident planning, planning for major events and agreements and arrangements with other emergency services organisations.</p> <p>See BUSH FIRE MITIGATION for records relating to all mitigation activities.</p> <p>See EMERGENCY FLEET AND EQUIPMENT for records relating to fire and emergency vehicles and equipment.</p> <p>See INCIDENT RESPONSE AND INVESTIGATION for records relating to responses to and investigations of fire or emergency situations.</p> <p>See General Retention and Disposal Authority <i>Administrative records</i> COMMITTEES for records relating to group, sector and area meetings.</p> <p>See General Retention and Disposal Authority <i>Administrative records</i> COMMUNITY RELATIONS - Liaison for records relating to general contact between the organisation and professional associations and professionals in related fields.</p> <p>See General Retention and Disposal Authority <i>Administrative records</i> FINANCIAL MANAGEMENT - Budgeting for records relating to the receipt and allocation of funds for natural disaster mitigation works.</p>	

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No	Function/Activity	Description	Disposal Action
<i>EMERGENCY MANAGEMENT - Advice</i>			
7.1.0	Advice	<p>The activities associated with offering opinions by or to the organisation as to an action or judgment.</p> <p>See General Retention and Disposal Authority <i>Administrative records</i> COMMITTEES for records relating to representation on interagency and national committees.</p> <p>See General Retention and Disposal Authority <i>Administrative records</i> GOVERNMENT RELATIONS - Advice for records relating to advice provided to the Minister or other government agencies.</p>	
7.1.1		<p>Records relating to the provision or receipt of advice concerning the management of emergencies which results in changes to strategic policies or procedures. Includes advice to non-government organisations or the private sector. Records include briefing notes, minutes, reports, correspondence, etc.</p>	Required as State archives
7.1.2		<p>Records relating to the provision or receipt of advice concerning the management of emergencies which does not result in changes to strategic policies or procedures or where there is a minimal response. Includes advice to non-government organisations or the private sector.</p>	Retain minimum of 5 years after action completed, then destroy
7.2.0	Agreements	<p>The processes associated with the drafting, negotiation, establishment, maintenance and review of agreements.</p>	
7.2.1		<p>Records relating to agreements with other organisations outlining cooperative arrangements or level of service each will provide in disaster relief operations. Includes mutual aid agreements, memorandum of understanding under the NSW State Disaster Plan, etc.</p>	Required as State archives
7.2.2		<p>Records relating to service agreements concerning maintenance of equipment or use of facilities/infrastructure for emergency purposes. Records include agreements, specifications, frequency coverage maps, financials, etc.</p>	<p>(A) For specialty contracts:</p> <p>Retain minimum of 12 years after</p>

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No	Function/Activity	Description	Disposal Action
<i>EMERGENCY MANAGEMENT - Planning</i>			
			expiry or termination of agreement or after action completed, whichever is later, then destroy (B) For standard contracts or agreements: Retain minimum of 7 years after expiry or termination of agreement or after action completed, whichever is later, then destroy
7.3.0	Planning	The process of formulating ways in which objectives can be achieved to ensure appropriate support solutions are provided.	
7.3.1		Records relating to the development of emergency management and response plans. Includes plans developed by the organisation e.g. the NSW State Bush Fire Plan and State Assistance Plan, and the organisation's contributions towards state wide disaster plans, such as the NSW State Disaster Plan (DISPLAN), detailing emergency preparedness, response and recovery arrangements for NSW, at State, district and local levels. Includes final copies, submissions, reports, correspondence, etc.	Required as State archives
7.3.2		Records relating to the development of plans for support services during an emergency where the organisation is not the lead agency.	Retain minimum of 10 years after superseded, then destroy

