

**State Archives and Records Authority
of New South Wales**

**Functional Retention and Disposal
Authority: FA392**

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

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

State Archives and Records Authority of New South Wales

Functional Retention and Disposal Authority

Authority no FA392

SR file no 13/0338

Scope This retention and disposal authority covers records documenting the function of fire, rescue and emergency management.

Public office Fire and Rescue NSW

Approval date Approved by the Board of the State Archives and Records Authority of New South Wales

Date 14/12/2017

Issued date Issued by the State Archives and Records Authority of New South Wales

Date 19/12/2017

About the Functional Retention and Disposal Authority

Purpose of the authority

The purpose of this 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*. Part 3 (Protection of State Records) of the Act provides that records are not to be disposed of without the consent of the State Archives and Records Authority of New South Wales (State Archives and Records NSW) 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 Archives and Records NSW does not disapprove. Advice on the State Records Act can be obtained from State Archives and Records NSW.

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. State Archives and Records NSW reviews and approves organisations' retention and disposal authorities under the State Records Act. It is the duty of a public office, in submitting a draft retention and disposal authority for approval, to disclose to State Archives and Records NSW any information which affects the retention of the records covered by the authority.

State Archives and Records NSW's 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 Archives and Records NSW's 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 Archives and Records NSW and of public offices in undertaking appraisal processes and disposal activities.

Implementing the authority

This 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. For further advice 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 the *General Retention and Disposal Authority – Original or source records that have been copied*). 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 Archives and Records NSW 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 Archives and Records NSW regarding the management of State archives.

Transferring records identified as State archives and no longer in use for official purposes to State Archives and Records NSW 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, government directives and changing social or community expectations. 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 Archives and Records NSW 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 Archives and Records NSW.

Administrative change

This 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 Archives and Records NSW for approval. However, when functions move from one public office to another the public office that inherits the new function should contact State Archives and Records NSW to discuss use of any existing retention and disposal authority approved for use by a predecessor organisation.

Amendment and review of this authority

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

State Archives and Records NSW recommends a review of this authority after five years to establish whether its provisions are still appropriate. Either the public office or State Archives and Records NSW may propose a review of the authority at any other time, particularly in the case of change of administrative arrangements, procedures or to operating environments 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 Archives and Records NSW and the public office. If the process of review reveals that this authority requires amendment, the necessary amendments should be made and approved.

Contact Information

State Archives and Records NSW
PO Box 516
Kingswood NSW 2747
Telephone: (02) 9673 1788
E-mail: govrec@records.nsw.gov.au

**Functional Retention and Disposal Authority
Fire, rescue and emergency management (Fire and Rescue NSW)**

Authority number: FA392

Dates of coverage: Open

List of Functions and Activities covered

Function	Activity	Reference	Page
BUILDING AND STRUCTURAL COMPLIANCE		1.0.0	8
	Advice & Enquiries	1.1.0	8
	Assessments, exemptions & approvals	1.2.0	9
	Building Compliance Enforcement	1.3.0	9
	Fire Alarm Management	1.4.0	10
	Planning	1.5.0	10
	Policy & Procedures	1.6.0	11
	Research	1.7.0	11
COMMUNITY ENGAGEMENT		2.0.0	13
	Advice & Enquiries	2.1.0	13
	Fire safety campaigns, programs, education and training	2.2.0	13
	Planning, Policy & Procedures	2.3.0	14
	Research	2.4.0	15
	Reviewing	2.5.0	15
EDUCATION AND TRAINING		3.0.0	16
	Advice & Enquiries	3.1.0	16
	Assessment	3.2.0	17
	Client management	3.3.0	17
	Compliance	3.4.0	17
	Course development and delivery	3.5.0	18
	Planning, Policy & Procedures	3.6.0	18
	Student & Qualification management	3.7.0	19

Fire, rescue and emergency management

Authority number: FA392

Dates of coverage: Open

List of Functions and Activities covered

Function	Activity	Reference	Page
	Training exercises & Competitions	3.8.0	19
EMERGENCY MANAGEMENT (INCLUDING COUNTER TERRORISM PLANNING AND HAZARDOUS MATERIALS)		4.0.0	21
	Advice & Enquiries	4.1.0	21
	Agreements	4.2.0	22
	Community Fire Units Management	4.3.0	22
	Planning, Policy & Procedures	4.4.0	23
	Information analysis & Research	4.5.0	23
	Reporting	4.6.0	24
	Standards	4.7.0	25
EQUIPMENT AND FLEET (FIRE AND EMERGENCY)		5.0.0	26
	Allocation	5.1.0	26
	Design	5.2.0	26
	Evaluation & Operational Requirements	5.3.0	27
	Inspections	5.4.0	27
	Standards	5.5.0	28
FIRE AND EMERGENCY DATA		6.0.0	29
	Data collection, management and analysis	6.1.0	29
FIRE AND EMERGENCY OPERATIONS AND RESPONSE		7.0.0	30
	Advice & Enquiries	7.1.0	30
	Hazard Reduction	7.2.0	30
	Incidents	7.3.0	30

Fire, rescue and emergency management

Authority number: FA392

Dates of coverage: Open

List of Functions and Activities covered

Function	Activity	Reference	Page
FIRE INVESTIGATION AND RESEARCH		8.0.0	32
	Advice & Reporting	8.1.0	32
	Agreements And Protocols	8.2.0	32
	Fire investigations	8.3.0	32
	Product Investigations	8.4.0	33
	Policy & Procedures	8.5.0	33
	Research	8.6.0	33
HONOURS AND AWARDS		9.0.0	35

Functional Retention and Disposal Authority

Fire, rescue and emergency management (Fire and Rescue NSW)

Authority number: FA392

Dates of coverage: Open

No.	Description of records	Disposal action
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1.0.0 BUILDING AND STRUCTURAL COMPLIANCE

The processes involved in maintaining compliance by building owners and occupiers and the owners of other structures with fire safety standards.

See General Retention and Disposal Authority *Administrative records* **COMMUNITY RELATIONS - Liaison** for liaison with industry associations and community interest groups.

See General Retention and Disposal Authority *Administrative records* **COMMITTEES** for committees supporting fire safety standards and building and structural compliance activities and operations.

See General Retention and Disposal Authority *Administrative records* **GOVERNMENT RELATIONS - Reporting** for ministerial and parliamentary reporting.

See General Retention and Disposal Authority *Administrative records* **GOVERNMENT RELATIONS - Submissions** for submissions to Cabinet or the Minister or other government organisations relating to core functions.

See General Retention and Disposal Authority *Administrative records* **LEGAL SERVICES - Advice** for legal advice furnished to the organisation by internal or external legal advisors.

