

State Records Authority of New South Wales

Functional Retention and Disposal Authority: FA342

This authority covers records documenting the function of State financial management

Issued to NSW Treasury

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 FA342

SR file no 13/0339

Scope This functional retention and disposal authority covers records documenting the function of State financial management.

Public office NSW Treasury

Approval date

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

10/12/2013
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
State financial management (NSW Treasury)**

Authority number: FA342

Dates of coverage: Open

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State financial management (NSW Treasury)**

Authority number: FA342

Dates of coverage: Open

No	Function/Activity	Description	Disposal Action
1.0.0	COMMERCIAL BUSINESS MANAGEMENT	<p>The function of overseeing commercial Government businesses, including Public Trading Enterprises, State Owned Corporations, Public Financial Enterprises, and non-Budget dependent agencies. Includes the:</p> <ul style="list-style-type: none"> • negotiation and establishment of performance agreements • monitoring and assessment of Government business against performance agreements • provision of advice on commercial finance structuring • provision of advice and assistance for property purchases, leases and sales, and • planning, management and execution of major asset transactions on behalf of the State government. <p>See STATE BUDGET & FINANCIAL MANAGEMENT for records relating to requests and associated approvals for funding, including requests for capital and recurrent allocations, supplementations and loans.</p> <p>See STRATEGIC MANAGEMENT FRAMEWORKS for records relating to the development and review of commercial policy frameworks, standards, policies and guidelines, including Treasury Directions and Circulars.</p> <p>See General Retention and Disposal Authority <i>Administrative records</i> COMMITTEES for records relating to committees including Board selection Committees set up to assist with the selection of Board members for State Owned Corporations and steering and evaluation committees set up to oversee major asset transactions.</p> <p>See General Retention and Disposal Authority <i>Administrative records</i> GOVERNING</p>	

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No	Function/Activity	Description	Disposal Action
<i>COMMERCIAL BUSINESS MANAGEMENT - Advice</i>			
		<p>BODIES - Membership for records relating to the nomination and appointment of members to State Owned Corporation boards.</p> <p>See General Retention and Disposal Authority <i>Administrative records</i></p> <p>GOVERNMENT RELATIONS - Representations for records relating to the handling of complaints and enquiries that have been directed from the Treasurer or Members of Parliament to the organisation seeking a formal response (ministerials).</p>	
1.1.0	Advice	<p>The activity associated with receiving or providing advice in response to a formal request.</p> <p>See COMMERCIAL BUSINESS MANAGEMENT - Agreements for advice to the Treasurer regarding Government business performance agreements and associated approvals</p> <p>See General Retention and Disposal Authority <i>Administrative records</i></p> <p>GOVERNMENT RELATIONS - Advice and Submissions for Cabinet advice and submissions.</p> <p>See General Retention and Disposal Authority <i>Administrative records</i></p> <p>GOVERNMENT RELATIONS - Representations for records relating to the handling of complaints and enquiries that have been directed from the Treasurer or Members of Parliament to the department seeking a formal response (ministerials).</p> <p>See General Retention and Disposal Authority <i>Administrative records</i> LEGAL SERVICES - Advice for records relating to the provision of receipt of legal advice, including advice received from the Crown Solicitor's Office.</p>	
1.1.1		Records documenting the receipt and provision of formal advice to or from the Treasurer, Treasury Executive, Treasury Heads concerning the establishment, oversight, performance, restructure or reform of commercial government enterprises or businesses. This includes briefing notes, reports, proposals,	Required as State archives

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Dates of coverage: Open

No	Function/Activity	Description	Disposal Action
<i>COMMERCIAL BUSINESS MANAGEMENT - Advice</i>			
		<p>recommendations, submissions, etc., concerning or identifying issues associated with the:</p> <ul style="list-style-type: none"> • performance of government corporations or enterprises • the proposal or implementation of reform initiatives impacting on particular industry sectors or organisations • the sale (or proposed sale) of businesses or major assets on behalf of the government • partnerships or arrangements for financing infrastructure or undertaking developments of State significance. <p>Includes supporting documentation such as discussion, background or issues papers, research reports, models, forecasts, calculations, costings, etc. necessary to substantiate advice.</p>	
1.1.2		<p>Records relating to the provision of advice and assistance to Government enterprises or businesses on agency projects. Includes providing advice and assistance in relation to:</p> <ul style="list-style-type: none"> • infrastructure or capital projects financing partnerships or arrangements • property and assets procurement or sales where Treasury's role is advisory only (i.e. where Treasury does not take the lead in planning, managing or executing the project). <p>Records include:</p> <ul style="list-style-type: none"> • advice, briefings and supporting documentation such as models, forecasts, research reports, calculations, costings, project plans, business cases, etc. 	Retain minimum of 10 years after action completed or expiry of contract (where applicable), then destroy

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No	Function/Activity	Description	Disposal Action
<i>COMMERCIAL BUSINESS MANAGEMENT - Agreements</i>			
		<ul style="list-style-type: none"> agency project records, such as project plans, business cases, financial analysis records, risk assessments, tender and contract documentation etc for projects such as infrastructure financing projects and property projects. 	
1.2.0	Agreements	<p>The activity associated with the establishment, negotiation, maintenance and review of agreements relating to commercial business activities.</p> <p>See COMMERCIAL BUSINESS MANAGEMENT - Asset Transactions for records relating to the negotiation and establishment of agreements and contracts resulting from the execution of asset transactions by Treasury on behalf of the State (such as asset sales, transfers and leases).</p> <p>See COMMERCIAL BUSINESS MANAGEMENT - Business Performance Management for copies of final signed versions of contracts and agreements associated with Public Private Partnership or other projects where NSW Treasury is not signatory to the agreement, but has a role in the ongoing monitoring and review of contracts and agreements.</p>	
1.2.1		Final signed versions of contracts and agreements associated with Public Private Partnership projects where NSW Treasury is signatory to the agreement.	Required as State archives
1.2.2		Final versions of agreements with Government businesses which outline financial performance targets, capital programs and other strategic and performance commitments to shareholders, such as statements of corporate or business intent.	Required as State archives
1.2.3		<p>Records relating to the development of performance agreements with Government businesses which outline financial performance targets, capital programs and other strategic and performance commitments to shareholders. Includes:</p> <ul style="list-style-type: none"> working papers and background documentation required to substantiate final agreements, including major draft versions of agreements 	Retain minimum of 10 years after action completed, then destroy

