

DRAFT - Retention and Disposal Authority Local Government records

Draft

Dates of coverage: Open

List of Functions and Activities covered			
Function	Activity	Reference	Page
ADVICE & ENQUIRIES		1.0	3
AMALGAMATIONS & BOUNDARY CHANGES		2.0	5
ANIMAL MANAGEMENT		3.0	7
AUTHORISATION		4.0	10
AWARDS, HONOURS & PRIZES		5.0	12
BUILDING CODES OR STANDARDS		6.0	13
CERTIFICATES		7.0	14
COMMUNITY SERVICES AND PROGRAMS		8.0	15
COUNCIL COMPLIANCE		9.0	21
COUNCIL MEETINGS		10.0	22
COUNCIL SEAL & REGALIA		11.0	24
COUNCILLORS		12.0	25
DEVELOPMENT AND BUILDING CONTROLS		13.0	28
EASEMENTS		14.0	33
ELECTIONS, REFERENDA AND POLLS		15.0	34
EMERGENCY MANAGEMENT		16.0	37
ENVIRONMENTAL MANAGEMENT		17.0	41
GEOGRAPHICAL/LAND INFORMATION SYSTEMS (GIS/LIS)		18.0	45
GRANTS & LOANS		19.0	46
HERITAGE		20.0	48

List of Functions and Activities covered

Function	Activity	Reference	Page
LAWS AND ENFORCEMENT		21.0	50
MEMORIALS		22.0	52
PARKS, RESERVES & HORTICULTURAL SERVICES		23.0	53
PERMITS		24.0	56
PLANNING INSTRUMENTS		25.0	58
PUBLIC HEALTH		26.0	60
RATES AND VALUATIONS		27.0	63
ROADS		28.0	67
SISTER CITIES		29.0	71
STREET AND PROPERTY NUMBERING		30.0	73
STREET FURNITURE AND DECORATIONS		31.0	74
SUBDIVISIONS		32.0	76
SURVEYS		33.0	78
TRAFFIC & TRANSPORT		34.0	80
URBAN DESIGN		35.0	84
WASTE MANAGEMENT		36.0	85
ZONING		37.0	89

DRAFT - Retention and Disposal Authority Local Government records

Draft

Dates of coverage: Open

No.	Description of records	Disposal action
-----	------------------------	-----------------

1.0 ADVICE & ENQUIRIES

The activities associated with the provision of advice and handling of requests for information by the general public or community.

See General Retention and Disposal Authority *Administrative records* **Community relations - Public reaction** for records relating to complaints, letters of appreciation etc

See General Retention and Disposal Authority *Administrative records* **Information management - Cases** for records relating to requests for or decisions regarding public access to records under relevant legislation, e.g. GIPAA, privacy or records legislation or legislation specific to the organisation.

See **DEVELOPMENT AND BUILDING CONTROLS** for records relating to advice regarding building or development applications.

1.1	Records relating to advice received from or provided to the Minister or other government organisations concerning substantive aspects of the organisation's policies and procedures, functions, obligations, legislation or liabilities.	Required as State archives
Basis for determination: <input type="checkbox"/> Benchmark: <input checked="" type="checkbox"/> Precedent: Confirms Board decision of 2011. <input type="checkbox"/> Other		
Justification/Remarks: Scope expanded to include advice provided by Councils.		
1.2	Records relating to advice received from or provided to the portfolio Minister or other government organisations where the advice does not concern substantive aspects of the organisation's policies and procedures, functions, obligations, legislation or liabilities or where there is minimal response by the organisation, e.g. 'no comment.'	Retain minimum of 5 years after action completed, then destroy
Basis for determination: <input type="checkbox"/> Benchmark: <input checked="" type="checkbox"/> Precedent: Confirms Board decision of 2011.		

Local government records

Draft

Dates of coverage: Open

No.	Description of records	Disposal action
-----	------------------------	-----------------

ADVICE & ENQUIRIES

<input type="checkbox"/> Other		
Justification/Remarks: Scope expanded to include advice provided by Councils		
1.3	<p>Records relating to requests from the public for information about council and local government responsibilities or processes where a detailed response is provided.</p> <p>Includes requests for advice about development and building controls e.g. exempt developments, proposed development applications, possible unauthorised use etc.</p> <p>Note: records relating to advice provided in relation to a specific matter should be retained as part of the records of the matter e.g. pre-DA advice provided in relation to a specific application should be retained as per the records of the application, advice about an infringement notice should be retained with the records of the infringement etc.</p>	Retain minimum of 7 years after action completed, then destroy
Basis for determination:		
<input checked="" type="checkbox"/> Benchmark: Consistent with South Australia and Western Australia.		
<input checked="" type="checkbox"/> Precedent: Confirms Board decision of 2011.		
<input type="checkbox"/> Other		
Justification/Remarks: No change		
1.2	<p>Records relating to requests for and the handling of enquiries regarding routine information about the organisation and its services, e.g. hours of opening, availability of or access to services etc.</p>	Retain until administrative or reference use ceases, then destroy
Basis for determination:		
<input checked="" type="checkbox"/> Benchmark: Tasmania & Western Australia retain for 2 years.		
<input checked="" type="checkbox"/> Precedent: Confirms Board decision of 2011.		
<input type="checkbox"/> Other		
Justification/Remarks: No change.		

Local government records

Draft

Dates of coverage: Open

No.	Description of records	Disposal action
-----	------------------------	-----------------

AMALGAMATIONS & BOUNDARY CHANGES

2.0 AMALGAMATIONS & BOUNDARY CHANGES

The activities associated with the monitoring and review of local government areas and boundaries, and proposals for the amalgamation or splitting of administrations.

See General Retention and Disposal Authority *Administrative records Strategic management - Agreements* for records relating to agreements regarding the transfer of responsibilities and ownership of assets due to administrative change.

See General Retention and Disposal Authority *Administrative records Strategic management - Policy* for records of policies relating to the management or administration of amalgamations or area or boundary reviews.

2.1	<p>Records relating to the monitoring and review of:</p> <ul style="list-style-type: none"> • local government areas and boundaries and the proposed amalgamation, abolition or splitting of administrations • ward boundaries within local government areas. <p>Records include:</p> <ul style="list-style-type: none"> • proclamations of the constitution of cities and areas, amalgamations, abolitions and of the naming or re-naming of areas and wards • proposals, recommendations or representations submitted to the Minister, Electoral Commissioner, the Australian Statistician, etc. • submissions received • commissioned research or reports • final results of polls or referendums. <p>Includes amalgamations which do not proceed.</p>	Required as State archives
<p>Basis for determination:</p> <p><input checked="" type="checkbox"/> Building the archives policy: Objective 1 Records document the establishment, structure and functions of local government.</p>		

Local government records

Draft

Dates of coverage: Open

No.	Description of records	Disposal action
-----	------------------------	-----------------

AMALGAMATIONS & BOUNDARY CHANGES

<input checked="" type="checkbox"/> Benchmark: Consistent with Victoria, WA, Tasmania, South Australia and Queensland (except for unsuccessful amalgamations in Queensland which are retained for 20 years). <input checked="" type="checkbox"/> Precedent: Confirms Board decision of 2011. <input type="checkbox"/> Other		
Justification/Remarks: No change		
2.2	Records of arrangements and routine correspondence relating to the administration and management of amalgamations, boundary and ward boundary reviews or changes. Includes records relating to arrangements for consultation processes, the placement of public notices of proposals, correspondence etc.	Retain minimum of 5 years after action completed, then destroy
<input checked="" type="checkbox"/> Precedent: Confirms Board decision of 2011. <input checked="" type="checkbox"/> Benchmark: Tasmania retains for 2 years. <input checked="" type="checkbox"/> Other		
Justification/Remarks: No change.		

Local government records

Draft

Dates of coverage: Open

No.	Description of records	Disposal action
-----	------------------------	-----------------

ANIMAL MANAGEMENT

3.0 ANIMAL MANAGEMENT

The activities relating to the provision of animal control and welfare services. Includes the registration of companion animals.

See **LAWS AND ENFORCEMENT** for records relating to infringements for breaches of companion animal regulations.

See General Retention and Disposal Authority *Administrative records* **Financial management - Accounting** for financial and accounting records relating to the management, receipt, expenditure and distribution of income received from the provision of impounding services.

See General Retention and Disposal Authority *Administrative records* **PROPERTY MANAGEMENT - Flora and fauna management** for records relating to the management of native, protected or endangered flora and fauna and of farm and other animals in property or areas under the control of the organisation.

3.1	<p>Records relating to the management of services and programs for the control, treatment and protection of animals, livestock and wildlife, e.g. rescue, pounds and stables, provided by or on behalf of the Council. Includes:</p> <ul style="list-style-type: none"> • management plans • searches for owners • collection, impounding, destruction or sale of stray animals • project files, reports, reviews and evaluations. 	Retain minimum of 7 years after action completed, then destroy
<p>Basis for determination:</p> <p><input checked="" type="checkbox"/> Benchmark: Consistent with Victoria. WA retains between 2 and 7 years. Queensland retains for between 5 and 7 years. South Australia for 6 years. Tasmania for between 2 and 10 years.</p> <p><input checked="" type="checkbox"/> Precedent:</p> <p><input checked="" type="checkbox"/> Other:</p>		
<p>Justification/Remarks: Retention period changed from between 5 and 10 years to 7 years to streamline.</p>		

Local government records

Draft

Dates of coverage: Open

No.	Description of records	Disposal action
-----	------------------------	-----------------

ANIMAL MANAGEMENT

3.2	Records relating to service coordination, delivery and daily operations of pounds and other animal welfare services. Records include: <ul style="list-style-type: none"> • work orders and schedules • records relating to hire of anti-barking collars • records relating to the provision of microchipping services, etc. 	Retain minimum of 2 years after action completed, then destroy
<input checked="" type="checkbox"/> Benchmark: Consistent with South Australia. Victoria retains for 1 year. Tasmania for 3 years.		
<input checked="" type="checkbox"/> Precedent: Confirms Board decision of 2011.		
<input checked="" type="checkbox"/> Other:		
Justification/Remarks: No change.		
3.3	Records relating to the registration and identification of companion animals.	Retain until administrative or reference use ceases, then destroy
<input checked="" type="checkbox"/> Benchmark: Consistent with South Australia. Victoria retains for between 1 and 2 years after date of registration. Queensland for 1 year for street registers of cats and dogs. Tasmania for 3 years.		
<input type="checkbox"/> Precedent:		
<input checked="" type="checkbox"/> Other:		
Justification/Remarks: Changed from 2 years after creation of record to until administrative or reference use ceases. People can submit applications to their local Council but the Council will register the details on the NSW Companion Animals Register managed by the Office of Local Government.		
3.4	Records relating to the declarations of dangerous or menacing dogs. Includes notifications, reports of attacks, declarations etc.	Retain minimum of 25 years after action completed, then destroy
<input checked="" type="checkbox"/> Benchmark: Consistent with Victoria. Queensland and South Australia retain for 15 years. Tasmania for 10 years.		
<input type="checkbox"/> Precedent:		

Local government records

Draft

Dates of coverage: Open

No.	Description of records	Disposal action
-----	------------------------	-----------------

ANIMAL MANAGEMENT

Other:

Justification/Remarks: New entry.

Retention period allows for a history of compliance or non-compliance of the owner of a declared dangerous or menacing dog.

DRAFT

Local government records

Draft

Dates of coverage: Open

No.	Description of records	Disposal action
-----	------------------------	-----------------

AUTHORISATION

4.0 AUTHORISATION

The process of seeking and granting permission to undertake a requested action. Includes delegations of authority and authorisations for the organisation and its staff to carry out regulatory and enforcement activities, and authorities to deduct money from bank accounts etc.

See General Retention and Disposal Authority *Administrative records* **PUBLICATION - Authorisation** for authorisations given by individuals to the organisation granting permission to take and use images of individuals in publications, on websites and intranets.

See General Retention and Disposal Authority *Administrative records* **FINANCIAL MANAGEMENT - Accounting** for records of credit card holder data.

See **PERMITS** for records relating to permission to undertake activities or processes.

4.1	Records relating to delegations for members of governing bodies or their sub-committees to enter into agreements or arrangements that bind the organisation. Includes records of ministerial delegation.	Required as State archives
<p>Basis for determination:</p> <p><input checked="" type="checkbox"/> Building the archives policy:</p> <p><input checked="" type="checkbox"/> Benchmark: Consistent with South Australia, WA and Tasmania.</p> <p><input checked="" type="checkbox"/> Precedent: Confirms Board decision of 2011</p> <p><input checked="" type="checkbox"/> Other</p>		
Justification/Remarks: No change		
4.2	<p>Records relating to:</p> <ul style="list-style-type: none"> • delegations for members of governing bodies or their sub-committees that do not involve entering into agreements or arrangements that bind the organisation. • licences, authorisations, accreditations, appointments and delegations of authority enabling the organisation and individual staff to carry out activities, e.g. food safety and environmental protection licences, authorities to destroy animals, to enter private property, appointment of local fire control officers, health 	Retain minimum of 7 years after expiry or termination, then destroy

Local government records

Draft

Dates of coverage: Open

No.	Description of records	Disposal action
-----	------------------------	-----------------

AUTHORISATION

	<p style="text-align: center;">care services provided by or on behalf of the organisation etc.</p> <p>Note: includes legacy records of the licensing of food premises, hairdressers etc.</p>	
<p><input checked="" type="checkbox"/> Benchmark:</p> <ul style="list-style-type: none"> • Consistent with Victoria for registration of food businesses, hairdressers etc. • Consistent with Queensland for accreditation of programs. Queensland retains appointment of fire controllers for 10. Consistent with Queensland for authorisations for the organisation to use chemicals and poisons. • South Australia retains for 6 years after expiry. • Tasmania retains between 7 and 10 years after expiry. • Consistent with WA. <p><input checked="" type="checkbox"/> Precedent: Confirms Board decision of 2011 for staff to conduct compliance checks.</p> <p><input checked="" type="checkbox"/> Other:</p>		
<p>Justification/Remarks: Retention period changed from between 2 years (firearm licensing) and 10 years (emergency officers) years to 7 years to streamline the authority.</p>		
4.3	<p>Records of authorisations from residents, ratepayers and users of services to deduct or withdraw money from accounts, e.g. direct debit authorisations to pay rates, membership fees etc.</p>	<p>Retain minimum of 7 years after authorisation is superseded or withdrawn, then destroy</p>
<p><input type="checkbox"/> Benchmark:</p> <p><input checked="" type="checkbox"/> Precedent: Confirms Board decision of 2011</p> <p><input type="checkbox"/> Other</p>		
<p>Justification/Remarks: No change</p>		

Local government records

Draft

Dates of coverage: Open

No.	Description of records	Disposal action
-----	------------------------	-----------------

AWARDS, HONOURS & PRIZES

5.0 AWARDS, HONOURS & PRIZES

The activity of granting awards by the organisation for recognition of service or achievement.