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No	Function/Activity	Description	Disposal Action
<i>EMERGENCY MANAGEMENT - Policy</i>			
7.4.0	Policy	The activities associated with developing and establishing decisions, directions and precedents for the provision of emergency services to the community.	
7.4.1		Records relating to the development of emergency management policies which affect the whole organisation and/or operations within the State. Records include final approved policies, proposals, research papers, results of consultations and supporting papers.	Required as State archives
7.5.0	Purpose built buildings	<p>The activities associated with designing and constructing buildings which have been purpose built and have unique or specialised design features.</p> <p>See General Retention and Disposal Authority <i>Administrative records</i> PROPERTY MANAGEMENT - Construction for minor construction records or records relating to the construction of other buildings such as sheds or local buildings.</p> <p>See General Retention and Disposal Authority <i>Administrative records</i> PROPERTY MANAGEMENT - Maintenance for records relating to maintenance of bush fire control centres.</p>	
7.5.1		<p>Key records relating to the design, construction, major renovation or restoration of specialised, unique purpose built buildings such as fire control centres. Records include:</p> <ul style="list-style-type: none"> • building and development applications and supporting documents • specifications and plans/designs as approved and executed • photographs • site diaries and plans • archival recordings of demolition. 	Required as State archives
8.0.0	FIRE AND EMERGENCY DATA MODELLING	The activities associated with managing the collection and analysis of data for fire mitigation and emergency management. Includes mapping and modelling of the data and sharing with third parties.	

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No	Function/Activity	Description	Disposal Action
<i>FIRE AND EMERGENCY DATA MODELLING</i>			
		<p>See BUSH FIRE MITIGATION - Research for records relating to research partnerships.</p> <p>See LAND USE PLANNING AND DEVELOPMENT ASSESSMENT for records relating to bush fire prone land maps.</p> <p>See General Retention and Disposal Authority <i>Administrative records</i> TECHNOLOGY & TELECOMMUNICATIONS - Evaluation for records relating to software analysis.</p>	
8.0.1		Records relating to the analysis, collection and manipulation of data, and compilation of reports, during and after a bushfire. Includes data on resident behaviour, construction standards, structure types and number of losses. Records include surveys, photographs and video and reports (such as Bushfire Impact Analysis reports) prepared using the data with additional information on bush fire and risk mitigation activities.	Required as State archives
8.0.2		Records relating to license agreements for data exchange and use of data by third parties. Includes license arrangements, conditions of use and monitoring of the implementation of the conditions.	Retain minimum of 10 years after expiry or termination of agreement, then destroy
8.0.3		Records relating to the production of fire predictive maps and fire behaviour modelling that are used for fire management planning and resource allocation.	Retain minimum of 25 years after action completed, then destroy
8.0.4		Records relating to the acquisition, input, analysis, or production of maps or models for staff for specific localities or activities, such as community engagement activities. Includes bush fire prone land statistics and smoke plume modelling.	Retain minimum of 5 years after action completed, then destroy

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No	Function/Activity	Description	Disposal Action
<i>GRANTS AND FUNDING</i>			
9.0.0	GRANTS AND FUNDING	<p>The function of managing grants and funding received by the organisation for distribution to Brigades and other organisations.</p> <p>See General Retention and Disposal Authority <i>Administrative records</i> FINANCIAL MANAGEMENT - Reporting for records relating to the reporting to Treasury.</p> <p>See General Retention and Disposal Authority <i>Administrative records</i> STRATEGIC MANAGEMENT - Grant funding for records relating to the organisation applying for and receiving grants.</p>	
9.1.0	Audit	The activities associated with officially checking fiscal, quality assurance and operational records, systems or processes.	
9.1.1		Records relating to the reviews of funding recipients and the work undertaken to ensure that all contractual requirements have been satisfied.	Retain minimum of 10 years after action completed, then destroy
9.2.0	Contributions	The activities associated with the assessment and collection of statutory amounts paid by insurance companies and local government authorities.	
9.2.1		Records relating to the management of the relationship with contributing organisations. Includes correspondence, assessment of contributions, notifications and penalties, and complaints regarding contributions.	Retain minimum of 10 years after action completed, then destroy
9.2.2		Valuer-General's valuations used to calculate contributions.	Retain until reference use ceases, then destroy
9.3.0	Grant assistance	The activities associated with receiving applications for and issuing grant funding (to Brigades and other organisations) for bush fire prevention, mitigation and	