See General Retention and Disposal Authority *Administrative records* **STRATEGIC MANAGEMENT - Legislation** for records relating to the preparation of legislation and regulations.

See General Retention and Disposal Authority *Administrative records* **STRATEGIC MANAGEMENT - Reviewing** for records relating to reviews of compliance management processes and systems.

1.1.0 Advice & Enquiries

The activities associated with offering opinions by or to the organisation as to an action or judgment and the handling of requests for information.

See the relevant compliance activity for advice provided to an organisation as part of a compliance process that it is involved in.

See General Retention and Disposal Authority *Administrative records* **COMMUNITY RELATIONS - Enquiries** for records of enquiries regarding routine information about the organisation and its services.

See General Retention and Disposal Authority *Administrative records* **GOVERNMENT RELATIONS - Submissions** for records relating to submissions by the organisation to Cabinet or the Minister or other government organisations relating to core functions.

See General Retention and Disposal Authority *Administrative records* **LEGAL SERVICES - Advice** for records relating to legal advice furnished to the organisation by internal or external legal service providers.

1.1.1	Records relating to the provision or receipt of advice by the Commissioner or Minister concerning the development, establishment or amendment of fire safety standards and the regulation of building and structural compliance with safety standards and requirements.	Required as State archives
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Fire, rescue and emergency management

Authority number: FA392

Dates of coverage: Open

No.	Description of records	Disposal action
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BUILDING AND STRUCTURAL COMPLIANCE- Advice & Enquiries

1.1.2	Records relating to the provision of advice of a routine nature concerning compliance requirements, policies or procedures and the handling of routine enquiries from owners, occupiers or the general public about fire safety standards.	Retain minimum of 5 years after action completed, then destroy
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1.2.0 Assessments, exemptions & approvals

The process of providing advice on proposed developments, emergency plans and approving applications for compliance exemptions and alternative solutions.

See **BUILDING AND STRUCTURAL COMPLIANCE - Fire Alarm Management** for waiver requests from building owners to be exempt from fire alarm installation requirements.

1.2.1	Records relating to: <ul style="list-style-type: none">requests for and the provision of advice on infrastructure projects, hazardous sites and proposed developments or building and subdivision plans. Records include applications or requests for comments, assessments of the application and the issue of reports to certifying authorities and owner/builders of the developments.successful applications for fire safety exemption. Records include application, fire safety certificates issued and correspondence and meetings relating to the application.	Retain minimum of 50 years after action completed, then destroy
1.2.2	Records relating to unsuccessful applications for fire safety exemption. Records include application, correspondence and meetings relating to the application.	Retain minimum of 7 years after action completed, then destroy
1.2.3	Records relating to the receipt and assessment of building owners/occupiers' emergency plans for the storage of dangerous goods or hazardous substances such as explosives. Records include advice provided to applicants during the course of the plan development, submitted plans, and agency decisions on the plans.	Retain minimum of 5 years after action completed, then destroy

1.3.0 Building Compliance Enforcement

The processes involved in monitoring and enforcing building compliance.

1.3.1	Records relating to: <ul style="list-style-type: none">the issue of compliance orders to building owners/occupiersthe referral of compliance matters to local	Retain minimum of 7 years after action completed, then destroy
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Fire, rescue and emergency management

Authority number: FA392

Dates of coverage: Open

No.	Description of records	Disposal action
<i>BUILDING AND STRUCTURAL COMPLIANCE- Building Compliance Enforcement</i>		
	councils for enforcement <ul style="list-style-type: none"> • inspections of premises, including joint operations • waiver requests from building owners to be exempt from fire alarm installation. 	
1.3.2	Records relating to complaints about building non-compliance that do not result in the issue of compliance orders or referral to local council for enforcement.	Retain minimum of 2 years after action completed, then destroy
1.3.3	Records relating to annual fire safety statements.	Retain until superseded or no longer required for compliance or reference purposes, then destroy

1.4.0 Fire Alarm Management

The processes relating to the management of fire alarm installations, fire alarm responses, and the monitoring of fire alarm use.

See **BUILDING AND STRUCTURAL COMPLIANCE - Building Compliance Enforcement** for records relating to the issue of penalty notices regarding the installation and operation of fire alarms.

1.4.1	Records relating to the management of fire alarms. Includes records relating to: <ul style="list-style-type: none"> • inspections of fire alarms • monitoring of fire alarms and of response of the service to fire alarm calls • the management and reduction of unwanted alarms • dealing with problem premises, disputes and contentious issues. Records may include, but are not limited to photographs, digital voice recordings, fire engineering reports, unwanted alarm activations, recommendations and advice, liaison, discussions and meetings between parties and stakeholders, correspondence from building owners or body corporates and agreements.	Retain minimum of 7 years after action completed, then destroy
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1.5.0 Planning

The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.

See **BUILDING AND STRUCTURAL COMPLIANCE - Advice & Enquiries** for records relating to the provision of advice to the Commissioner or Minister concerning the

Fire, rescue and emergency management

Authority number: FA392

Dates of coverage: Open

No.	Description of records	Disposal action
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BUILDING AND STRUCTURAL COMPLIANCE- Planning

development, establishment or amendment of fire safety standards and the regulation of building and structural compliance.

1.5.1	Records relating to input into development planning and proposals to address building and structural compliance and community fire safety. Records include consultation with stakeholders, briefs, meetings and correspondence on plan development.	Retain minimum of 30 years after action completed, then destroy
1.5.2	Records relating to plans supporting building and structural compliance. Includes plans relating to building compliance with fire safety standards, alternative solutions, fire safety exemptions, fire alarms and smoke alarms. Records include consultation with stakeholders, briefs and correspondence on plan development, draft versions signed off at various levels and the final versions.	Retain minimum of 7 years after superseded, then destroy

1.6.0 Policy & Procedures

The activities associated with developing and establishing policies & procedures which act as a reference for decision making and establish standard methods of operating.

1.6.1	Records relating to the development and establishment of policies and procedures supporting building and structural fire safety compliance. Includes policies and procedures relating to building compliance, compliance exemptions and alternative solution approvals, fire alarms, smoke alarms, special infrastructure, hazardous sites, etc.	Retain minimum of 10 years after action completed, then destroy
1.6.2	Ancillary records supporting the development of policy and procedures concerning building and structural compliance. Includes working papers and drafts.	Retain minimum of 2 years after action completed, then destroy

1.7.0 Research

The activities involved in investigating or enquiring into a subject or area of interest in order to discover facts, principles, etc.