See General Retention and Disposal Authority *Administrative records* **Community relations - Celebrations, ceremonies, functions** for records relating to the receipt of awards by the organisation, citizenship ceremonies etc

See General Retention and Disposal Authority *Administrative records* **Personnel - Performance management** for records relating to awards to employees and volunteers.

5.1	<p>Records relating to the conferral of significant awards by the organisation, such as Freedom of Entry or Keys to City, etc.</p> <p>Note: If the award is an object it is not a State record, and is not covered by this disposal authority.</p>	Required as State archives
<p>Basis for determination:</p> <p><input checked="" type="checkbox"/> Benchmark: Consistent with Tasmania, WA</p> <p><input checked="" type="checkbox"/> Precedent: Confirms Board decision of 2011.</p> <p><input checked="" type="checkbox"/> Other</p>		
<p>Justification/Remarks: No change.</p>		
5.2	<p>Records relating to the conferral and receipt of routine awards such as garden prizes, citizenship awards, tourism industry awards, Premier's awards etc., and the administration of award programs. Includes applications, nominations, correspondence, certificates, summary records of award recipients etc.</p>	Retain minimum of 5 years after action completed, then destroy
<p>Basis for determination:</p> <p><input checked="" type="checkbox"/> Benchmark: Victoria, WA & Tasmania retain for 7 years, 2 years for unsuccessful nominations. South Australia retains for 6 years.</p> <p><input checked="" type="checkbox"/> Precedent: Confirms Board decision of 2011.</p> <p><input checked="" type="checkbox"/> Other:</p>		
<p>Justification/Remarks: No change.</p>		

Local government records

Draft

Dates of coverage: Open

No.	Description of records	Disposal action
-----	------------------------	-----------------

AWARDS, HONOURS & PRIZES

6.0 BUILDING CODES OR STANDARDS

The process of developing industry or organisational benchmarks for services and processes to enhance the quality and efficiency of the organisation.

6.1	Records relating to the development of building codes or standards. Includes the development of codes or standards by the organisation or input into their development by other organisations.	Required as State archives
<p>Basis for determination:</p> <p><input checked="" type="checkbox"/> Benchmark: Consistent with South Australia. Consistent with Tasmania for implementation of building codes.</p> <p><input checked="" type="checkbox"/> Precedent: Confirms Board decision of 2011</p> <p><input checked="" type="checkbox"/> Other</p>		
<p>Justification/Remarks: No change</p>		

Local government records

Draft

Dates of coverage: Open

No.	Description of records	Disposal action
-----	------------------------	-----------------

CERTIFICATES

7.0 CERTIFICATES

The activities relating to the issue of certificates by the organisation.

7.1	<p>Records relating to the issue of certificates to applicants. Includes but is not limited to:</p> <ul style="list-style-type: none"> • certificates associated with the development or building process, e.g. construction, occupation, subdivision, compliance, site compatibility, building classification etc. • certificates that land is not subject to outstanding notices or orders • certificates showing amounts for rates outstanding, e.g. S602 and s.603 certificates • planning certificates, including zoning certificates, that provide information on how a property may be used and any restrictions on its development. Includes zoning, permissible or prohibited uses, planning restrictions and subdivision constraints. 	<p>Retain minimum of 7 years after action completed, then destroy</p>
<p>Basis for determination:</p> <p><input checked="" type="checkbox"/> Benchmark: Consistent with Tasmania. WA retains for between 2 and 10 years.</p> <p><input checked="" type="checkbox"/> Precedent:</p> <p><input checked="" type="checkbox"/> Other</p>		
<p>Justification/Remarks: Reduced from 10 to 7 for certificates associated with the development or building process and planning certificates, including zoning certificates. No change for certificates showing amounts for rates outstanding</p>		

Local government records

Draft

Dates of coverage: Open

No.	Description of records	Disposal action
-----	------------------------	-----------------

CERTIFICATES

8.0 COMMUNITY SERVICES AND PROGRAMS

The activities of providing, operating or contracting services to assist local residents and the community. Includes services such as:

- library programs
- sister city programs
- traffic and pedestrian safety and the operation of parking schemes
- activities designed to stimulate the local economy by developing and attracting new business, infrastructure, etc. in the area.
- aged care, disability and homeless services
- abattoirs, saleyards/cattle yards, banking services, communications services etc
- housing, community transport and other forms of social support.

See General Retention and Disposal Authority *Administrative records* **Community relations - Liaison** for records relating to liaison activities undertaken with professional associations, professionals in related fields, private sector organisations and community groups that are not joint ventures.

See General Retention and Disposal Authority *Administrative records* **Community relations - Marketing** for audio-visual recordings and records relating to the process of analysing, creating and promoting products and services.

See General Retention and Disposal Authority *Administrative records* **Community relations - Media relations** for records relating to the relationship between the organisation and the media, including media releases

See General Retention and Disposal Authority *Administrative records* **Property management - Construction** for records relating to the design and construction of commemorative plaques, statues, clocks etc

See General Retention and Disposal Authority *Administrative records* **Strategic management - Audit** for records relating to audits of services provided.

See General Retention and Disposal Authority *Administrative records* **Strategic management - Compliance** for records relating to reports by staff of cases of alleged child abuse

See General Retention and Disposal Authority *Administrative records* **Strategic management - Intellectual property** for copyright declaration forms signed by users.

See General Retention and Disposal Authority *Administrative records* **Strategic management - Joint ventures** for records relating to the establishment, negotiation, maintenance and review of agreements with other organisations (government and non-government) to provide and operate community services, liquor accords, sister city relationships etc

Local government records

Draft

Dates of coverage: Open

No.	Description of records	Disposal action
-----	------------------------	-----------------

COMMUNITY SERVICES AND PROGRAMS

See General Retention and Disposal Authority *Administrative records Strategic management - Planning* for records relating to the development of plans and strategies for community services.

See Functional Retention and Disposal Authority *Provision and regulation of childcare services* for records relating to the operation of child care, centres, family day care etc

See **GRANTS & LOANS** for records relating to the management of loans to community members.

See Functional Retention and Disposal Authority *Cultural, recreational and sporting activities* for records relating to the management of galleries and museums.

8.1	<p>Key records relating to the provision of community support and services. Includes:</p> <ul style="list-style-type: none"> • input into community issues that are not directly the responsibility of the organisation where the organisation submits a significant response • developing, reviewing and implementing programs and projects that are aimed at addressing systemic issues within the local government area, have long term outcomes or demonstrate innovation in addressing community issues • liaison with local associations (chamber of commerce, progress associations), industry, professional and customer associations, the local community, etc. on matters of major public interest or controversy with regard to development of the local economy. <p>Records include submissions, program objectives, reports, evaluations.</p>	Required as State archives
<input checked="" type="checkbox"/> Building the archives policy: Objective 5: Records document the impact of government activities on the community.		
<input checked="" type="checkbox"/> Benchmark: Consistent with Queensland, South Australia, WA and Tasmania.		
<input checked="" type="checkbox"/> Precedent: Confirms Board decision of 2011		
<input checked="" type="checkbox"/> Other		
Justification/Remarks: No change.		
8.2	Records relating to the operational management of community service programs. Includes programs for:	Retain minimum of 7 years after action

Local government records

Draft

Dates of coverage: Open

No.	Description of records	Disposal action
-----	------------------------	-----------------

COMMUNITY SERVICES AND PROGRAMS

	<ul style="list-style-type: none"> • public safety • trade, tourism and economic development • community information and training • cultural, sporting and recreational programs and events e.g. Australia Day, Seniors Week, NAIDOC week, Christmas, markets etc • emergency support • community advocacy • environmental campaigns • Sister City etc 	<p>completed, then destroy</p>
--	--	--------------------------------

Basis for determination:

Benchmark: Consistent with WA. Victoria retains for between 2 and 7 years after last action. Queensland retains for between 5 and 10 years. South Australia for 6 years. Tasmania for between 5 and 10 years.

Precedent:

Other

Justification/Remarks: Changed from between 5 and 10 years to 7 years to simplify disposal.

8.3	<p>Records relating to the provision of care and/or services to clients of community services, including aged and disability care, individual sporting and recreational memberships (gyms, swimming pools etc.), screening services, immunisations, homeless services etc. Records include:</p> <ul style="list-style-type: none"> • client case files • assessments of eligibility and entitlements • indemnity waivers and disclaimers • records of client contact not recorded elsewhere e.g. social workers' diaries 	<p>Retain until client reaches or would have reached 25 years of age or minimum of 7 years after client leaves service or last attended, whichever is longer, then destroy</p>
-----	--	--

Local government records

Draft

Dates of coverage: Open

No.	Description of records	Disposal action
-----	------------------------	-----------------

COMMUNITY SERVICES AND PROGRAMS

	<ul style="list-style-type: none"> • authorisations, including authorisations for emergency health care • records relating to injuries or accidents involving clients and any treatment provided • complaints concerning care provided or the operations of the service and records of actions taken in response to the complaints. <p>Note: Any records relating to the handling of allegations of sexual abuse of children by clients, visitors, service providers and members of the public received by the organisation should be retained for at least 45 years from date of the incident.</p> <p>Note: see FA404 for the provision of childcare services.</p>	
--	--	--

Justification/Remarks: Basis for determination:

Benchmark: Consistent with WA, Victoria & Queensland, except Queensland retains home care for aged and disabled people for 5 years after discontinuation of service, and respite care for 10 years. South Australia retains aged and disability care services records for 6 years after client exits. Tasmania retains youth programs for 15 years after program completion, aged care for 7 years.

Precedent: Confirms Board decision of 2011 except for aged care patients.

Other

Justification/Remarks: No change except for reduction in retention period for aged care patients from 10 to 7 years for consistency with the disposal authority applying to public health services (GDA17).

Complaints raised against a member of staff will be retained for 100 years if they involve allegations of misconduct involving abuse or neglect of children, and for 10 years for other complaints. Any complaints that relate to a serious breach by the Council will be retained as State archives (see entry 9.1).

8.4	<p>Records relating to library services. Includes:</p> <ul style="list-style-type: none"> • control of the library collection. Includes control and tracking records, catalogues, shelf listing, discard lists, accession lists etc and the tracking of library transactions, such as borrowing records, overdues etc. 	<p>Retain until administrative or reference use ceases, then destroy</p>
-----	---	--

Local government records

Draft

Dates of coverage: Open

No.	Description of records	Disposal action
-----	------------------------	-----------------

COMMUNITY SERVICES AND PROGRAMS

	<ul style="list-style-type: none"> applications for membership, parental/guardian permissions and summary records of borrowers research services and enquiries temporary loans outreach activities, including book clubs and book readings, children's activities, provision of online services etc. 	
--	--	--

Basis for determination:

Benchmark: Consistent with Victoria except deaccessioning kept for 2 years and administration of accounts for 2 years. Queensland retains records of collection control until superseded, temporary loans for 5 years, activities for 2 years, library membership for 2 years. South Australia retains for between 2 and 6 years. Tasmania retains for 2 years. WA retains for between reference use ceases and 7 years

Precedent: Confirms Board decision of 2011 for most records

Other

Justification/Remarks: Records of temporary loans changed from 2 years to until administrative or reference use ceases to streamline the authority. Records of holiday activities changed from 5 years to simplify disposal. Libraries do not keep records of borrowings for privacy reasons.

8.5	<p>Records relating to the routine management of community services and programs, including swimming pool and gym memberships. Includes:</p> <ul style="list-style-type: none"> daily service co-ordination and usage, e.g. client listings, bookings, operation schedules, referrals, service requests, fitness plans etc arrangements and bookings for services, including mobile blood banks, legionnaire's disease monitoring, screening services and immunisation applications for and renewals of services provided by the organisation, such as applications to place details and advertising in service and visitor centres, applications and renewals for post boxes, etc. input into community issues that are not directly the responsibility of the organisation where the 	<p>Retain until administrative or reference use ceases, then destroy</p>
-----	--	--

Local government records

Draft

Dates of coverage: Open

No.	Description of records	Disposal action
-----	------------------------	-----------------

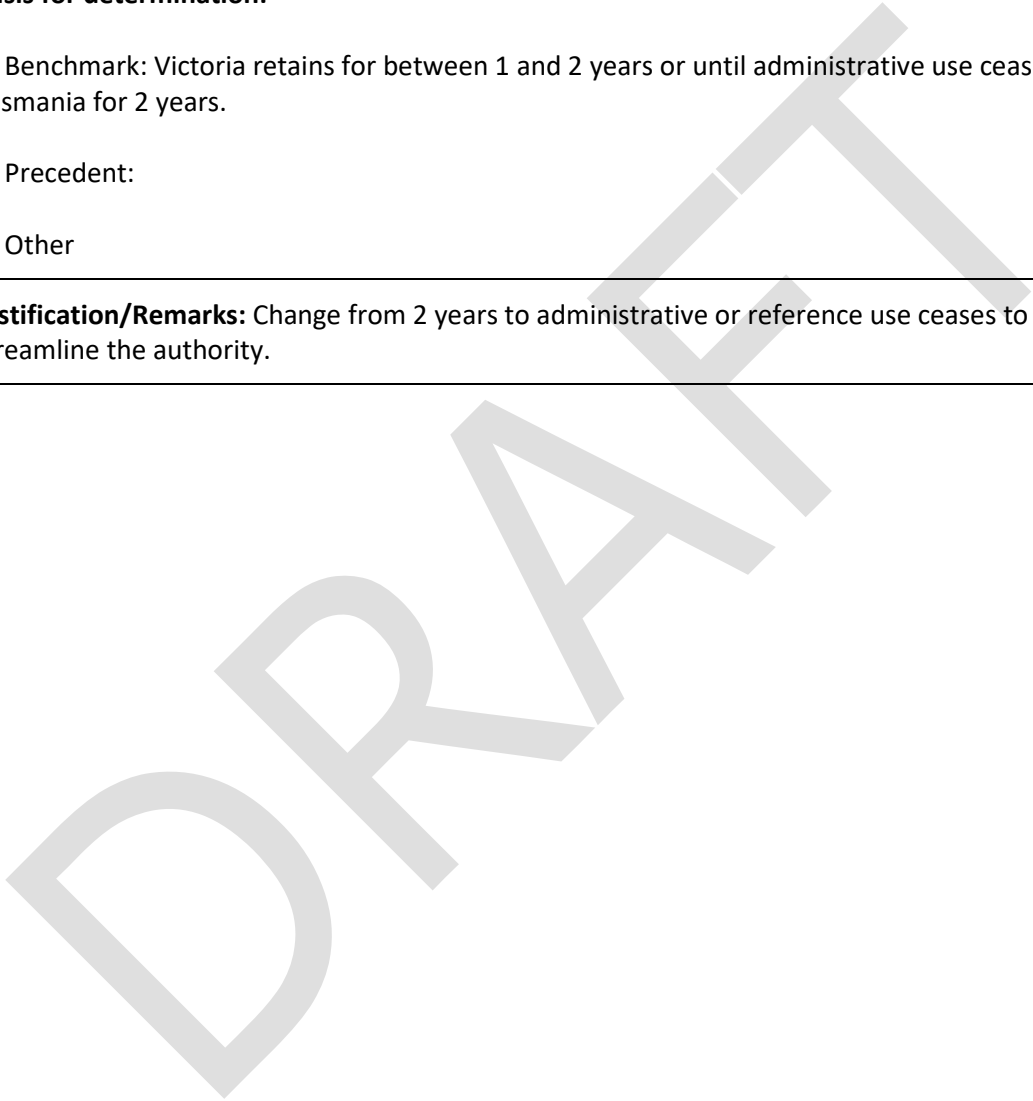
COMMUNITY SERVICES AND PROGRAMS

	<p style="text-align: center;">organisation submits a minor response or does not take action.</p> <p>Note: where clients and users of sporting, recreational and cultural facilities have signed indemnity waivers and disclaimers or made a complaint the records should be retained as per entry 8.2.</p>	
--	---	--

Basis for determination:

- Benchmark: Victoria retains for between 1 and 2 years or until administrative use ceases; Tasmania for 2 years.
- Precedent:
- Other

Justification/Remarks: Change from 2 years to administrative or reference use ceases to streamline the authority.



