

**DRAFT – Retention and disposal authority  
Local government records**

**Authority number: DRAFT**

**Dates of coverage: Open**

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See [General Retention and Disposal Authority Administrative records \(GA28\)](#) for records relating to:

- COMMITTEES
- COMMUNITY RELATIONS
- COMPENSATION
- CONTRACING OUT & COMMERCIAL SERVICES
- EQUIPMENT & STORES
- ESTABLISHMENT
- FINANCIAL MANAGEMENT
- FLEET MANAGEMENT
- GOVERNMENT RELATIONS
- INDUSTRIAL RELATIONS
- INFORMATION MANAGEMENT
- LEGAL SERVICES
- PERSONNEL
- PROPERTY MANAGEMENT
- PUBLICATION
- STAFF DEVELOPMENT
- STRATEGIC MANAGEMENT
- TECHNOLOGY & TELECOMMUNICATIONS
- TENDERING
- WORK HEALTH & SAFETY

See [General Retention and Disposal Authority Public health services: patient records \(GDA17\)](#) for records relating to the provision of health services to community clients.

See [FA367, Water supply and wastewater management](#) for records relating to water supply and waste water management.

See [FA402, Cultural, recreational and sporting institutions](#) for records of galleries, museums and sporting venues.

See [FA404, Provision and regulation of childcare services](#) 1.1.0 for records relating to the provision of childcare services. **NB section 1.2.0 of this authority only applies to the regulator of childcare services. Currently the NSW Department of Education.**

See [FA428, Cemeteries and crematoria operations \(FA428\)](#) for records relating to the management of cemeteries and crematoria.

See [GA37, Retailing of energy and associated products and services](#) for councils that provide energy retailing including legacy records.

See [GA40, Provision of energy transmission and distribution services](#) for councils that provide energy transmission including legacy records.

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### AMALGAMATIONS AND BOUNDARY CHANGES

#### 1.0.0 AMALGAMATIONS AND 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.

1.0.1	<p>Records relating to Council input into:</p> <ul style="list-style-type: none"> <li>• reviews of local government areas and boundaries and the proposed amalgamation, abolition or splitting of administrations</li> <li>• ward boundaries within local government areas.</li> </ul> <p>Records include:</p> <ul style="list-style-type: none"> <li>• proclamations of the constitution of cities and areas, amalgamations, abolitions and of the naming or re-naming of areas and wards</li> <li>• proposals, recommendations or representations submitted to the Minister, Electoral Commissioner, the Bureau of Statistics, etc.</li> <li>• submissions received</li> <li>• commissioned research or reports</li> <li>• final results of polls or referendums.</li> </ul> <p>Includes amalgamations which do not proceed.</p>	Required as State archives
<p><b>Justification/Remarks:</b> No change. The Local Government Boundaries Commission examines and reports on any matter referred to it by the Minister in relation to the boundaries of local government areas and the areas of operation of county councils. These determinations are required as State archives under the Commission's disposal authority.</p> <p>This entry covers Council input into and responses to boundary changes, amalgamations and splitting of administrations. Councils have also proposed changes to boundaries outside of this process, and can conduct polls and referendums.</p>		
1.0.2	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,	Retain minimum of 5 years after action completed, then destroy

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### *AMALGAMATIONS AND BOUNDARY CHANGES*

	the placement of public notices of proposals, correspondence etc.	
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**Justification/Remarks:** No change

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### ANIMAL WELFARE

#### 2.0.0 ANIMAL WELFARE

The activity of managing the control, treatment and preservation of domestic animals, livestock and wildlife. Includes the registration of companion animals.

[See General Retention and Disposal Authority Administrative records STRATEGIC MANAGEMENT - Policy](#) for records relating to animal welfare policies.

2.0.1	<p>Records relating to the development of standards for animal welfare and control of domestic and companion animals or livestock. Includes local standards on the protection of native fauna, intensive animal housing, restrictions on domestic animals in public reserves, animal rescue and rehabilitation.</p> <p>Records include significant drafts and final versions, background research, etc.</p>	Required as State archives
<p><b>Justification/Remarks:</b> No change.</p>		
2.0.2	<p>Records relating to the management of programs for animal welfare and services for the control and protection of animals, e.g. rescues, pounds and stables, provided by or on behalf of the organisation. Includes:</p> <ul style="list-style-type: none"> <li>• management plans</li> <li>• records of searches for owners</li> <li>• collection, impounding, destruction or sale of stray animals</li> <li>• project files, reports, reviews and evaluations of programs and services.</li> </ul>	Retain minimum of 5 years after action completed, then destroy
<p><b>Justification/Remarks:</b></p> <ul style="list-style-type: none"> <li>• No change for animal welfare programs.</li> <li>• Retention period for records relating to the management of services for the control and protection of animals, e.g. rescue, pounds and stables reduced from 10 to 5 years for consistency with other jurisdictions and to streamline the authority.</li> </ul>		
2.0.3	<p>Records relating to the registration and identification of companion animals. Includes:</p> <ul style="list-style-type: none"> <li>• permanent identification forms and registration forms</li> <li>• change of owner/details forms</li> <li>• microchip verifications</li> <li>• declarations of ownership</li> </ul>	Retain until administrative or reference use ceases, then destroy

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*ANIMAL WELFARE*

	<ul style="list-style-type: none"> <li>• companion animal registers.</li> </ul> <p><b>Note:</b> the Companion Animal Register is now managed by the Office of Local Government. The register has been included to allow for the disposal of legacy records.</p>	
<p><b>Justification/Remarks:</b></p> <ul style="list-style-type: none"> <li>• Change from 2 years after creation of record for companion animal forms to until administrative or reference use ceases as this requirement was removed by the Office of Local Government.</li> <li>• Change from 15 years for the Register of Companion Animals to administrative or reference use as this is now managed by the Office of Local Government.</li> </ul>		
2.0.4	Records relating to service coordination, delivery and daily operations of pounds and other animal welfare services, e.g. work orders and schedules, microchipping services, etc.	Retain until administrative or reference use ceases, then destroy
<p><b>Justification/Remarks:</b> Change from 2 years to administrative or reference use ceases.</p>		

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*AUTHORISATION TO COUNCIL*

### 3.0.0 AUTHORISATION TO COUNCIL

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

See **PERMITS** for records relating to permission from the organisation to organisations and individuals to undertake activities.

[See General Retention and Disposal Authority \*Administrative records\* FINANCIAL MANAGEMENT - Accounting](#) for records of credit card holder data.

[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.

3.0.1	Records of authorisation for the use of the Council Seal.	Required as State archives
<p><b>Justification/Remarks:</b> No change.</p> <p>The seal of a council must be kept by the mayor or the general manager, as the council determines. The seal of a council may be affixed to a document only in the presence of (a) the mayor and the general manager, or (b) at least one councillor (other than the mayor) and the general manager, or (c) the mayor and at least one other councillor, or (d) at least 2 councillors other than the mayor.</p>		
3.0.2	Records relating to 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 etc.	Retain minimum of 7 years after expiry or termination, then destroy
<p><b>Justification/Remarks:</b></p> <ul style="list-style-type: none"> <li>• No change for authorities of staff to conduct compliance checks.</li> <li>• Retention period changed increased from between 2 (firearm licensing) and 3 (authorisation to act as emergency response officers) to 7 years due to nature of risk involved.</li> <li>• Retention period reduced from 10 to 7 years for appointment of emergency services personnel to act as local fire control officers to streamline the authority.</li> </ul>		
3.0.3	Records relating to the acquisition of an interest in land (an easement) by the organisation to provide facilities and public services, e.g. road widening, parks, etc. Includes negotiations, agreements and extinguishments, and negotiations that are not proceeded with.	<p><b>Successful:</b></p> <p>Retain minimum of 7 years after extinguishment of easement, then destroy</p> <p><b>Unsuccessful:</b></p> <p>Retain minimum of 7 years after action</p>



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*AUTHORISATION TO COUNCIL*

		completed, then destroy
<b>Justification/Remarks:</b> No change		
3.0.4	Records of authorisations to Council 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.	Retain minimum of 7 years after authorisation is superseded or withdrawn, then destroy
<b>Justification/Remarks:</b> No change		

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### COMMUNITY RELATIONS

#### 4.0.0 COMMUNITY RELATIONS

The activities relating to the design of Council symbols and establishing rapport with, and advocating for, the community. Includes liaison activities, the design of the chains of office etc., conferral of awards, and responding to enquiries.

See [General Retention and Disposal Authority Administrative records COMMUNITY RELATIONS - Addresses](#) for records relating to addresses for training, professional, community relations or sales purposes. Includes speeches and multi-media presentations.

See [General Retention and Disposal Authority Administrative records COMMUNITY RELATIONS - Celebrations, ceremonies, functions](#) for records relating to arranging and managing festivities, including celebrations, formal ceremonies and social functions, to honour a particular event, occasion or individual, or to conduct fundraising.

See [General Retention and Disposal Authority Administrative records COMMUNITY RELATIONS - Customer service](#) for records relating to contacts lists.

See General Retention and Disposal Authority *Administrative records* [COMMUNITY RELATIONS - Donations, sponsorships and fundraising](#) for records relating to partnerships between the organisation and other organisations where one assists the other in return for a promotional benefit and the management of donations of money, items, artefacts or property to or by the organisation

See General Retention and Disposal Authority *Administrative records* [COMMUNITY RELATIONS - Marketing](#) for records relating to analysing, creating and promoting products and services

See General Retention and Disposal Authority *Administrative records* [COMMUNITY RELATIONS - Media relations](#) for records relating to establishing a relationship between the media and the organisation.