1.7.1	Final reports, papers, etc., documenting the findings, outcomes or recommendations of research or studies relating to fire safety standards carried out, commissioned or funded by the organisation.	Required as State archives
1.7.2	Records relating to the conduct of research projects or studies carried out or commissioned by the	Retain minimum of 10 years after

Fire, rescue and emergency management

Authority number: FA392

Dates of coverage: Open

No.	Description of records	Disposal action
<i>BUILDING AND STRUCTURAL COMPLIANCE- Research</i>		
	organisation. Includes: <ul style="list-style-type: none">• survey templates and completed surveys• statistical models• data sets used to support research• drafts reports distributed for review• results and summaries of stakeholder comments and feedback. Also includes discontinued research.	action completed, then destroy

Fire, rescue and emergency management

Authority number: FA392

Dates of coverage: Open

No.	Description of records	Disposal action
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COMMUNITY ENGAGEMENT- Advice & Enquiries

2.0.0 COMMUNITY ENGAGEMENT

The processes involved in promoting and establishing knowledge and behaviour in the community that reduces the risk from fire and related hazards. Includes community education and training, campaigns, advocacy and programs to reduce risks and ongoing research to target and highlight risks in the community.

See **AWARDS AND HONOURS** for awards provided to members of the public.

See General Retention and Disposal Authority *Administrative records* **COMMITTEES** for community consultative or advisory committees.

See General Retention and Disposal Authority *Administrative records* **COMMUNITY RELATIONS - Agreements** for sponsorship and other agreements supporting community engagement campaigns, programs, etc.

See General Retention and Disposal Authority *Administrative records* **COMMUNITY RELATIONS - Marketing** for sponsorship co-ordination.

See General Retention and Disposal Authority *Administrative records* **COMMUNITY RELATIONS - Celebrations, ceremonies, functions** for records relating to arranging and managing ceremonies, celebrations and functions.

See General Retention and Disposal Authority *Administrative records* **GOVERNMENT RELATIONS - Reporting** for reports to government relating to the organisation's core functions and performance, e.g. annual reports or substantial ad hoc reports.

See General Retention and Disposal Authority *Administrative records* **PUBLICATION** for records relating to the production of published materials or resources.

See General Retention and Disposal Authority *Administrative records* **STRATEGIC MANAGEMENT - Reporting** for periodic or ad hoc internal reporting on community engagement activities.

2.1.0 Advice & Enquiries

The activities associated with offering opinions by or to the organisation as to an action or judgment and the handling of requests for information.

See General Retention and Disposal Authority *Administrative records* **COMMUNITY RELATIONS - Enquiries** for records relating to the handling of general requests for information about the organisation and its services, including education and training services.

See **COMMUNITY ENGAGEMENT - Fire safety campaigns, programs, education and training** for the provision of information and advice through fire and hazard safety campaigns, programs, education and training.

2.1.1	Records relating to the provision of advice to the community or general public on fire hazards, risks, prevention and safety awareness.	Retain minimum of 5 years after action completed, then destroy
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2.2.0 Fire safety campaigns, programs, education and training

The activities involved in developing campaigns, programs, education and training to inform, advise and raise public awareness of fire hazards and safety.

Fire, rescue and emergency management

Authority number: FA392

Dates of coverage: Open

No.	Description of records	Disposal action
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COMMUNITY ENGAGEMENT- Fire safety campaigns, programs, education and training

See **EDUCATION AND TRAINING** for records relating to the provision of accredited or non-accredited fire and emergency training to staff or to external organisations or individuals on a commercial basis.

See General Retention and Disposal Authority *Administrative records* **STAFF DEVELOPMENT - Training** for training provided to staff of the organisation that is not fire or emergency based.

2.2.1	Records relating to the development, evaluation and review of fire prevention and safety awareness campaigns and programs. Records include campaign or program proposals, submissions, research and discussion papers, reports on the evaluation, review or outcomes of campaigns or programs, final versions of campaign or educational materials and guidelines developed to advise or raise awareness of fire safety and prevention.	Required as State archives
2.2.2	Records relating to the implementation of community campaigns or programs. Records include project management documentation, meetings and consultation with stakeholders and target communities, planning for programs of visits to schools and community centres, implementation of pilots and strategies, general promotional materials (brochures, pamphlets, information packs, handouts, etc.).	Retain minimum of 15 years after action completed, then destroy
2.2.3	Records relating to applications, issuance and cancellation of fire permits, e.g. permission for burn off or firework displays. Includes tasks associated authorisation such as inspections to check hazards.	Retain minimum of 7 years after action completed, then destroy
2.2.4	Records relating to administrative arrangements for coordinating and scheduling visits, forums and the delivery of presentations, training, workshops, etc., as part of community awareness or engagement programs.	Retain minimum of 5 years after action completed, then destroy

2.3.0 Planning, Policy & Procedures

Activities associated with the formulation of plans and development of policies and procedures.

2.3.1	Records relating to the development of plans, strategies, policies and procedures to support the operation or conduct of community engagement and awareness activities and processes. Includes proposals and briefs, consultation with stakeholders, the approval and sign off of final versions.	Retain minimum of 10 years after action completed, then destroy
2.3.2	Ancillary records supporting the development of plans, policies and procedures for community engagement	Retain minimum of 2 years after action

Fire, rescue and emergency management

Authority number: FA392

Dates of coverage: Open

No.	Description of records	Disposal action
<i>COMMUNITY ENGAGEMENT- Research</i>		
	and awareness activities and processes. Includes associated working papers and drafts.	completed, then destroy

2.4.0 Research

The activities involved in investigating or enquiring into a subject or area of interest in order to discover facts, principles, etc.

See **COMMUNITY ENGAGEMENT - Reviewing** for records relating to the conduct of benchmark and client surveys as part of the review of programs, etc.

2.4.1	Final reports, papers, etc., documenting the findings, outcomes or recommendations of research projects or studies carried out, commissioned or funded by the organisation concerning fire safety awareness, preparedness, reduction of risks, etc.	Required as State archives
2.4.2	Records relating to the conduct of research projects or studies carried out or commissioned by the organisation. Includes: <ul style="list-style-type: none"> • survey templates and completed surveys • statistical models • data sets used to support research • drafts reports distributed for review • results and summaries of stakeholder comments and feedback. Also includes discontinued research.	Retain minimum of 10 years after action completed, then destroy
2.4.3	Records relating to the development of fire and hazard community risk profiles (CRP).	Retain minimum of 5 years after superseded, then destroy

2.5.0 Reviewing

The activities involved in evaluating or reviewing programs and services. Includes recommendations and advice resulting from these activities.

See General Retention and Disposal Authority *Administrative records* **STRATEGIC MANAGEMENT - Reviewing** for records relating to reviews of processes and systems.

