

State Records Authority of New South Wales

**Functional Retention and Disposal
Authority: DA185**

Approved: 15 December 2004

Department of Local Government

Local Government Grants Commission

Local Government Boundaries Commission

Local Government Pecuniary Interest Tribunal

This authority covers records documenting the
function of local government administration

Functional Retention and Disposal Authority

DA no DA185

SR file no 98/0139

Public office

Department of Local Government, Local Government Grants Commission, Local Government Boundaries Commission, Local Government Pecuniary Interest Tribunal

Scope

This functional retention and disposal authority covers records documenting the function of *local government administration*.

Authority

This functional retention and disposal authority is issued under section 21(2)(c) of the *State Records Act 1998*. It has been approved by the Board of the State Records Authority in accordance with section 21(3) of the State Records Act.

Authorised

David Roberts
Director
State Records Authority of New South Wales

15/12/2004
Date

How to use the Functional Retention and Disposal Authority

The disposal process

Disposing of State records involves assessing the value of records for future use, identifying those State records that have continuing value as State archives and identifying how soon the remainder can be destroyed or otherwise disposed of. Disposal can also involve transfer of ownership or custody of records and the alteration of records.

This functional retention and disposal authority is issued under section 21 (2)(c) of the *State Records Act 1998 (NSW)*. Part 3 (Protection of State Records) of the Act provides that records are not to be disposed of without the consent of State Records with certain defined exceptions. These exceptions include an action of disposal which is positively required by law, or which takes place in accordance with a normal administrative practice (NAP) of which State Records does not disapprove. Advice on the State Records Act can be obtained from State Records.

This authority has been prepared as part of the records disposal program of the agency. Two primary objectives of this program are to ensure that records are kept for as long as they are of value and to enable the destruction or other disposal of records once they are no longer of value. State Records' decisions take into account both the administrative requirements of the public office in discharging its functional responsibilities and the potential research use of the records by the NSW Government and the public. It is the duty of a public office, in submitting a draft functional retention and disposal authority for approval, to disclose to State Records any information which affects the retention of the records covered by the authority.

Purpose of the authority

This functional retention and disposal authority authorises the destruction or other disposal of State records as required by the State Records Act.

Using the authority

This functional retention and disposal authority covers records controlled by the public office and applies only to the records or classes of records described in the authority. The authority is to be used to sentence records. Sentencing is the examination of records in order to identify the disposal class to which they belong. This process enables the sentencing officer to determine the appropriate disposal action for the records. Advice on sentencing can be obtained from State Records.

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

Disposal action

Records that are identified as being required as State archives should be stored in controlled environmental conditions. Control of these records should be transferred to State Records when they cease to be in use for official purposes.

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

In some cases State Records may withhold authorisation for the disposal of a particular disposal class or possibly a whole function or activity. This would be used where records have been identified as having some immediate short term requirements for retention such as pending legal action. These records will need to be re-appraised at the end of a designated period. This re-appraisal process is necessary as the circumstances which instigate the need for the records to be retained for a longer period may also affect the 'value' of the records.

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

Custody

The custody column in the functional retention and disposal authority is designed to assist public offices in identifying storage requirements for records prior to destruction or transfer. The directions in this column are recommendations only and are *not* mandatory. The type of information includes directions on how long records should be retained in the office and how long they should be kept in off-site/ secondary storage. A recommendation to retain records in the agency for more than 25 years does not imply that a *still in use determination* has been approved by State Records (see Part 4, Section 28 of the State Records Act 1998).

Administrative change

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

Amendment and review of this authority

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

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

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

Contact Information

State Records
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Functional Retention and Disposal Authority
Department of Local Government, Local Government Grants Commission, Local Government Boundaries
Commission and Local Government Pecuniary Interest Tribunal