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No	Function/Activity	Description	Disposal Action
<i>COMMERCIAL BUSINESS MANAGEMENT - Asset Transactions</i>			
		<ul style="list-style-type: none"> • advice to the Treasurer regarding the adequacy of the agreements and associated approvals • liaison and correspondence with agencies. <p>Also includes the negotiation, establishment and review of government guarantee fees, distribution payments and capital structures to ensure competitive neutrality.</p>	
1.3.0	Asset Transactions	<p>The activities associated with planning, managing and executing asset transactions on behalf of the State government (such as sales, transfers and leases).</p> <p>See COMMERCIAL BUSINESS MANAGEMENT - Advice for records relating to the provision of advice and assistance to agencies in managing infrastructure and asset sales processes, where Treasury's role is primarily advisory (i.e. Treasury do not take the lead in planning, managing and executing sales of government assets and infrastructure).</p> <p>See General Retention and Disposal Authority <i>Administrative records</i> COMMITTEES for records relating to the establishment, management and meetings of committees set up to manage asset sales, such as steering committees and tender evaluation committees.</p> <p>See General Retention and Disposal Authority <i>Administrative records</i> CONTRACTING-OUT for records relating to the establishment and ongoing management of contracts with out-sourced service providers.</p> <p>See General Retention and Disposal Authority <i>Administrative records</i> TENDERING for records relating to the receipt, assessment of tenders for the provision of services, such as tendering for the provision of service providers to assist with probity and legal matters, or financial advisors.</p>	
1.3.1		Key milestone records which document the sale or transfer of government assets,	Required as State

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No	Function/Activity	Description	Disposal Action
<i>COMMERCIAL BUSINESS MANAGEMENT - Asset Transactions</i>			
		including: <ul style="list-style-type: none"> • final versions of consultant reports and studies • information memorandums used as the basis for sales bids • calls for proposals • bids and proposals received from interested parties • records relating to the short listing of bidders • Treasurer decisions • major drafts and final signed contracts. 	archives
1.3.2		Copies of asset information and data, such as vendor reports, studies, maps, plans, contracts, financial data and other relevant transaction documentation made available to vendors and bidders. Includes advice and instructions regarding the establishment and management of information and data access controls.	Retain minimum of 10 years after transaction finalised, then destroy
1.4.0	Business Performance Management	The activity associated with assessing, monitoring and reviewing the performance and projects of Government businesses. See COMMERCIAL BUSINESS MANAGEMENT - Advice for records relating to the provision of advice and briefings regarding agency performance monitoring and management. See COMMERCIAL BUSINESS MANAGEMENT - Agreements for records relating to the negotiation and establishment of agency performance agreements, such as Statements of Business Intent (SBI) and Statements of Corporate Intent	

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No	Function/Activity	Description	Disposal Action
<i>COMMERCIAL BUSINESS MANAGEMENT - Business Performance Management</i>			
		<p>(SCI).</p> <p>See STATE BUDGET & FINANCIAL MANAGEMENT - Agency Performance Management for annual and monthly financial data received by Government businesses for the purposes of monitoring capital projects and expenditure against budget appropriations or to support the development of forward estimates.</p> <p>See STATE BUDGET & FINANCIAL MANAGEMENT - Budget Development for records relating to the provision of financial forecasts, project appraisals and other reports submitted by agencies for the purposes of preparing the State budget.</p>	
1.4.1		<p>Records relating to the assessment, monitoring and review of commercial business projects that require Cabinet approval. Records include:</p> <ul style="list-style-type: none"> • agency submissions (certifications, reports, financial models, project costings, due diligence etc.) • key working papers and calculations generated by analysts to substantiate assessment outcomes • project approvals, and • research papers and post implementation review reports. <p>Includes projects not approved.</p>	Required as State archives
1.4.2		<p>Records relating to the monitoring of capital projects which do not require Cabinet approval. Records include:</p> <ul style="list-style-type: none"> • agency submissions • key working papers and calculations 	Retain minimum of 10 years after action completed, then destroy

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No	Function/Activity	Description	Disposal Action
<i>COMMERCIAL BUSINESS MANAGEMENT - Business Performance Management</i>			
		<ul style="list-style-type: none"> • monitoring and performance reports • information disclosures • meetings, liaison and correspondence with businesses regarding performance • supporting documentation. <p>Note: consideration should be given to retaining records for longer if the projects are complex and/or financially significant.</p>	
1.4.3		Final versions of reports prepared by Treasury which document the annual performance of NSW government businesses.	Required as State archives
1.4.4		Final versions of quarterly government business performance reports which are prepared and published by Treasury for benchmarking purposes.	Retain minimum of 10 years after action completed, then destroy
1.4.5		Copies of final signed versions of contracts and agreements associated with Public Private Partnership or other projects where NSW Treasury is not signatory to the agreement, but has a role in the ongoing monitoring and review of agency contracts and agreements.	Retain minimum of 10 years after expiry or termination of agreement, then destroy
1.4.6		Records relating to the monitoring of Government businesses. Records includes: <ul style="list-style-type: none"> • performance reports • information disclosures 	Retain minimum of 10 years after action completed, then destroy

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No	Function/Activity	Description	Disposal Action
<i>FISCAL & ECONOMIC STRATEGY</i>			
		<ul style="list-style-type: none"> • meetings, liaison and correspondence with businesses regarding performance • supporting documentation. 	
2.0.0	FISCAL & ECONOMIC STRATEGY	<p>The function of monitoring and advising on State fiscal and economic strategy and collaborating with State and Commonwealth governments on economic matters such as:</p> <ul style="list-style-type: none"> • economic conditions and economic and fiscal strategy • revenue and tax policy • intergovernmental finances • State credit ratings • microeconomic reform, and • national policy reform. <p>See STRATEGIC MANAGEMENT FRAMEWORKS for records relating to the development and review of financial and economic frameworks, standards, policies and guidelines, including Treasury Directions and Circulars.</p> <p>See General Retention and Disposal Authority <i>Administrative records</i> COMMITTEES for records relating to the establishment, management and meetings of committees, such as the Standing Committee on Federal Financial Relations, Expenditure Review Committee, or Heads of Treasury meetings etc.</p> <p>See General Retention and Disposal Authority <i>Administrative records</i> COMMUNITY RELATIONS - Addresses for records relating to the provision of</p>	

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No	Function/Activity	Description	Disposal Action
<i>FISCAL & ECONOMIC STRATEGY - Advice</i>			
		<p>addresses and presentations to agencies, including annual presentations to credit rating agencies.</p> <p>See General Retention and Disposal Authority <i>Administrative records</i> CONTRACTING-OUT for records relating to the negotiation, establishment and ongoing management of contracts and agreements with service providers.</p> <p>See General Retention and Disposal Authority <i>Administrative records</i> GOVERNMENT RELATIONS - Representations for records relating to the handling of complaints and enquiries that have been directed from the Treasurer or Members of Parliament to the organisation seeking a formal response.</p> <p>See General Retention and Disposal Authority <i>Administrative records</i> STRATEGIC MANAGEMENT - Legislation for records relating to the development and/or review of legislation, such as reviews of the Fiscal Responsibility Act.</p>	
2.1.0	Advice	<p>The activity associated with receiving or providing advice in response to a formal request.</p> <p>See General Retention and Disposal Authority <i>Administrative records</i> GOVERNMENT RELATIONS - Advice and Submissions for Cabinet advice and submissions.</p> <p>See General Retention and Disposal Authority <i>Administrative records</i> GOVERNMENT RELATIONS - Representations or records relating to the handling of complaints and enquiries that have been directed from the Treasurer or Members of Parliament to the department seeking a formal response (ministerials).</p> <p>See General Retention and Disposal Authority <i>Administrative records</i> LEGAL SERVICES - Advice for records relating to the provision of receipt of legal advice, including advice received from the Crown Solicitor's Office.</p>	