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No	Function/Activity	Description	Disposal Action
<i>GRANTS AND FUNDING - Grant assistance</i>			
		suppression.	
9.3.1		Summary register of applications for grant funding. Indicates the amount requested, the applicant, what the funds will be used for and whether successful or unsuccessful.	Required as State archives
9.3.2		Records relating to successful grant applications. Includes recommendations, approvals and administration of contractual arrangements, including financial statements and reports.	Retain minimum of 10 years after action completed, then destroy
9.3.3		Records relating to unsuccessful applications. Includes applications and response letters.	Retain minimum of 2 years after action completed, then destroy
10.0.0	INCIDENT RESPONSE AND INVESTIGATION	The function of responding to bushfires and other emergency situations and incidents. Includes fire investigations. See General Retention and Disposal Authority <i>Administrative records</i> LEGAL SERVICES - Litigation for records relating to lawsuits or legal proceedings between the organisation and other parties in a court or other tribunal.	
10.1.0	Authorisation	The process of authorising personnel and volunteers to undertake fire investigation and disaster response activities. See General Retention and Disposal Authority <i>Administrative records</i> PERSONNEL - Authorisation for records relating to arrangements for Fire Investigation Officers to appear as expert witnesses in legal proceedings.	
10.1.1		Records relating to the registration of authorised fire investigation officers.	Retain minimum of 25 years after action completed,

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No	Function/Activity	Description	Disposal Action
<i>INCIDENT RESPONSE AND INVESTIGATION - Authorisation</i>			
			then destroy
10.1.2		Records relating to authorisations for officers and brigade members to exercise coordinated bushfire fighting activities. Includes authority cards and delegations.	Retain minimum of 7 years after authority lapses, then destroy
10.2.0	Fire and emergency management	<p>The activities associated with responding to fires and other emergency situations, including natural disasters, large scale events, motor vehicle accidents, and other incidents. Includes search and rescue activities.</p> <p>See General Retention and Disposal Authority <i>Administrative records</i> OCCUPATIONAL HEALTH & SAFETY - Procedures for records relating to guidelines for identification of hazardous materials encountered during an incident.</p>	
10.2.1		<p>Records relating to the management of fires:</p> <ul style="list-style-type: none"> • involving areas declared as State emergencies or natural disasters • involving loss of life or extensive damage to multiple properties • that lead to changes to strategic policies or procedures for dealing with emergencies • involving arson or suspected arson • where the cause is not determined. <p>Records include reports e.g. warnings and declarations, final fire incident reports produced by incident controller, briefings, debriefings, photographs, recorded footage etc.</p>	Required as State archives
10.2.2		<p>Records relating to the management of fires and emergency incidents:</p> <ul style="list-style-type: none"> • not involving areas declared as natural disasters • not involving loss of life or extensive damage to multiple properties 	Retain minimum of 25 years after action completed, then destroy

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No	Function/Activity	Description	Disposal Action
<i>INCIDENT RESPONSE AND INVESTIGATION - Fire and emergency management</i>			
		<ul style="list-style-type: none"> • that do not lead to changes to strategic policies or procedures for dealing with emergencies • not involving arson or suspected arson. <p>Includes the cross-border recruitment of personnel and deployment of personnel, vehicles and equipment. Records include:</p> <ul style="list-style-type: none"> • reports identifying classes of fires burning across the state • warnings and declarations • weather reports • logistics requests and deployment • incident action plans (IAP) • radio and telephone log sheets • briefing and discussion notes • situation and evacuation reports • injury and loss reports • debriefings • incident logs from the brigade and field officer notebooks. 	
10.2.3		Records relating to accidents to service vehicles associated with an incident, e.g. tree collapse on vehicle, fire overrun, etc.	Retain minimum of 25 years after action completed, then destroy
10.2.4		Records relating to the provision of support services at large scale events e.g. World Youth Day and Asia-Pacific Economic Cooperation (APEC) meetings. Records include reports, correspondence, briefings, etc.	Retain minimum of 10 years after action completed, then destroy