DA no: DA185

Dates of coverage: As specified for each function

No	Function/Activity	Description	Disposal Action	Custody
F1.0.0	COMPLAINTS AND ALLEGATIONS (Councils) 1996+	The function of reviewing complaints received from members of the public, MPs, Councillors, Ombudsman, other agencies etc. alleging or complaining about wrong-doings, misconduct, conflicts of interest etc. of councils, their staff or elected members, and determining what action should be taken. For records concerning complaints that progress to a preliminary enquiry, inquiry or investigation, use F4.0.0 INVESTIGATIONS.		
F1.1.0	ADVICE	The activities associated with offering opinions by or to the organisation as to an action or judgement. Includes the process of advising. For records relating to legal advice, use General Disposal Authority – Administrative Records - LEGAL MATTERS.		
F1.1.1		Records relating to advice.	Retain for a minimum of 7 years after last action, then destroy.	
F1.2.0	CONDUCT AND ACTIVITIES	The activity of reviewing complaints and allegations about the overall conduct and activities of a council.		
F1.2.1		Summary record of all complaint cases received.	Required as State archives	

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No	Function/Activity	Description	Disposal Action	Custody
F1.2.2		Records relating to individual complaint cases regarding conduct and activities not proceeding to an inquiry or investigation.	Retain for minimum of 7 years after last action, then destroy	
F1.3.0	LIAISON	The activities associated with maintaining regular general contact between the organisation and professional associations, professionals in related fields, other private and public sector organisations and community groups. Includes sharing informal advice and discussions, membership of professional associations and collaborating on projects that are not joint ventures.		
F1.3.1		Records relating to liaison activities undertaken with other organisations regarding council complaints and allegations.	Retain for minimum of 2 years after last action, then destroy.	
F1.4.0	MEETINGS	The activities associated with gatherings held to formulate, discuss, update, or resolve issues and matters pertaining to the management of the section, department, or organisation as a whole. Includes arrangements, agenda, taking of minutes etc.		
F1.4.1		Records relating to formal meetings with ICAC, Ombudsman regarding handling of complaints and allegations against councils. Includes agendas, minutes, briefing papers, etc.	Required as State archives	

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No	Function/Activity	Description	Disposal Action	Custody
F1.4.2		Records relating to internal meetings supporting the complaints and allegations function. Includes agendas, minutes, briefing papers, etc.	Retain for a minimum of 3 years after last action, then destroy.	
F1.4.3		Routine organisational matters relating to meetings.	Retain for a minimum of 1 year after last action, then destroy.	
F1.5.0	PECUNIARY INTERESTS	The activity of reviewing complaints and allegations about financial gain or loss flowing from decisions on council matters in which councillors or staff participated.		
F1.5.1		Records relating to individual complaint cases not proceeding to an inquiry or investigation.	Retain for a minimum of 7 years after last action, then destroy	
F1.6.0	POLICY	The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making, as the basis from which the organisation's operating procedures are determined.		
F1.6.1		Records relating to development of policy relating to handling complaints and allegations against councils. Includes final policy.	Required as State archives	

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No	Function/Activity	Description	Disposal Action	Custody
F1.6.2		Administrative records relating to the implementation of policy on complaints and allegations.	Retain until reference ceases, then destroy.	
F1.7.0	Procedures	Standard methods of operating laid down by an organisation according to formulated policy.		
F1.7.1		Master set of manuals and handbooks, etc supporting complaints and allegations procedures.	Retain for a minimum of 10 years after procedures superseded, then destroy	
F1.7.2		Records documenting the development of complaints and allegations procedures.	Retain for a minimum of 2 years after last action, then destroy	
F1.7.3		Copies of manuals, handbooks, etc.	Retain until superseded, then destroy.	

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No	Function/Activity	Description	Disposal Action	Custody
F1.8.0	REPORTING	<p>The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of the results of the examination or investigation.</p> <p>For reports on specific complaints or allegations, use F1.6.0 COMPLAINTS AND ALLEGATIONS - Pecuniary Interest or F1.3.0 COMPLAINTS AND ALLEGATIONS – Conduct and Activities.</p>		
F1.8.1		Strategic reports relating to the management of complaints and allegations against councils.	Required as State archives	
F1.8.2		Periodic internal and external reports relating to complaints and allegations function, e.g. summary reports on complaints to ICAC and Ombudsman.	Retain for a minimum of 5 years after last action, then destroy.	
F1.8.3		Records relating to the compilation of agency reports, includes working papers, drafts, comments, etc.	Retain for a minimum of 2 years after last action, then destroy.	
F1.8.4		Copies of reports.	Retain until reference ceases, then destroy.	