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No	Function/Activity	Description	Disposal Action
<i>FISCAL & ECONOMIC STRATEGY - Advice</i>			
2.1.1		<p>Records documenting the receipt and provision of formal advice to or from the Treasurer, Treasury Executive, Treasury Heads concerning or identifying issues associated with the State's fiscal and economic conditions, status, strategy, policy or reform. This includes briefing notes, reports, proposals, recommendations, submissions, etc., concerning:</p> <ul style="list-style-type: none"> • revenue and tax policy, intergovernmental finances and agreements, microeconomic or national policy reform, economic conditions or fiscal matters having implications for the economy and/or the State's finances • changes to or required/proposed action to maintain State credit ratings (including advice received by and liaison and correspondence with ratings agencies regarding the advice). <p>Includes supporting documentation such as discussion, background or issues papers, research reports, models, forecasts, calculations, costings, etc. necessary to substantiate advice.</p>	Required as State archives
2.1.2		Records documenting the receipt and provision of advice to or from agencies concerning the State's fiscal and economic conditions, status, strategy, policy or reform.	Retain minimum of 10 years after action completed, then destroy
2.1.3		Periodic briefings providing analysis and commentary on recently released data and statistics, economic trends and comparisons and records relating to routine advice and liaison with credit rating agencies where the advice and liaison does not relate to a credit rating change and/or action.	Retain minimum of 5 years after action completed, then destroy
2.2.0	Agreements	<p>The activity associated with negotiating, establishment and reviewing agreements relating to fiscal and economic strategy matters and issues.</p> <p>See FISCAL & ECONOMIC STRATEGY - Advice for records relating to the</p>	

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No	Function/Activity	Description	Disposal Action
<i>FISCAL & ECONOMIC STRATEGY - Agreements</i>			
		provision of advice to the Treasurer concerning inter-governmental agreements See General Retention and Disposal Authority <i>Administrative records</i> COMMITTEES for records relating to intergovernmental committees and working groups set up to facilitate the establishment and review of agreements.	
2.2.1		Records documenting the negotiation, establishment and review of multilateral or bilateral agreements with States, Territories and/or the Commonwealth which involve payments to or through the State of NSW, or which relate to the management of Commonwealth and State financial relations.	Required as State archives
2.3.0	Forecasting & Modelling	The activity associated with the preparation and analysis of economic forecasts and development and evaluation of fiscal and economic models. See FISCAL & ECONOMIC STRATEGY - Advice for snapshots of models captured to support the provision of advice. See STATE BUDGET & FINANCIAL MANAGEMENT - Budget Development for the preparation and production of forecasts to support the State budget process, such as the Long Term Fiscal Pressures Report.	
2.3.1		Records relating to the development and management of economic forecasts, such as those relating to Revenue, Gross Domestic Product, unemployment etc, and fiscal and economic models such as medium and long term fiscal models. Includes calculations, working papers, drafts and final economic forecasts and models.	Retain minimum of 10 years after action completed, then destroy
2.4.0	Monitoring	The activity associated with collecting, collating and monitoring State financial and economic data such as revenue data and wage data for the purposes of monitoring targets, and trending and analysis, including comparative analysis. See FISCAL & ECONOMIC STRATEGY - Advice for advice and briefings prepared for the Treasury Executive, Heads of Treasury, Government agencies etc. relating	

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No	Function/Activity	Description	Disposal Action
<i>FISCAL & ECONOMIC STRATEGY - Monitoring</i>			
		to revenue and expenditure performance. See STATE BUDGET & FINANCIAL MANAGEMENT - Fiscal Efficiency & Effectiveness for records relating to monitoring agencies in order to identify and/or monitor savings and efficiencies in the public sector.	
2.4.1		Records relating to the monitoring of the State's revenue and wages. Includes consolidated monthly data received from external sources (such as the Office of State Revenue, Australian Bureau of Statistics or major industry groups), internal sources (such as agency financial data collected by other areas of the organisation), and associated calculations, costings and working documents.	Retain minimum of 5 years after action completed, then destroy
2.5.0	Policy Development & Review	The activity associated with proposing, developing and/or reviewing state and/or national policy. See FISCAL & ECONOMIC STRATEGY - Advice for records relating to the review of policy where the review is carried out in response to a specific request for advice on policy matters. See STRATEGIC MANAGEMENT FRAMEWORKS - Frameworks, Standards, Policies & Guidelines for records relating to the development and review of policies prepared and administered by Treasury, which apply to general government agencies and commercial businesses only, such as accounting policies, Treasurer's circulars, State Owned Corporation indemnity policies, commercial policies, energy trading policies etc.	
2.5.1		Records relating to the development and/or review of fiscal and economic legislative policies, such as policies relating to economic development, tax, revenue, competition, Commonwealth and State financial relations, etc. Includes: <ul style="list-style-type: none"> • policy proposals 	Required as State archives

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No	Function/Activity	Description	Disposal Action
<i>FISCAL & ECONOMIC STRATEGY - Policy Development & Review</i>			
		<ul style="list-style-type: none"> • final research and/or review reports and recommendations • issues papers and discussion papers (including green and white papers) • major drafts released for stakeholder comment and consideration, such as exposure drafts • stakeholder submissions and results and summaries of stakeholder consultations • final policy documents • regulatory impact statements. 	
2.5.2		Working papers documenting the development of legislative or policy proposals. Includes suggestions which do not proceed to policy proposals.	Retain minimum of 5 years after action completed, then destroy
2.6.0	Research	<p>The activity associated with the conduct of research for the purposes of establishing facts, reaching new conclusions and/or enhancing knowledge in relation to fiscal and economic strategy matters.</p> <p>See the relevant function and activity where research is carried out to support a more specific process. For example, use STRATEGIC MANAGEMENT FRAMEWORKS - Frameworks, Standards, Policies & Guidelines for research reports prepared to support the development of agency policies and guidelines; or use COMMERCIAL BUSINESS MANAGEMENT - Advice for research carried out to support advice to the Treasurer relating to the performance and management of government businesses.</p>	
2.6.1		Final versions of research reports and papers relating to economic and fiscal management matters, such as tax options, interstate tax comparisons or GST	Retain minimum of 10 years after