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No	Function/Activity	Description	Disposal Action
<i>INCIDENT RESPONSE AND INVESTIGATION - Fire and emergency management</i>			
10.2.5		Records relating to administrative arrangements for transport, fuel, catering and accommodation during an incident. Includes the establishment of temporary base support camps.	Retain minimum of 7 years after action completed, then destroy
10.2.6		Records relating to routine correspondence, enquiries and provision of routine information about emergency arrangements. Includes requests from external sources such as loss adjusters and insurance companies.	Retain minimum of 7 years after action completed, then destroy
10.2.7		Records relating to the notification of hazardous material such as asbestos found at an incident. Includes notification forms, etc.	Retain minimum of 75 years after action completed, then destroy
10.2.8		Records relating to the debriefings initiated by another service.	Retain minimum of 3 years after action completed, then destroy
10.3.0	Fire investigation	Activities relating to the management of fire investigations.	
10.3.1		Final reports of all fire investigations e.g. reports in the Incident Control Management System.	Required as State archives
10.3.2		Records of fire investigations involving: <ul style="list-style-type: none"> • loss of life or extensive damage to multiple properties • arson or suspected arson • a fire where the cause is not determined • significant issues relating to public safety. 	Required as State archives

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No	Function/Activity	Description	Disposal Action
<i>INCIDENT RESPONSE AND INVESTIGATION - Fire investigation</i>			
		Records include maps, photographs, statements and reports.	
10.3.3		Records of fire investigations not involving: <ul style="list-style-type: none"> • loss of life or extensive damage to multiple properties • arson or suspected arson • a fire where the cause is not determined • significant issues relating to public safety. Records include maps, photographs, statements and reports.	Retain minimum of 15 years after action completed, then destroy
10.3.4		Records relating to the local recording of events, incidents and occurrences during an investigation. Records include the fire investigator officer's numbered notebook.	Retain minimum of 30 years after action completed, then destroy
10.3.5		Summary reports of fire investigation activities, including the number and type of fires investigated, cause and origin.	Retain minimum of 10 years after action completed, then destroy
10.4.0	Infringements	The activities associated with the management of infringements during a fire ban period.	
10.4.1		Records relating to the issue of penalty notices e.g. penalty notice books.	Retain minimum of 7 years after action completed, then destroy
10.5.0	Operational communications	The activities associated with the management of communications during an incident. See General Retention and Disposal Authority <i>Administrative records</i>	

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No	Function/Activity	Description	Disposal Action
<i>INCIDENT RESPONSE AND INVESTIGATION - Operational communications</i>			
		<p>COMMUNITY RELATIONS - Media relations for media releases during an emergency or incident.</p> <p>See General Retention and Disposal Authority <i>Administrative records</i> EQUIPMENT & STORES - Maintenance for records relating to maintenance of recording equipment.</p> <p>See General Retention and Disposal Authority <i>Administrative records</i> INFORMATION MANAGEMENT - Cases for records relating to requests for copies or transcripts of recordings.</p> <p>See General Retention and Disposal Authority <i>Administrative records</i> TECHNOLOGY & TELECOMMUNICATIONS - Installation for records relating to the installation of radios and recording equipment.</p>	
10.5.1		Records relating to the development of emergency incident communication strategies in conjunction with other agencies, such as National Emergency Warning System (NEWS). Records include submissions to other agencies, discussion papers, meeting minutes.	Required as State archives
10.5.2		Records relating to the dissemination of total fire ban declarations, fire warnings etc. Records include associated maps, guidelines and rules.	Retain minimum of 25 years after action completed, then destroy
10.5.3		Records relating to the making and receiving of calls about the management of a fire or other emergency. Includes recordings of emergency calls, calls to the Bush Fire Information Line, call logs, recordings of nominated phone lines across the state and radio transmissions.	Retain minimum of 25 years after action completed, then destroy
10.5.4		Records relating to the making and receiving of calls that do not relate to the management of a fire or other emergency. Includes recordings of calls to control centres.	Retain minimum of 3 months after action completed, then destroy