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No	Function/Activity	Description	Disposal Action	Custody
F2.0.0	COUNCIL ESTABLISHMENT AND OPERATION 1996+	The function of establishing local councils, and monitoring and assisting with their organisational structure, decision-making processes and constitution. It includes the constitution of a council area, changing those areas, its councillors and mayor and their remuneration, and staffing.		
F2.1.0	ADVICE	The activities associated with offering opinions by or to the organisation as to an action or judgement. Includes the process of advising. For records relating to legal advice, use General Disposal Authority – Administrative Records - LEGAL MATTERS.		
F2.1.1		Advice regarding council establishment or operations resulting in significant action, including major changes to the Department's policy.	Required as State archives	
F2.1.2		Records relating to advice concerning routine operational matters.	Retain for a minimum of 7 years after last action, then destroy	
F2.2.0	Areas	Activities associated with the establishment and maintenance of council areas.		
F2.2.1		Records relating to establishment and significant changes to council boundaries, wards, etc. Includes council amalgamations.	Required as State archives	

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No	Function/Activity	Description	Disposal Action	Custody
F2.2.2		Routine responses and records related to maintenance of council areas.	Retain for a minimum of 5 years after last action, then destroy	
F2.3.0	COMMUNITY EDUCATION	<p>The activities associated with making the councils or public aware of issues associated with local government. Includes participation in expositions and open days.</p> <p>For promotional films and videos or primary publications developed by the agency use General Disposal Authority – Administrative Records – MARKETING and PUBLICATION.</p>		
F2.3.1		Final versions of materials which support the community education programs. Records could include programs, program outlines, lecture notes, hand-outs, films and videos, posters, photographs, slides, etc.	Retain for a minimum of 5 years after action completed, then destroy.	
F2.3.2		Working papers documenting the development of materials used to support the community education programs.	Retain for a minimum of 2 years after action completed, then destroy.	
F2.4.0	CONSTITUTION	The activities associated with the proclamation and establishment of councils, boundaries and structures.		

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No	Function/Activity	Description	Disposal Action	Custody
F2.4.1		Records related to the constitution of land as a local government area and the constitution of a council to manage that area. Includes transfer of assets, liabilities and staff, boundary alterations, holding of elections, appointments, etc.	Required as State archives.	
F2.4.2		Records relating to the proclamation of areas, cities and names.	Required as State archives.	
F2.5.0	ELECTIONS	The activities associated with ensuring elections are conducted according to legislation and agreed procedures. Includes maintaining election results.		
F2.5.1		Routine administrative records related to elections.	Retain for a minimum of 6 years after last action, then destroy.	
F2.5.2		Election and by-election results sent to the Department from councils.	Retain for a minimum of 5 years after last action, then destroy.	
F2.6.0	MEETINGS	The activities associated with gatherings held to formulate, discuss, update, or resolve issues and matters pertaining to the management of the section, department, or organisation as a whole. Includes arrangements, agenda, taking of minutes etc.		

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No	Function/Activity	Description	Disposal Action	Custody
F2.6.1		Routine correspondence relating to the meeting, including administrative matters relating to meetings.	Retain for a minimum of 2 years after last action, then destroy	
F2.7.0	MONITORING	<p>The activities associated with monitoring operations of councils and ensuring compliance by councils with legislative requirements. Includes monitoring of Council:</p> <ul style="list-style-type: none"> • Financial assistance to others • Functions and powers eg delegations • Management • Tendering processes. 		
F2.7.1		Records documenting the monitoring of council operations where serious issues are identified that attracts strong media interest and commentary or results in significant changes to Departmental policy.	Required as State archives.	
F2.7.2		Records documenting routine monitoring of council operations.	Retain for a minimum of 5 years after last action, then destroy.	
F2.8.0	PROCEDURES	Standard methods of operating laid down by an organisation according to formulated policy.		