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No	Function/Activity	Description	Disposal Action
<i>FISCAL & ECONOMIC STRATEGY - Research</i>			
		distribution techniques.	action completed, then destroy
2.6.2		Records relating to the development of final research reports and papers. Includes working papers, background documents, calculations etc.	Retain until administrative or reference use ceases, then destroy
3.0.0	STATE BUDGET & FINANCIAL MANAGEMENT	<p>The function of managing the State Budget and the overall financial position of the NSW public sector. Includes:</p> <ul style="list-style-type: none"> • managing and coordinating the State Budget process, including the preparation of Budget Papers • providing advice on State Budget and State finance related matters • controlling and reporting on the State's finances, including preparation of the State sector accounts and mid year reviews • monitoring and reviewing the financial performance of agencies • managing Crown borrowings and investments and State liabilities. <p>See STRATEGIC MANAGEMENT FRAMEWORKS for records relating to the development and review of budget and financial and accounting frameworks, standards, policies and guidelines, including Treasury Directions and Circulars.</p> <p>See General Retention and Disposal Authority <i>Administrative records</i> COMMUNITY RELATIONS - Enquiries for records relating to the receipt and handling of enquiries from members of the public.</p> <p>See General Retention and Disposal Authority <i>Administrative records</i></p>	

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No	Function/Activity	Description	Disposal Action
<i>STATE BUDGET & FINANCIAL MANAGEMENT - Advice</i>			
		<p>COMMUNITY RELATIONS - Public reaction for records relating to the receipt and handling of complaints from members of the public.</p> <p>See General Retention and Disposal Authority <i>Administrative records</i></p> <p>CONTRACTING-OUT for records relating to the negotiations, establishment and ongoing management of contracts and agreements with service providers such as tax consultants, legal advisors, actuaries etc. Includes the negotiation, establishment and ongoing management of contracts with whole-of-government bankers.</p> <p>See General Retention and Disposal Authority <i>Administrative records</i> FINANCIAL MANAGEMENT - Accounting management and processing of financial transactions and returns on behalf of the Crown, such as the payment of bank fees for revenue collecting agencies, the payment of bank account interest for agencies within the Treasury Banking System, managing consolidated fringe benefits tax returns on behalf of agencies, and other payment transactions from the Crown budget.</p> <p>See General Retention and Disposal Authority <i>Administrative records</i> GOVERNMENT RELATIONS - Compliance for records relating to the provision of documents to Parliament in compliance with orders, e.g. Standing Order 52.</p> <p>See General Retention and Disposal Authority <i>Administrative records</i> GOVERNMENT RELATIONS - Representations for records relating to the handling of complaints and enquiries that have been directed from the Treasurer or Members of Parliament to the organisation seeking a formal response.</p> <p>See General Retention and Disposal Authority <i>Administrative records</i> TENDERING for records relating to the management of the whole-of-government bank tender.</p>	
3.1.0	Advice	The activity associated with receiving or providing advice in response to a formal request.	

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No	Function/Activity	Description	Disposal Action
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STATE BUDGET & FINANCIAL MANAGEMENT - Advice

		<p>See STATE BUDGET & FINANCIAL MANAGEMENT - Agreements for advice to the Treasurer regarding the adequacy of agency results and services plans and associated approvals</p> <p>See STATE BUDGET & FINANCIAL MANAGEMENT - Borrowing & Investment for Treasurer approvals for agency loans.</p> <p>See STATE BUDGET & FINANCIAL MANAGEMENT - Budget Development for advice relating to the determination and allocation of agency budgets and funding.</p> <p>See STATE BUDGET & FINANCIAL MANAGEMENT - Fiscal Efficiency & Effectiveness for records relating to the monitoring and provision of advice on Government wages policy where the monitoring and advice relates to employee requests for wage increases in excess of percentages agreed in government policy.</p> <p>See STATE BUDGET & FINANCIAL MANAGEMENT - Supplementations for Treasurer approvals for agency supplementation funding.</p> <p>See General Retention and Disposal Authority <i>Administrative records</i> GOVERNMENT RELATIONS - Advice and Submissions for Cabinet advice and submissions.</p> <p>See General Retention and Disposal Authority <i>Administrative records</i> GOVERNMENT RELATIONS - Representations for records relating to the handling of complaints and enquiries that have been directed from the Treasurer or Members of Parliament to the department, seeking a formal response (ministerials).</p> <p>See General Retention and Disposal Authority <i>Administrative records</i> GOVERNMENT RELATIONS - Submissions for Cabinet advice and submissions.</p> <p>See General Retention and Disposal Authority <i>Administrative records</i> LEGAL</p>	
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No	Function/Activity	Description	Disposal Action
<i>STATE BUDGET & FINANCIAL MANAGEMENT - Advice</i>			
		SERVICES - Advice for records relating to the provision of receipt of legal advice, including advice received from the Crown Solicitor's Office.	
3.1.1		Records documenting the receipt and provision of formal advice to or from the Treasurer, Treasury Executive, Treasury Heads concerning the State Budget and financial position of the NSW public sector. This includes briefing notes, reports, proposals, recommendations, submissions, etc., concerning or identifying issues associated with the State Budget and State finance related matters, the performance of agencies or the management of Crown borrowings and investments and State liabilities. Includes supporting documentation such as discussion, background or issues papers, research reports, models, forecasts, calculations, costings, etc. necessary to substantiate advice.	Required as State archives
3.1.2		Records relating to the provision of advice to agencies on budget processes and requirements, interpretation of legislation, etc. Includes major draft and final versions of advice and briefings, as well as supporting documentation such as models, forecasts, research reports, surveys, calculations and costings etc necessary to substantiate advice.	Retain minimum of 10 years after action completed, then destroy
3.1.3		Records relating to the calculation and determination of interest rates payable on compensation moneys for land resumption. Includes calculations and published notifications of interest rate changes.	Retain minimum of 7 years after action completed, then destroy
3.2.0	Agency Liaison & Enquiries	<p>The activity associated with managing general enquiries and liaison with agencies not related to a specific process or activity, such as Fringe Benefits Tax enquiries, or liaison and correspondence with agencies relating to a range of financial matters.</p> <p><i>Note: Where liaison and correspondence with agencies relates to a specific process, see the relevant function-activity. For example, for agency requests for supplementary funding, see STATE BUDGET & FINANCIAL MANAGEMENT -</i></p>	