See [General Retention and Disposal Authority Administrative records PUBLICATION - Corporate style](#) Records relating to the development and production of the organisation's corporate style

4.0.1	<p>Key records relating to Council symbols and memorials. Includes:</p> <ul style="list-style-type: none"> <li>• the design of the chains of office, seal, crest/logo, coat of arms, Mayoral robes, official presentation items and the flag</li> <li>• the concept, design and construction of memorials such as commemorative plaques, statues, clocks, time capsules etc.</li> </ul> <p>Records include proposed and final designs, site registers, reports, specifications etc.</p>	Required as State archives
<b>Justification/Remarks:</b> No change		
4.0.2	<p>Records relating to the receipt and conferral of significant awards, such as Freedom of Entry or Keys to City, national awards for local government etc. Records include successful applications, nominations and certificates.</p>	Required as State archives

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<i>COMMUNITY RELATIONS</i>		
	<b>Note:</b> If the award is an object it is not a State record, and is not covered by this disposal authority.	
<b>Justification/Remarks:</b> No change.		
4.0.3	<p>Key records of liaison with, and advocacy for, the local community where the organisation commissions research and/or prepares a detailed paper or response. Includes:</p> <ul style="list-style-type: none"> <li>• input into issues that affect the local community such as immigration, sustainability, State planning proposals etc.</li> <li>• liaison with the community, local associations, industry, professional and customer associations, etc. on matters that affect the local area and economy.</li> </ul> <p>Records include: requests for comment, summaries of responses, submissions, reports of research etc.</p>	Required as State archives
<b>Justification/Remarks:</b> No change.		
4.0.4	<p>Routine records of community liaison. Includes:</p> <ul style="list-style-type: none"> <li>• the receipt or conferral of routine awards such as garden prizes, tidy towns, citizenship awards. Includes applications, nominations, correspondence, certificates, summary records of award recipients etc.</li> <li>• liaison with other organisations on behalf of residents or community organisations, e.g. advocacy on behalf of disabled people to provide access to facilities, provision of letters of support to community organisations applying for grants to other organisations, etc.</li> <li>• liaison with industry and consumer associations, the local community, etc. on routine matters</li> <li>• arrangements for carrying out consultation processes, e.g. via public meetings or other forums (such as through the web site)</li> </ul>	Retain minimum of 5 years after action completed, then destroy
<b>Justification/Remarks:</b> No change.		
4.0.5	<p>Records relating to:</p> <ul style="list-style-type: none"> <li>• requests for detailed information about the organisation, its functions, responsibilities or processes requiring research or collection of information to satisfy request.</li> <li>• complaints or suggestions that require investigation or a specific response.</li> </ul> <p>Records include enquiries, investigations and responses.</p>	Retain minimum of 7 years after action completed, then destroy

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*COMMUNITY RELATIONS*

<b>Justification/Remarks:</b> No change.		
4.0.6	<p>Records relating to:</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• complaints and suggestions that result in a routine response or referral to another organisation. Includes letters of appreciation and referrals of enquiries from other organisations.</li> <li>• input into community issues where the organisation submits a minor response or does not take action.</li> <li>• the preparation, dispatch or receipt of letters of appreciation, congratulation, condolence or introduction, including greeting cards</li> <li>• visits made by the organisation's employees to other government organisations in Australia or overseas and declined invitations.</li> </ul>	Retain until administrative or reference use ceases, then destroy
<b>Justification/Remarks:</b> No change for routine enquiries and receipt and dispatch of greetings. Change from 2 years after action completed to admin or reference use ceases for routine input into community issues, routine complaints and visits.		

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*COMMUNITY SERVICES AND PROGRAMS*

### 5.0.0 COMMUNITY SERVICES AND PROGRAMS

The activities of developing and providing community services and programs. Includes:

- public health and safety
- sister cities
- attracting new business, infrastructure, etc. in the area.
- community aged care, disability and homeless services
- banking services, communications services etc
- housing, community transport and other forms of social support.

See **AUTHORISATION TO COUNCIL** for records relating to accreditations and licences to operate services, etc

See [Functional Retention and Disposal Authority \*Cemeteries and crematoria operations\* \(FA428\)](#) for records relating to the management of cemeteries and crematoria.

See [Functional Retention and Disposal Authority \*Cultural, recreational and sporting activities\* \(FA402\)](#) for records relating to the management of galleries, museums, sporting and recreational venues.

See [Functional Retention and Disposal Authority \*Provision and regulation of childcare services\* \(FA404\)](#) for records relating to the operation of child care, centres, family day care etc. Please note councils can only use 1.1.0 of FA404.

See [General Retention and Disposal Authority \*Public Health Services: patient/client records\*](#) for records relating to the treatment and care provided to patients at hospitals, nursing homes or community health centres operated by or on behalf of the organisation.

See [General Retention and Disposal Authority \*Administrative records CONTRACTING-OUT & COMMERCIAL SERVICES\*](#) for records relating to the management of commercial activities.

See [General Retention and Disposal Authority \*Administrative records GOVERNMENT RELATIONS - Agreements\*](#) for records relating to agreements with other Government organisations.

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 - Planning\*](#) for records relating to the development of plans and strategies for community services.

5.0.1	Key records relating to the community services and programs that are aimed at addressing systemic issues within the local government area, have long term outcomes, or demonstrate innovation in addressing community issues. Includes public health, road safety, homelessness, migrant resettlement, sporting, tourism, cultural, recreational, economic development programs, Sister City programs etc.	Required as State archives
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<i>COMMUNITY SERVICES AND PROGRAMS</i>		
	<p>Records include:</p> <ul style="list-style-type: none"> <li>• program objectives, reports, submissions, evaluations</li> <li>• final reports to funding bodies</li> <li>• agreements and memoranda of understanding</li> <li>• negotiations and liaison with external community services providers</li> <li>• audio visual recordings produced by and/or on behalf of the organisation for community awareness purposes</li> </ul>	
<b>Justification/Remarks:</b> No change.		
5.0.2	<p>Records relating to the establishment, negotiation, maintenance and review of agreements to provide and operate community services such as aged care centres, disability services, meals on wheels, food inspections etc.</p> <p>Records include:</p> <ul style="list-style-type: none"> <li>• correspondence and records of negotiations</li> <li>• final, approved versions and significant drafts of agreements</li> <li>• reviews of agreements.</li> </ul>	<p>Retain minimum of 7 years after expiry or termination of agreement or minimum of 7 years after action completed, whichever is longer, then destroy</p>
<b>Justification/Remarks:</b> No change		
5.0.3	<p>Records relating to the provision of direct care and/or services to clients of community programs and services, including the aged, people with a disability, the homeless, etc. Records include:</p> <ul style="list-style-type: none"> <li>• client case files</li> <li>• assessments of eligibility and entitlements</li> <li>• indemnity waivers, disclaimers and authorisations</li> <li>• health assessments</li> <li>• records relating to injuries or accidents involving clients and any treatment provided</li> <li>• complaints concerning care provided or the operations of the service and records of actions taken in response to the complaints.</li> </ul>	<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>

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<i>COMMUNITY SERVICES AND PROGRAMS</i>		
	<p><b>Note:</b> see FA404 for the provision of childcare services, GDA17 for the provision of health care services, and FA402 for members of sporting and gymnasium programs.</p>	
<p><b>Justification/Remarks:</b> No change.</p>		
5.0.4	<p>Records relating to the handling of allegations of sexual abuse of children and young people by clients, visitors, service providers and members of the public that are received by the organisation.</p> <p>See GA28, <i>General retention and disposal authority: administrative records</i> <b>PERSONNEL – Misconduct</b> for allegations against members of staff and volunteers.</p>	Retain minimum of 45 years after date of incident, then destroy
<p><b>Justification/Remarks:</b> No change to retention period. Placed in separate entry rather than as a note in entry covering client records.</p>		
5.0.5	<p>Records relating to the management of community services and programs provided by, or on behalf of, the organisation. Includes:</p> <ul style="list-style-type: none"> <li>• programs and reports of activities</li> <li>• inspection reports</li> <li>• management, service and operational plans</li> <li>• requests and applications for services</li> <li>• negotiations, proposals and assessments for programs</li> <li>• activities undertaken under Sister City agreements such as visits or economic exchange and gifts</li> <li>• liaison with external community services providers.</li> </ul>	Retain minimum of 7 years after action completed, then destroy
<p><b>Justification/Remarks:</b> reduced from 10 to 7 years to streamline the authority and reduce the number of different retention periods.</p>		
5.0.6	<p>Records relating to the implementation and coordination of community events, programs and campaigns. Includes:</p> <ul style="list-style-type: none"> <li>• support for local businesses to attend or hold events such as trade displays</li> <li>• marketing and advertising of campaigns</li> <li>• staging of cultural, sporting and recreational events e.g. Australia Day, Seniors Week, NAIDOC week, Christmas, markets etc.</li> </ul>	Retain minimum of 5 years after action completed, then destroy

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<i>COMMUNITY SERVICES AND PROGRAMS</i>		
	<ul style="list-style-type: none"> <li>• implementing public education and public road safety campaigns etc</li> </ul> <p>Records include liaison, applications to hold events, schedules, information kits, program outlines, reports from coordinators, traffic management plans etc.</p>	
<b>Justification/Remarks:</b> No change.		
5.0.7	<p>Records relating to the routine management of community services and programs:</p> <ul style="list-style-type: none"> <li>• service co-ordination and daily usage, e.g. client listings, bookings, operation schedules, referrals, service requests, etc.</li> <li>• 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.</li> </ul>	Retain until administrative or reference use ceases, then destroy
<b>Justification/Remarks:</b> Previously these records were retained for 2 years.		



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*COUNCIL COMPLIANCE*

### 6.0.0 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, ENFORCEMENT LICENSING & PERMITS** 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.