Local government records

Draft

Dates of coverage: Open

No.	Description of records	Disposal action
-----	------------------------	-----------------

COUNCIL COMPLIANCE

9.0 COUNCIL COMPLIANCE

The activities associated with complying with mandatory or optional accountability, legal, regulatory or quality standards or requirements to which the organisation is subject. Includes compliance with legislation and with national and international standards.

See **COUNCILLORS** for records relating to allegations of compliance breaches made by elected Councillors.

See **LAWS AND ENFORCEMENT** for records relating to breaches of the organisation's laws

See General Retention and Disposal Authority *Administrative records Personnel - Misconduct* for records relating to allegations against employees.

9.1	Records relating to serious breaches or failures of the organisation to meet compliance requirements. Records include correspondence and reports.	Required as State archives
<input checked="" type="checkbox"/> Building the archives policy: Objective 2 Records provide evidence of key failures in the administration of local government in NSW. <input checked="" type="checkbox"/> Benchmark: Consistent with WA <input checked="" type="checkbox"/> Precedent: Confirms Board decision of 2011 <input checked="" type="checkbox"/> Other		
Justification/Remarks: No change		
9.2	Records relating to minor breaches or failures to meet compliance requirements.	Retain minimum of 7 years after action completed, then destroy
Basis for determination: <input checked="" type="checkbox"/> Benchmark: South Australia retains for 6 years. WA for 7 years. <input checked="" type="checkbox"/> Precedent <input checked="" type="checkbox"/> Other		
Justification/Remarks: No change		

Local government records

Draft

Dates of coverage: Open

No.	Description of records	Disposal action
-----	------------------------	-----------------

COUNCIL MEETINGS

10.0 COUNCIL MEETINGS

The activities associated with gatherings held to formulate, discuss, update or resolve matters pertaining to the management of the organisation. Includes arrangements, agenda, taking of minutes, etc.

See relevant function/activity for records relating to petitions received by councillors.

See General Retention and Disposal Authority *Administrative records Committees* for records relating to the management of internal, external or inter-agency committees, task forces, working groups or parties, etc

10.1	<p>Records relating to the meetings of Council and sub-committees of Council. Records include:</p> <ul style="list-style-type: none"> • agenda, minutes and business papers • advice and briefing papers • submissions and reports • recommendations and resolutions • correspondence arising from business discussed or resolutions passed at meetings. <p>Note: Duplicate copies of Council meeting papers, including councillors' copies, may be disposed of under the normal administrative practice (NAP) provisions of the <i>State Records Act 1998</i>.</p> <p>Note: There is no requirement to create hard copy minutes of Council meetings to comply with the State records Act.</p>	Required as State archives
<p>Basis for determination:</p> <p><input checked="" type="checkbox"/> Building the archives policy: Objective 2 Records provide evidence of key decisions influencing the administration of local government in NSW.</p> <p><input checked="" type="checkbox"/> Benchmark: Consistent with Victoria, Queensland, South Australia, Tasmania, WA.</p> <p><input checked="" type="checkbox"/> Precedent: Confirms Board decision of 2011</p> <p><input checked="" type="checkbox"/> Other</p>		
<p>Justification/Remarks: No change</p>		

Local government records

Draft

Dates of coverage: Open

No.	Description of records	Disposal action
-----	------------------------	-----------------

COUNCIL MEETINGS

10.2	Records relating to the preparation of meetings and the production of minutes. Records include draft minutes, transcripts and audio-visual recordings.	Retain until minutes of meeting have been confirmed, then destroy
------	--	---

Basis for determination:

- Benchmark: Consistent with Tasmania. Victoria retains until administrative use concluded. Queensland retains recordings of proceedings that have been made available to the public for 7 years after minutes confirmed. Where recordings not made available to the public until minutes are confirmed. South Australia retains until reference use ceases.
- Precedent: Confirms Board decision of 2011
- Other

Justification/Remarks: No change

10.3	Operational records of meetings. Includes: <ul style="list-style-type: none"> • Questions without notice. • audio-visual recordings of meetings to facilitate public access (e.g. webcasts) • meeting notifications • catering arrangements • venue bookings • related correspondence • tracking of actions due. 	Retain until administrative or reference use ceases, then destroy
------	---	---

Justification/Remarks: Basis for determination:

- Benchmark: Consistent with Victoria and Tasmania. South Australia retains for 2 years. WA for 1 year
- Precedent: Confirms Board decision of 2011
- Other

Justification/Remarks: No change except for change in disposal action for questions without notice from 2 years. These questions are captured in the Minutes.

Local government records

Draft

Dates of coverage: Open

No.	Description of records	Disposal action
-----	------------------------	-----------------

COUNCIL SEAL & REGALIA

11.0 COUNCIL SEAL & REGALIA

SEAL, CHAINS OF OFFICE, CREST/LOGO, COAT OF ARMS, MAYORAL ROBES, OFFICIAL PRESENTATION ITEMS AND THE FLAG.

11.1	Records of authorisation for the use of the Council Seal.	Required as State archives
<input checked="" type="checkbox"/> Building the archives policy: Objective 1 Records provide evidence of legal delegations to perform duties and functions of State.		
<input checked="" type="checkbox"/> Benchmark: Consistent with Tasmania, WA		
<input checked="" type="checkbox"/> Precedent: Confirms Board decision of 2011		
<input checked="" type="checkbox"/> Other		
Justification/Remarks: No change.		
11.2	Records relating to the design of the chains of office, seal, crest/logo, coat of arms, Mayoral robes, official presentation items and the flag.	Required as State archives
Basis for determination:		
<input checked="" type="checkbox"/> Building the archives policy: Objective 4 Records substantially contribute to the existing body of knowledge of aspects of the history of NSW.		
<input checked="" type="checkbox"/> Benchmark: Consistent with South Australia (seals), Tasmania, WA.		
<input checked="" type="checkbox"/> Precedent: Confirms Board decision of 2011		
<input checked="" type="checkbox"/> Other		
Justification/Remarks: No change		

Local government records

Draft

Dates of coverage: Open

No.	Description of records	Disposal action
-----	------------------------	-----------------

COUNCILLORS

12.0 COUNCILLORS

The activities associated with managing councillors.

See relevant function/activity for records created or received by councillors in an official capacity, in the course of undertaking business on council's behalf or in relation to their role as councillors.

See **AUTHORISATION** for records relating to delegations of authority to Councillors

See **COUNCIL MEETINGS** for records relating to meetings of Council.

See General Retention and Disposal Authority *Administrative records* **Community relations - Addresses** for addresses given by members of governing bodies at public events.

12.1	<p>Key records of the management of Councillors. Includes:</p> <ul style="list-style-type: none"> • summary records documenting disclosures of Councillors' interests, e.g. pecuniary interests and benefits, voting on planning matters, campaign donations etc. • career summaries and information on Lord Mayors, Mayors, Presidents, aldermen and councillors • the dismissal of whole Councils and the appointment of administrators • the dismissal, censure and/or suspension of individual councillors • allegations of fraud, corruption or misconduct made against individual councillors • transcripts of final versions of addresses, speeches or papers delivered by Councillors at significant occasions or public events. 	Required as State archives
------	--	----------------------------

Basis for determination:

Building the archives policy: Objective 2 Records provide evidence of key decisions influencing the administration of local government in NSW.

Benchmark: Consistent with WA (except for registers of interest 30 years), Tasmania and Queensland except Queensland retains minor breaches of code of conduct for 7 years. Consistent with South Australia for allegations that are investigated. South Australia retains career

Local government records

Draft

Dates of coverage: Open

No.	Description of records	Disposal action
-----	------------------------	-----------------

COUNCILLORS

	<p>summaries, allegations not investigated, and summary records of declarations of interest for 6 years.</p> <p><input checked="" type="checkbox"/> Precedent: Confirms Board decision of 2011</p> <p><input checked="" type="checkbox"/> Other</p>	
--	---	--

Justification/Remarks: No change

12.2	<p>Records of disclosures, conditions, entitlements, including allowances, leave, fees and facilities provided to councillors. Records include:</p> <ul style="list-style-type: none"> • declarations and disclosures of pecuniary interest and benefits • attendance records • leave records • codes of conduct • oaths of allegiance • travel expenses • expenses returns and fees. <p>Note: see entry above for summary records of Councillor's interests.</p>	<p>Retain minimum of 10 years after term of office ceases, then destroy</p>
------	---	---

Basis for determination:

- Benchmark: Queensland retains for between 7 and 10 years after last action. South Australia retains registers of interests for 6 years last entry. Tasmania retains for 5 years. WA for 7 years
- Precedent: Confirms Board decision of 2011
- Other

Justification/Remarks: Scope expanded to include coverage of records of minor breaches of code of conduct.

12.3	<p>Records relating to councillors' representation on external committees or organisations. Records include nominations and appointment, minutes, agendas etc.</p>	<p>Retain minimum of 5 years after representation ceases, then destroy</p>
------	--	--

Local government records

Draft

Dates of coverage: Open

No.	Description of records	Disposal action
-----	------------------------	-----------------

COUNCILLORS

Benchmark: Consistent with Queensland. <input checked="" type="checkbox"/> Precedent: Confirms Board decision of 2011 <input checked="" type="checkbox"/> Other		
Justification/Remarks: No change		
12.4	Routine records relating to the routine management of Councillors. Includes: <ul style="list-style-type: none"> • submissions and determinations of categories and amounts of fees to be paid to councillors and Mayors received from remuneration tribunals • visits made by councillors to other organisations (accepted and declined) • arrangements for travel • transcripts of addresses, speeches or papers delivered by Councillors at occasions or public events not considered to be significant • the drafting and recording of addresses • requests for councillor representation on external committees or organisations that are declined • the election of Lord Mayor, Mayor or deputy mayor by Councillors. 	Retain until administrative or reference use ceases, then destroy
Basis for determination: <input checked="" type="checkbox"/> Benchmark: Consistent with Queensland for declined requests for representation; Tasmania keeps non-significant speeches and drafts, and visits for 2 years. WA for 2 years <input checked="" type="checkbox"/> Precedent: <input checked="" type="checkbox"/> Other		
Justification/Remarks: Change from between 2 and 6 years and admin or reference use to admin or reference use to streamline.		

Local government records

Draft

Dates of coverage: Open

No.	Description of records	Disposal action
-----	------------------------	-----------------

DEVELOPMENT AND BUILDING CONTROLS

13.0 DEVELOPMENT AND BUILDING CONTROLS

The activity of regulating and approving applications for the development, use or subdivision of land or premises and related building and construction works.

See **ADVICE** for advice provided prior to the lodgement of a development application.

13.1	Registers and summary records relating to land use and planning. Includes registers of: <ul style="list-style-type: none"> • development and building applications and consents • complying developments. 	Required as State archives
Basis for determination: <input checked="" type="checkbox"/> Benchmark: Consistent with Victoria, Queensland, South Australia, Tasmania. <input checked="" type="checkbox"/> Precedent: Confirms Board decision of 2011 <input checked="" type="checkbox"/> Other		
Justification/Remarks: No change		
13.2	Records relating to approved, refused and lapsed applications for development or works on land, buildings or sites that set a precedent or are significant due to the fact they are: <ul style="list-style-type: none"> • a recipient of prestigious State, national or international architectural or design awards • an important local or regional landmark • heritage listed • representative of the organisation's planning policy or the types of suburban, urban and commercial landscape within the locality • use materials in a unique or innovative way • examples of unique and historic land use patterns • approved by the Minister, including state significant developments 	Required as State archives

Local government records

Draft

Dates of coverage: Open

No.	Description of records	Disposal action
-----	------------------------	-----------------

DEVELOPMENT AND BUILDING CONTROLS

	<ul style="list-style-type: none"> • provide special zoning information unavailable from other sources • controversial developments • dealt with by Joint Regional Planning Panels. <p>Records include:</p> <ul style="list-style-type: none"> • applications and supporting documentation (plans, drawings, specifications etc.) • correspondence and notes of advice or meetings/conferences in relation to the application • required reports, impacts statements, management plans etc • decisions, notices and orders (including appeal processes) • notifications, submissions, objections or reports of community consultation • archival recordings of demolition. <p>Note: in certain circumstances, high quality architectural models submitted with applications could warrant retention as State archives.</p>	
--	--	--

Basis for determination:

- Benchmark: Consistent with Victoria, Queensland, South Australia, Tasmania, WA.
- Precedent: Confirms Board decision of 2011
- Other

Justification/Remarks: No change

13.3	<p>Records relating to approved applications for major developments or works on land, buildings, or sites that are not heritage listed or significant. Includes applications for large structures, whole buildings or major additions to a site or structure etc. Records include:</p>	<p>Retain minimum of 10 years after action completed or until structure is removed or demolished,</p>
------	---	---

Local government records

Draft

Dates of coverage: Open

No.	Description of records	Disposal action
-----	------------------------	-----------------

DEVELOPMENT AND BUILDING CONTROLS

	<ul style="list-style-type: none"> applications and supporting documentation (plans, drawings, specifications etc.) correspondence and notes of advice or meetings/conferences in relation to the application required reports, impacts statements, management plans etc decisions, notices and orders (including appeal processes) notifications, submissions, objections or reports of community consultation. 	<p>whichever is longer, then destroy</p>
--	---	--

Basis for determination:

Benchmark: Consistent with Victoria and Queensland. South Australia retains until building demolished, or for single dwellings for 10 years after action completed or all conditions cease to apply. Tasmania retains until removed or demolished. WA retains for 30 years after action completed.