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No	Function/Activity	Description	Disposal Action
<i>STATE BUDGET & FINANCIAL MANAGEMENT - Agency Liaison & Enquiries</i>			
		<p><i>Supplementations, or liaison regarding budget allocations, see STATE BUDGET & FINANCIAL MANAGEMENT - Budget Development.</i></p> <p>See STATE BUDGET & FINANCIAL MANAGEMENT - Advice for records relating to enquiries which require more detailed investigation, research and the resulting provision of formal advice.</p> <p>See STATE BUDGET & FINANCIAL MANAGEMENT - Borrowing & Investment for Public Administration, Financial Accommodation (PAFA) approvals.</p> <p>See General Retention and Disposal Authority <i>Administrative records</i> COMMUNITY RELATIONS - Liaison for notes of industry partnership meetings.</p>	
3.2.1		Records relating to the day to day management of relationships with individual agencies, including the receipt and response to agency enquiries and requests for information; agenda, minutes and notes of monthly, quarterly or other ad hoc meetings with agencies to discuss a range of budget and finance related matters, and other routine correspondence.	Retain minimum of 2 years after action completed, then destroy
3.3.0	Agency Performance Management	<p>The activity associated with reviewing and monitoring the financial performance of agencies to ensure financial viability and continued service delivery in accordance with agency budgets.</p> <p>See COMMERCIAL BUSINESS MANAGEMENT - Business Performance Management for the assessment, monitoring and review of Government businesses.</p> <p>See STATE BUDGET & FINANCIAL MANAGEMENT - Advice for records relating to the provision of agency performance advice.</p> <p>See STATE BUDGET & FINANCIAL MANAGEMENT - Agency Liaison & Enquiries for records relating to monthly meetings with agencies to discuss a</p>	

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No	Function/Activity	Description	Disposal Action
<i>STATE BUDGET & FINANCIAL MANAGEMENT - Agency Performance Management</i>			
		<p>range of budget and financial management related matters.</p> <p>See STATE BUDGET & FINANCIAL MANAGEMENT - Budget Development for forward estimates data as well as copies of agencies reports required to support agency budget proposals, such as Gateway Review reports, Total Asset Management Plans, capital project business cases etc.</p>	
3.3.1		Annual actual financial data received from agencies.	Retain minimum of 10 years after action completed, then destroy
3.3.2		<p>Records relating to monthly monitoring and review of individual agency financial performance. Includes:</p> <ul style="list-style-type: none"> • monthly financial data received from agencies (year to date actual and current year estimates) • adjustments, calculations and working papers resulting from reviews and analysis of agency monthly data • liaison and correspondence with agencies regarding monthly data. 	Retain minimum of 5 years after action completed, then destroy
3.3.3		<p>Records relating to the conduct of agency reviews for the purposes of ensuring agency compliance with financial requirements, i.e. ensuring that agencies have the required financial approvals, systems and processes in place in accordance with Treasury and legislative requirements. Includes:</p> <ul style="list-style-type: none"> • agency submissions to the review • background research and notes of meetings with agency representatives 	Retain minimum of 5 years after action completed, then destroy

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No	Function/Activity	Description	Disposal Action
<i>STATE BUDGET & FINANCIAL MANAGEMENT - Agency Performance Management</i>			
		<ul style="list-style-type: none"> final review reports. 	
3.3.4		<p>Records relating to the administration of reviews to provide assurance for agency capital programs (e.g. Gateway reviews). Includes:</p> <ul style="list-style-type: none"> records of preliminary meetings records relating to the identification and arrangement of individuals to conduct the review confidentiality agreements summary data supporting the review, such as reviewer details, project dates, core recommendations etc. 	Retain minimum of 10 years after action completed, then destroy
3.3.5		Records relating to the handling of agency requests for exemptions from capital programs or procurement review processes. Includes requests for exemptions, liaison and correspondence with agencies, and notifications of decisions.	Retain minimum of 2 years after action completed, then destroy
3.4.0	Agreements	The activity associated with negotiating, establishment and reviewing agreements relating to State Budget and financial management matters and issues.	
3.4.1		Final versions of agreements prepared by budget dependent agencies which outline agency results, services, result indicators and service measures, e.g. Results and Services Plans, Services and Resource Allocation Agreements or similar.	Required as State archives
3.4.2		<p>Records relating to the development of final plans and agreements, including:</p> <ul style="list-style-type: none"> working papers and background documents which are required to substantiate final agreements, including major draft versions of agreements 	Retain minimum of 10 years after action completed, then destroy

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No	Function/Activity	Description	Disposal Action
<i>STATE BUDGET & FINANCIAL MANAGEMENT - Borrowing & Investment</i>			
		<ul style="list-style-type: none"> • advice to the Treasurer regarding the adequacy of results and services plans and associated approvals • liaison and correspondence with agencies during the drafting and development process. 	
3.5.0	Borrowing & Investment	The activity associated with borrowing and investing funds. Includes the management of Crown borrowings and investments, as well as the handling of requests and associated approvals for agency loans.	
3.5.1		<p>Records relating to the establishment, maintenance, review and negotiation of agreements and mandates with service providers for borrowing and investment services (such as TCorp) on behalf of the Crown, including:</p> <ul style="list-style-type: none"> • major drafts and final versions of agreements and contracts (including Memorandums of Understanding) • Standard Settlement Instructions (SSI's) • approvals (including authorised signatories and approvals to extend investment or loan programs) • advice regarding updates to agreements and instructions. 	<p>Simple signed agreements:</p> <p>Retain minimum of 10 years after expiry or termination of agreement or approval, then destroy</p> <p>Agreements under seal:</p> <p>Retain minimum of 12 years after expiry or termination of agreement or approval, then destroy</p>

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No	Function/Activity	Description	Disposal Action
<i>STATE BUDGET & FINANCIAL MANAGEMENT - Borrowing & Investment</i>			
3.5.2		Records relating to the ongoing management of Crown debt and investment portfolios, including: <ul style="list-style-type: none"> • liaison regarding the scheduling of borrowings • advice and financial reports received • cash flow advices and statements • minutes and notes of meetings • routine enquiries, liaison and advice received relating to debt and investment portfolios. 	Retain minimum of 10 years after action completed, then destroy
3.5.3		Public Authorities Financial Arrangements (PAFA) approvals for agency borrowings.	Retain minimum of 10 years after expiry or termination of approval, then destroy <i>Note: Where a PAFA approval has been extended or rolled over through supplementary documentation such as a briefing note to the Treasurer, the original approval should not be considered to have</i>

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No	Function/Activity	Description	Disposal Action
<i>STATE BUDGET & FINANCIAL MANAGEMENT - Borrowing & Investment</i>			
			<i>expired or been terminated until the entire arrangement has expired or terminated.</i>
3.5.4		<p>Records relating to agency requests to borrow funds (loans) to support specific programs or projects. Includes:</p> <ul style="list-style-type: none"> • agency requests to borrow funds • analysis and working papers supporting requests • liaison, meetings and correspondence with agencies • loan agreements • repayment schedules and details • loan registers. 	Retain minimum of 10 years after borrowings are repaid or rolled over, then destroy
3.6.0	Budget Development	<p>The activity associated with preparing annual State budget papers. Includes the coordination and production of State Budget papers as well as input from and liaison with agencies to determine agency budget allocations.</p> <p>See STRATEGIC MANAGEMENT FRAMEWORKS for records relating to the development of policies, procedures and frameworks supporting the budget delivery process.</p> <p>See General Retention and Disposal Authority <i>Administrative records COMMITTEES</i> For records relating to the establishment, management, minutes, agenda and papers of Budget committees (such as the Expenditure Review Committee) and other committees set up to discuss and management Budget</p>	