See [General Retention and Disposal Authority Administrative records STRATEGIC MANAGEMENT - Audit](#) for records relating to audits of services operated by the organisation.

6.0.1	Records relating to serious breaches or failures of the organisation to meet compliance requirements. Records include correspondence and reports.	Required as State archives
<b>Justification/Remarks:</b> No change		
6.0.2	Records relating to minor breaches or failures to meet compliance requirements.	Retain minimum of 7 years after action completed, then destroy
<b>Justification/Remarks:</b> No change		

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### COUNCIL MEETINGS

#### 7.0.0 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

7.0.1	<p>Records relating to the meetings of Council and sub-committees of Council. Records include:</p> <ul style="list-style-type: none"> <li>• agenda, minutes and business papers</li> <li>• advice and briefing papers</li> <li>• submissions and reports</li> <li>• recommendations and resolutions</li> <li>• correspondence arising from business discussed or resolutions passed at meetings.</li> </ul> <p><b>Note:</b> 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><b>Note:</b> There is no requirement to create hard copy minutes of Council meetings to comply with the <i>State Records Act</i>.</p>	Required as State archives
<b>Justification/Remarks:</b> No change		
7.0.2	Records relating to preparation for Council meetings and the production of minutes. Records include draft minutes, transcripts and audio-visual recordings used to prepare minutes.	Retain until minutes of meeting have been confirmed, then destroy
<b>Justification/Remarks:</b> No change		
7.0.3	<p>Records relating to questions without notice and administrative arrangements for meetings. Includes:</p> <ul style="list-style-type: none"> <li>• audio-visual recordings of meetings for the purpose of facilitating public access to Council meetings (e.g. webcasts)</li> <li>• meeting notifications</li> </ul>	Retain until administrative or reference use ceases, then destroy

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### COUNCIL MEETINGS

	<ul style="list-style-type: none"><li>• catering, venue bookings etc</li><li>• related correspondence</li><li>• tracking of actions due.</li></ul> <p><b>Note:</b> The Office of Local Government's Model Code of Meeting Practices states the webcasts / recordings of meetings should be retained on the council's website for at least 12 months.</p>	
<p><b>Justification/Remarks:</b> Retention period for questions without notice changed from 2 years to admin or reference use. No change for other records.</p>		

## Local government

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No.	Description of records	Disposal action
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### COUNCILLORS

#### 8.0.0 COUNCILLORS

The activities associated with managing and supporting 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.

8.0.1	<p>Key records of elected Councillors. Includes:</p> <ul style="list-style-type: none"> <li>• summary records of disclosures of interests, e.g. pecuniary interests and benefits, voting on planning matters, campaign donations etc.</li> <li>• career summaries</li> <li>• the dismissal of whole Councils and the appointment of administrators</li> <li>• the dismissal, censure and/or suspension of individual councillors</li> <li>• allegations of fraud, corruption or misconduct made against individual councillors</li> <li>• delegations for members of governing bodies or their sub-committees to enter into agreements or arrangements that bind the organisation, including ministerial delegations.</li> <li>• transcripts of final versions of addresses, speeches or papers delivered by councillors at significant occasions or public events.</li> </ul>	Required as State archives
<p><b>Justification/Remarks:</b> No change</p>		
8.0.2	<p>Records of disclosures, conditions, entitlements, allowances, leave, fees and facilities provided to councillors. Records include:</p> <ul style="list-style-type: none"> <li>• declarations and disclosures of pecuniary interest and benefits</li> <li>• delegations that do not involve entering into agreements or arrangements that bind the organisation</li> <li>• attendance and leave records</li> <li>• signed codes of conduct and oaths of allegiance</li> <li>• travel expenses</li> <li>• expenses returns and fees.</li> </ul>	Retain minimum of 10 years after term of office ceases, then destroy

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### COUNCILLORS

<p><b>Justification/Remarks:</b> No change except for removal of requirement that where no summary record exists, declarations and disclosures of pecuniary interest and benefits are required as State archives.</p>		
8.0.3	<p>Records relating to councillor 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>
<p><b>Justification/Remarks:</b> No change</p>		
8.0.4	<p>Records relating to the routine management of Councillors. Includes:</p> <ul style="list-style-type: none"> <li>• submissions and determinations of categories and amounts of fees to be paid to councillors and Mayors received from remuneration tribunals</li> <li>• visits made by councillors to other organisations (accepted and declined)</li> <li>• arrangements for travel, training courses, workshops, seminars or conferences</li> <li>• declined requests for councillor representation on external committees or organisations</li> <li>• the election of Lord Mayor, Mayor or deputy mayor by Councillors</li> <li>• transcripts of addresses, speeches or papers delivered by Councillors at routine occasions</li> <li>• background research, drafts, and audio visual recordings of all speeches.</li> </ul>	<p>Retain until administrative or reference use ceases, then destroy</p>
<p><b>Justification/Remarks:</b></p> <ul style="list-style-type: none"> <li>• No change for drafting and recording of speeches or administrative arrangements for travel or workshops etc.</li> <li>• Visits made by Councillors changed from 6 years to admin or reference use.</li> <li>• Records relating to determinations of categories and amounts of fees to be paid to councillors and Mayors received from the Local Government Remuneration Tribunal changed from 3 years to admin or reference use.</li> <li>• Declined invitations, arrangements for travel, declined requests for representation, elections of Mayor, routine speeches, changed from 2 years to admin or reference use.</li> </ul>		

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### DEVELOPMENT AND BUILDING CONTROLS

#### 9.0.0 DEVELOPMENT AND BUILDING CONTROLS

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

[See General Retention and Disposal Authority Administrative records STRATEGIC MANAGEMENT - Policy](#) for records relating to the development of building codes or standards

9.0.1	<p>Summary records or registers of building and development applications and consents. Includes:</p> <ul style="list-style-type: none"> <li>• development and building applications and consents</li> <li>• complying developments</li> <li>• subdivisions.</li> </ul>	Required as State archives
<b>Justification/Remarks:</b> No change		
9.0.2	<p>Records relating to approved, refused and lapsed applications for development or works on land, buildings or sites, including subdivisions, that:</p> <ul style="list-style-type: none"> <li>• set a precedent</li> <li>• are a recipient of prestigious State, national or international architectural or design awards</li> <li>• are an important local or regional landmark</li> <li>• are heritage listed</li> <li>• represent the organisation's planning policy or the types of suburban, urban and commercial landscape within the locality</li> <li>• use materials in a unique or innovative way</li> <li>• are examples of unique and historic land use patterns</li> <li>• are approved by the Minister, including state significant developments</li> <li>• provide special zoning information unavailable from other sources</li> <li>• are controversial</li> <li>• are dealt with by Joint Regional Planning Panels.</li> </ul> <p>Records include:</p>	Required as State archives

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No.	Description of records	Disposal action
<i>DEVELOPMENT AND BUILDING CONTROLS</i>		
	<ul style="list-style-type: none"> <li>• applications and supporting documentation (plans, drawings, specifications etc.)</li> <li>• correspondence and notes of advice or meetings/conferences in relation to the application</li> <li>• required reports, impacts statements, management plans etc</li> <li>• decisions, notices and orders (including appeal processes)</li> <li>• notifications, submissions, objections or reports of community consultation</li> <li>• archival recordings of demolition</li> <li>• associated certificates.</li> </ul> <p><b>Note:</b> in certain circumstances, high quality architectural models submitted with applications could warrant retention as State archives.</p> <p><b>Note:</b> as the consent authority Councils should ensure they retain a record of development consents including documents from the Planning Portal and Land and Environment Court that can be transferred as State archives when no longer required for business or reference purposes. The Land and Environment Court is not required to retain all consents permanently.</p>	
<p><b>Justification/Remarks:</b> No change except certificates required as part of the consent and approval changed from retain a minimum of 10 years after action completed to State archives, and addition of note relating to the Planning Portal and the Land and Environment Court.</p>		
9.0.3	<p>Records relating to approved applications for major developments or works on land, buildings, or sites that are <b>not</b> significant. Includes large structures, whole buildings or major additions to a site or structure etc. Records include:</p> <ul style="list-style-type: none"> <li>• applications and supporting documentation (plans, drawings, specifications etc.)</li> <li>• correspondence and notes of advice or meetings/conferences in relation to the application</li> <li>• required reports, impacts statements, management plans etc</li> <li>• decisions, notices and orders (including appeal processes)</li> </ul>	<p>Retain minimum of 10 years after action completed or until structure is removed or demolished, whichever is longer, then destroy</p>

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No.	Description of records	Disposal action
<i>DEVELOPMENT AND BUILDING CONTROLS</i>		
	<ul style="list-style-type: none"> <li>• notifications, submissions, objections or reports of community consultation</li> <li>• associated certificates.</li> </ul> <p><b>Note:</b> see entry above for definitions of significance.</p> <p><b>Note:</b> as the consent authority Councils must ensure they retain a record of development consents including documents from the Planning Portal and the Land and Environment Court for at least 10 years after the structure they relate to has been removed or demolished. The Land and Environment Court is not required to retain all consents permanently.</p>	
<p><b>Justification/Remarks:</b> No change for application records. For associated certificates change from 10 years after action completed to 10 years after action completed or until structure is removed.</p>		
9.0.4	<p>Records relating to approved applications for subdivisions that are <b>not</b> significant. Includes:</p> <ul style="list-style-type: none"> <li>• applications</li> <li>• plans</li> <li>• associated correspondence</li> <li>• statements of compliance</li> <li>• associated certificates.</li> </ul> <p><b>Note:</b> see entry above for definitions of significance.</p>	Retain minimum of 20 years after action completed, then destroy
<p><b>Justification/Remarks:</b> No change. Subdivision plans are lodged with Land Registry Services and are retained as State archives as part of their retention and disposal authority.</p>		
9.0.5	<p>Records relating to approved applications for temporary structures and minor developments or works on land, buildings or sites where development consent is required, e.g. carports, fences, masts, pergolas, tennis courts, patios, retaining walls, tents, stages, stalls etc.</p> <p><b>Note:</b> this entry also covers legacy applications for developments that are now considered as exempt or complying applications.</p>	Retain minimum of 7 years after approval or action completed, then destroy
<p><b>Justification/Remarks:</b> trigger changed from issue of final certification to action completed.</p>		
9.0.6	<p>Records relating to refused, withdrawn, cancelled or abandoned development applications that do not relate to significant properties</p>	Retain minimum of 7 years after action completed, then destroy