Precedent: Confirms Board decision of 2011

Other

Justification/Remarks: No change

13.4	<p>Records relating to approved applications for minor additions or developments or works on land, buildings or sites, e.g. carports, sheds, fences, pergolas, tennis courts, patios etc.</p>	<p>Retain minimum of 10 years after issue of final certification, then destroy</p>
------	---	--

Basis for determination:

Benchmark: Queensland retains until removed or demolished. South Australia & Tasmania retains non-habitable buildings or structures e.g. carports, sheds, fences, masts, retaining walls, swimming pools, bushfire shelters for 10 years after action completed

Precedent: Confirms Board decision of 2011

Other

Justification/Remarks: No change except for removal of wording “that are not heritage listed or significant” and addition of examples.

Local government records

Draft

Dates of coverage: Open

No.	Description of records	Disposal action
-----	------------------------	-----------------

DEVELOPMENT AND BUILDING CONTROLS

13.5	Records relating to approved applications for temporary structures, such as tents, marquees, stages, stalls and mobile television screens.	Retain minimum of 7 years after action completed or until structure is removed or demolished, whichever is longer, then destroy
------	--	---

Basis for determination:

- Benchmark: Victoria retains for 3 years after expiry of permit to occupy. Tasmania retains until removed or demolished.
- Precedent: Confirms Board decision of 2011
- Other

Justification/Remarks: No change

13.6	Records relating to lapsed, refused, withdrawn or cancelled development applications for land, buildings, or sites that are not heritage listed or significant.	Retain minimum of 7 years after action completed or approval lapses, then destroy
------	---	---

Basis for determination:

- Benchmark: Consistent with Tasmania & WA. WA retains cancelled for 2 years. Queensland retains for 5 years after refusal or cancellation, 2 years after lapsing or withdrawal, or 5 years if approved then lapse. South Australia for 6 years.
- Precedent:
- Other

Justification/Remarks: Retention period for lapsed increased from 5 to 7 years to streamline disposal authority.

13.7	<p>Sample boards and models submitted with applications showing proposed external finishes, paintwork etc.</p> <p>Note: Where photographic images of the sample boards and models are taken these should be retained with application records.</p>	Retain until no longer required for reference purposes, then return to applicant or destroy.
------	---	--

Basis for determination:

Local government records

Draft

Dates of coverage: Open

No.	Description of records	Disposal action
-----	------------------------	-----------------

DEVELOPMENT AND BUILDING CONTROLS

- Benchmark:
- Precedent: Confirms Board decision of 2011
- Other

Justification/Remarks: No change

DRAFT

Local government records

Draft

Dates of coverage: Open

No.	Description of records	Disposal action
-----	------------------------	-----------------

EASEMENTS

14.0 EASEMENTS

The process of designating land for public facility purposes such as providing infrastructure for drainage, electricity and water supply services.

14.1	Records relating to the granting of easements. Includes negotiations, agreements and extinguishments.	Retain minimum of 7 years after extinguishment of easement, then destroy
<p>Basis for determination:</p> <p><input checked="" type="checkbox"/> Benchmark: WA retain for 7 years</p> <p><input checked="" type="checkbox"/> Precedent: Confirms Board decision of 2011</p> <p><input checked="" type="checkbox"/> Other</p>		
<p>Justification/Remarks: No change</p>		
14.2	Records relating to negotiations for easements that are not proceeded with.	Retain minimum of 7 years after action completed, then destroy
<p>Basis for determination:</p> <p><input type="checkbox"/> Benchmark:</p> <p><input checked="" type="checkbox"/> Precedent: Confirms Board decision of 2011</p> <p><input checked="" type="checkbox"/> Other</p>		
<p>Justification/Remarks: No change</p>		

Local government records

Draft

Dates of coverage: Open

No.	Description of records	Disposal action
-----	------------------------	-----------------

ELECTIONS, REFERENDA AND POLLS

15.0 ELECTIONS, REFERENDA AND POLLS

Activities associated with the conduct of elections, referenda or polls. Includes the conduct of elections for council, Mayor or Deputy Mayor, the processes undertaken by the Electoral Commissioner to prepare electoral rolls and conduct elections, arrangements for conducting elections, the setting up of polling booths, etc.

15.1	<p>Records of:</p> <ul style="list-style-type: none"> • certification of eligibility to vote. Records include electoral rolls (returning officers' copy) • declaration of election results. 	Required as State archives
<p>Basis for determination:</p> <p><input checked="" type="checkbox"/> Benchmark: Consistent with South Australia, Tasmania, WA for declaration of results. WA retains electoral rolls for 30 years.</p> <p><input checked="" type="checkbox"/> Precedent: Confirms Board decision of 2011</p> <p><input checked="" type="checkbox"/> Other</p>		
<p>Justification/Remarks: No change</p>		
15.2	<p>Records relating to the conduct of elections. Records include:</p> <ul style="list-style-type: none"> • voters' and electoral lists • notices of appointment, candidature, failure to vote • candidate information sheets • returning officers correspondence and accommodation arrangements • polling station arrangements • appeals regarding rolls, including enrolment claims and objections • requests for recount • objections • notifications of civic office vacancies 	Retain minimum of 4 years after action completed, then destroy

Local government records

Draft

Dates of coverage: Open

No.	Description of records	Disposal action
-----	------------------------	-----------------

ELECTIONS, REFERENDA AND POLLS

	<ul style="list-style-type: none"> applications to dispense with a by-election where casual vacancies occur in civic offices, including determinations of applications. 	
--	--	--

Basis for determination:

- Benchmark: Tasmania retains for 7 years and electoral rolls until superseded. WA retains for between 2 years and 4 years.
- Precedent: Confirms Board decision of 2011
- Other

Justification/Remarks: No change

15.3	Records relating to the reporting of election results to the Electoral Commission.	Retain minimum of 6 years after date of election to which the records relate, then destroy
------	--	--

Basis for determination:

- Benchmark:
- Precedent: Confirms Board decision of 2011
- Other

Justification/Remarks: No change

15.4	Records relating to the preparation for elections. Records include: <ul style="list-style-type: none"> ballot papers applications for enrolment records relating to the printing of ballots postal votes pre-poll votes statistical information sheets from nomination papers. 	Retain minimum of 6 months after action completed, or as directed by the Electoral Commissioner, then destroy
------	--	---

Local government records

Draft

Dates of coverage: Open

No.	Description of records	Disposal action
-----	------------------------	-----------------

ELECTIONS, REFERENDA AND POLLS

Basis for determination:

- Benchmark: Consistent with Tasmania. WA retains for 4 years.
- Precedent: Confirms Board decision of 2011
- Other

Justification/Remarks: No change

DRAFT

Local government records

Draft

Dates of coverage: Open

No.	Description of records	Disposal action
-----	------------------------	-----------------

EMERGENCY MANAGEMENT

16.0 EMERGENCY MANAGEMENT

The activities related to preventing loss and minimising threats to life, property and the natural environment, from fire and other emergency situations.

See **ADVICE** for records relating to the handling of enquiries concerning emergency management and services not related to a particular emergency.

See **AUTHORISATION** for records relating to the appointment of emergency personnel.

See General Retention and Disposal Authority *Administrative records* **Committees** for records of committees (including State, District and Local Emergency Management Committees).

See General Retention and Disposal Authority *Administrative records* **Community relations - Conferences** for records of conferences relating to emergency prevention and response.

See General Retention and Disposal Authority *Administrative records* **Community relations - Public reaction** for records relating to the handling of complaints concerning existing and potential hazards.

See General Retention and Disposal Authority *Administrative records* **Equipment & stores** for records relating to the acquisition, disposal and maintenance of emergency and fire fighting equipment.

See General Retention and Disposal Authority *Administrative records* **Property management** for records relating to the design, construction, maintenance and security of emergency management centres and bushfire control centres.

See General Retention and Disposal Authority *Administrative records* **Strategic management** for records of policy, procedures and standards relating to emergency prevention and response.

See General Retention and Disposal Authority *Administrative records* **Strategic management - Audit** for records relating to audits of disaster preparedness.

See General Retention and Disposal Authority *Administrative records* **Strategic management - Joint ventures** for records of agreements relating to emergency prevention and response.

See General Retention and Disposal Authority *Administrative records* **Tendering** for records of tenders relating to emergency prevention and response.

16.1	<p>Key records relating to the management of emergencies. Includes:</p> <ul style="list-style-type: none"> • reports on the management of significant emergencies, bushfires and incidents, where the organisation applies to the State Government for special assistance or where there was loss of life or extensive damage to multiple properties or the environment 	Required as State archives
------	--	----------------------------

Local government records

Draft

Dates of coverage: Open

No.	Description of records	Disposal action
-----	------------------------	-----------------

EMERGENCY MANAGEMENT

	<ul style="list-style-type: none"> registers of hazards and hazardous areas, such as fire zones registers of natural hazard areas, e.g. flood zones etc. the establishment and disbandment of rural fire brigades by the organisation, e.g. notices of establishment, disbandment, appeals and Ministerial determinations. 	
--	---	--

Basis for determination:

- Benchmark: Consistent with Victoria, South Australia for significant incidents.
- Precedent: Confirms Board decision of 2011
- Other

Justification/Remarks: No change

16.2	<p>Records relating to emergency responses by the organisation that involve loss of life or extensive damage to multiple properties or the environment. Records include:</p> <ul style="list-style-type: none"> details of works carried out and assistance rendered, etc. debriefs and reports advice and warnings to the public. 	Retain minimum of 25 years after action completed, then destroy
------	---	---

Basis for determination:

- Benchmark: Consistent with the NSW Rural Fire Service and Victoria. Queensland retains for 20 years.
- Precedent: Confirms Board decision of 2011
- Other

Justification/Remarks: No change.

Records provide evidence of the organisation's response to emergencies and disasters, and are required for planning for future emergencies and in case legal or other issues arise. Key

Local government records

Draft

Dates of coverage: Open

No.	Description of records	Disposal action
-----	------------------------	-----------------

EMERGENCY MANAGEMENT

information concerning major disasters and emergencies is contained in reports, which will be retained as State archives (see entry above).		
16.3	Records relating to emergency responses by the organisation where the emergency is not of a significant nature, causing minor injuries and minor damage to property and the environment. Records include: <ul style="list-style-type: none"> • details of works carried out and assistance rendered, etc. • debriefs and reports • advice and warnings to the public. 	Retain minimum of 7 years after action completed, then destroy
Basis for determination: <input checked="" type="checkbox"/> Benchmark: Consistent with Victoria and Tasmania. South Australia retains for 6 years. <input checked="" type="checkbox"/> Precedent: Confirms Board decision of 2011 <input checked="" type="checkbox"/> Other		
Justification/Remarks: No change except for addition of coverage for support to communities and businesses during an emergency.		
16.4	Records relating to preparations for emergencies. Includes: <ul style="list-style-type: none"> • hazard prevention and reduction operations, including the reduction of bush fire fuel, creation of fire breaks, e.g. maps detailing locations of operations, field books, reports and summary records of works carried out, etc. • liaison with emergency services providers on coverage, planning and welfare relief • the establishment of emergency control centres • the issue or receipt of notices concerning emergency situations and emergency prevention activities such as danger periods, fire bans, fire hazard reduction activities etc. 	Retain minimum of 7 years after action completed, then destroy

Local government records

Draft

Dates of coverage: Open

No.	Description of records	Disposal action
-----	------------------------	-----------------

EMERGENCY MANAGEMENT

Basis for determination: <input checked="" type="checkbox"/> Benchmark: Consistent with Tasmania. Queensland retains for between 5 and 10 years. South Australia retains for 6 years after superseded. <input checked="" type="checkbox"/> Precedent: <input checked="" type="checkbox"/> Other		
Justification/Remarks: Retention period changed from between 5 and 10 years to 7 years to streamline.		
16.5	Records of routine day-to-day operation of emergency control centres and emergency communication equipment, including radio and communications logs and schedules.	Retain minimum of 2 years after action completed, then destroy
Basis for determination: <input checked="" type="checkbox"/> Benchmark: <input checked="" type="checkbox"/> Precedent: <input checked="" type="checkbox"/> Other		
Justification/Remarks: No change		

Local government records

Draft

Dates of coverage: Open

No.	Description of records	Disposal action
-----	------------------------	-----------------

EMERGENCY MANAGEMENT

17.0 ENVIRONMENTAL MANAGEMENT

The function of managing air, soil and water qualities, and environmentally sensitive areas such as remnant bushlands and threatened species.

See **ANIMAL MANAGEMENT** for records relating to managing the control, treatment and preservation of domestic animals, livestock and wildlife.

See **AUTHORISATION** for records relating to authorisations to carry out regulatory and enforcement activities.

See **CERTIFICATES** for records relating to certification that land is not subject to outstanding notices or orders,

See **COMMUNITY SERVICES AND PROGRAMS** for records relating to providing information and training programs to the local community to increase understanding and awareness of environmental issues.

See **DEVELOPMENT AND BUILDING CONTROLS** for records of development applications and consents for remediation works conducted by external organisations where there is potential for significant environmental impact (category 1 remediation works)

See **EMERGENCY SERVICES** for records relating to bushfire and disaster control and prevention activities.

See **LAWS AND ENFORCEMENT** for records relating to the issue of infringement and penalty notices and prosecutions for breaches of environmental regulations.

See **PERMITS** for records relating to applications to prune or remove trees.

See General Retention and Disposal Authority *Administrative records* **Personnel** for records relating to the recruitment and service of volunteers, including rosters.

See General Retention and Disposal Authority *Administrative records* **Property management - Conservation** for records relating to the remediation of contaminated land owned or occupied by the organisation.

See General Retention and Disposal Authority *Administrative records* **Strategic management - Grant funding** for records relating to grants and funding received to undertake environmental projects and programs.

See General Retention and Disposal Authority *Administrative records* **Strategic management - Policy** for records relating to the development of policies and standards for animal welfare and control of domestic and companion animals or livestock.

17.1	Key records relating to environmental issues or management. Includes:	Required as State archives
------	---	----------------------------

Local government records

Draft

Dates of coverage: Open

No.	Description of records	Disposal action
-----	------------------------	-----------------

ENVIRONMENTAL MANAGEMENT

	<ul style="list-style-type: none"> final reports, reviews and evaluations of environmental programs and projects summary records of contaminated sites summary records of chemical permits/licences with the potential for long-term environmental concern reports concerning environmental management issues in the local area, developed by or for the organisation, e.g. research, final versions and significant drafts of reports. significant tree and plant inventories, etc. 	
--	---	--

Basis for determination:

Benchmark: Consistent with South Australia, Tasmania, WA

Precedent:

Other

Justification/Remarks: No change

17.2	<p>Records relating to environmental monitoring where risk assessments indicate there may be long term impacts on public health, the environment or industry. Records include reports, notifications, surveys, and test results and data.</p> <p>Note: Soil, water, etc. samples are not considered to be State records and are not covered by this authority.</p>	Retain minimum of 75 years after action completed, then destroy
------	---	---

Basis for determination:

Benchmark: Victoria retains monitoring of landfill sites for 100 years, Tasmania retains permanently.