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No	Function/Activity	Description	Disposal Action
<i>STATE BUDGET & FINANCIAL MANAGEMENT - Budget Development</i>			
		<p>issues.</p> <p>See General Retention and Disposal Authority <i>Administrative records</i> COMMUNITY RELATIONS - Addresses for speeches made by the Treasurer or Treasury representatives regarding State or Mini-Budget.</p> <p>See General Retention and Disposal Authority <i>Administrative records</i> COMMUNITY RELATIONS - Media relations for records relating to the preparation of press releases.</p> <p>See General Retention and Disposal Authority <i>Administrative records</i> STRATEGIC MANAGEMENT - Legislation for the drafting and development of the Appropriation Bill.</p>	
3.6.1		Final versions of the State Budget Papers, including the Mini-Budget.	Required as State archives
3.6.2		<p>Records relating to the coordination and production of the State Budget Papers (including the Mini-Budget) including:</p> <ul style="list-style-type: none"> • budget timetables • internal meetings, liaison and correspondence • approvals relating to the presentation and structure of the budget papers. 	Retain minimum of 5 years after action completed, then destroy
3.6.3		Draft budget papers, including significant drafts, drafts circulated for comment, and drafts containing changes/alterations, edit approvals, stakeholder comments etc.	Retain until after finalisation and promulgation of the final budget paper, then destroy

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No	Function/Activity	Description	Disposal Action
<i>STATE BUDGET & FINANCIAL MANAGEMENT - Budget Development</i>			
3.6.4		<p>Records relating to the determination and allocation of agency budgets and associated payment approvals and disbursement schedules. Includes:</p> <ul style="list-style-type: none"> • letters to agencies seeking forward estimates data, revised estimates and commentary for the Budget Papers (allocation letters and associated schedules) • agency forward estimate data reports • working papers, calculations and costings for proposals and forward estimate adjustments • final reports in relation to budget estimates prepared by actuaries • minutes and notes of meetings, liaison and correspondence with agencies • agency budget proposals and supporting documentation • agency reports, plans and data (such as business cases for capital projects, asset strategies, Total Asset Management plans and data, strategic Gateway Review reports etc.) and other supporting documentation required to assess agency programs and likely budget priorities • research reports • copies of advice and recommendations on agency allocations • internal advice of Budget committee decisions • allocation payment approvals • agreed payment schedules and disbursement dates (cash draw down 	Retain minimum of 10 years after action completed, then destroy

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No	Function/Activity	Description	Disposal Action
<i>STATE BUDGET & FINANCIAL MANAGEMENT - Education & Awareness</i>			
		profiles).	
3.7.0	Education & Awareness	<p>The activity associated with the delivery of training sessions and the production of information and educational resources such as newsletters, brochures, flyers and factsheets.</p> <p>See General Retention and Disposal Authority <i>Administrative records</i> COMMUNITY RELATIONS - Conferences for records relating to the administration and management of conferences and seminars, such as annual seminars aimed at keeping agencies informed of Fringe Benefits Tax issues.</p> <p>See General Retention and Disposal Authority <i>Administrative records</i> STAFF DEVELOPMENT for records relating to the provision of internal training opportunities for Treasury staff.</p>	
3.7.1		Final versions of training manuals, presentations and session plans used for the delivery of training and awareness sessions to external agencies and individuals, such as training and awareness sessions to assist agencies use financial reporting systems or understand financial obligations and requirements.	Retain minimum of 5 years after action completed, then destroy
3.7.2		Routine administrative records relating to the arrangement and delivery of training, such as room and facility bookings, catering arrangements, invitations, training schedules, training evaluation forms and attendance lists etc.	Retain until administrative or reference use ceases, then destroy
3.7.3		Final versions of newsletters, brochures and flyers aimed at keeping agencies informed of financial management issues, such as newsletters distributed to agencies regarding Fringe Benefits Tax, and advice and frequently asked questions on the Treasury website.	Retain minimum of 7 years after action completed, then destroy
3.7.4		Records relating to the development of newsletters, brochures, flyers and other	Retain until

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No	Function/Activity	Description	Disposal Action
<i>STATE BUDGET & FINANCIAL MANAGEMENT - Election Costing</i>			
		information and educational materials. Includes drafts, working papers and background documentation used to support the development of final versions.	administrative or reference use ceases, then destroy
3.8.0	Election Costing	The activity associated with the costing of election promises (made by all political parties whether in office or in opposition) during a State government election period.	
3.8.1		Records relating to the costing of election promises, including: <ul style="list-style-type: none"> • costing requests • reports of election commitments • notifications and advice of costed policies • final budget impact statements and drafts submitted to Government and the opposition. 	Required as State archives
3.8.2		Working documents relating to the costing of election promises, such as data collected (including copies of budget data), research reports, assumptions, calculations, costings and draft budget impact statements not released to Government or the Opposition.	Retain minimum of 10 years, then destroy
3.9.0	Financial Reporting	The activity associated with the preparation of financial reports on behalf of the Government, which outline the status of the State's finances, such as monthly financial statements for government agencies, consolidated year end financial reports, and mid-year review report. See STATE BUDGET & FINANCIAL MANAGEMENT - Agency Performance Management for annual and monthly data received from agencies which is used to monitor agency financial performance as well as prepare financial reports and	

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No	Function/Activity	Description	Disposal Action
<i>STATE BUDGET & FINANCIAL MANAGEMENT - Financial Reporting</i>			
		<p>statements.</p> <p>See STATE BUDGET & FINANCIAL MANAGEMENT - Budget Development for records relating to the development of the State Budget Papers and related financial reports which form part of the State Budget Papers, such as the Long Term Fiscal Pressures Report.</p> <p>See General Retention and Disposal Authority <i>Administrative records</i> FINANCIAL MANAGEMENT - Financial statements for records relating to the preparation of annual financial statements for the Crown and other entities.</p> <p>See General Retention and Disposal Authority <i>Administrative records</i> GOVERNMENT RELATIONS - Reporting for records relating to the routine reporting of financial data and information to external agencies (sch as the Australian Bureau of Statistics).</p>	
3.9.1		Final versions of financial reports which provide a detailed or summarised account of State finances, such as monthly financial statements of general Government agencies, consolidated year end financial reports, half-year review reports, and statements of uncommitted funds.	Required as State archives
3.9.2		<p>Records relating to the development of financial reports which provide a detailed or summarised account of State finances, including:</p> <ul style="list-style-type: none"> • calculations, costings and working papers validating financial balances • actuarial assessments and reports • legal advice • significant drafts containing changes/alterations, stakeholder comments, or formally circulated for comment 	Retain minimum of 10 years after action completed, then destroy