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No.	Description of records	Disposal action
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*DEVELOPMENT AND BUILDING CONTROLS*

<p><b>Justification/Remarks:</b> No change for development applications for land, buildings, or sites that are not heritage listed or significant that are refused, withdrawn or cancelled. Retention period for refused, withdrawn or abandoned subdivisions reduced from 10 to 7 years to streamline the authority.</p>		
9.0.7	<p>Records relating to lapsed development consents that do not relate to significant properties.</p>	<p>Retain minimum of 5 years after approval lapses, then destroy</p>
<p><b>Justification/Remarks:</b> No change.</p>		
9.0.8	<p>Certificates issued separately to the development application process, e.g. certificates requested by prospective purchasers, such as building, compliance and building classification certificates, etc</p> <p>Includes copies of certificates issued, correspondence, maps, plans etc.</p>	<p>Retain minimum of 10 years after action completed, then destroy</p>
<p><b>Justification/Remarks:</b> No change</p>		

## Local government

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No.	Description of records	Disposal action
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*ELECTIONS, REFERENDA AND POLLS*

### 10.0.0 ELECTIONS, REFERENDA AND POLLS

Activities associated with the conduct of elections, referenda or polls.

See **COUNCILLORS** for records relating to the election of the Lord Mayor, Mayor or deputy mayor by Councillors.

10.0.1	Key records of elections. Includes: <ul style="list-style-type: none"> <li>• electoral rolls</li> <li>• declaration of results.</li> </ul>	Required as State archives
<b>Justification/Remarks:</b> No change. The Electoral Commission conducts some elections on behalf of Councils but does not retain electoral rolls or declarations of results as State archives.		
10.0.2	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
<b>Justification/Remarks:</b> No change		
10.0.3	Records relating to the conduct of elections. Includes: <ul style="list-style-type: none"> <li>• voters' and electoral lists</li> <li>• notices of appointment, candidature, failure to vote</li> <li>• candidate information sheets</li> <li>• returning officers correspondence and accommodation arrangements</li> <li>• polling station arrangements</li> <li>• appeals regarding rolls, including enrolment claims and objections</li> <li>• requests for recount and objections</li> <li>• notifications of civic office vacancies</li> <li>• applications to dispense with a by-election where casual vacancies occur in civic offices, including determinations of applications.</li> </ul>	Retain minimum of 4 years after action completed, then destroy
<b>Justification/Remarks:</b> No change		
10.0.4	Records relating to the preparation for elections. Records include:	Retain minimum of 6 months after action

## Local government

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Dates of coverage: Open

No.	Description of records	Disposal action
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### *ELECTIONS, REFERENDA AND POLLS*

	<ul style="list-style-type: none"><li>• ballot papers</li><li>• applications for enrolment</li><li>• records relating to the printing of ballots</li><li>• postal and pre-poll votes</li><li>• statistical information sheets from nomination papers.</li></ul>	completed, or as directed by the Electoral Commissioner, then destroy
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**Justification/Remarks:** No change

DRAFT

## Local government

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**Dates of coverage: Open**

No.	Description of records	Disposal action
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### EMERGENCY SERVICES

#### 11.0.0 EMERGENCY SERVICES

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

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

See [General Retention and Disposal Authority Administrative records COMMITTEE](#) 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.

11.0.1	Records relating to the establishment and disbandment of rural fire brigades by the organisation, e.g. notices of establishment, disbandment, appeals and Ministerial determinations.	Required as State archives
<b>Justification/Remarks:</b> No change		
11.0.2	Reports compiled or commissioned by the organisation into 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. Includes, research, summaries of consultation, final versions.	Required as State archives
<b>Justification/Remarks:</b> No change.		

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No.	Description of records	Disposal action
<i>EMERGENCY SERVICES</i>		
11.0.3	<p>Records relating to the management of emergencies that involve loss of life or extensive damage to multiple properties or the environment. Records include:</p> <ul style="list-style-type: none"> <li>• details of works carried out and assistance rendered, etc.</li> <li>• debriefs and reports</li> <li>• advice and warnings to the public.</li> </ul>	Retain minimum of 25 years after action completed, then destroy
<p><b>Justification/Remarks:</b> No change. Key information concerning major disasters and emergencies is contained in reports, which will be retained as State archives (see entry above).</p>		
11.0.4	<p>Records relating to emergencies involving minor injuries and damage to property and the environment. Records include:</p> <ul style="list-style-type: none"> <li>• details of works carried out and assistance rendered, etc.</li> <li>• debriefs and reports.</li> </ul>	Retain minimum of 7 years after action completed, then destroy
<p><b>Justification/Remarks:</b> No change.</p>		
11.0.5	<p>Records relating to liaison with emergency services providers and preparations for emergencies. Includes:</p> <ul style="list-style-type: none"> <li>• hazard prevention and reduction operations</li> <li>• liaison with providers on coverage, planning and welfare</li> <li>• the establishment of emergency control centres</li> <li>• the issue or receipt of notices concerning emergency situations and emergency prevention activities such as danger periods, fire bans, fire hazard reduction activities etc.</li> </ul>	Retain minimum of 7 years after action completed, then destroy
<p><b>Justification/Remarks:</b> Retention period changed from between 5 and 10 years to 7 years to streamline.</p>		
11.0.6	<p>Records of routine day-to-day operation of emergency control centres and emergency communication equipment, including radio and communications logs and schedules.</p>	Retain minimum of 2 years after action completed, then destroy
<p><b>Justification/Remarks:</b> No change</p>		

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No.	Description of records	Disposal action
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### ENVIRONMENTAL MANAGEMENT

#### 12.0.0 ENVIRONMENTAL MANAGEMENT

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

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

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

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

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 - Planning](#) for records relating to the development of plans and strategies for the management of the environment.

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.

12.0.1	<p>Key records relating to environmental issues or management. Includes:</p> <ul style="list-style-type: none"> <li>• final reports, reviews and evaluations of environmental programs and projects undertaken by or on behalf of the organisation</li> <li>• final reports on environmental management issues in the local area</li> <li>• inventories of significant trees and plants, threatened species, native flora and fauna</li> <li>• summary records of contaminated sites &amp; chemical permits/licences with the potential for long-term environmental concern</li> <li>• environmental studies undertaken or commissioned by the organisation.</li> </ul>	Required as State archives
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No.	Description of records	Disposal action
<i>ENVIRONMENTAL MANAGEMENT</i>		
<b>Justification/Remarks:</b> No change		
12.0.2	<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, test results etc.</p> <p><b>Note:</b> 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
<b>Justification/Remarks:</b> No change.		
12.0.3	<p>Medium term records of environmental management. Includes:</p> <ul style="list-style-type: none"> <li>• planning for and the use of chemicals to control pest flora and fauna</li> <li>• environmental monitoring where there is little or no impact on public health or the environment</li> <li>• individual conservation, remediation, pest control and weed eradication projects on properties, parks and reserves owned or managed by the organisation and on private land.</li> </ul> <p>Records include reports, test results, control and eradication plans, pesticide use notifications etc.</p>	Retain minimum of 15 years after action completed, then destroy
<b>Justification/Remarks:</b> Records of planning for and use of chemicals, pesticide use notifications and remediation programs reduced from 20 to 15 to streamline and for consistency with Victoria and Queensland. Reports on these programs are retained as State archives under entry above.		
12.0.4	Tree preservation notifications and orders.	Retain minimum of 7 years after tree is removed or minimum of 7 years after order is superseded, whichever is longer, then destroy
<b>Justification/Remarks:</b> No change		
12.0.5	<p>Records relating to:</p> <ul style="list-style-type: none"> <li>• certifications and notifications that land is not subject to outstanding notices or orders.</li> <li>• notifications to destroy or eradicate pests, weeds or hazards.</li> </ul> <p>Includes notices of proposed pest and weed control works undertaken by the organisation, and recommendations to the Minister to issue a notice to another organisation.</p>	Retain minimum of 7 years after action completed, then destroy

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*ENVIRONMENTAL MANAGEMENT*

<b>Justification/Remarks:</b> No change.		
12.0.6	<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 the provision of community information and training programs.</p>	Retain minimum of 5 years after action completed, then destroy
<b>Justification/Remarks:</b> No change.		
12.0.7	<p>Records relating to:</p> <ul style="list-style-type: none"> <li>• requests and work orders for pest and weed eradication and clearing works on private land</li> <li>• notifications of remediation of lands.</li> </ul>	Retain minimum of 2 years after action completed, then destroy
<b>Justification/Remarks:</b> No change.		



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No.	Description of records	Disposal action
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*GEOGRAPHICAL/LAND INFORMATION SYSTEMS (GIS/LIS)*

### 13.0.0 GEOGRAPHICAL/LAND INFORMATION SYSTEMS (GIS/LIS)

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

13.0.1	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
<b>Justification/Remarks:</b> No change		
13.0.2	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
<b>Justification/Remarks:</b> No change		

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No.	Description of records	Disposal action
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*GRANTS, SUBSIDIES AND LOANS*

### 14.0.0 GRANTS, SUBSIDIES AND LOANS

The activities of applying for and receiving grants, subsidies and rebates. Includes grants applied for and/or received by the organisation and grants made by the organisation to other bodies or individuals.