Precedent:

Other

Justification/Remarks: No change

17.3	Records relating to:	Retain minimum of 15 years after action
------	----------------------	---

Local government records

Draft

Dates of coverage: Open

No.	Description of records	Disposal action
-----	------------------------	-----------------

ENVIRONMENTAL MANAGEMENT

	<ul style="list-style-type: none"> • planning for and the use of chemicals to control pest flora and fauna, e.g. control and eradication plans, pesticide use notifications, mosquito control programs, individual pest control and weed eradication projects. • environmental monitoring where there is little or no impact on public health or the environment. Records include reports, test results and data. 	completed, then destroy
--	---	-------------------------

Basis for determination:

- Benchmark: Victoria & Queensland retain for 15 years, Tasmania for between 15 and 25 years. WA for 10 years
- Precedent: Confirms Board decision of 2011 for environmental monitoring where there is little or no impact on public health or the environment.
- Other

Justification/Remarks: Records of planning for and use of chemicals reduced from 20 to 15 to streamline the authority.

17.4	<p>Records relating to the administration and operation of programs and projects that address environmental issues. Records include project files, records relating to supplies and equipment, periodic reports on progress, project schedules, budgets etc.</p> <p>Includes records relating to notifications of remediation of lands.</p>	Retain minimum of 5 years after action completed, then destroy
------	---	--

Basis for determination:

- Benchmark: Consistent with Victoria & Queensland for education programs. Queensland retains environmental programs for 7 years; Tasmania retains for 5 years
- Precedent:
- Other

Justification/Remarks: No change. Notifications regarding remediated land increased from 2 to 5 years to streamline.

17.5	Records of notification for tree preservation and retention. Records include tree preservation orders.	Retain minimum of 7 years after tree is
------	--	---

Local government records

Draft

Dates of coverage: Open

No.	Description of records	Disposal action
-----	------------------------	-----------------

ENVIRONMENTAL MANAGEMENT

		removed or minimum of 7 years after order is superseded, whichever is longer, then destroy
--	--	--

Basis for determination:

- Benchmark:
- Precedent: Confirms Board decision of 2011
- Other

Justification/Remarks: No change

17.6	Requests and work orders for pest and weed eradication and clearing works on private land. Records include associated correspondence.	Retain minimum of 2 years after action completed, then destroy
------	---	--

Justification/Remarks: Basis for determination:

- Benchmark: Consistent with Victoria, WA & Tasmania for operational records of pesticide or herbicide use.
- Precedent: Confirms Board decision of 2011
- Other

Justification/Remarks: No change.

Local government records

Draft

Dates of coverage: Open

No.	Description of records	Disposal action
-----	------------------------	-----------------

GEOGRAPHICAL/LAND INFORMATION SYSTEMS (GIS/LIS)

18.0 GEOGRAPHICAL/LAND INFORMATION SYSTEMS (GIS/LIS)

The activity of managing land and environmental information systems to support strategic planning.

See **LAND USE AND PLANNING - Surveys** for records relating to surveys undertaken to compile information about the position and condition of land.

See **RATES AND VALUATIONS - Property history** for records relating to house and street numbering.

18.1	Records relating to the collection, acquisition, and compilation of unique data by the organisation which documents the land and properties within its boundaries. Records include aerial and satellite photography, street and property information etc.	Required as State archives
Basis for determination: <input checked="" type="checkbox"/> Benchmark: Consistent with WA, Tasmania and Queensland (house numbers). <input checked="" type="checkbox"/> Precedent: Confirms Board decision of 2011. <input checked="" type="checkbox"/> Other		
Justification/Remarks: No change		
18.2	Records relating to the collection and acquisition of geographical and land information that is not unique, e.g. where data is sourced from government agencies.	Retain until administrative or reference use ceases, then destroy
Basis for determination: <input checked="" type="checkbox"/> Benchmark: WA retains aerial photography commissioned or purchased for 7 years <input checked="" type="checkbox"/> Precedent: Confirms Board decision of 2011. <input checked="" type="checkbox"/> Other		
Justification/Remarks: No change		

Local government records

Draft

Dates of coverage: Open

No.	Description of records	Disposal action
-----	------------------------	-----------------

GRANTS & LOANS

19.0 GRANTS & LOANS

The activity of managing applications made to the organisation for grant funding for one-off or specific projects, and the provision of community loans.

See *General retention and disposal authority: administrative records* STRATEGIC MANAGEMENT – Grant funding for grants received by the organisation.

19.1	<p>Key records of the distribution of funds by the organisation. Includes:</p> <ul style="list-style-type: none"> • summary records of grants and subsidies disbursed • final reports on significant programs, events or outcomes funded by the organisation. <p>Note: for reports on recurrent programs see entries below.</p>	Required as State archives
<p>Basis for determination:</p> <p><input checked="" type="checkbox"/> Benchmark: Consistent with South Australia, Tasmania. Queensland retains for 10 years.</p> <p><input checked="" type="checkbox"/> Precedent: Confirms Board decision of 2011 for summary records.</p> <p><input checked="" type="checkbox"/> Other</p>		
<p>Justification/Remarks: Scope expanded to include final reports on programs.</p>		
19.2	<p>Records relating to successful applications for grants, funding, community loans etc. Records include: application forms and supporting documents, agreements, acquittals, determinations, reports, guidelines outlining eligibility criteria.</p> <p>Includes audits to ensure compliance with the terms and conditions of funding agreements.</p>	Retain minimum of 7 years after conditions of grants have been fulfilled or loans repaid, then destroy
<p>Basis for determination:</p> <p><input checked="" type="checkbox"/> Benchmark: Consistent with Queensland and Tasmania. South Australia retains for 6 years.</p> <p><input type="checkbox"/> Precedent:</p> <p><input checked="" type="checkbox"/> Other</p>		
<p>Justification/Remarks: Previously applications for significant grant programs were required as State archives. This has been changed to only requiring final reports on the outcomes of programs as the applications, agreements, acquittals forms are fairly routine.</p>		

Local government records

Draft

Dates of coverage: Open

No.	Description of records	Disposal action
-----	------------------------	-----------------

GRANTS & LOANS

19.3	Records relating to the routine management of grant programs. Includes: <ul style="list-style-type: none"> • advertising of grant or funding programs • unsuccessful or withdrawn applications for grants or funds. 	Retain minimum of 2 years after action completed, then destroy
------	---	--

Basis for determination:

- Benchmark: Consistent with Queensland, Tasmania and South Australia.
- Precedent: Confirms Board decision of 2011.
- Other

Justification/Remarks: No change

DRAFT

Local government records

Draft

Dates of coverage: Open

No.	Description of records	Disposal action
-----	------------------------	-----------------

HERITAGE

20.0 HERITAGE

The activities associated with the management of heritage protection programs.

See **LAWS AND ENFORCEMENT** for records relating to infringements, penalties and prosecutions for breaches of zoning and land use regulations.

See **PLANNING INSTRUMENTS** for records relating to the inclusion of heritage properties in Local Environment Plans.

20.1	Key records of the management of heritage protection programs. Includes: <ul style="list-style-type: none"> • notifications of heritage orders, permanent conservation orders or classification by the National Trust • records of heritage protection programs including heritage studies, submissions to heritage bodies. 	Required as State archives
Basis for determination: <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Benchmark: Consistent with Queensland for listing and management of heritage buildings & sites. South Australia retains notices to Councils of heritage listing for 6 years. <input checked="" type="checkbox"/> Precedent: Confirms Board decision of 2011. <input checked="" type="checkbox"/> Other 		
Justification/Remarks: No change		
20.2	Notifications of interim conservation orders. Records include orders, notifications, interim heritage orders and associated correspondence.	Retain minimum of 7 years after expiry or termination of order, then destroy
Basis for determination: <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Benchmark: <input checked="" type="checkbox"/> Precedent: Confirms Board decision of 2011. <input checked="" type="checkbox"/> Other 		
Justification/Remarks: No change		

Local government records

Draft

Dates of coverage: Open

No.	Description of records	Disposal action
-----	------------------------	-----------------

HERITAGE

20.3	Records relating to routine administration of heritage programs. Includes listings of classifications, heritage orders and routine correspondence with heritage bodies etc.	Retain minimum of 2 years after action completed, then destroy
Justification/Remarks: No change		

DRAFT

Local government records

Draft

Dates of coverage: Open

No.	Description of records	Disposal action
-----	------------------------	-----------------

LAWS AND ENFORCEMENT

21.0 LAWS AND ENFORCEMENT

The activity of regulating, notifying and applying penalties in relation to the organisation's regulatory role. Includes the carrying out of inspections and investigations, and issuing of infringements, notices and orders.

See **AUTHORISATION** for records relating to authorisations to carry out regulatory and enforcement activities.

See **ENVIRONMENTAL MANAGEMENT** for applications to prune and remove trees, tree preservation orders and the operation of pounds.

See **PERMITS** for records relating to the issue of permits to conduct activities.

See General Retention and Disposal Authority *Administrative records* **Property management - Security** for crime prevention surveillance records.

21.1	<p>Records of investigations into breaches or potential breaches of compliance. Includes:</p> <ul style="list-style-type: none"> • infringements and penalty notices • notices and orders to comply, rectify or remediate • inspection and investigation records and supporting documentation • notifications of a failure of compliance and of the organisation's intention to act • notices of intention to give an order • objections and submissions • authorisations from other agencies to issue orders and notices • affidavits of service of notices • field officers/inspectors diaries • inspections conducted by the organisation to ensure compliance with environmental regulations, standards and requirements 	<p>Retain minimum of 7 years after action completed, then destroy</p>
------	--	---

Local government records

Draft

Dates of coverage: Open

No.	Description of records	Disposal action
-----	------------------------	-----------------

LAWS AND ENFORCEMENT

	<ul style="list-style-type: none"> • summary records and registers relating to laws and enforcement, e.g. registers of infringements, notices, orders and licence books issued. 	
--	--	--

Basis for determination:

Benchmark: WA retains for between 2 and 10 years. Victoria retains between 1 and 7 years, and after statutory requirements are fulfilled for enforcement of planning schemes, planning permits and agreements. Queensland retains for 7 years and diaries/cases where no legal action results for 2 years. South Australia retains for 6 years. Tasmania for between 2 and 10 years or 20 years for notices relating to rectification of buildings.

Precedent:

Other

Justification/Remarks: No change

21.2	<p>Records relating to notifications of inspections and certifications submitted by owners or business or service operators as evidence of compliance with health, building and other laws, standards and regulations. Includes certification of regulated systems. Records include:</p> <ul style="list-style-type: none"> • inspection reports and certificates, e.g. quarterly water cooling tower reports • annual and supplementary fire safety statements • certificates of compliance for dangerous/restricted dog enclosures, etc. <p>Note: Final/interim fire safety certificates and fire safety schedules required for new developments are covered under DEVELOPMENT AND BUILDING CONTROLS – Applications.</p>	Retain minimum of 7 years after action completed, then destroy
------	--	--

Basis for determination:

Benchmark:

Precedent: Confirms Board decision of 2011.

Other

Justification/Remarks: No change

Local government records

Draft

Dates of coverage: Open

No.	Description of records	Disposal action
-----	------------------------	-----------------

MEMORIALS

22.0 MEMORIALS

The activities associated with the design of monuments and memorials.

22.1	Key records relating to the concept, design and construction, collection of information, suggestions, historical research and concepts for memorials such as commemorative plaques, statues, clocks, time capsules etc. Records include: <ul style="list-style-type: none"> • site register • reports • final, approved designs, specifications • draft designs, etc. 	Required as State archives
Basis for determination: <input checked="" type="checkbox"/> Benchmark: <input checked="" type="checkbox"/> Precedent: Confirms Board decision of 2011. <input checked="" type="checkbox"/> Other		
Justification/Remarks: No change		
22.2	Unsuccessful requests for a memorial including associated correspondence.	Retain a minimum of 2 years after action completed, then destroy
Basis for determination: <input checked="" type="checkbox"/> Benchmark: Tasmania retains for 3 years. <input type="checkbox"/> Precedent: <input checked="" type="checkbox"/> Other		
Justification/Remarks: New entry.		

Local government records

Draft

Dates of coverage: Open

No.	Description of records	Disposal action
-----	------------------------	-----------------

PARKS, RESERVES & HORTICULTURAL SERVICES

23.0 PARKS, RESERVES & HORTICULTURAL SERVICES

The function of acquiring, managing, designing and constructing parks, reserves and open spaces, either owned, controlled or managed by the organisation. Includes the landscaping of parks, reserves, roadsides, gardens and playing fields and the provision of horticultural advice to residents and committees.

Note: Local government agencies responsible for the management of Crown reserves, commons and land that is currently or may potentially be the subject of a claim under the Aboriginal Land Rights Act 1983 should ensure records providing evidence of ownership, control and usage of the relevant parcel are retained and not destroyed until a claim has been granted over that parcel of land.

These records could include planning documents or decisions concerning proposed or approved use of the land, surveys, agreements, memorandums, consents and tenure arrangements regarding the following land matters – acquisition, transfers, boundaries, usage, rights of way and easements, leases or licences for any uses/purposes, land/resource management and management of parks and reserves.

Please note that the making of a claim which is unsuccessful does not preclude the making of further claims over the same areas of land under the Act.

See **ENVIRONMENTAL MANAGEMENT** for significant tree and plant inventories, etc. outside of Council parks and reserves

See **LAWS AND ENFORCEMENT** for records relating to the issue of notices, orders, infringements and penalty notices for breaches of road regulations.

See **PERMITS** for records relating to applications to trim or prune trees.