See **COMMUNITY ENGAGEMENT - Planning, Policy & Procedures** for records relating to the review of policies and procedures.

2.5.1	Records relating to reviewing community fire safety and prevention campaigns, programs, education and training activities and services. Records include background research e.g. community, benchmark and client surveys, and reports.	Retain minimum of 5 years after action completed, then destroy
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Fire, rescue and emergency management

Authority number: FA392

Dates of coverage: Open

No.	Description of records	Disposal action
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EDUCATION AND TRAINING- Advice & Enquiries

3.0.0 EDUCATION AND TRAINING

The function of planning, providing, managing and evaluating training in fire and emergency situations. Includes training in the use of specialised fire and emergency equipment, communications and appliances and the provision of training to external organisations or individuals on a commercial basis. Also includes ongoing training, exercises and drills conducted at fire stations.

See **COMMUNITY ENGAGEMENT - Fire safety campaigns, programs, education and training** for forums and the delivery of presentations, training, workshops, etc., as part of community awareness or engagement programs.

See General Retention and Disposal Authority *Administrative records* **COMMITTEES** for education and training committees, such as the Training Review Committee.

See General Retention and Disposal Authority *Administrative records* **COMMUNITY RELATIONS** for liaison with other training providers, graduation ceremonies and championships, conferences and for presentations and addresses delivered outside of education and training courses.

See General Retention and Disposal Authority *Administrative records* **GOVERNMENT RELATIONS - Agreements** for agreements and MOUs with other agencies such as the police or emergency services for the sharing of training resources.

See General Retention and Disposal Authority *Administrative records* **INDUSTRIAL RELATIONS** for consultation with unions.

See General Retention and Disposal Authority *Administrative records* **PERSONNEL** for records relating for authorisations for employees to attend education and training courses and authorisations for related travel.

See General Retention and Disposal Authority *Administrative records* **STAFF DEVELOPMENT** for records relating to non-emergency training of staff.

See General Retention and Disposal Authority *Administrative records* **STRATEGIC MANAGEMENT - Joint ventures** joint operations or activities with other organisations.

See General Retention and Disposal Authority *Administrative records* **STRATEGIC MANAGEMENT - Planning** for records relating to the planning of operational training activities.

3.1.0 Advice & Enquiries

The activities associated with offering opinions by or to the organisation as to an action or judgment and the handling of requests for information.

See General Retention and Disposal Authority *Administrative records* **COMMUNITY RELATIONS - Enquiries** requests for information and the handling of routine enquiries received from staff and students about education and training courses.

3.1.1	Records relating to the provision of advice to the Minister, Commissioner and senior managers, or receipt of advice by the organisation concerning the development or provision of specialist or professional development education and training for fire, rescue and other emergency personnel. Records include: <ul style="list-style-type: none">Briefing notes and minutes	Required as State archives
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Fire, rescue and emergency management

Authority number: FA392

Dates of coverage: Open

No.	Description of records	Disposal action
<i>EDUCATION AND TRAINING- Advice & Enquiries</i>		
	<ul style="list-style-type: none"> • comments on submissions and proposals • related correspondence. 	
3.1.2	Records relating to the provision of routine operational advice regarding education and training to external agencies or individuals.	Retain minimum of 5 years after action completed, then destroy

3.2.0 Assessment

The activities concerned with the assessment of competencies achieved.

3.2.1	Assessment records for personnel, volunteers and external clients. Includes competencies achieved, examination results, certifications.	Retain minimum of 30 years after assessment, then destroy
3.2.2	Individual examination papers.	Retain minimum of 2 years after examination, then destroy

3.3.0 Client management

The activities associated with managing external clients. Involves routine arrangements for training delivery.

3.3.1	Records relating to the management of clients' training needs. Includes contact and client lists or details, distribution of information regarding services, course applications, course reminders, confirmation letters, details of attendees, etc.	Retain until administrative or reference use ceases, then destroy
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3.4.0 Compliance

Activities associated with complying with regulatory or other requirements to provide or deliver training and education services.

3.4.1	Records relating to the accreditation, licensing or registration of the organisation to provide accredited training courses. Records include certification of accreditation, applications and supporting documentation, audit and inspection reports of training centres, instructors' qualifications and work history.	Retain minimum of 10 years after action completed, then destroy
3.4.2	Records documenting the accreditation and re-accreditation of trainers competencies.	Retain minimum of 30 years after action completed, then destroy

Fire, rescue and emergency management

Authority number: FA392

Dates of coverage: Open

No.	Description of records	Disposal action
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EDUCATION AND TRAINING- Course development and delivery

3.5.0 Course development and delivery

The activities associated with the delivery of internal and external training, including specialised curriculum.

See **EDUCATION AND TRAINING - Compliance** for records relating to the accreditation of courses.

See **EDUCATION AND TRAINING - Student & Qualification management** for records relating to student assessment, qualifications, certification, etc.

See **EDUCATION AND TRAINING - Training exercises & Competitions** for records relating to the conduct of fire & emergency training exercises and inter-agency competitions

3.5.1	Final copies of specialised curriculum or training courses for fire, rescue and emergency management developed by the organisation. Includes master copies of programs of study, course curriculum and objectives.	Required as State archives
3.5.2	Working papers, consultation and related correspondence documenting the development, validation and review of the training curriculum and courses.	Retain minimum of 5 years after action completed, then destroy
3.5.3	Records related to the delivery of fire and emergency training and education. Records include course schedules, lesson plans, overheads, handouts, presenters notes, attendance records, administrative arrangements for internal and visiting lecturers or presenters, etc.	Retain minimum of 5 years after superseded, then destroy
3.5.4	Evaluations of training courses, such as surveys completed by course participants.	Retain minimum of 2 years after action completed, then destroy
3.5.5	Records relating to administrative arrangements for courses, including course applications, registrations, and confirmations, catering, venue bookings, hire of equipment, etc.	Retain until administrative or reference use ceases, then destroy

3.6.0 Planning, Policy & Procedures

Activities associated with the formulation of plans and development of policies and procedures.

See General Retention and Disposal Authority *Administrative records* **STRATEGIC MANAGEMENT - Planning** for records relating to operational business unit or program planning.

Fire, rescue and emergency management

Authority number: FA392

Dates of coverage: Open

No.	Description of records	Disposal action
<i>EDUCATION AND TRAINING- Planning, Policy & Procedures</i>		
3.6.1	Records relating to the development of capability frameworks, policies and procedures for fire and emergency education and training. Includes proposals and briefs, consultation with stakeholders, the approval and sign off of final versions.	Retain minimum of 10 years after action completed, then destroy
3.6.2	Records supporting the development of plans, policies and procedures for education and training activities and processes. Includes associated working papers and drafts.	Retain minimum of 2 years after action completed, then destroy
3.6.3	Annual training calendars.	Retain until superseded, then destroy

3.7.0 Student & Qualification management

Activities involving assessment of student applications for courses and monitoring their progress in courses to achieve accreditation. Includes volunteers, enrolment, and recognition of prior learning.