See the relevant activity for reports to funding bodies on programs undertaken with grants and subsidies.

See **COMMUNITY RELATIONS** for general enquiries about grant and funding programs

14.0.1	Summary records of grants and subsidies received or disbursed by the organisation.	Required as State archives
<b>Justification/Remarks:</b> No change.		
14.0.2	Records relating to the provision of financial assistance such as loans and mortgages to the community.	Retain minimum of 7 years after repayments are finalised or loan written off, then destroy
<b>Justification/Remarks:</b> Change from 10 years after action completed to 7 years after repayments are finalised or loan written off.		
14.0.3	Records relating to successful applications for grants or funding. Records include: <ul style="list-style-type: none"> <li>• application forms and determinations</li> <li>• acquittal forms</li> <li>• audits to ensure compliance with terms and conditions of agreements</li> <li>• progress and final reports.</li> </ul>	Retain minimum of 7 years after project completed or terms and conditions of funding met, then destroy
<p><b>Justification/Remarks:</b> Previously applications which led to the establishment of new and significant programs, events or outcomes were required as State archives. Applications tend to be routine records. The reports of any significant programs established by a grant will be retained as State archives under the relevant entry including 5.0.1.</p> <p>The disposal action for grants that do not lead to new and significant programs has been changed to include the proviso that terms and conditions are met.</p> <p>The disposal action for audits of grants has been changed from 6 years after action completed to 7 years after project completed or terms and conditions of funding met as audits of the programs should be retained as per the records of the program.</p>		
14.0.4	Routine records relating to applications from the community and individuals for grants or funding. Includes:	Retain minimum of 2 years after action

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No.	Description of records	Disposal action
<i>GRANTS, SUBSIDIES AND LOANS</i>		
	<ul style="list-style-type: none"> <li>• unsuccessful or withdrawn applications</li> <li>• advertising of grant or funding programs</li> <li>• routine liaison with recipients.</li> </ul> <p>Records include application forms and associated correspondence.</p>	completed, then destroy
<p><b>Justification/Remarks:</b> No change for advertisements and unsuccessful or withdrawn applications. General liaison reduced from 5 to 2 years.</p>		
14.0.5	Records relating to the evaluation and review of grant and funding programs.	Retain minimum of 5 years after action completed, then destroy
<p><b>Justification/Remarks:</b> No change.</p>		

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No.	Description of records	Disposal action
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### HERITAGE PROTECTION

#### 15.0.0 HERITAGE PROTECTION

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.

15.0.1	Key records of the management of heritage protection programs. Includes: <ul style="list-style-type: none"> <li>• notifications of heritage orders by the responsible Government organisation or classification by the National Trust</li> <li>• notifications of permanent conservation orders for heritage property</li> <li>• records of heritage protection programs including heritage studies, submissions to heritage bodies.</li> </ul>	Required as State archives
<b>Justification/Remarks:</b> No change		
15.0.2	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
<b>Justification/Remarks:</b> No change		
15.0.3	Listings of classifications and listings of heritage orders and routine correspondence with heritage bodies.	Retain minimum of 2 years after action completed, then destroy
<b>Justification/Remarks:</b> No change		

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No.	Description of records	Disposal action
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*LAND USE, PLANNING AND URBAN DESIGN*

### 16.0.0 LAND USE, PLANNING AND URBAN DESIGN

The activities of establishing a policy framework for the management of the natural and built environments. Includes the development and implementation of planning schemes and the development of precincts, public spaces, and public art initiatives.

See **DEVELOPMENT AND BUILDING CONTROLS** for records relating to zoning certificates.

See [General Retention and Disposal Authority Administrative records GOVERNMENT RELATIONS - Submissions](#) for records relating to submissions on State planning proposals

16.0.1	<p>Registers and summary records relating to land use and planning. Includes:</p> <ul style="list-style-type: none"> <li>• applications and approvals for planning scheme regulations</li> <li>• zoning areas, such as residential, industrial, etc.</li> <li>• certified zoning maps and plans</li> <li>• land registers recording name and location of land, name of land owner, Crown land, land classification and zoning, particulars of agreements</li> <li>• registers of natural hazard areas, e.g. flood zones etc.</li> </ul>	Required as State archives
<b>Justification/Remarks:</b> No change		
16.0.2	<p>Key records relating to land use and planning. Includes:</p> <ul style="list-style-type: none"> <li>• survey plans and reports undertaken or commissioned by the organisation to establish the position of lots, boundaries of land and physical condition of land, e.g. land slippage, flood prone areas etc.</li> <li>• approved zoning applications, e.g. applications, determinations, studies and final approved reports</li> <li>• the development and amendment of planning instruments, zoning, controls, codes, schemes, local environment plans and masterplans including planning schemes and amendments, Ministerial approvals, submission and objections, drafts containing significant changes/alterations or formally circulated for public comment</li> <li>• final reports of studies and research conducted or commissioned by the organisation into local trends or conditions to support land use and planning processes.</li> </ul>	Required as State archives
<b>Justification/Remarks:</b> No change		

## Local government

**Authority number: DRAFT**

**Dates of coverage: Open**

No.	Description of records	Disposal action
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*LAND USE, PLANNING AND URBAN DESIGN*

16.0.3	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
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**Justification/Remarks:** No change

16.0.4	<p>Records relating to:</p> <ul style="list-style-type: none"> <li>• refused zoning applications</li> <li>• administration of proposed zoning changes, including exhibitions, public consultation, preliminary studies, etc.</li> <li>• applications for 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</li> <li>• minor urban planning initiatives. Records include proposals, reports and associated correspondence.</li> </ul>	Retain minimum of 10 years after action completed, then destroy
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**Justification/Remarks:** No change

## Local government

**Authority number: DRAFT**

**Dates of coverage: Open**

No.	Description of records	Disposal action
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*LAWS, ENFORCEMENT, LICENSING & PERMITS*

### 17.0.0 LAWS, ENFORCEMENT, LICENSING & PERMITS

The activities of inspecting, notifying and applying penalties in relation to the organisation's regulatory role, and managing applications for services, licences, permits, registrations and other approvals.

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

See [General Retention and Disposal Authority Administrative records](#) **PROPERTY MANAGEMENT - Leasing-out** for records relating to the issue of approvals for usage of and conduct of activities on the organisation's premises.

17.0.1	Records relating to monitoring and inspections of businesses, facilities, buildings, water cooling systems, food premises etc. where there are widespread public health and safety or compliance issues that impact the local government area, or where the organisation is the lead agency.	Required as State archives
<b>Justification/Remarks:</b> No change to disposal action. Scope widened beyond public health issues.		
17.0.2	<p>Records relating to:</p> <ul style="list-style-type: none"> <li>• inspections and investigations of businesses, facilities, buildings, water cooling systems, food premises etc.</li> <li>• certifications and notifications as to whether land is subject to outstanding notices or orders.</li> <li>• notifications of inspections and certifications submitted by owners or business or service operators as evidence of compliance with standards and regulations.</li> <li>• issue of notices for dumping of rubbish, notices to comply, health notices, etc</li> </ul> <p>Records include:</p> <ul style="list-style-type: none"> <li>• notices of entry and notices to comply, rectify or remediate</li> <li>• infringements and penalty notices</li> <li>• body worn video recordings <b>required as evidence for the investigation</b></li> <li>• food sampling and analysis</li> <li>• inspection and investigation records and supporting documentation</li> <li>• objections and submissions</li> </ul>	Retain minimum of 7 years after action completed, then destroy

## Local government

**Authority number: DRAFT**

**Dates of coverage: Open**

No.	Description of records	Disposal action
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*LAWS, ENFORCEMENT, LICENSING & PERMITS*

	<ul style="list-style-type: none"> <li>• authorisations from other agencies to issue orders and notices</li> <li>• inspection reports and certificates, e.g. quarterly water cooling tower reports</li> <li>• annual and supplementary fire safety statements</li> <li>• certificates of compliance for dangerous/restricted dog enclosures, etc.</li> </ul>	
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**Justification/Remarks:** No change to disposal action. Coverage for body worn video added to entry.

17.0.3	<p>Records relating to applications for permits, approvals etc for:</p> <ul style="list-style-type: none"> <li>• road openings, cranes, hoardings, erection of gates across public roads and the construction of a by-pass around a road gate</li> <li>• emergency services, such as bushfire control permits</li> <li>• chemical and pesticide use</li> <li>• fireworks</li> <li>• tree pruning and removal on private property</li> <li>• legacy records of licensing activities no longer conducted by the organisation e.g. applications for licensing of food premises, common lodging houses, places of public entertainment etc.</li> </ul> <p>Records include applications, determinations, associated correspondence, etc.</p>	Retain minimum of 7 years after action completed or expiry or termination, then destroy
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**Justification/Remarks:**

- No change for permits relating to emergency services, such as bushfire control permits, tree pruning and removal on private property.
- Permits for use of agricultural chemical products reduced from 30 to 7 years for but this function is now carried out by Department of Primary Industries.
- 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, blasting, hairdressing, operation of licensed food premises reduced from 10 to 7 years.
- Permits for cranes increased from 5 to 7 years due to risk involved.
- Permits for fireworks increased from 5 to 7 years due to risk involved.
- Licences for food premises, Places of Public Entertainment, common lodging house, factories, shops, parking stations, theatres and public halls, nursing homes increased from 5 to 7 years but these are no longer Council responsibilities.
- Retention period for the licensing or issuing of permits for the use of chemicals that may have long term impact on human health reduced from 30 years but this is now the responsibility of the NSW Department of Primary Industries.