See General Retention and Disposal Authority *Administrative records* **Property management - Leasing-out** for records relating to tenancy agreements for caravan park residents

23.1	<p>Key records relating to the management of parks and reserves. Includes:</p> <ul style="list-style-type: none"> • the acquisition and disposal of land for the purpose of public recreation and open space, e.g. investigations, images, photographs, maps etc. • the establishment, negotiation, maintenance and review of agreements with private landholders to maintain a section of their holding as a conservation reserve • the naming and renaming of parks, reserves and topographical features 	Required as State archives
------	---	----------------------------

Local government records

Draft

Dates of coverage: Open

No.	Description of records	Disposal action
-----	------------------------	-----------------

PARKS, RESERVES & HORTICULTURAL SERVICES

	<ul style="list-style-type: none"> • the management of heritage listed, protected or unique trees and plants in the parks, reserves, gardens, and on roadsides, e.g. treatment reports and recommendations, removal and maintenance of trees, planting information, including location details, number planted and historical information, and photographs. • significant tree and plant inventories. 	
--	---	--

Basis for determination:

- Benchmark: Consistent with Queensland, WA, Tasmania & South Australia.
- Precedent: Confirms Board decision of 2011.
- Other

Justification/Remarks: No change

23.2	<p>Operational records of parks and reserves. Includes:</p> <ul style="list-style-type: none"> • agreements with private landholders to maintain a section of their holding as a conservation reserve which do not proceed • the maintenance of trees and the management of trees and plants in the parklands, gardens, roadsides and road reserves which are not heritage listed, protected or unique • design and landscaping of playing fields • requests and complaints from members of the public to prune, remove or maintain trees • maintenance schedules • records of tree pruning, maintenance and removal • inspection and treatment reports and recommendations • planting information, including location details. 	Retain minimum of 7 years after action completed, then destroy
------	---	--

Basis for determination:

Local government records

Draft

Dates of coverage: Open

No.	Description of records	Disposal action
-----	------------------------	-----------------

PARKS, RESERVES & HORTICULTURAL SERVICES

	<input checked="" type="checkbox"/> Benchmark: Consistent with WA. Tasmania retains design and construction of parks and reserves that have no significance beyond their use as open spaces for 25 years after sale of property. Tasmania retains landscaping of playing grounds for 5 years after work superseded	
	<input checked="" type="checkbox"/> Precedent: Confirms Board decision of 2011.	
	<input checked="" type="checkbox"/> Other	

Justification/Remarks: No change except the retention period for agreements that do not proceed reduced from 10 to 7 years to simplify disposal.

23.3	<p>Facilitative records. Includes:</p> <ul style="list-style-type: none"> provision of horticultural services and advice including the provision of free trees and street trees and materials to routine, administrative records relating to the naming of parks and reserves services provided in parks and reserves by or on behalf of the organisation, e.g. caravan parks, golf courses, camping grounds, etc. Records include service coordination, operation schedules, daily operations, bookings etc. 	Retain minimum of 2 years after action completed, then destroy
------	--	--

Basis for determination:

- Benchmark:** Queensland retains service coordination records for 3 years. Consistent with Tasmania and WA.
- Precedent:**
- Other**

Justification/Remarks: No change except retention period for provision of advice and free trees reduced from 5 to 2 years to streamline.

Local government records

Draft

Dates of coverage: Open

No.	Description of records	Disposal action
-----	------------------------	-----------------

PERMITS

24.0 PERMITS

The activity of managing applications for services, licences, permits, registrations and other approvals.

See **LAWS AND ENFORCEMENT** for records of notifications, infringements, penalties and prosecutions for breaches of licensing conditions or the conduct of unauthorised activities.

24.1	<p>Records relating to applications for permits relating to:</p> <ul style="list-style-type: none"> • road openings, cranes, hoardings, erection of gates across public roads and the construction of a by-pass around a road gate • emergency services, such as bushfire control permits • chemical and pesticide use • tree pruning and removal on private property • the conduct of regulated activities (licensing of food premises, common lodging houses etc.). • use of premises, parks, reserves and beaches etc. for recreational, sporting and entertainment purposes • level crossings, erection of public stands, stock movements and grazing over roads, temporary road closures for street marches etc <p>Records include applications, determinations, associated correspondence, unsuccessful applications etc</p>	<p>Retain minimum of 7 years after action completed or expiry or termination, then destroy</p>
<p>Basis for determination:</p> <p><input checked="" type="checkbox"/> Benchmark: Queensland retains for between 2 and 7 years. Victoria retains for 7 years. South Australia for 6 years. Consistent with Tasmania & WA.</p> <p><input type="checkbox"/> Precedent</p> <p><input checked="" type="checkbox"/> Other</p>		
<p>Justification/Remarks: No change except retention period for permits for road openings, hoardings, erection of gates across public roads and the construction of a by-pass around a road gate reduced from 10 to 7 years to streamline the authority, and retention period for conduct of activities in parks, beaches, stock movements etc increased from 5 to 7.</p>		

Local government records

Draft

Dates of coverage: Open

No.	Description of records	Disposal action
-----	------------------------	-----------------

PERMITS

24.2	<p>Records relating to the issue of permits, licences, approvals, etc. for low-risk and/or temporary activities. Includes:</p> <ul style="list-style-type: none"> • bill posting, posters • leaflet distribution, charitable collections, public addresses, busking, temporary food stalls, toilets etc • parking permits including special parking arrangements and special or temporary parking zones. <p>Records include:</p> <ul style="list-style-type: none"> • applications and supporting documents • determinations • associated correspondence <p>Includes successful and unsuccessful applications, cancellations, transferrals, amendments, renewals, suspensions, revocations</p>	<p>Retain minimum of 1 year after expiry or action completed, then destroy</p>
------	--	--

Basis for determination:

Benchmark: Consistent with Tasmania. Queensland retains for between 2 and 7 years. Victoria retains for 1 year after administrative use concluded. South Australia for between 2 and 6 years. WA for 2 years

Precedent:

Other

Justification/Remarks: Changed from 2 years to 1 year after expiry or action completed for low risk activities.

Local government records

Draft

Dates of coverage: Open

No.	Description of records	Disposal action
-----	------------------------	-----------------

PLANNING INSTRUMENTS

25.0 PLANNING INSTRUMENTS

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

See **GOVERNMENT RELATIONS - Submissions** for records relating to submissions on planning proposals developed by the State government.

25.1	<p>Key records relating to the development of planning instruments, controls, codes and schemes, including local environment plans and masterplans. Records include:</p> <ul style="list-style-type: none"> • final approved copy of planning schemes and amendments • Ministerial approvals • drafts containing significant changes/alterations or formally circulated for public comment • reports • summaries of submissions and objections. <p>Includes registers and summary records relating to land use and planning, e.g. land registers recording name and location of land, name of land owner, Crown land, land classification and zoning, particulars of agreements; registers of Aboriginal sites of significance, registers of natural hazard areas such as flood zones</p>	Required as State archives
<p>Basis for determination:</p> <p><input checked="" type="checkbox"/> Benchmark: Consistent with Victoria, Queensland, Tasmania, WA</p> <p><input checked="" type="checkbox"/> Precedent: Confirms Board decision of 2011.</p> <p><input checked="" type="checkbox"/> Other</p>		
Justification/Remarks: No change		
25.2	Records relating to the development of planning instruments, controls, codes and schemes, including local environment plans. Records include background research, submissions and objections.	Retain minimum of 10 years after action completed, then destroy
Basis for determination:		

Local government records

Draft

Dates of coverage: Open

No.	Description of records	Disposal action
-----	------------------------	-----------------

PLANNING INSTRUMENTS

<input checked="" type="checkbox"/> Benchmark: Consistent with Victoria, Queensland, Tasmania, WA		
<input checked="" type="checkbox"/> Precedent: Confirms Board decision of 2011.		
<input checked="" type="checkbox"/> Other		
Justification/Remarks: No change		
25.3	Records of arrangements for the development and exhibition of planning instruments. Records include: <ul style="list-style-type: none"> • questionnaires and survey forms • invitations to comment • forms for submitting comments, feedback, objections, etc. 	Retain minimum of 2 years after action completed, then destroy
Basis for determination: <input type="checkbox"/> Benchmark: <input checked="" type="checkbox"/> Precedent: Confirms Board decision of 2011. <input checked="" type="checkbox"/> Other		
Justification/Remarks: No change		

Local government records

Draft

Dates of coverage: Open

No.	Description of records	Disposal action
-----	------------------------	-----------------

PUBLIC HEALTH

26.0 PUBLIC HEALTH

The process of officially examining facilities, properties, equipment and items to ensure compliance with standards, regulatory requirements or codes.

See **LAWS AND ENFORCEMENT** for records of notifications of inspections and certifications submitted by owners or business or service operators as evidence of compliance with health, building and other laws, standards and regulations, including the certification of regulated systems, quarterly cooling tower reports and fire safety statements, etc.

See **COMMUNITY SERVICES AND PROGRAMS** for records relating to immunisation programs.

26.1	<p>Key records of public health. Includes:</p> <ul style="list-style-type: none"> • inspections of businesses, facilities, buildings, etc. where there are major public health issues, including significant cases of environmental pollution or disease, or matters involving major controversy or major breaches of regulations. • reports concerning public health issues specific to the local area, including medical officers' reports and correspondence. Includes reports concerning conditions of areas where the report is adverse or details outbreaks of epidemics • summary records or registers of notifiable and infectious diseases. <p>Note: this entry includes coverage for legacy records such as registers of infectious diseases.</p>	Required as State archives
<p>Basis for determination:</p> <p><input checked="" type="checkbox"/> Benchmark: Tasmania retains for 10 years as this is the responsibility of the Director of Public Health. Consistent with Tasmania for registers of infectious diseases and reports on significant programs. Consistent with WA.</p> <p><input checked="" type="checkbox"/> Precedent: Confirms Board decision of 2011.</p> <p><input checked="" type="checkbox"/> Other</p>		
Justification/Remarks: No change		
26.2	Records relating to inspections of businesses, facilities, buildings, water cooling systems, food premises etc. where there are no major public health issues, matters involving	Retain minimum of 7 years after action

Local government records

Draft

Dates of coverage: Open

No.	Description of records	Disposal action
<i>PUBLIC HEALTH</i>		
	<p>major controversy or major breaches of regulations. Records include:</p> <ul style="list-style-type: none"> • notices advising of public health issues and/or rectification action • notices to comply • notices of entry, reports, diaries etc. • food sampling and analysis. <p>Includes external monitoring of public health care services operated by or on behalf of the organisation, including nursing homes, baby health centres, aged care services.</p>	completed, then destroy
<p>Basis for determination:</p> <p><input checked="" type="checkbox"/> Benchmark: South Australia retains for 6 years. Consistent with Tasmania. WA retains for 10 years.</p> <p><input checked="" type="checkbox"/> Precedent: Confirms Board decision of 2011.</p> <p><input checked="" type="checkbox"/> Other</p>		
<p>Justification/Remarks: No change except for external monitoring of services increased from 5 to 7 years.</p>		
26.3	<p>Records relating to the administration and management of public health programs. Records include:</p> <ul style="list-style-type: none"> • project management records • project schedules • assessments of resources required and acquisition of resources • liaison/communication with local community groups and other organisations concerning the administration and implementation of programs • surveys • progress reports • final reports and program evaluations. 	Retain minimum of 10 years after action completed, then destroy

Local government records

Draft

Dates of coverage: Open

No.	Description of records	Disposal action
-----	------------------------	-----------------

PUBLIC HEALTH

	Includes statistics on food surveillance collected by or for the organisation in the local area and official notifications of infectious diseases.	
<p>Basis for determination:</p> <p><input checked="" type="checkbox"/> Benchmark: Consistent with Tasmania for management of programs. South Australia retains notifications of infectious diseases for 2 years and Tasmania for 1 year.</p> <p><input checked="" type="checkbox"/> Precedent: Confirms Board decision of 2011.</p> <p><input checked="" type="checkbox"/> Other</p>		
<p>Justification/Remarks: No change.</p>		

DRAFT

Local government records

Draft

Dates of coverage: Open

No.	Description of records	Disposal action
-----	------------------------	-----------------

RATES AND VALUATIONS

27.0 RATES AND VALUATIONS

The function of managing, regulating, setting and collecting income through the valuation of rateable land and other charges.

See **ADVICE & ENQUIRIES** for records relating to the handling of enquiries concerning rates, e.g. amounts payable, methods of payment, etc.

See **AUTHORISATION** for records relating to authorisations for direct debit for payments of rates.

See **CERTIFICATES** for records relating to rates certificates.

See General Retention and Disposal Authority *Administrative records* **STRATEGIC MANAGEMENT - Policy** for records relating to policies to determine rating status and the classification of land

27.1	<p>Key records of rates and valuations. Includes:</p> <ul style="list-style-type: none"> • registers or equivalent summary records of rateable property e.g rate books, assessment books • Valuation books compiled by Council prior to the Valuation of Land Act applying in the area • registers and summary records of sale of land for overdue rates • challenges to or appeals against a property's classification status for rating purposes that are precedent setting <p>Note: See the Miscellaneous Notes to the Valuation of Land Act for details of when the Act applied to each Council area.</p>	Required as State archives
<p>Basis for determination:</p> <p><input checked="" type="checkbox"/> Benchmark: Consistent with Tasmania, WA.</p> <p><input checked="" type="checkbox"/> Precedent: Confirms Board decision of 2011.</p> <p><input checked="" type="checkbox"/> Other</p>		
Justification/Remarks: No change		
27.2	<p>Records of:</p> <ul style="list-style-type: none"> • rate notices issued and payments received 	Retain minimum of 7 years after action completed or

Local government records

Draft

Dates of coverage: Open

No.	Description of records	Disposal action
-----	------------------------	-----------------

RATES AND VALUATIONS

	<ul style="list-style-type: none"> • transfer of land in lieu of rates • rates appeals or objections • requests to waive rates, including applications, supporting documentation and determinations • notices issued to ratepayers in relation to overdue rates, valuations, charges, remissions, classification of land, sale of land for overdue rates etc • properties where owners are unknown • appeals against a property's classification status for rating purposes • arrangements for the sale of land to recover outstanding and unpaid rates, including where sale does not proceed • rate or reminder notices returned to the organisation when ratepayer no longer at address, and affidavits of service • recovery transactions (including bankruptcy proceedings and transactions for the recovery of arrears) • requests for exemptions or postponements of rates, to pay by instalments (including instalment and interest calculations), ex-gratia payments in lieu of rates and offers for the transfer of land in lieu of payment that are not acted on. 	<p>finalisation of the matter, then destroy</p>
<p>Basis for determination:</p> <p><input checked="" type="checkbox"/> Benchmark: Consistent with Tasmania, WA.</p> <p><input checked="" type="checkbox"/> Precedent:</p> <p><input checked="" type="checkbox"/> Other</p>		
<p>Justification/Remarks: Retention periods changed from between 2 and 10 years to 7 years to streamline authority.</p>		
27.3	Records relating to:	Retain minimum of 7 years after expiry of approval for rebate

Local government records

Draft

Dates of coverage: Open

No.	Description of records	Disposal action
-----	------------------------	-----------------

RATES AND VALUATIONS

	<ul style="list-style-type: none"> • rate rebates or reductions • exemptions or postponements of rates • payments by instalments • ex-gratia payments in lieu of rates. <p>Records include:</p> <ul style="list-style-type: none"> • applications • determinations • agreements • correspondence regarding payments, etc. 	<p>or reduction, then destroy</p>
--	---	-----------------------------------

Basis for determination:

- Benchmark: Consistent with Tasmania. WA retains for rate exemptions for 30 years, rebates and payment installments for 7 years.
- Precedent: Confirms Board approval of 2011.
- Other

Justification/Remarks: No change

27.4	<p>Records received for reference purposes and to update systems. Includes:</p> <ul style="list-style-type: none"> • Notices of the transfer, sale or change of status of property • Returns relating to the valuation or rating status or classification of properties • Valuation books, lists, checklists and Supplementary valuation lists provided by the Valuer-General. 	<p>Retain until reference use ceases, then destroy</p>
------	---	--

Basis for determination:

- Benchmark: Tasmania retains for between 1 and 3 years. WA for 2 years.
- Precedent: Confirms Board approval of 2011 for notices.
- Other

Local government records

Draft

Dates of coverage: Open

No.	Description of records	Disposal action
-----	------------------------	-----------------

RATES AND VALUATIONS

Justification/Remarks: Retention period changed from 2 years or reference use ceases, to reference use ceases to streamline the authority.