Note: for training records maintained on behalf of other organisation (e.g. SafeWork NSW or Roads and Maritime Services) disposal of records should be in accordance with retention and disposals authorisation for those organisations and should be carried out with their concurrence.

See General Retention and Disposal Authority *Administrative records* **PERSONNEL - Employee service history** for records documenting individual staff members' attainment of required skill levels, competencies, qualifications, education and training, etc., for performance of their duties.

3.7.1	Master record of assessment outcomes for students undertaking accredited education and training. Records could include records or registers documenting the issue of qualifications, certificates, credentials or statements of attainment, competencies achieved, examination results, transcripts of results, records of the student's progress, recognition of prior learning, records of training undertaken.	Retain minimum of 30 years after assessment and issue of award or completion of course, then destroy
3.7.2	Records relating to the assessment and validation of qualifications, provision of evidence or testimonials of qualifications or course attendance. Includes completed student assessment items, such as examination papers, submitted items, written assignments, etc.	Retain minimum of 2 years after assessment is made, or appeal is finalised, then destroy

3.8.0 Training exercises & Competitions

The activities associated with training and exercises in emergency response and recovery. Includes competitions with other agencies.

Fire, rescue and emergency management

Authority number: FA392

Dates of coverage: Open

No.	Description of records	Disposal action
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EDUCATION AND TRAINING- Training exercises & Competitions

3.8.1	Records relating to the conduct of training exercises and inter-agency competitions. 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
3.8.2	Records relating to administrative arrangements for exercises and competitions, including catering, venue bookings, hire of equipment, confirmations, parking arrangements, etc.	Retain until administrative or reference use ceases, then destroy

Fire, rescue and emergency management

Authority number: FA392

Dates of coverage: Open

No.	Description of records	Disposal action
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EMERGENCY MANAGEMENT (INCLUDING COUNTER TERRORISM PLANNING AND HAZARDOUS MATERIALS)- Advice & Enquiries

4.0.0 EMERGENCY MANAGEMENT (INCLUDING COUNTER TERRORISM PLANNING AND HAZARDOUS MATERIALS)

The function of developing and managing emergency information, programs and procedures within the organisation. Includes counter terrorism, hazardous materials and dangerous goods, pre-incident planning, planning for major events and agreements and arrangements with other emergency services organisations.

See **FIRE AND EMERGENCY OPERATIONS AND RESPONSE - Debriefings** for records relating to debriefings following an incident.

See **FIRE AND EMERGENCY OPERATIONS AND RESPONSE - Incidents** for day to day operational response to incidents or events.

See General Retention and Disposal Authority *Administrative records* **COMMITTEES** for committees supporting emergency management planning and coordination.

See General Retention and Disposal Authority *Administrative records* **STRATEGIC MANAGEMENT - Compliance** for records relating to the accreditation of the organisation or units of the organisation to carry out fire and emergency management and response activities.

See General Retention and Disposal Authority *Administrative records* **STRATEGIC MANAGEMENT - Planning** for routine agency and business planning.

See General Retention and Disposal Authority *Administrative records* **STRATEGIC MANAGEMENT - Reporting** for ad hoc or periodic reporting from zones and area offices not related to incidents or debriefs.

See General Retention and Disposal Authority *Administrative records* **GOVERNMENT RELATIONS - Reporting** for reporting on rescue planning to the State Rescue Board.

4.1.0 Advice & Enquiries

The activities associated with offering opinions by or to the organisation as to an action or judgment and the handling of requests for information.

See General Retention and Disposal Authority *Administrative records* **GOVERNMENT RELATIONS - Submissions** for submissions to Cabinet, the minister or other government organisations relating to core functions.

See **FIRE AND EMERGENCY OPERATIONS AND RESPONSE - Advice** for the receipt or provision of advice on operations and response activities.

See **FIRE AND EMERGENCY OPERATIONS AND RESPONSE - Incidents** for advice relating to the management or handling of a particular incident.

See General Retention and Disposal Authority *Administrative records* **COMMUNITY RELATIONS - Enquiries** or records of enquiries regarding routine information about the organisation and its services.

See **EMERGENCY MANAGEMENT (INCLUDING COUNTER TERRORISM PLANNING AND HAZARDOUS MATERIALS) - Standards** for advice, input or comments on the development of standards

4.1.1	Records relating to the provision or receipt of advice concerning planning for, and the management of	Required as State archives
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Fire, rescue and emergency management

Authority number: FA392

Dates of coverage: Open

No.	Description of records	Disposal action
<i>EMERGENCY MANAGEMENT (INCLUDING COUNTER TERRORISM PLANNING AND HAZARDOUS MATERIALS)- Advice & Enquiries</i>		
	emergencies, incidents, hazardous materials, dangerous goods, etc., which results in changes to strategic policies or procedures or which substantively impacts on or concerns the functions, liabilities and obligations of the organisation. Records include briefing notes, minutes, reports, correspondence, etc.	
4.1.2	Records relating to the provision or receipt of advice and exchange of information of a routine or general operational nature concerning planning for and the management of emergencies, incidents, hazardous materials, dangerous goods, etc.	Retain minimum of 5 years after action completed, then destroy

4.2.0 Agreements

The processes associated with the establishment, maintenance, review and negotiation of agreements.

See General Retention and Disposal Authority *Administrative records* **CONTRACTING-OUT** for records relating to the acquisition of services through a contracting-out or outsourcing process.

4.2.1	Records relating to the establishment, negotiation, maintenance and review of agreements with other organisations concerning the provision of operational support, pooling of resources and exchange of resources to meet operational demand. Includes Memorandum of Understanding or Mutual Aid Agreements with other fire and rescue agencies both intra and inter State. Records of correspondence and negotiations including minutes or notes of meetings, drafts containing significant changes/alterations or formally circulated for comment, final, approved versions of agreements, reviews of agreements.	Retain minimum of 10 years after agreement expires or is superseded, then destroy
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4.3.0 Community Fire Units Management

The processes involved in establishing, operating and decommissioning Community Fire Units (CFUs).