## Local government

**Authority number: DRAFT**

**Dates of coverage: Open**

No.	Description of records	Disposal action
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*LAWS, ENFORCEMENT, LICENSING & PERMITS*

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

- No change for permits for hawkers, peddlers, busking, temporary food stalls, public meetings, leaflet distribution, charitable appeals, street vendors, amusement machines, portable toilets, roadside stalls, street musicians, and unsuccessful applications for parking permits.
- Change from until expiry or termination to 1 year for special parking arrangements and temporary parking zones.
- Reduced from 2 years for bill posting, posters, level crossing permits, erection of public stands, stock movements, temporary road closures.
- Permits for filming, marriage ceremonies, beach driving, commercials reduced from 5 to 1 year.

## Local government

**Authority number: DRAFT**

**Dates of coverage: Open**

No.	Description of records	Disposal action
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### LIBRARIES

#### 18.0.0 LIBRARIES

The activities involved in providing library and public information access services.

18.0.1	<p>Records relating to the establishment, negotiation, maintenance and review of agreements for the operation of library and information services, including joint control agreements and agreements for access to online or other information resources and services. Records include:</p> <ul style="list-style-type: none"> <li>• correspondence and records of negotiations</li> <li>• final, approved versions and significant drafts of agreements</li> <li>• reviews of agreements.</li> </ul>	<p>Retain minimum of 7 years after expiry or termination of agreement, then destroy</p>
<p><b>Justification/Remarks:</b> No change</p>		
18.0.2	<p>Records relating to the control of the library collection and provision of library services. Includes:</p> <ul style="list-style-type: none"> <li>• control and tracking records, catalogues, shelf listing, discard lists, accession lists, borrowing records, overdues etc.</li> <li>• membership applications, parental/guardian permissions and summary records of borrowers</li> <li>• library research services and enquiries</li> <li>• outreach activities, including book clubs and book readings, children's activities, holiday programs, online services and social networking, e.g. blogs.</li> </ul>	<p>Retain until administrative or reference use ceases, then destroy</p>
<p><b>Justification/Remarks:</b></p> <ul style="list-style-type: none"> <li>• No change for control of the library collection and library membership.</li> <li>• Change from 2 years to administrative or reference use ceases for temporary loans.</li> <li>• Change from 1 year to admin or reference use for research services.</li> <li>• Change from 5 years to admin or reference use for outreach activities.</li> </ul>		
18.0.3	<p>Records relating to the acquisition of items or information resources through donation or permanent loan, including gifts, e.g. manuscripts, private records collections, publications, etc. Records include conditions for library donations.</p> <p><b>Note:</b> private records and objects held in local studies collections are not State records.</p>	<p>Retain minimum of 7 years after donation is received and finalised, or until terms have been fulfilled, whichever is later, then destroy</p>
<p><b>Justification/Remarks:</b> No change</p>		

## Local government

Authority number: DRAFT

Dates of coverage: Open

No.	Description of records	Disposal action
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### *LIBRARIES*

18.0.4	Records of photocopying and reproduction declarations.	Retain minimum of 4 years after action completed, then destroy
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**Justification/Remarks:** No change.

DRAFT

## Local government

Authority number: DRAFT

Dates of coverage: Open

No.	Description of records	Disposal action
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### *PARKS, RESERVES AND HORTICULTURAL SERVICES*

#### **19.0.0 PARKS, RESERVES AND HORTICULTURAL SERVICES**

The activities associated with acquiring, managing, designing and constructing parks, reserves and open spaces, either owned, controlled or managed by the organisation. Includes landscaping of parks, reserves, roadsides, gardens and playing fields and provision of horticultural services to the community.

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 **LAWS, ENFORCEMENT, LICENSING & PERMITS** for permits to use parks, reserves and beaches.

See [General Retention and Disposal Authority Administrative records COMPENSATION - Claims](#) for records relating to claims arising out of tree damage.

See [General Retention and Disposal Authority Administrative records GOVERNING AND CORPORATE BODIES](#) for records relating to the management of Trusts established to manage and maintain reserves including Crown land.

See [General Retention and Disposal Authority Administrative records PROPERTY MANAGEMENT - Construction](#) for records relating to the design and construction of structures within parks and reserves.

See [General Retention and Disposal Authority Administrative records PROPERTY MANAGEMENT - Leasing-out](#) for records relating to tenancy agreements for caravan park residents

19.0.1	Key records relating to the management of parks and reserves. Includes: <ul style="list-style-type: none"><li>the acquisition and disposal of land for the purpose of public recreation and open space, e.g. investigations, images, photographs, maps etc.</li></ul>	Required as State archives
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## Local government

**Authority number: DRAFT**

**Dates of coverage: Open**

No.	Description of records	Disposal action
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*PARKS, RESERVES AND HORTICULTURAL SERVICES*

	<ul style="list-style-type: none"> <li>• the design, landscaping, construction, major renovation, remodelling or restoration of parks and reserves that are an important local landmark</li> <li>• the establishment, negotiation, maintenance and review of agreements with private landholders to maintain a section of their holding as a conservation reserve</li> <li>• the naming and renaming of parks, reserves and topographical features</li> <li>• the management of heritage listed, protected or unique trees and plants in the parks, reserves, gardens, and on roadsides.</li> </ul> <p>Records include: agreements, investigations into acquisition and disposal, plans, designs, photographs, suggestions and objections to naming, planting information, tree condition reports, planting information, including location details, number planted and historical information, and photographs.</p>	
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**Justification/Remarks:** No change.

19.0.2	<p>Records relating to project management for construction works. Records include:</p> <ul style="list-style-type: none"> <li>• records of budget and costs</li> <li>• records of client liaison</li> <li>• variations, payment and sign off etc</li> <li>• records of logistics</li> <li>• site procedures</li> <li>• records of quality and performance measurements</li> <li>• periodic reports</li> <li>• risk management records and schedules.</li> </ul>	Retain minimum of 12 years after project completed, then destroy
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**Justification/Remarks:** No change.

19.0.3	<p>Operational records of the management of parks and reserves. Includes:</p> <ul style="list-style-type: none"> <li>• agreements with private landholders to maintain a section of their holding as a conservation reserve which do not proceed</li> </ul>	Retain minimum of 7 years after action completed, then destroy
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## Local government

**Authority number: DRAFT**

**Dates of coverage: Open**

No.	Description of records	Disposal action
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*PARKS, RESERVES AND HORTICULTURAL SERVICES*

	<ul style="list-style-type: none"> <li>• the maintenance and management of trees and plants in parklands, gardens, roadsides and road reserves which are not heritage listed, protected or unique</li> <li>• design and landscaping of playing fields</li> <li>• the design, landscaping of parks and reserves that are not an important local landmark</li> <li>• minor works for all parks and reserves</li> <li>• planting information, including location details</li> <li>• projects or proposals not proceeded with.</li> </ul>	
<p><b>Justification/Remarks:</b></p> <p>No change for planting, maintenance, minor landscaping and projects that do not proceed.</p> <p>Agreements with landholders that do not proceed reduced from 10 to 7 years.</p> <p>Design and construction for non-heritage parks changed from 7 years after disposed of or demolished to 7 years after action completed.</p> <p>Maintenance programs reduced from 15 to 7 years.</p>		
19.0.4	<p>Facilitative records. Includes:</p> <ul style="list-style-type: none"> <li>• provision of horticultural services and advice</li> <li>• provision of free trees and street trees and materials</li> <li>• administrative records relating to the naming of parks and reserves</li> <li>• service coordination, operation schedules, daily operations, bookings etc. for services provided in parks and reserves by or on behalf of the organisation, e.g. caravan parks, golf courses, camping grounds, etc.</li> </ul>	<p>Retain minimum of 2 years after action completed, then destroy</p>
<p><b>Justification/Remarks:</b> No change except retention period for provision of advice and free trees reduced from 5 to 2 years.</p>		

## Local government

**Authority number: DRAFT**

**Dates of coverage: Open**

No.	Description of records	Disposal action
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### RATES AND VALUATIONS

#### 20.0.0 RATES AND VALUATIONS

The activities associated with the determination, administration, review and enforcement of property valuations and property rates. Includes managing the numbering and history of a property.

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

[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

20.0.1	<p>Key records of rates, valuations and property history. Includes:</p> <ul style="list-style-type: none"> <li>• registers or equivalent summary records of rateable property which show details of the property and owners/ratepayers, e.g. rate books, assessment books (rate books which show minimal details such as the amount of rates paid with no property details are not required as State archives - see entries below).</li> <li>• valuation books compiled by the organisation prior to the <i>Valuation of Land Act</i> applying in the area, e.g. Valuation Books issued by the Valuer - General (see the Notes section of the <i>Valuation of Land Act</i> for details of when the Act applied to each Council area).</li> <li>• registers of sale of land for overdue rates</li> <li>• summary records relating to the recognition of a unique property identification number, including street numbering and re-numbering</li> <li>• challenges to or appeals against a property's classification status for rating purposes that are precedent setting.</li> </ul>	Required as State archives
<b>Justification/Remarks:</b> No change.		
20.0.2	<p>Records relating to the payment and non-payment of rates. Includes:</p> <ul style="list-style-type: none"> <li>• rate notices issued and payments received</li> <li>• appeals or objections to rates notices</li> <li>• debt recovery transactions including transfer or sale of land to recover debts and ex-gratia payments</li> <li>• properties where owners are unknown</li> <li>• outstanding rates certificates and notifications</li> </ul>	Retain minimum of 7 years after action completed, then destroy

## Local government

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**Dates of coverage: Open**

No.	Description of records	Disposal action
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### RATES AND VALUATIONS