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No	Function/Activity	Description	Disposal Action
<i>STATE BUDGET & FINANCIAL MANAGEMENT - Financial Reporting</i>			
		<ul style="list-style-type: none"> • approvals. 	
3.9.3		Copies of agency financial data (from financial systems) and other information received from agencies which is gathered, reviewed and adjusted (as required) to support year end reports for individual agencies.	Retain minimum of 2 years after action completed, then destroy
3.10.0	Fiscal Efficiency & Effectiveness	<p>The activities associated with reviewing agency expenditure and identifying opportunities to create savings and efficiencies in the public sector. Includes carrying out agency and whole of government expenditure reviews, and planning, developing, implementing and evaluating plans, initiatives, programs or incentives to deliver cost savings across the public sector.</p> <p>See FISCAL & ECONOMIC STRATEGY - Monitoring for records relating to the monitoring of wages for the purposes of trending and comparing government and private sector wages.</p> <p>See STATE BUDGET & FINANCIAL MANAGEMENT - Advice for records relating to the provision of advice to the Treasurer, agencies, or other individuals regarding programs and expenditure reviews.</p> <p>See STRATEGIC MANAGEMENT FRAMEWORKS for records relating to the development of policies, procedures and frameworks relating to expenditure reviews.</p> <p>See General Retention and Disposal Authority <i>Administrative records COMMITTEES</i> for records of steering or other committees established to manage a program evaluation or expenditure review.</p>	
3.10.1		Final reports, terms of reference and executive approvals for whole-of-government expenditure reviews, program evaluations and reviews of agency functions and expenditure.	Required as State archives

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No	Function/Activity	Description	Disposal Action
<i>STATE BUDGET & FINANCIAL MANAGEMENT - Fiscal Efficiency & Effectiveness</i>			
3.10.2		<p>Project management records and working documents supporting agency and whole-of-government expenditure reviews and program evaluations, including:</p> <ul style="list-style-type: none"> • project plans and approvals • risk assessments • minutes and papers of working groups • liaison, meetings, consultation and correspondence with agencies and stakeholders • models, calculations, costings, consultants and contractors reports and primary data collected as part of the evaluation or review. <p>Excludes primary data collected which includes personal identifiers.</p>	Retain minimum of 10 years after action completed, then destroy
3.10.3		Data collected to support program evaluations which includes personal identifiers and/or other sensitive, private, or confidential information relating to individuals.	Retain minimum of 10 years after completion of evaluation or review, then destroy or, where records are required to be disposed of earlier, retain and dispose of in accordance with any approvals or agreements relating to management or use of the data.

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No	Function/Activity	Description	Disposal Action
<i>STATE BUDGET & FINANCIAL MANAGEMENT - Fiscal Efficiency & Effectiveness</i>			
3.10.4		Key documentation prepared during the establishment and implementation of strategic plans, programs and initiatives set up to create savings and efficiency opportunities in the public sector, e.g. Social Benefit Bonds and the ICT Pool. Records include final business cases, proposals, strategies and plans (including implementation plans), policies, agreements, research papers, reports and approvals etc., as well as major drafts, models, and working documentation necessary to substantiate final versions.	Required as State archives
3.10.5		Records relating to: <ul style="list-style-type: none"> • the ongoing administration of programs and initiatives (following implementation), and • records facilitating the establishment and implementation of strategic plans, programs and initiatives, such as liaison and meetings with stakeholders, drafts, working and background papers which not required to substantiate final plans, or program documentation. <p><i>Note: Key documentation prepared as part of the establishment and implementation of plans, programs and initiatives is covered within class 3.10.4</i></p>	Retain minimum of 10 years after action completed, then destroy
3.10.6		Records relating to the development of agency savings plans/initiatives. Includes: <ul style="list-style-type: none"> • final approved versions of agency savings plans • data held in systems such as 'Roadmapping' which is used to monitor progress of savings plans • agency requests to update plans. 	Retain minimum of 10 years after the life of the initiative, then destroy
3.10.7		Records relating to the monitoring of savings initiatives plans, including:	Retain minimum of 5 years after action

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<i>STATE BUDGET & FINANCIAL MANAGEMENT - Fiscal Efficiency & Effectiveness</i>			
		<ul style="list-style-type: none"> • monthly progress reports • whole-of-government quarterly reports. 	completed, then destroy
3.10.8		<p>Records relating to the monitoring and provision of advice on wage increases in excess of percentages agreed in government policy. Includes:</p> <ul style="list-style-type: none"> • the provision of advice and assistance in developing agency savings plans • copies of agency savings plans, monitoring plans and workforce management plans • financial impact statements • routine liaison and correspondence with agencies • notifications to agencies of saving plan approvals or refusals • records relating to periodic monitoring of agency savings, including requests for information to evidence savings and associated review notes and working documents. 	Retain minimum of 5 years after action completed, then destroy
3.11.0	Proceeds of Crime & Bona Vacantia	<p>Records relating to the receipting of funds associated with confiscated proceeds and Bona Vacantia, and managing associated claims.</p> <p>See General Retention and Disposal Authority <i>Administrative records</i> FINANCIAL MANAGEMENT - Accounting for financial transaction records associated with the receipt and payment of funds in relation to Bona Vacantia and confiscated proceeds.</p>	
3.11.1		Records relating to handling requests for funds received by the Crown in the form of confiscated proceeds, including:	Retain minimum of 10 years after all

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No	Function/Activity	Description	Disposal Action
<i>STATE BUDGET & FINANCIAL MANAGEMENT - Proceeds of Crime & Bona Vacantia</i>			
		<ul style="list-style-type: none"> • advice and correspondence with the Public Trustee • court orders, letters or other claims for confiscated proceeds • approvals for the release of funds. 	funds have been disbursed and finalisation of matter, then destroy
3.11.2		Records relating to requests to release funds associated with Bona Vacantia estates (estates that have passed to the Crown as no living relatives could be identified). Includes correspondence with claimants, legal advice and determinations, approvals to release funds.	Retain minimum of 10 years after all funds have been disbursed and finalisation of matter, then destroy
3.12.0	Supplementations	The activity associated with processing requests for supplementary funding in excess of annual budget allocations.	
3.12.1		<p>Records relating to requests for supplementary funding, to cover events such as floods and emergencies and Commonwealth payments as identified in legislation (i.e. the <i>Public Finance and Audit Act 1983</i>). Includes:</p> <ul style="list-style-type: none"> • natural disaster declarations • agency requests for funding, including requests for reimbursements for emergency or recovery expenditures • scoping briefs, submissions and other documentation required to support funding requests • working papers supporting initial review of requests • internal approvals (such as those confirming compliance or availability of 	Retain minimum of 10 years after action completed, then destroy