DRAFT

Local government records

Draft

Dates of coverage: Open

No.	Description of records	Disposal action
-----	------------------------	-----------------

ROADS

28.0 ROADS

The provision of road construction and maintenance and associated street services to property owners within the local area. Includes the design, construction and maintenance of roads and associated infrastructure, such as kerbing, guttering and footpaths. Also includes the acquisition and installation of street furniture, decorations and road signs.

See **COMMUNITY SERVICES AND PROGRAMS** for records relating to road safety programs.

See **ENVIRONMENTAL MANAGEMENT** for records relating to the control and eradication of noxious plants/weeds on roadsides.

See **LAWS AND ENFORCEMENT** for records relating to the issue of notices, orders, infringements and penalty notices for breaches of road regulations.

See **PERMITS** for records relating to road permits.

See General Retention and Disposal Authority *Administrative records* **Property management** for records relating to the management of quarries for road construction materials.

See General Retention and Disposal Authority *Administrative records* **PROPERTY MANAGEMENT** for records relating to the acquisition, design, construction and disposal of roads, associated infrastructure and land for roads, etc.

See General Retention and Disposal Authority *Administrative records* **GOVERNMENT RELATIONS - Agreements** for records relating to establishment, negotiation, maintenance and review of agreements relating to roads, including relocations, construction and maintenance, with other Government organisations

See General Retention and Disposal Authority *Administrative records* **STRATEGIC MANAGEMENT - Joint ventures** for records relating to the establishment, negotiation, maintenance and review of agreements relating to roads, including relocations, construction and maintenance, with external organisations.

28.1	<p>Key records of the management of roads. Includes:</p> <ul style="list-style-type: none"> • successful applications for new roads, permanent road closures and street realignments • plan/map registers and indexes of roads and associated structures, including private works, survey peg/marks, bridges, public gates and roads • declarations of roads • the naming and re-naming of streets, roads and associated structures and topographical features. 	Required as State archives
------	---	----------------------------

Local government records

Draft

Dates of coverage: Open

No.	Description of records	Disposal action
<i>ROADS</i>		
	Records include applications, determinations, supporting documentation and associated correspondence with external parties, including the responsible State government department.	
Basis for determination: <input checked="" type="checkbox"/> Building the archives policy: <input checked="" type="checkbox"/> Benchmark: Consistent with Victoria, Queensland and South Australia, Tasmania, WA. <input checked="" type="checkbox"/> Precedent: Confirms Board decision of 2011 <input checked="" type="checkbox"/> Other:		
Justification/Remarks: No change		
28.2	Records relating to major maintenance work, not involving structural changes, carried out on roads, bridges, etc. Includes major repairs of damage caused by flooding, natural disasters and traffic. Records include: <ul style="list-style-type: none"> • plans, specifications and drawings of major maintenance work undertaken • records of inspections of structures carried out to ensure that they are safe to use and in good working order • daily diaries of road work teams • records of outcomes of consultations, etc. 	Retain minimum of 7 years after structure is demolished or removed, then destroy
Basis for determination: <input checked="" type="checkbox"/> Benchmark: <input checked="" type="checkbox"/> Precedent: Confirms Board decision of 2011 <input checked="" type="checkbox"/> Other:		
Justification/Remarks: No change		
28.3	Records relating to the operational management of roads. Includes: <ul style="list-style-type: none"> • applications for road classification, including objections to new classifications, e.g. applications, 	Retain minimum of 7 years after action completed, then destroy

Local government records

Draft

Dates of coverage: Open

No.	Description of records	Disposal action
<i>ROADS</i>		
	<p>determinations, submissions and objections, classification certificates etc</p> <ul style="list-style-type: none"> • the design and construction of minor structures/works associated with roads, such as paving, kerbing, driveways/vehicular crossings, line markings, pedestrian crossings, alternative crossings for bridge construction projects, public gates, road sealing and resealing, etc. • notices of alteration of road levels by roads authorities, including the organisation • minor and routine maintenance works on roads and associated structures, including notifications of required maintenance • summary records of road works, maintenance, sealing, resealing etc • unsuccessful applications for permanent road closures, new roads and street realignments. 	
<p>Basis for determination:</p> <p><input checked="" type="checkbox"/> Benchmark: South Australia retains for 6 years. Tasmania retains for between 7 and 10 years. WA retains road classifications for 20 years after superseded.</p> <p><input checked="" type="checkbox"/> Precedent:</p> <p><input checked="" type="checkbox"/> Other</p>		
<p>Justification/Remarks: Previously records were retained for between 7 and 10 years. Changed to 7 years to streamline disposal.</p>		
28.4	<p>Records relating to the routine management of roads. Includes:</p> <ul style="list-style-type: none"> • administrative arrangements for naming of roads, road closures, openings, reinstatements, alterations of private roads • Notices of entry to private or enclosed lands, for the purpose of conducting surveys, obtaining materials, etc. • testing of road surfaces, including sealing and resealing test results. 	<p>Retain minimum of 2 years after action completed, then destroy</p>

Local government records

Draft

Dates of coverage: Open

No.	Description of records	Disposal action
-----	------------------------	-----------------

ROADS

Basis for determination:

- Benchmark: Consistent with Tasmania.
- Precedent: Confirms Board decision of 2011
- Other

Justification/Remarks: No change

DRAFT

Local government records

Draft

Dates of coverage: Open

No.	Description of records	Disposal action
-----	------------------------	-----------------

SISTER CITIES

29.0 SISTER CITIES

29.1	<p>Records relating to the establishment and maintenance of agreements with other countries, states and local areas for the promotion and development of local industries, tourism and the local economy, such as Sister City agreements.</p> <p>Records include:</p> <ul style="list-style-type: none"> • correspondence and records of negotiations and reviews of agreements • final versions and significant drafts of agreements. 	Required as State archives
<p>Basis for determination:</p> <p><input checked="" type="checkbox"/> Building the archives policy:</p> <p><input checked="" type="checkbox"/> Benchmark: Consistent with Tasmania</p> <p><input checked="" type="checkbox"/> Precedent: Confirms Board decision of 2011</p> <p><input checked="" type="checkbox"/> Other:</p>		
<p>Justification/Remarks: No change.</p>		
29.2	<p>Records relating to:</p> <ul style="list-style-type: none"> • negotiations or proposals for agreements with other countries, states and local areas for the promotion and development of local industries, tourism and the local economy, which do not proceed. Records include negotiations, associated correspondence and draft agreements. • activities undertaken under agreements. Includes the provision or receipt of services, goods and equipment, cultural work, visits or economic exchange and gifts. 	Retain minimum of 10 years after action completed, then destroy
<p>Basis for determination:</p> <p><input checked="" type="checkbox"/> Benchmark:</p> <p><input checked="" type="checkbox"/> Precedent: Confirms Board decision of 2011</p> <p><input checked="" type="checkbox"/> Other</p>		

Local government records

Draft

Dates of coverage: Open

No.	Description of records	Disposal action
-----	------------------------	-----------------

SISTER CITIES

Justification/Remarks: No change

DRAFT

Local government records

Draft

Dates of coverage: Open

No.	Description of records	Disposal action
-----	------------------------	-----------------

STREET AND PROPERTY NUMBERING

30.0 STREET AND PROPERTY NUMBERING

The activity of managing the numbering and history of a property. Also includes the amendment of street numbers to properties.

30.1	Summary records relating to the recognition of a unique property identification number, including street numbering and re-numbering.	Required as State archives
Basis for determination: <input checked="" type="checkbox"/> Building the archives policy: <input checked="" type="checkbox"/> Benchmark: Consistent with Tasmania <input checked="" type="checkbox"/> Precedent: Confirms Board decision of 2011 <input checked="" type="checkbox"/> Other:		
Justification/Remarks: No change.		
30.2	Records relating to the numbering and re-numbering of properties, including street, house, rural road and property numbering. Records include notifications of new addresses and numbers to owners and residents.	Retain minimum of 2 years after action completed, then destroy
Basis for determination: <input checked="" type="checkbox"/> Benchmark: <input checked="" type="checkbox"/> Precedent: Confirms Board decision of 2011 <input checked="" type="checkbox"/> Other		
Justification/Remarks: No change.		

Local government records

Draft

Dates of coverage: Open

No.	Description of records	Disposal action
-----	------------------------	-----------------

STREET FURNITURE AND DECORATIONS

31.0 STREET FURNITURE AND DECORATIONS

The activity of managing permission and control of the use of roadside facilities.

31.1	<p>Records relating to the leasing, installation of and advertising rights on kiosks, street furniture, stalls, clothing collection bins, driveways, footpaths, right of ways, roundabouts, traffic humps, etc. Records include:</p> <ul style="list-style-type: none"> • applications and determinations • leases, licences and permits, including footpath occupation permits • supporting documentation • associated correspondence. <p>Note: Action completed should encompass the fulfilment of all terms and conditions of leases, contracts and agreements.</p>	Retain minimum of 7 years after action completed, then destroy
<p>Basis for determination:</p> <p><input checked="" type="checkbox"/> Benchmark: Consistent with Tasmania</p> <p><input checked="" type="checkbox"/> Precedent: Confirms Board decision of 2011</p> <p><input checked="" type="checkbox"/> Other</p>		
<p>Justification/Remarks: No change</p>		
31.2	Records relating to the provision of street decorations.	Retain minimum of 2 years after action completed, then destroy
<p>Basis for determination:</p> <p><input checked="" type="checkbox"/> Benchmark: Consistent with Tasmania</p> <p><input checked="" type="checkbox"/> Precedent: Confirms Board decision of 2011</p> <p><input checked="" type="checkbox"/> Other</p>		

Local government records

Draft

Dates of coverage: Open

No.	Description of records	Disposal action
-----	------------------------	-----------------

STREET FURNITURE AND DECORATIONS

Justification/Remarks: No change.

DRAFT

Local government records

Draft

Dates of coverage: Open

No.	Description of records	Disposal action
-----	------------------------	-----------------

SUBDIVISIONS

32.0 SUBDIVISIONS

The activity of subdividing land into lots for public reserves and drainage reserves and development, e.g. land releases, new area developments.

See **DEVELOPMENT AND BUILDING CONTROLS** for subdivision applications that form part of a development application.

32.1	Records of major subdivisions. Includes approved and refused applications. Records include: <ul style="list-style-type: none"> • applications • subdivision, engineering and certified plans • statements of compliance • associated correspondence. 	Required as State archives
Basis for determination: <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Benchmark: South Australia retains for 60 years. Consistent with WA. <input checked="" type="checkbox"/> Precedent: Confirms Board decision of 2011. <input checked="" type="checkbox"/> Other 		
Justification/Remarks: No change		
32.2	Registers and summary records of subdivisions. <ul style="list-style-type: none"> • applications and approvals for planning scheme regulations • zoning areas, such as residential, industrial, etc • land registers recording name and location of land, name of land owner, Crown land, land classification and zoning, particulars of agreements • registers of natural hazard areas, e.g. flood zones etc. 	Required as State archives
Basis for determination: <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Benchmark: Consistent with WA. 		

Local government records

Draft

Dates of coverage: Open

No.	Description of records	Disposal action
-----	------------------------	-----------------

SUBDIVISIONS

<input checked="" type="checkbox"/> Precedent: Confirms Board decision of 2011. <input checked="" type="checkbox"/> Other		
Justification/Remarks: No change		
32.3	Records of minor or routine subdivisions which are approved. Records include: <ul style="list-style-type: none"> • applications • subdivision, engineering and certified plans • statements of compliance • associated correspondence. 	Retain minimum of 20 years after action completed, then destroy
Basis for determination: <input checked="" type="checkbox"/> Benchmark: South Australia retains for 60 years. WA for 30 years. <input checked="" type="checkbox"/> Precedent: <input checked="" type="checkbox"/> Other		
Justification/Remarks: No change		
32.4	Records relating to applications for minor subdivisions which are not approved, and all applications that are withdrawn or abandoned.	Retain minimum of 10 years after action completed, then destroy
Basis for determination: <input checked="" type="checkbox"/> Benchmark: WA retains for 7 years <input checked="" type="checkbox"/> Precedent: Confirms Board decision of 2011. <input checked="" type="checkbox"/> Other		
Justification/Remarks: No change		

Local government records

Draft

Dates of coverage: Open

No.	Description of records	Disposal action
-----	------------------------	-----------------

SURVEYS

33.0 SURVEYS

The activity of managing surveys undertaken to determine the boundaries, position, condition and extent of parcels of land, buildings and roads, as well as the collection of data for future infrastructure needs.

33.1	Records relating to surveys undertaken or commissioned by the organisation. Includes surveys undertaken to establish the position of lots, boundaries of land and physical condition of land, e.g. land slippage, flood prone areas etc. Records include original or certified copies of survey plans of land and final versions of survey reports.	Required as State archives
Basis for determination: <input checked="" type="checkbox"/> Benchmark: <input checked="" type="checkbox"/> Precedent: Confirms Board decision of 2011. <input checked="" type="checkbox"/> Other		
Justification/Remarks: No change		
33.2	Records supporting the development of survey plans, reports or other survey products or the collection of geographic information.	Retain minimum of 10 years after action completed, then destroy
Basis for determination: <input checked="" type="checkbox"/> Benchmark: <input checked="" type="checkbox"/> Precedent: Confirms Board decision of 2011. <input checked="" type="checkbox"/> Other		
Justification/Remarks: No change		
33.3	Final reports of studies and research conducted or commissioned by the organisation into local trends or conditions to support land use and planning processes.	Required as State archives
Basis for determination: <input checked="" type="checkbox"/> Benchmark:		

Local government records

Draft

Dates of coverage: Open

No.	Description of records	Disposal action
-----	------------------------	-----------------

SURVEYS

<input checked="" type="checkbox"/> Precedent: Confirms Board decision of 2011. <input checked="" type="checkbox"/> Other		
Justification/Remarks: No change		
33.4	Records relating to the conduct of studies and research into local trends or conditions to support land use and planning processes. Includes drafts, etc.	Retain minimum of 5 years after action completed, then destroy
Basis for determination: <input checked="" type="checkbox"/> Benchmark: <input checked="" type="checkbox"/> Precedent: Confirms Board decision of 2011. <input checked="" type="checkbox"/> Other		
Justification/Remarks: No change		

DRAFT

Local government records

Draft

Dates of coverage: Open

No.	Description of records	Disposal action
-----	------------------------	-----------------

TRAFFIC & TRANSPORT

34.0 TRAFFIC & TRANSPORT

The provision of road construction and maintenance and associated street services to property owners within the local area. Includes:

- the design, construction and maintenance of roads and associated infrastructure, such as kerbing, guttering and footpaths
- the acquisition and installation of street furniture, decorations and road signs.
- managing transport infrastructure and the efficient movement and parking of traffic.