	<ul style="list-style-type: none"> <li>• notices issued to ratepayers in relation to valuations, rates and charges, rate remissions, classification of land, etc.</li> <li>• appeals against a property's classification status for rating purposes</li> <li>• objections against the inclusion of land owned or managed by a public organisation in the rates rebate list.</li> </ul>	
<p><b>Justification/Remarks:</b> No change for issue of rate notices, unknown owners suspense account listings, arrangements for sale of land, rebates, debt recovery ex gratia payments, appeals, objections to rate rebates.</p> <p>Reduced from 10 to 7 years for notices issued to ratepayers, summary records of rate payments received, sale and transfer of land in lieu of rates, and grant of waiver of requirement to pay rates.</p> <p>Trigger for appeals changed from finalisation of matter to action completed.</p>		
20.0.3	<p>Records relating to managing applications for rate rebates, reductions, payment plans etc. Includes:</p> <ul style="list-style-type: none"> <li>• approval for rate rebates, reductions or waivers</li> <li>• requests for exemptions or postponements of rates</li> <li>• requests to pay by instalments.</li> </ul> <p>Records include:</p> <ul style="list-style-type: none"> <li>• applications</li> <li>• determinations</li> <li>• agreements</li> <li>• correspondence regarding payments, etc.</li> </ul>	Retain minimum of 7 years after rebate, postponement or instalment plan no longer applies, then destroy
<p><b>Justification/Remarks:</b> no change to retention period but change of trigger for rebates or reductions from action completed to after rate rebate no longer applies.</p>		
20.0.4	<p>Facilitative records relating to rate collection, payment and system updates. Includes:</p> <ul style="list-style-type: none"> <li>• advices of change of address for delivery of rate notices</li> <li>• elections to receive rate notices electronically</li> <li>• reminders of payments due</li> </ul>	Retain until administrative or reference use ceases, then destroy



## Local government

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**Dates of coverage: Open**

No.	Description of records	Disposal action
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*RATES AND VALUATIONS*

	<ul style="list-style-type: none"> <li>• applications for waiver of requirement to pay that are not granted</li> <li>• notices of the transfer, sale or change of status of property</li> <li>• returns relating to the valuation or rating status or classification of properties</li> <li>• valuation notices, valuation books, lists, checklists and Supplementary valuation lists provided by the Valuer-General</li> <li>• sale of land where the sale does not proceed</li> <li>• notifications of new addresses and numbers to owners and residents of properties, including street, house, rural road and property numbering.</li> </ul>	
<p><b>Justification/Remarks:</b></p> <ul style="list-style-type: none"> <li>• No change for advices of change of notices.</li> <li>• Change from 6 months to admin or reference use for reminders of payments due.</li> <li>• Retention period changed from 2 years to admin or reference use for advice about the sale or transfer of property, the valuation or rating status or classification of properties, Valuation books, lists and checklists provided by the Valuer-General, sale of land where the sale does not proceed, valuation notices, applications for waiver of requirement to pay that are not granted, numbering and re-numbering of properties.</li> <li>• Retention changed from superseded to admin or reference use for supplementary valuation lists.</li> </ul>		

## Local government

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**Dates of coverage: Open**

No.	Description of records	Disposal action
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### SERVICE INFRASTRUCTURE

#### 21.0.0 SERVICE INFRASTRUCTURE

The provision of service infrastructure to the local community. Includes the provision and maintenance of roads, streets and bridges, drainage, traffic management and associated activities including streetscaping, footpaths, signage, street furniture etc.

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, ENFORCEMENT, LICENSING & PERMITS** for records relating to the issue of notices, orders, infringements and penalty notices for breaches of road regulations, and road permits.

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 PROPERTY MANAGEMENT](#) for records relating to the management of quarries for road construction materials.

See [General Retention and Disposal Authority Administrative records STRATEGIC MANAGEMENT - Audit](#) for records relating to audits of traffic and transport.

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.

21.0.1	<p>Key records of the management of infrastructure, traffic and transport. Includes:</p> <ul style="list-style-type: none"> <li>• successful applications for new roads, permanent road closures and street realignments</li> <li>• plan/map registers and indexes of roads and associated structures, including private works, survey peg/marks, bridges, public gates and roads</li> <li>• declarations of main roads</li> <li>• the naming and re-naming of streets, roads and associated structures and topographical features</li> <li>• delegation of public roads control to the organisation by the State authority responsible for roads</li> <li>• liaison with other organisations and community groups on matters of major public interest or controversy with regard to roads, including the development of local roads.</li> </ul>	Required as State archives
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## Local government

**Authority number: DRAFT**

**Dates of coverage: Open**

No.	Description of records	Disposal action
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*SERVICE INFRASTRUCTURE*

	Records applications, determinations, supporting documentation and associated correspondence with external parties, including the responsible State government department, petitions, etc..	
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**Justification/Remarks:** No change except for change of name from ROADS to SERVICE INFRASTRUCTURE.

21.0.2	<p>Key records relating to the acquisition, design, construction, major renovation or restoration of infrastructure, including traffic and transport facilities and structures, that are:</p> <ul style="list-style-type: none"> <li>• an important local, regional, State or national landmark</li> <li>• heritage listed</li> <li>• approved by the Minister.</li> </ul> <p>Records include:</p> <ul style="list-style-type: none"> <li>• records of investigations into and reports on the property, images, photographs, maps, environmental impact assessments, budget estimates, correspondence with the vendor or owner, due diligence checks, contracts of purchase</li> <li>• records relating to the determination of specifications and conditions</li> <li>• building and development applications and construction certificates, including supporting documentation recording reviews of environmental factors such as environmental impact statements, archaeological or heritage impact statements</li> <li>• reports, including consulting engineers' reports, reports on flood prone land, etc.</li> <li>• proposals</li> <li>• records demonstrating public reaction to the construction</li> <li>• plans/designs as approved</li> <li>• plans/designs as executed and variations</li> <li>• specifications</li> <li>• photographs</li> <li>• drawings, including drawings of road sections and road levels</li> </ul>	Required as State archives
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## Local government

**Authority number: DRAFT**

**Dates of coverage: Open**

No.	Description of records	Disposal action
<i>SERVICE INFRASTRUCTURE</i>		
	<ul style="list-style-type: none"> <li>• maps, including original road maps and index maps</li> <li>• ministerial approvals and directives.</li> </ul>	
<p><b>Justification/Remarks:</b> No change except for removal of engineers' diaries and inclusion of records of acquisition of roads, and change of name from ROADS to SERVICE INFRASTRUCTURE.</p>		
21.0.3	<p>Key records relating to the design, construction, major renovation or restoration of infrastructure that is not:</p> <ul style="list-style-type: none"> <li>• an important local, regional, State or national landmark, or</li> <li>• heritage listed</li> <li>• approved by the Minister.</li> </ul> <p>Records include:</p> <ul style="list-style-type: none"> <li>• records relating to the determination of specifications and conditions</li> <li>• building and development applications and construction certificates, including supporting documentation recording reviews of environmental factors such as environmental impact statements, archaeological or heritage impact statements</li> <li>• reports, including consulting engineers' reports, reports on flood prone land, etc.</li> <li>• proposals</li> <li>• records demonstrating public reaction to the construction</li> <li>• plans/designs as approved</li> <li>• plans/designs as executed and variations</li> <li>• specifications</li> <li>• photographs</li> <li>• drawings, including drawings of road sections and road levels</li> <li>• maps, including original road maps and index maps.</li> </ul>	<p>Retain minimum of 7 years after structure is demolished or removed, then destroy</p>

## Local government

**Authority number: DRAFT**

**Dates of coverage: Open**

No.	Description of records	Disposal action
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*SERVICE INFRASTRUCTURE*

	Note: Plans of portions of structures such as footings, that are retained when the rest of the structure is demolished, should be retained for the lifetime of the new or replacement structure.	
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**Justification/Remarks:** No change except for removal of engineers' diaries and inclusion of records of acquisition of roads, and change of name from ROADS to SERVICE INFRASTRUCTURE.

21.0.4	Records relating to major maintenance work, <b>not</b> involving structural changes, carried out on <b>all infrastructure</b> . Includes major repairs of damage caused by flooding, natural disasters and traffic. Records include: <ul style="list-style-type: none"> <li>• plans, specifications and drawings of major maintenance work undertaken</li> <li>• records of inspections of structures carried out to ensure that they are safe to use and in good working order</li> <li>• records of outcomes of consultations, etc.</li> </ul>	Retain minimum of 7 years after structure is demolished or removed, then destroy
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**Justification/Remarks:** No change.