4.3.1	Records documenting the establishment and decommissioning of Community Fire Units (CFUs). Include records of expressions of interest, applications, risk and feasibility analysis, approvals and advice of decision, etc.	Required as State archives
4.3.2	Records relating to applications or expressions of interest to establish CFUs where the decision is made not to set up a CFU. Records include applications, risk	Retain minimum of 10 years after action completed,

Fire, rescue and emergency management

Authority number: FA392

Dates of coverage: Open

No.	Description of records	Disposal action
	<i>EMERGENCY MANAGEMENT (INCLUDING COUNTER TERRORISM PLANNING AND HAZARDOUS MATERIALS)- Planning, Policy & Procedures</i>	
	and feasibility analysis, decisions, correspondence.	then destroy

4.4.0 Planning, Policy & Procedures

Activities associated with the formulation of plans and development of policies and procedures.

See **EDUCATION AND TRAINING** for records relating to fire, rescue and emergency management and response training.

See **FIRE AND EMERGENCY OPERATIONS AND RESPONSE - Incidents** for records relating to the day to day management of emergency operations including responding to incidents.

See General Retention and Disposal Authority *Administrative records* **STRATEGIC MANAGEMENT - Planning** for overall planning to achieve corporate objectives and program planning for particular business units or divisions.

4.4.1	Records documenting the planning and establishment of fire districts. Includes consultation with other emergency services and changes/alterations to fire district boundaries and Mutual Aid Zones.	Required as State archives
4.4.2	Policies and guidelines governing the organisation's standard operating practices for responding to emergencies (fires, rescue operations, hazardous and other incidents, etc.). Includes Commissioner's Orders, Recommended Practices, Response Protocols, Standard Operational Guidelines and Standing Orders. May include key records relating to the development of the policy or guideline such as policy proposals, research papers, results of consultations, supporting reports and final documents.	Required as State archives
4.4.3	Records relating to the development of management plans for dealing with emergencies, incidents, hazards, potential disasters, etc. Includes service delivery, communications, rescue, resource allocation plans and models, pre incident and other plans for managing various types of risks, incidents or hazards in an area.	Retain minimum of 10 years after superseded, then destroy
4.4.4	Ancillary records supporting the development of plans, policies and procedures. Includes working papers and drafts.	Retain minimum of 2 years after action completed, then destroy

4.5.0 Information analysis & Research

The activities involved in investigating or enquiring into a subject or area of interest in order to discover facts, principles, etc. Includes collation and analysis of information.

Fire, rescue and emergency management

Authority number: FA392

Dates of coverage: Open

No.	Description of records	Disposal action
<i>EMERGENCY MANAGEMENT (INCLUDING COUNTER TERRORISM PLANNING AND HAZARDOUS MATERIALS)- Information analysis & Research</i>		
4.5.1	Final reports, papers, etc., documenting the findings, outcomes or recommendations of research, and information analysis relating to emergency incidents and management carried out, commissioned or funded by the organisation. Records could include analysis or reports of statistics, surveys, interviews, observations and case studies, testing activities, etc., as well as final research reports and associated supporting summary information.	Required as State archives
4.5.2	Records relating to the conduct of research projects or studies carried out or commissioned by the organisation. Includes: <ul style="list-style-type: none"> • survey templates and completed surveys • statistical models • data sets used to support research • drafts reports distributed for review • results and summaries of stakeholder comments and feedback. Also includes discontinued research.	Retain minimum of 10 years after action completed, then destroy
4.5.3	Records relating to the organisation and collection of data from surveys, including benchmark, community and online surveys. Records include background research, survey design, application of surveys, responses, tabulation and collection of data.	Retain until reference use ceases, then destroy

4.6.0 Reporting

The processes associated with initiating or providing a formal response to a situation or request.

4.6.1	Station or Community Fire Units (CFU) records documenting attendance at fires. This includes fire record books, occurrence books where a fire record book was not maintained, or details of response to or attendance at fires recorded in digital occurrence reporting systems.	Required as State archives
4.6.2	Station diaries and registers, or similar, recording staff information, leave, shift work, drills, incidents, petrol consumption, hydrant checks, exercises, communications between station officers as shifts change, etc.	Retain minimum of 10 years after action completed, then destroy

Fire, rescue and emergency management

Authority number: FA392

Dates of coverage: Open

No.	Description of records	Disposal action
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EMERGENCY MANAGEMENT (INCLUDING COUNTER TERRORISM PLANNING AND HAZARDOUS MATERIALS)- Standards

4.7.0 Standards

The process of implementing industry or organisational standards or benchmarks for services and processes.

See **EQUIPMENT AND FLEET (FIRE AND EMERGENCY) - Policy & Procedures** for records relating to the development of guidelines reflecting external technical standards in the agency's technical documentation.

4.7.1	Records relating to the development of standards for fire, rescue and emergency operations and response and hazardous materials (hazmat) standards. Includes requirements or standards developed by the organisation and the provision of advice, comments or input on the development of fire, rescue, emergency and hazmat standards developed by other organisations e.g. Standards Australia, the Australasian Fire and Emergency Service Authorities Council (AFAC), international organisations, etc.	Required as State archives
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Fire, rescue and emergency management

Authority number: FA392

Dates of coverage: Open

No.	Description of records	Disposal action
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EQUIPMENT AND FLEET (FIRE AND EMERGENCY)- Allocation

5.0.0 EQUIPMENT AND FLEET (FIRE AND EMERGENCY)

The function of managing fire and emergency vehicles and specialised equipment, including protective clothing.

See **EMERGENCY MANAGEMENT - Agreements** for records relating to the service level agreements with other organisations.

See **EMERGENCY MANAGEMENT (INCLUDING COUNTER TERRORISM PLANNING AND HAZARDOUS MATERIALS) - Planning, Policy & Procedures** for policies and guidelines governing the organisation's standard operating practices. See also General Retention and Disposal Authority Administrative records OCCUPATIONAL HEALTH & SAFETY – Procedures for procedures specifically addressing the management of workplace health and safety hazards, risks, etc.

See General Retention and Disposal Authority *Administrative records* **COMMITTEES** for records of committees, task forces, etc.

See General Retention and Disposal Authority *Administrative records* **FINANCIAL MANAGEMENT - Asset register** for records relating to monitoring and assessment of fleet and equipment as a corporate asset.

See General Retention and Disposal Authority *Administrative records* **FLEET MANAGEMENT** for records relating to the authorisation and attendance of vehicles and equipment for non-emergency use e.g. school fairs, agricultural shows, etc.

See General Retention and Disposal Authority *Administrative records* for records of other activities and processes associated with the acquisition, management and disposal of fleet and equipment (e.g. procurement, leasing, contracting and tendering agreements and arrangements, insurance, security, stocktake, etc.)

See General Retention and Disposal Authority *Administrative records* **STRATEGIC MANAGEMENT - Joint ventures** for records of joint venture arrangements for the purchase or design of fleet and equipment with organisations such as the Rural Fire Service (RFS).