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No	Function/Activity	Description	Disposal Action
<i>INCIDENT RESPONSE AND INVESTIGATION - Planning</i>			
10.6.0	Planning	The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.	
10.6.1		Records relating to the development of plans for operational capabilities and readiness. Records include pre-incident planning sheets, feasibility studies, etc.	Retain minimum of 25 years after superseded, then destroy
10.6.2		Register of properties with a water supply that can be used for fire fighting purposes, e.g. dams, creeks or swimming pools. The register identifies the property and volumes available.	Retain until superseded or reference use ceases, then destroy
10.7.0	Service Standards	The activities associated with developing and establishing decisions, directions, precedents and standard methods of operation.	
10.7.1		Records relating to the development and approval of fire investigation and incident response procedures, service standards and protocols, such as those relating to: <ul style="list-style-type: none"> • the management of bush fire and air operations and the coordination of fire, emergency or incident responses • incident reporting and fire investigation • handling requests for assistance. Records include drafts, reports and final documents.	Required as State archives
11.0.0	LAND USE PLANNING AND DEVELOPMENT ASSESSMENT	The function of improving the safety of buildings in bush fire prone areas through planning, design and construction standards. See TRAINING AND DEVELOPMENT for records relating to training and information sessions.	

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No	Function/Activity	Description	Disposal Action
<i>LAND USE PLANNING AND DEVELOPMENT ASSESSMENT - Advice</i>			
		See General Retention and Disposal Authority <i>Administrative records</i> LEGAL SERVICES for records relating to land & environment court matters.	
11.1.0	Advice	The activities associated with offering opinions by the organisation as to an action or judgement. See LAND USE PLANNING AND DEVELOPMENT ASSESSMENT - Applications where the advice relates to a specific application.	
11.1.1		Records relating to the provision and receipt of advice to and from local authorities and other government agencies on development control, assessments and planning instruments.	Retain minimum of 7 years after action completed, then destroy
11.2.0	Applications	Activities supporting the assessment of development applications in bush fire prone areas.	
11.2.1		Records relating to approved development applications in bush fire prone areas. Records include: <ul style="list-style-type: none"> • application and supporting documentation, e.g. statement of environmental effects or environmental impact statement • the interpretation and calculations done by the organisation to support the justification of conditions provided to Council or applicant, and • a copy of the determination from the consent authority. 	Retain minimum of 50 years after assessment, then destroy
11.2.2		Records relating to refused, withdrawn or lapsed development applications.	Retain minimum of 7 years after action completed, then destroy
11.2.3		Summary records of development and building applications and conditions	Retain minimum of 50 years after

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No	Function/Activity	Description	Disposal Action
<i>LAND USE PLANNING AND DEVELOPMENT ASSESSMENT - Enquiries</i>			
		imposed.	action completed, then destroy
11.3.0	Enquiries	Activities associated with responding to enquiries about the developments in bush fire prone areas.	
11.3.1		Records relating to general enquiries regarding building requirements and standards in bush fire prone areas.	Retain minimum of 7 years after action completed, then destroy
11.3.2		Records relating to the provision of information regarding the types of building products that are suitable for use in bush fire prone areas.	Retain minimum of 2 years after superseded, then destroy
11.4.0	Mapping	The activities associated with the preparation and certification of bush fire prone land maps.	
11.4.1		Records relating to the approval of certified bush fire prone land maps. Includes correspondence with councils, certified maps and validation records.	Required as State archives
11.4.2		Records relating to the development of bush fire prone land maps. Records include working papers, compilation of geographic data, etc.	Retain minimum of 5 years after superseded, then destroy
11.5.0	Service Standards	The activities associated with developing and establishing decisions, directions, precedents and procedures which act as a reference for future decision making.	
11.5.1		Records relating to the development of policies for development assessment in bush fire areas. Records include drafts, consultation and final documents.	Required as State archives