21.0.5	Records relating to major maintenance works and repairs carried out on traffic and transport structures and facilities. Records include: <ul style="list-style-type: none"> <li>• plans, specifications and drawings of major maintenance work undertaken</li> <li>• work orders and requests etc</li> </ul>	Retain until building or structure is demolished or removed, then destroy
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**Justification/Remarks:** No change

21.0.6	Records relating to project management for construction works. Records include: <ul style="list-style-type: none"> <li>• records of budget and costs</li> <li>• records of client liaison</li> <li>• variations, payment and sign off on construction</li> <li>• records of logistics</li> <li>• site procedures</li> <li>• records of quality and performance measurements</li> <li>• reports, including progress and inspection reports, completion updates and work outstanding reports</li> </ul>	Retain minimum of 12 years after action completed, then destroy
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## Local government

**Authority number: DRAFT**

**Dates of coverage: Open**

No.	Description of records	Disposal action
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*SERVICE INFRASTRUCTURE*

	<ul style="list-style-type: none"> <li>• job sheets</li> <li>• work orders, work requests and authorities.</li> </ul>	
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**Justification/Remarks:** No change

21.0.7	<p>Records relating to the operational management of infrastructure. Includes:</p> <ul style="list-style-type: none"> <li>• applications for road classification, including objections to new classifications, e.g. applications, determinations, submissions and objections, classification certificates etc</li> <li>• the design and construction of minor structures/works such as paving, kerbing, driveways/vehicular crossings, line markings, pedestrian crossings, alternative crossings for bridge construction projects, public gates, road sealing and resealing, bus shelters, road signs, parking meters, etc.</li> <li>• routine correspondence with builders, temporary traffic control plans and records relating to minor day-to-day repairs or maintenance of site</li> <li>• construction projects or proposals not proceeded with</li> <li>• notices of alteration of road levels by roads authorities, including the organisation</li> <li>• minor and routine maintenance works on infrastructure and traffic and transport structures and facilities, including notifications of required maintenance</li> <li>• applications and requests for roads, road services and associated infrastructure</li> <li>• summary records of works, maintenance, sealing, resealing etc</li> <li>• unsuccessful applications for permanent road closures, new roads and street realignments.</li> <li>• the operation and delivery of services and facilities such as airports or aerodromes, parking stations, etc, by or on behalf of the organisation, e.g. management, service and operational plans, including emergency response plans, testing and exercises, reports of inspections and monitoring, operating manuals and procedures, customer usage records, landing fees, pavement concessions, allowances and entitlements to use facilities.</li> </ul>	<p>Retain minimum of 7 years after action completed, then destroy</p>
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## Local government

**Authority number: DRAFT**

**Dates of coverage: Open**

No.	Description of records	Disposal action
<i>SERVICE INFRASTRUCTURE</i>		
	<ul style="list-style-type: none"> <li>• provision of on-street and off-street parking facilities by the organisation (not including multi-level car park construction), including liaison with external organisations concerning parking facilities and arrangements</li> <li>• the routine monitoring of traffic flow including traffic maps</li> <li>• planning for traffic flows and transport controls, such as on-street kerb side parking controls, parking strategies, including parking in shopping centres, signage concepts..</li> <li>• liaison with service providers in relation to schedules, routes, facilities and timetabling of transport services such as rail, bus, air, ferry, taxi service etc.</li> <li>• the management and operation of quarries</li> <li>• leasing, installation of and advertising rights on kiosks, street furniture, stalls, clothing collection bins, driveways, footpaths, right of ways, roundabouts, traffic humps, etc</li> </ul>	
<p><b>Justification/Remarks:</b></p> <ul style="list-style-type: none"> <li>• No change for minor and routine maintenance, applications and requests for roads, road services and associated infrastructure, design and construction of minor structures and structures, unsuccessful applications for permanent road closures, new roads and street realignments, provision of on-street and off-street parking facilities, involvement and liaison with service providers, landing fees, pavement concessions, allowances and entitlements to use facilities, design and construction of minor traffic and transport works, planning for traffic flows and transport controls, construction projects or proposals not proceeded with, and minor and routine maintenance works on and periodic inspections of traffic and transport structures and facilities.</li> <li>• Trigger for projects or proposals proceeded with relating to the construction of property (other than key construction records, project management or records of hazardous materials) such as correspondence with builders, temporary traffic control plans and records relating to minor day-to-day repairs or maintenance of site changed from after construction work completed to action completed</li> <li>• Retention period for alteration of road levels, summary records of road works, maintenance, sealing, resealing etc., applications for road classification, Road classification certificates, routine monitoring of traffic flow, operation and delivery of traffic and transport services and facilities, management and operation of quarries reduced from 10 to 7 years.</li> </ul>		
21.0.8	<p>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:</p> <ul style="list-style-type: none"> <li>• traffic facility instructions</li> </ul>	Retain minimum of 20 years after superseded, then destroy

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No.	Description of records	Disposal action
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*SERVICE INFRASTRUCTURE*

	<ul style="list-style-type: none"> <li>• objections and submissions received</li> <li>• certificates, e.g. 0.30d certificates for light traffic thoroughfares, etc.</li> </ul>	
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**Justification/Remarks:** No change.

21.0.9	<p>Records relating to the routine management of infrastructure. Includes:</p> <ul style="list-style-type: none"> <li>• administrative arrangements for naming of roads, road closures, openings, reinstatements, alterations of private roads</li> <li>• notices of entry to private or enclosed lands, for the purpose of conducting surveys, obtaining materials, etc.</li> <li>• testing of road surfaces, including sealing and resealing test results</li> <li>• provision of street decorations</li> <li>• successful and unsuccessful requests for traffic control, signs and changes to traffic flows</li> <li>• notifications of changes to traffic conditions</li> <li>• the determination of parking zones, including residential parking zones</li> <li>• 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</li> <li>• routine quarry operations.</li> </ul>	Retain minimum of 2 years after action completed, then destroy
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**Justification/Remarks:**

- No change for administrative arrangements for naming of roads, road closures, openings, reinstatements, alterations of private road, Notices of entry to private or enclosed lands, testing of road surfaces, street decorations, requests for traffic control, determination of parking zones, summary records of works, implementation of parking control schemes.
- Records of service coordination (schedules, bookings, pricing information etc.) reduced from 5 to 2 years.



## Local government

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**Dates of coverage: Open**

No.	Description of records	Disposal action
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### WASTE MANAGEMENT

#### 22.0.0 WASTE MANAGEMENT

The activities of providing services for the removal, destruction or disposal of waste materials. Includes the provision of waste collection and recycling services and operation of waste disposal sites or facilities.

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

See **LAWS, ENFORCEMENT, LICENSING & PERMITS** for records relating to the issue of notices for rubbish or littering.

See [General Retention and Disposal Authority Administrative records CONTRACTING OUT & COMMERCIAL SERVICES](#) for records relating to contracting out of waste removal services.

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 PROPERTY MANAGEMENT - Construction](#) for records relating to the design and construction of waste management facilities.

See [General Retention and Disposal Authority Administrative records STRATEGIC MANAGEMENT - Joint ventures](#) for records relating to agreements with external organisations relating to waste management

22.0.1	<p>Key records of the management of landfill sites including those owned and operated by the organisation, and those managed on behalf of the organisation. Includes:</p> <ul style="list-style-type: none"> <li>• the rehabilitation of landfill sites, including records of capping of used sites.</li> <li>• records relating to the physical location and construction of landfill sites, including records of leachate collection systems, drainage and water management systems and landfill cell lining.</li> </ul> <p>Records include:</p> <ul style="list-style-type: none"> <li>• plans and specifications</li> <li>• reports and photographs</li> <li>• surveys and site plans</li> <li>• records of structural changes.</li> </ul>	Required as State archives
<b>Justification/Remarks:</b> No change.		
22.0.2	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	Retain minimum of 20 years after facility

## Local government

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**Dates of coverage: Open**

No.	Description of records	Disposal action
<i>WASTE MANAGEMENT</i>		
	<p>depots, landfill, recycling operations and chemical waste disposal sites. Includes records of:</p> <ul style="list-style-type: none"> <li>• the closure of waste management sites and facilities, including closure plans, etc.</li> <li>• management plans</li> <li>• inspections of specialised waste management equipment</li> <li>• volumetric surveys of landfills</li> <li>• the development and implementation of waste treatment processes at the facility</li> <li>• directions from external organisations, such as the Environment Protection Authority, to undertake certain actions.</li> </ul> <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 12.0.2) and GA28 PROPERTY MANAGEMENT - Conservation (entries 16.6.5 and 16.6.6).</p>	ceases to operate, then destroy
<b>Justification/Remarks:</b> No change.		
22.0.3	<p>Records of routine operations, daily volumes and transactions of waste management facilities and waste collection. Includes records of:</p> <ul style="list-style-type: none"> <li>• waste received and stockpiled</li> <li>• materials transported from the facility for use, recovery, recycling, disposal or processing at another place</li> <li>• waste transport certificates</li> <li>• statistics relating to volume and types of material deposited</li> <li>• consignment authorisations.</li> </ul>	Retain minimum of 7 years after action completed or minimum of 7 years after expiry or termination of contract where waste service is provided through a outsourcing process, whichever is longer, then destroy
<b>Justification/Remarks</b> No change.		
22.0.4	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
<b>Justification/Remarks</b> No change.		

## Local government

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Dates of coverage: Open

No.	Description of records	Disposal action
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### WASTE MANAGEMENT

22.0.5	<p>Facilitative records of street cleaning, domestic, commercial and trade waste collection, and recycling. Includes:</p> <ul style="list-style-type: none"><li>• returns of street cleaning water, trade waste receipts, refuse disposal receipts and refuse collection vehicle reports.</li><li>• clean-ups, collection of garden waste, household items, green and recyclable waste, street cleaning and sweeping, special collections including chemicals, etc.</li><li>• provision of waste and recycling containers, programs and graffiti removal services</li><li>• replacement, cleaning and repair of public litter and recycling bins.</li></ul>	Retain until administrative or reference use ceases, then destroy
<b>Justification/Remarks:</b> Previously retained for between 1 and 2 years.		

## Local government

Authority number: DRAFT

Dates of coverage: Open

No.	Description of records	Disposal action
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### LEGACY RECORDS

#### 23.0.0 LEGACY RECORDS

23.0.1	<p>Key records of legacy functions no longer carried out by Councils. Includes:</p> <ul style="list-style-type: none"><li>• registers of notifiable and infectious diseases</li><li>• 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.</li><li>• Summary records and registers of licensed premises such as boarding houses, caravan parks, parking stations, skin penetration premises, theatres, public halls, noxious trades, common lodging houses.</li></ul>	Required as State archives
<b>Justification/Remarks:</b> No change		

## Local government

Authority number: DRAFT

Dates of coverage: Open

No.	Description of records	Disposal action
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*LEGACY RECORDS*

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