See General Retention and Disposal Authority *Administrative records* **TECHNOLOGY & TELECOMMUNICATIONS** for communication systems and equipment

5.1.0 Allocation

The process of assigning vehicles and equipment to employees or organisational units (including Community Fire Units).

5.1.1	Records relating to the provision of fire and emergency equipment and vehicles to employees, volunteers or units.	Retain minimum of 10 years after action completed, then destroy
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5.2.0 Design

The activities associated with designing and acquiring specialised fire fighting equipment and vehicles. Includes overseeing the manufacturing process.

See General Retention and Disposal Authority *Administrative records* **TENDERING** for records relating to tenders for the design, manufacture and supply of emergency equipment.

Fire, rescue and emergency management

Authority number: FA392

Dates of coverage: Open

No.	Description of records	Disposal action
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EQUIPMENT AND FLEET (FIRE AND EMERGENCY)- Design

5.2.1	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
5.2.2	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
5.2.3	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

5.3.0 Evaluation & Operational Requirements

The process of determining the suitability of and requirements for equipment or vehicles.

See General Retention and Disposal Authority *Administrative records* **FLEET MANAGEMENT - Planning** for fleet management or improvement planning

See General Retention and Disposal Authority *Administrative records* **STRATEGIC MANAGEMENT - Planning** for business unit and capital programs planning

5.3.1	Records of assessments, evaluations or surveys undertaken to monitor and determine requirements for and the suitability of fire and emergency vehicles and equipment. Includes requests from business units, business cases and associated project planning and management, records of trial evaluations and investigations or surveys to determine requirements, and appraisal of identification methods for use on vehicles.	Retain minimum of 10 years after action completed or item of fleet or equipment decommissioned, then destroy
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5.4.0 Inspections

The inspection, testing or examination of facilities, equipment and items to ensure compliance with agreed standards and objectives.

5.4.1	Records relating to the testing of fire fighting and emergency vehicles, equipment and gear. Records include testing criteria, schedules, results identifying any defects or faults and final reports.	Retain minimum of 7 years after action completed, then destroy
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Fire, rescue and emergency management

Authority number: FA392

Dates of coverage: Open

No.	Description of records	Disposal action
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EQUIPMENT AND FLEET (FIRE AND EMERGENCY)- Standards

5.5.0 Standards

The process of implementing industry or organisational standards or benchmarks for services and processes.

See **EQUIPMENT AND FLEET (FIRE AND EMERGENCY) - Policy & Procedures** for records relating to the development of guidelines reflecting external technical standards in the agency's technical documentation.

5.5.1	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, comments or input on the development of fire 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
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Fire, rescue and emergency management

Authority number: FA392

Dates of coverage: Open

No.	Description of records	Disposal action
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FIRE AND EMERGENCY DATA- Data collection, management and analysis

6.0.0 FIRE AND EMERGENCY DATA

The function of managing data for fire mitigation and emergency management.

See **BUILDING AND STRUCTURAL COMPLIANCE - Research** for research or studies relating to fire safety standards.

See **EMERGENCY MANAGEMENT (INCLUDING COUNTER TERRORISM PLANNING AND HAZARDOUS MATERIALS) - Information analysis & Research** for research, and information analysis relating to emergency incidents and management.

See **FIRE AND EMERGENCY OPERATIONS AND RESPONSE** for reporting relating to station or unit activities and occurrences.

See **FIRE INVESTIGATION AND RESEARCH - Research** for research projects or studies into the incidence, origins, causes, impact or behaviour of fire.

See General Retention and Disposal Authority *Administrative records* **INFORMATION MANAGEMENT - Agreements** for records relating to agreements and licences for the collection, exchange and use of data and information resources.

6.1.0 Data collection, management and analysis

Processes associated with the collection, management and analysis of data and data sets.

6.1.1	Records relating to the organisation and collection of data from surveys, including benchmark surveys, community surveys and online surveys. Records include background research, survey design, application of surveys, responses, tabulation and collection of data.	Retain until reference use ceases, then destroy
6.1.2	Records relating to the analysis and manipulation of data for the purposes of creating models, maps, etc. Includes records relating to internal requests to acquire, input, analyse, or produce maps or models for specific localities or activities, such as community engagement activities.	Retain minimum of 5 years after request action completed or analysis output, model or map superseded (whichever is appropriate), then destroy
6.1.3	Records relating to the management and administration of data and data sets. Includes monitoring of data quality.	Retain minimum of 10 years after action completed, then destroy

Fire, rescue and emergency management

Authority number: FA392

Dates of coverage: Open

No.	Description of records	Disposal action
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FIRE AND EMERGENCY OPERATIONS AND RESPONSE- Advice & Enquiries

7.0.0 FIRE AND EMERGENCY OPERATIONS AND RESPONSE

The function of managing fire and emergency incidents.

7.1.0 Advice & Enquiries

The activities associated with offering opinions by or to the organisation as to an action or judgment and the handling of requests for information.

7.1.1	Records documenting the receipt or provision of advice to or exchange of information with stakeholders (such as local governments, emergency service organisations and other state government agencies) of a routine or general operational nature concerning fire and emergency operations and response activities, processes, etc. Includes notifications from councils regarding activities that may affect incident response times (road closures, re-naming and numbering of streets, speed bumps, etc.)	Retain minimum of 5 years after action completed, then destroy
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7.2.0 Hazard Reduction

The identification and removal or reduction of hazards.

7.2.1	Records relating to reduction of hazards at the bush land urban interface. Records may include liaison with land holders, maps, burn plans, and post hazard reduction reports.	Retain minimum of 10 years after action completed, then destroy
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7.3.0 Incidents

The activity of reviewing performance at an incident to enable the lessons learned to be integrated in the prevention, preparedness, response and recovery phases for future incidents. Review of command, control, coordination and intelligence, combined with operational strategies, tactics and tasks, will ensure improvements in operational effectiveness.