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No	Function/Activity	Description	Disposal Action
<i>STRATEGIC MANAGEMENT FRAMEWORKS</i>			
		<p>funds)</p> <ul style="list-style-type: none"> • supplementation funding approvals/refusals • advice to agencies on the outcome of requests • records relating to cashflow disbursement adjustments <p>Includes data recorded in supplementation registers.</p>	
4.0.0	STRATEGIC MANAGEMENT FRAMEWORKS	<p>The function of developing general government and commercial business frameworks, standards, policies and guidelines. Includes Treasury Directions and Circulars.</p> <p>See FISCAL & ECONOMIC STRATEGY - Policy Development & Review for records relating to the development and review of State or national policy, such as policies relating to State taxes, revenue, competition and Commonwealth and State financial relations.</p> <p>See General Retention and Disposal Authority <i>Administrative records</i> COMMITTEES for records relating to the establishment and management of committees, including minutes, agendas and papers of committee meetings.</p> <p>See General Retention and Disposal Authority <i>Administrative records</i> COMMUNITY RELATIONS - Enquiries for records relating to the handling of routine requests for information by members of the public.</p> <p>See General Retention and Disposal Authority <i>Administrative records</i> CONTRACTING-OUT or records relating to the negotiations, establishment and ongoing management of contracts and agreements with service providers.</p> <p>See General Retention and Disposal Authority <i>Administrative records</i> STRATEGIC MANAGEMENT - Legislation for records relating to the development and review</p>	

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No	Function/Activity	Description	Disposal Action
<i>STRATEGIC MANAGEMENT FRAMEWORKS - Advice</i>			
4.1.0	Advice	<p>of legislation.</p> <p>The activity associated with receiving or providing advice in response to a formal request.</p> <p>See STRATEGIC MANAGEMENT FRAMEWORKS - Frameworks, Standards, Policies & Guidelines for Treasury Circulars and agency requests for extensions or exemptions to legislative or policy provisions.</p> <p>See STRATEGIC MANAGEMENT FRAMEWORKS - Submissions for submissions by Treasury on the development or review of standards, policies, proposals etc. which have been developed by professional organisations and industry (i.e. non-government).</p> <p>See General Retention and Disposal Authority <i>Administrative records</i> GOVERNMENT RELATIONS - Advice and Submissions for Cabinet advice and submissions.</p> <p>See General Retention and Disposal Authority <i>Administrative records</i> GOVERNMENT RELATIONS - Submissions for submissions by Treasury to other government agencies (Commonwealth, State or local) on the development or review of legislation, regulations or accounting and financial management policies or standards.</p> <p>See General Retention and Disposal Authority <i>Administrative records</i> LEGAL SERVICES - Advice for records relating to the provision of receipt of legal advice, including advice received from the Crown Solicitor's Office.</p>	
4.1.1		Records relating to the receipt and provision of formal advice to or from the Treasurer, Treasury Executive, Treasury Heads concerning the application of financial management frameworks, policies and standards to government agencies (general or commercial). This includes briefing notes, reports, proposals, recommendations, submissions as well as supporting background documentation	Required as State archives

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Dates of coverage: Open

No	Function/Activity	Description	Disposal Action
<i>STRATEGIC MANAGEMENT FRAMEWORKS - Advice</i>			
		necessary to substantiate advice.	
4.1.2		Records relating to the provision of advice to agencies concerning financial management frameworks, policies and standards. Includes drafts and final versions of advice and briefings, as well as supporting background documentation, such as models, forecasts, research reports, calculations and costings etc. necessary to substantiate advice.	Retain minimum of 10 years after action completed, then destroy
4.2.0	Frameworks, Standards, Policies & Guidelines	<p>The activity associated with developing frameworks, standards, policies and guidelines which establish rules, guidelines and methods of operating applicable to NSW general government agencies and commercial businesses.</p> <p>See General Retention and Disposal Authority <i>Administrative records</i> STRATEGIC MANAGEMENT - Legislation for records relating to the development and review of legislation.</p>	
4.2.1		<p>Key milestone and summary documentation prepared during the development of frameworks, standards, policies and guidelines (including Treasury Circulars) for implementation by State government agencies (including budget dependent agencies, commercial businesses, and State Owned Corporations). Includes:</p> <ul style="list-style-type: none"> • policy proposals • final research papers and reports • reports and summaries of stakeholder consultations • approvals • final versions. 	Required as State archives
4.2.2		Records relating to the development of frameworks, standards, policies and	Retain minimum of 10 years after

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No	Function/Activity	Description	Disposal Action
<i>STRATEGIC MANAGEMENT FRAMEWORKS - Frameworks, Standards, Policies & Guidelines</i>			
		guidelines, including: <ul style="list-style-type: none"> • significant drafts containing changes/alterations or formally circulated for comment • stakeholder comments and feedback • calculations, costings and other working papers required to substantiate final versions • minutes and papers of meetings. 	action completed, then destroy
4.2.3		Records relating to the receipt and handling of requests for extensions or exemptions to legislative or policy provisions, such as requests to be exempt from disclosing certain information in agency annual reports, or extensions to annual report submission times. Includes: <ul style="list-style-type: none"> • requests for extensions or exemptions • minutes and papers of meetings, and other correspondence with agencies • advice and notifications to agencies (refusal or approval). 	Retain minimum of 10 years after exemption lapses or is no longer in force, then destroy
4.3.0	Procedures & Guidelines (Internal)	The activity associated with developing procedures and guidelines which establish standard methods of operating for Treasury internal activities and processes.	
4.3.1		Final versions of internal manuals such as the Budget Cycle Manual and Treasury Procedures Manual which provide detailed procedures and guidelines on significant Treasury functions and business processes.	Required as State archives
4.3.2		Final versions of internal procedures and guides which do not provide detailed guidance on significant Treasury functions and business, or which are summarised in processes. Includes routine/informal internal procedures and guidelines and	Retain minimum of 5 years after action completed, then

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No	Function/Activity	Description	Disposal Action
<i>STRATEGIC MANAGEMENT FRAMEWORKS - Procedures & Guidelines (Internal)</i>			
		process maps.	destroy
4.3.3		Records relating to the development of internal procedures and guidelines, including: <ul style="list-style-type: none"> • working papers required to substantiate final versions • stakeholder comments and feedback • minutes and papers of meetings • drafts containing substantial changes/alterations or formally circulated for comment. 	Retain minimum of 2 years after action completed, then destroy
4.4.0	Submissions	The activity associated with the preparation of a formal submission to external bodies or organisations for the purposes of providing Treasury's view or opinion on standards, policies, guidelines, proposals etc. being developed and/or reviewed by external coordinating bodies or organisations (non-government). See General Retention and Disposal Authority <i>Administrative records</i> GOVERNMENT RELATIONS - Submissions for submissions by Treasury to other government agencies (Commonwealth, State or local) on the development or review of legislation, regulations or accounting and financial management policies or standards.	
4.4.1		Records relating to submissions by Treasury to professional organisations and/or industry bodies (i.e. non-government) on the development or review of accounting or financial management policies, standards or proposals.	Required as State archives