See **ENVIRONMENTAL MANAGEMENT** for records relating to the control and eradication of noxious plants/weeds on roadsides.

See **LAWS AND ENFORCEMENT** for records relating to the issue of notices, orders, infringements and penalty notices for breaches of road regulations.

See General Retention and Disposal Authority *Administrative records* **COMPENSATION – Claims** for records relating to claims made that involve road and footpath maintenance.

See General Retention and Disposal Authority *Administrative records* **Property management** for records relating to the management of quarries for road construction materials.

See General Retention and Disposal Authority *Administrative records* **Property management** for records relating to maintenance of traffic and transport facilities.

See General Retention and Disposal Authority *Administrative records* **PROPERTY MANAGEMENT - Construction** for records relating to design and construction of traffic and transport infrastructure and facilities

34.1	Key records of the management of traffic and transport. Includes records relating to the: <ul style="list-style-type: none"> • delegation of public roads control to the organisation by the State authority responsible for roads • liaison with local groups such as the Chamber of Commerce, progress associations, industry and consumer associations, the local community, etc. on matters of major public interest or controversy with regard to traffic and transport. 	Required as State archives
Basis for determination: <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Benchmark: Consistent with Victoria & South Australia & Tasmania for declaration of roads. <input checked="" type="checkbox"/> Precedent: Confirms Board decision of 2011. 		

Local government records

Draft

Dates of coverage: Open

No.	Description of records	Disposal action
-----	------------------------	-----------------

TRAFFIC & TRANSPORT

<input type="checkbox"/> Other		
Justification/Remarks: No change		
34.2	Records relating to the development and implementation of controls for the regulation and restriction of traffic in specified areas and traffic flow, such as declaration of Light Traffic Thoroughfares (LTT), one-way streets, local traffic zones, parking restrictions, signage. Records include: <ul style="list-style-type: none"> • traffic facility instructions • objections and submissions received • certificates. 	Retain minimum of 20 years after superseded, then destroy
Basis for determination: <input checked="" type="checkbox"/> Benchmark: South Australia retains for 6 years after superseded <input checked="" type="checkbox"/> Precedent: Confirms Board decision of 2011. <input type="checkbox"/> Other		
Justification/Remarks: No change		
34.3	Records relating to the operational management of traffic and transport. Includes records relating to: <ul style="list-style-type: none"> • the design, construction, repair and maintenance of minor traffic and transport works, such as bus shelters, road signs, parking meters, etc. Includes plans, specifications, correspondence with builders etc. • the operation and delivery of services and facilities such as airports, aerodromes, and parking stations by or on behalf of the organisation, e.g. management plans, service plans, emergency response plans, testing and exercises, inspection and monitoring reports, operating manuals and procedures, customer usage records, landing fees, pavement concessions, allowances and entitlements to use facilities. • provision of on-street and off-street parking facilities by the organisation (not including multi-level car park construction), including liaison with 	Retain minimum of 7 years after action completed, then destroy

Local government records

Draft

Dates of coverage: Open

No.	Description of records	Disposal action
-----	------------------------	-----------------

TRAFFIC & TRANSPORT

	<p>external organisations concerning parking facilities and arrangements</p> <ul style="list-style-type: none"> • the routine monitoring of traffic flow including traffic maps • planning for traffic flows and transport controls, such as on-street kerb side parking controls, parking strategies, including parking in shopping centres, signage concepts. • liaison with service providers in relation to schedules, routes, facilities and timetabling of transport services such as rail, bus, air, ferry, taxi service etc. 	
--	---	--

Basis for determination:

Benchmark: South Australia retains aerodrome operation and parking stations records for 6 years. Consistent with Tasmania

Precedent:

Other:

Justification/Remarks: Previously records were retained for between 7 and 10 years. Changed to 7 years to simplify disposal.

34.4	<p>Records relating to routine management of traffic and transport. Includes:</p> <ul style="list-style-type: none"> • successful and unsuccessful requests for traffic control, signs and changes to traffic flows • notifications of changes to traffic conditions • the determination of parking zones, including residential parking zones • the installation of signage and meters, including traffic and non-traffic signs such as parking, community direction, street names, regulatory and warning signs, parking meters, signs and limits. 	Retain minimum of 2 years after action completed, then destroy
------	--	--

Basis for determination:

Benchmark: Consistent with WA for sign management.

Local government records

Draft

Dates of coverage: Open

No.	Description of records	Disposal action
-----	------------------------	-----------------

TRAFFIC & TRANSPORT

<input checked="" type="checkbox"/> Precedent: Confirms Board decision of 2011. <input checked="" type="checkbox"/> Other:		
Justification/Remarks: No change		
34.5	Records relating to road and traffic safety monitoring, including the collection of traffic accident statistics and pedestrian issues, bird strike reports etc.	Retain until administrative or reference use ceases, then destroy
Basis for determination: <input type="checkbox"/> Benchmark: <input checked="" type="checkbox"/> Precedent: Confirms Board decision of 2011. <input checked="" type="checkbox"/> Other:		
Justification/Remarks: No change		

DRAFT

Local government records

Draft

Dates of coverage: Open

No.	Description of records	Disposal action
-----	------------------------	-----------------

URBAN DESIGN

35.0 URBAN DESIGN

The activities associated with the development of precincts and public spaces to create aesthetically pleasing environments. Includes major public art initiatives, such as sculptures, paving, fountains, etc.

See **LAND USE AND PLANNING - Planning** for records relating to urban masterplans.

35.1	Records relating to planning for public art and urban design initiatives, such as sculptures, paving and fountains. Records include proposals, reports and associated correspondence.	Required as State archives
Basis for determination: <input checked="" type="checkbox"/> Benchmark: Consistent with Tasmania, WA <input checked="" type="checkbox"/> Precedent: Confirms Board decision of 2011. <input type="checkbox"/> Other:		
Justification/Remarks: No change		
35.2	Records relating to minor urban planning initiatives. Records include proposals, reports and associated correspondence.	Retain minimum of 10 years after project completed, then destroy
Basis for determination: <input checked="" type="checkbox"/> Benchmark: Consistent with Tasmania & WA. <input checked="" type="checkbox"/> Precedent: Confirms Board decision of 2011. <input checked="" type="checkbox"/> Other:		
Justification/Remarks: Disposal trigger changed to after project completed.		

Local government records

Draft

Dates of coverage: Open

No.	Description of records	Disposal action
-----	------------------------	-----------------

WASTE MANAGEMENT

36.0 WASTE MANAGEMENT

The activities relating to the provision of services by the organisation or by other agencies on behalf of the organisation.

See General Retention and Disposal Authority *Administrative records* **GOVERNMENT RELATIONS - Agreements** for records relating to agreements related to waste management with other Government departments.

See General Retention and Disposal Authority *Administrative records* **STRATEGIC MANAGEMENT - Joint ventures** for records relating to agreements with external organisations relating to waste management

See **COMMUNITY SERVICES AND PROGRAMS** for records relating to waste management campaigns

See General Retention and Disposal Authority *Administrative records* **PROPERTY MANAGEMENT - Construction** for records relating to the design and construction of waste management facilities.

36.1	<p>Key records of landfill sites. Includes those owned and operated by the organisation, or managed by third parties on behalf of the organisation. Includes:</p> <ul style="list-style-type: none"> • the rehabilitation and capping of landfill sites • the physical location and construction of landfill sites, including leachate collection systems, drainage and water management systems and landfill cell lining. <p>Records include:</p> <ul style="list-style-type: none"> • plans and specifications • reports • photographs • surveys • site plans showing physical location • records of structural changes. 	Required as State archives
------	--	----------------------------

<p>Basis for determination:</p> <p><input checked="" type="checkbox"/> Benchmark: Consistent with Victoria, WA and South Australia</p>
--

Local government records

Draft

Dates of coverage: Open

No.	Description of records	Disposal action
-----	------------------------	-----------------

WASTE MANAGEMENT

<input checked="" type="checkbox"/> Precedent: Confirms Board decision of 2011. <input checked="" type="checkbox"/> Other:

Justification/Remarks: No change.

36.2	<p>Records relating to the operation and management of waste management facilities by the organisation or by other agencies and contractors on behalf of the organisation. Includes tips and depots, landfill, recycling operations and chemical waste disposal sites. Includes records of:</p> <ul style="list-style-type: none"> • the closure of waste management sites and facilities, including closure plans, etc. • management plans • inspections of specialised waste management equipment • volumetric surveys of landfills • the development and implementation of waste treatment processes at the facility, which are not considered to be innovative or where the process is not patented by the organisation • directions from external organisations, such as the Environment Protection Authority, to undertake certain actions. <p>Note: Where there is potential for long-term health and environmental impacts due to contaminated land, records should be retained in accordance with ENVIRONMENTAL MANAGEMENT (entry 17.2) and GA28, PROPERTY MANAGEMENT - Conservation (entries 16.6.5 and 16.6.6).</p>	Retain minimum of 20 years after facility ceases to operate, then destroy
------	--	---

<p>Basis for determination:</p> <input checked="" type="checkbox"/> Benchmark: South Australia retains for 6 years, WA retains for 7 years after closure, <input checked="" type="checkbox"/> Precedent: Confirms Board decision of 2011. <input checked="" type="checkbox"/> Other
--

Local government records

Draft

Dates of coverage: Open

No.	Description of records	Disposal action
-----	------------------------	-----------------

WASTE MANAGEMENT

Justification/Remarks: No change.		
36.3	<p>Records of operations, daily volumes and transactions of waste management facilities and waste collection. Includes records of:</p> <ul style="list-style-type: none"> • waste received and stockpiled • materials transported from the facility for use, recovery, recycling, disposal or processing at another place • waste transport certificates • statistics relating to volume and types of material deposited • consignment authorisations. 	Retain minimum of 7 years after action completed, then destroy
<p>Basis for determination:</p> <p><input checked="" type="checkbox"/> Benchmark: Consistent with Victoria & Queensland. South Australia retains for 6 years. Tasmania retains for 5 years.</p> <p><input checked="" type="checkbox"/> Precedent: Confirms Board decision of 2011.</p> <p><input checked="" type="checkbox"/> Other:</p>		
Justification/Remarks: No change.		
36.4	Records relating to agreements to provide non-residential and trade waste removal, treatment and disposal services.	Retain minimum of 7 years after expiry or termination of agreement, then destroy
<p>Basis for determination:</p> <p><input checked="" type="checkbox"/> Benchmark:</p> <p><input checked="" type="checkbox"/> Precedent: Confirms Board decision of 2011.</p> <p><input checked="" type="checkbox"/> Other:</p>		
Justification/Remarks: No change.		

Local government records

Draft

Dates of coverage: Open

No.	Description of records	Disposal action
-----	------------------------	-----------------

WASTE MANAGEMENT

36.5	<p>Facilitative records of street cleaning, domestic, commercial and trade waste collection, and recycling. Includes:</p> <ul style="list-style-type: none"> • returns of street cleaning water, trade waste receipts, refuse disposal receipts and refuse collection vehicle reports. • clean-ups, collection of garden waste, household items, green and recyclable waste, street cleaning and sweeping, special collections including chemicals, etc. • provision of waste and recycling containers, programs and graffiti removal services • replacement, cleaning and repair of public litter and recycling bins. <p>Includes work orders and requests, waste collection schedules, crew instructions for waste removal services, job sheets, etc.</p>	Retain until administrative and reference use ceases, then destroy
------	---	--

Basis for determination:

Benchmark: Victoria & Tasmania retain for 2 years. Tasmania for 1 year.

Precedent:

Other:

Justification/Remarks: Previously retained for between 1 and 2 years.

Local government records

Draft

Dates of coverage: Open

No.	Description of records	Disposal action
-----	------------------------	-----------------

ZONING

37.0 ZONING

The activity of managing the classification of land in the local area according to permitted uses and issues including flood prone areas. Includes preparing zoning certificates.

See **DEVELOPMENT AND BUILDING CONTROLS - Applications** for change of use or rezoning applications for individual sites lodged as part of a development application.

37.1	Key records of zoning. Includes: <ul style="list-style-type: none"> • registers and summary records of zoning areas, such as residential, industrial, etc • land registers recording name and location of land, name of land owner, Crown land, land classification and zoning, particulars of agreements • certified zoning maps and plans • records of approved zoning applications, e.g. applications, determinations, studies and final approved reports (Note: this does not apply to rezoning applications for individual sites lodged as part of the a development application). 	Required as State archives
Basis for determination: <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Benchmark: Consistent with Victoria & Tasmania. <input checked="" type="checkbox"/> Precedent: Confirms Board decision of 2011. <input checked="" type="checkbox"/> Other: 		
Justification/Remarks: No change.		
37.2	Records relating to refused zoning applications. Records include applications, determinations, etc.	Retain minimum of 10 years after action completed, then destroy
Basis for determination: <ul style="list-style-type: none"> <input type="checkbox"/> Benchmark: <input checked="" type="checkbox"/> Precedent: Confirms Board decision of 2011. <input type="checkbox"/> Other: 		

Local government records

Draft

Dates of coverage: Open

No.	Description of records	Disposal action
-----	------------------------	-----------------

ZONING

Justification/Remarks: No change.		
37.4	Records relating to the administration of proposed zoning changes, including exhibitions, public consultation, preliminary studies, etc.	Retain minimum of 10 years after action completed, then destroy
Basis for determination: <input type="checkbox"/> Benchmark: Consistent with Tasmania. WA retains for 7 years. <input checked="" type="checkbox"/> Precedent: Confirms Board decision of 2011. <input type="checkbox"/> Other:		
Basis for determination: No change.		
37.2	Records of declarations of dual occupancies, including associated correspondence.	Retain until superseded, then destroy
Basis for determination: <input type="checkbox"/> Benchmark: <input checked="" type="checkbox"/> Precedent: Confirms Board decision of 2011. <input type="checkbox"/> Other:		
Justification/Remarks: No change.		