7.3.1	Records relating to the receipt of notification of and dispatch of resources to an incident. This includes call history reports, message sheets, radio sheets, log books, caller number identification data, records captured on systems such as the Emergency Services Computer Aided Dispatch (ESCAD) system or similar, records relating to the activation of a CFU in the event of a fire, situation reports, copies of dispatch information forwarded to stations, notifications to regulators as required (e.g. to EPA re hazardous incident), etc.	Retain minimum of 10 years after action completed, then destroy
7.3.2	Master summary record of the occurrence of	Required as State

Fire, rescue and emergency management

Authority number: FA392

Dates of coverage: Open

No.	Description of records	Disposal action
<i>FIRE AND EMERGENCY OPERATIONS AND RESPONSE- Incidents</i>		
	emergency incidents. This may include summary reports of incidents, operational response and subsequent investigations maintained in incident management system, such as Australian Incident Reporting System (e-AIRS) or similar and fire station or unit occurrence books predating implementation of electronic/digital incident management systems.	archives
7.3.3	Records relating to incidents that are a 'declared major emergency'. Records include debrief and other reports, decisions, resolutions, assessments and recommendations.	Required as State archives
7.3.4	Records relating to fire and emergency incidents involving the occurrence of a fatality. Records include fire or incident attendance reports, fatality reports, statements, field notes and photographs.	Required as State archives
7.3.5	Records relating to incidents not regarded as major incidents or involving a fatality.	Retain minimum of 10 years after action completed, then destroy
7.3.6	Records relating to the provision of counselling services to members of the public affected by fire or emergency situations. Includes chaplains' critical incident counselling records.	Retain minimum of 7 years after action completed, then destroy
7.3.7	Records relating to the administration of arrangements for the provision of operational support services during or following and incident. Includes arrangements for provision of refreshments, equipment, etc., at incident sites or fire grounds, administrative arrangements for debriefing sessions, and arranging counsellor services, appointments and transport for participants.	Retain minimum of 2 years after action completed, then destroy

Fire, rescue and emergency management

Authority number: FA392

Dates of coverage: Open

No.	Description of records	Disposal action
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FIRE INVESTIGATION AND RESEARCH- Advice & Reporting

8.0.0 FIRE INVESTIGATION AND RESEARCH

The function of investigating the origins and causes of fires.

8.1.0 Advice & Reporting

The activities and processes associated with providing technical or other advice in response to a situation or request and providing formal statements or findings of the results of an examination or investigation.

8.1.1	Reports or records documenting the provision of expert advice concerning the origins or causes of fires. This includes master copies of Fires Analysis Technical Reports, advice or reports provided to the Minister, Parliament, courts or the Coroner.	Required as State archives
8.1.2	Records relating to the provision of routine reports or advice, such as to insurers or other private entities, regarding the causes or origins of fires.	Retain minimum of 5 years after action completed, then destroy
8.1.3	Ancillary records supporting the development of technical or expert advice and reports. Includes working papers and drafts.	Retain minimum of 2 years after action completed, then destroy

8.2.0 Agreements And Protocols

Agreement and protocols with organisations.

8.2.1	Records relating to agreements and protocols with other organisations for the conduct of investigations and the sharing of resources and information to support fire investigation and research activities.	Retain minimum of 10 years after expiry, termination or superseded, then destroy
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8.3.0 Fire investigations

Investigations into specific cases of fires.

8.3.1	Final reports of investigations into fires.	Required as State archives
8.3.2	Records relating to the conduct of fire investigations. Records may include statements, reports, photographs, transcripts, video and voice recordings, diagrams, survey and other investigation data, such as sampling, analysis and identification of material involved in incidents.	Retain minimum of 10 years after action completed, then destroy

Fire, rescue and emergency management

Authority number: FA392

Dates of coverage: Open

No.	Description of records	Disposal action
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FIRE INVESTIGATION AND RESEARCH- Product Investigations

8.4.0 Product Investigations

The investigation into products that have caused or could potentially cause fire hazards.

8.4.1	Records relating to investigations into products identified as having widespread and long term potential to create hazardous situations. Includes fire reports raising product issues, research into products, notifications to product regulators regarding the product safety.	Required as State archives
8.4.2	Records relating to investigations into products that have or could potentially create hazardous situations. Includes fire reports raising product issues, research into products, notifications to product regulators regarding the product safety.	Retain minimum of 10 years after action completed, then destroy

8.5.0 Policy & Procedures

The activities associated with developing and establishing policies & procedures which act as a reference for decision making and establish standard methods of operating.

8.5.1	Records relating to the development of policies and procedures for fire investigations and research. Includes proposals and briefs, consultation with stakeholders, the approval and sign off of final versions.	Required as State archives
8.5.2	Ancillary records supporting the development of the organisation's policy and procedures for fire investigation research. Includes working papers and drafts.	Retain minimum of 2 years after action completed, then destroy

8.6.0 Research

The activities involved in investigating or enquiring into a subject or area of interest in order to discover facts, principles, etc.

See **FIRE INVESTIGATION AND RESEARCH - Fire investigations** for data relating to a specific fire investigation.

8.6.1	Final reports, papers, etc., documenting the findings, outcomes or recommendations of research or studies into the incidence, origins, causes, impact or behaviour of fire, etc., carried out, commissioned or funded by the organisation. May include associated research data which is unique or cannot be reproduced or replicated from other sources.	Required as State archives
8.6.2	Records relating to the conduct of research projects or studies carried out or commissioned by the	Retain minimum of 10 years after

Fire, rescue and emergency management

Authority number: FA392

Dates of coverage: Open

No.	Description of records	Disposal action
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FIRE INVESTIGATION AND RESEARCH- Research

	<p>organisation. Includes:</p> <ul style="list-style-type: none">• survey templates• statistical models• data sets used to support research• drafts reports distributed for review• results and summaries of stakeholder comments and feedback. <p>Also includes discontinued research.</p>	<p>action completed, then destroy</p>
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Fire, rescue and emergency management

Authority number: FA392

Dates of coverage: Open

No.	Description of records	Disposal action
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HONOURS AND AWARDS

9.0.0 HONOURS AND AWARDS

The function of conferring awards and honours in recognition of bravery and distinction.

See General Retention and Disposal Authority *Administrative records* **COMMUNITY RELATIONS - Celebrations, ceremonies, functions** for records relating to award ceremonies and events.

See General Retention and Disposal Authority *Administrative records* **PERSONNEL - Performance management** for records relating to awards received by staff and volunteers.

See General Retention and Disposal Authority *Administrative records* **COMMITTEES** for records of the honours and awards committee.

See General Retention and Disposal Authority *Administrative records* **COMMUNITY RELATIONS - Enquiries** for general enquiries about awards and honours.

See General Retention and Disposal Authority *Administrative records* **STRATEGIC MANAGEMENT - Reviewing** for records relating to reviews of honours and awards management processes, policies, procedures and systems.

9.0.1	Records relating to the receipt, assessment and approval of successful nominations for awards, honours, etc., awarded to civilians in recognition of courageous or meritorious action.	Required as State archives
9.0.2	Records relating to unsuccessful nominations for awards, honours, etc., and to the making or referral of recommendations to another organisation to confer an award on a nominee.	Retain minimum of 5 years after action completed, then destroy
9.0.3	Records documenting the design of insignia and medals and the establishment of and conditions, policies, protocols and guidelines governing awards and honours	Required as State archives