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No	Function/Activity	Description	Disposal Action
<i>LAND USE PLANNING AND DEVELOPMENT ASSESSMENT - Standards</i>			
11.6.0	Standards	The process of developing and implementing industry or organisational benchmarks for services and processes.	
11.6.1		Records relating to advice provided by the organisation on standards and codes for building, development and land use in bush fire prone areas, e.g. advice to Standards Australia.	Required as State archives
12.0.0	TRAINING AND DEVELOPMENT	<p>The function of managing the development and delivery of fire and emergency response training. Includes internal and external training.</p> <p>See General Retention and Disposal Authority <i>Administrative records</i> INFORMATION MANAGEMENT - Intellectual property for records relating to permissions to use materials belonging to other organisations for training.</p> <p>See General Retention and Disposal Authority <i>Administrative records</i> STAFF DEVELOPMENT for records relating to non-emergency training of staff, audits of training programs, and administrative arrangements for training.</p> <p>See General Retention and Disposal Authority <i>Administrative records</i> STRATEGIC MANAGEMENT - Planning for records relating to the planning of operational training activities.</p>	
12.1.0	Assessment	The activities concerned with the assessment of competencies achieved.	
12.1.1		Assessment records for personnel, volunteers and external clients. Includes competencies achieved, examination results, certifications.	Retain minimum of 30 years after assessment, then destroy
12.1.2		Individual examination papers.	Retain minimum of 2 years after examination, then destroy

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No	Function/Activity	Description	Disposal Action
<i>TRAINING AND DEVELOPMENT - Compliance</i>			
12.2.0	Compliance	Activities associated with complying with regulatory or other requirements to provide or deliver training and education services.	
12.2.1		Records relating to the accreditation, licensing or registration of the organisation to conduct vocational courses. Records include certification of accreditation, applications and supporting documentation, audit and inspection reports of training centre, instructors' qualifications and work history.	Retain minimum of 10 years after action completed, then destroy
12.3.0	Course delivery	The activities associated with the delivery of internal and external training.	
12.3.1		Records related to the development and delivery of classroom and on-the-job training manuals and materials. Records include course schedules, lesson plans, overheads, handouts and presenters notes, etc.	Retain minimum of 5 years after superseded, then destroy
12.3.2		Course attendance records and class timetables.	Retain minimum of 4 years after course delivery, then destroy
12.3.3		Records relating to administrative arrangements for courses, including catering, venue bookings, hire of equipment, etc.	Retain minimum of 2 years after action completed, then destroy
12.4.0	Curriculum development	Activities relating to the development of curriculum for emergency management courses presented by the organisation.	
12.4.1		Final copies of specialised curriculum for fire fighting, fire and emergency management. Includes master copies of programs of study, course curriculum and objectives.	Required as State archives

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No	Function/Activity	Description	Disposal Action
<i>TRAINING AND DEVELOPMENT - Curriculum development</i>			
12.4.2		Working papers and related correspondence documenting the development of the curriculum and courses.	Retain minimum of 5 years after action completed, then destroy
12.5.0	Evaluation	The process of determining the suitability of potential or existing publication programs, services or systems or products. Includes ongoing monitoring.	
12.5.1		Records relating to the evaluation of courses, including the assessment of the course by participants.	Retain minimum of 3 years after action completed, then destroy
12.6.0	Exercises and training	The activities associated with training and exercises in emergency response and recovery. Includes championship events and competitions with other agencies.	
12.6.1		Records relating to the conduct of exercises, inter-agency competitions and championships. Records include program of events, publicity, invitations to participate, staffing arrangements, the use and supply of equipment, handbooks, training documentation, etc.	Retain minimum of 7 years after action completed, then destroy
12.7.0	Policies	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.	
12.7.1		Records relating to the establishment and development of policy in relation to operational training. Includes policy proposals, research papers, results of consultations, supporting reports and final documents.	Retain minimum of 10 years after action completed, then destroy