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F2.8.1		Master set of manuals and handbooks, etc supporting council establishment and operation procedures.	Retain for a minimum of 10 years after procedures superseded, then destroy	
F2.8.2		Records documenting the development of council establishment and operation procedures.	Retain for a minimum of 2 years after last action, then destroy	
F2.8.3		Copies of manuals, handbooks, etc.	Retain until superseded, then destroy.	
F2.9.0	REFERENDUMS/POLLS	Polls initiated by councils in order to give effect to a matter such as division or abolition of wards, changes to the number of councillors, changes to the method of ordinary elections, etc.		
F2.9.1		Administrative and organisational matters relating to conduct of referenda and relevant procedures under the Act.	Retain for a minimum of 2 years after last action, then destroy	
F2.9.2		Copies of council referendum results.	Retain for a minimum of 2 years after last action, then destroy.	

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F2.10.0	REPORTING	The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of the results of the examination or investigation. Includes agenda, briefing, business, discussion papers, proposals, reports, reviews and returns.		
F2.10.1		Detailed internal or external reports relating to council establishment and operations.	Required as State archives.	
F2.10.2		Periodic internal and external reports relating to council establishment and operation.	Retain for a minimum of 5 years after last action, then destroy.	
F2.10.3		Records relating to the compilation of agency reports, includes working papers, drafts, comments, etc.	Retain for a minimum of 2 years after last action, then destroy.	
F2.10.4		Copies of reports	Retain until reference ceases, then destroy.	
F2.11.0	REPRESENTATIVES AND STAFF	Activities relating to elected representatives and council officers. Includes appointments, remuneration, staffing levels and qualifications.		
F2.11.1		Records relating to substantive issues concerning Council representatives and staff.	Required as State archives	

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No	Function/Activity	Description	Disposal Action	Custody
F2.11.2		Records relating to routine, administrative matters relating to elected representatives and council officers.	Retain for a minimum of 2 years after last action, then destroy	
F2.12.0	RESEARCH	The activities involved in investigating or enquiring into a subject or area of interest in order to discover facts, principles etc. Used to support the development of projects, standards, guidelines etc., and the business activities of the organisation in general. Includes following up enquiries relating to organisational programs, projects, working papers, literature searches etc.		
F2.12.1		Final reports or summaries of finding of major research projects in relation to council establishment and operations, managed or carried out by the organisation and which are regarded as significant or impact significantly on legislation or the Department's policy.	Required as State archives.	
F2.12.2		Working papers and administrative records of research projects managed by the organisation that has a major impact on policy or legislation.	Retain for a minimum of 10 years after last action, then destroy.	
F2.12.3		Records documenting research managed by the organisation that are not regarded as significant and have only a minor impact on policy.	Retain for a minimum of 5 years after last action, then review. If no longer required, then destroy.	

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No	Function/Activity	Description	Disposal Action	Custody
F2.12.4		Working papers and administrative records of research managed by the organisation that have minor impact on policy or legislation.	Retain for a minimum of 2 years after last action, then destroy.	
F2.13.0	REVIEWING	The activities involve in re-evaluating or re-examining products, processes, procedures, standards and systems. Includes recommendations and advice resulting from these activities.		
F2.13.1		Records relating to the re-evaluation or re-examining the processes, procedures, programs and systems supporting the council establishment and operation function.	Retain for a minimum of 5 years after review completed, then destroy.	
F2.14.0	TRAINING	The activities associated with all aspects of training (external/internal) available to staff and councils.		
F2.14.1		All record related to provision of training to council staff and representatives in regards to council establishment and operation activities.	Retain for a minimum of 5 years after last action, then destroy	

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No	Function/Activity	Description	Disposal Action	Custody
F3.0.0	FINANCIAL MANAGEMENT (Councils) 1996+	The function of monitoring, providing advice, administering funding, collecting and disseminating information, and conducting research into local government finance matters.		
F3.1.0	ADVICE	The activities associated with offering opinions by or to the organisation as to an action or judgement. Includes the process of advising. For records relating to legal advice, use General Disposal Authority – Administrative Records – LEGAL MATTERS.		
F3.1.1		Advice provided to councils.	Retain for a minimum of 7 years after last action, then destroy	
F3.2.0	ALLOCATION	The activity of managing the annual allocation of loan borrowing authority between councils.		
F3.2.1		Summary record of loan borrowing approvals.	Required as State archives	
F3.2.2		Records relating to individual council applications to borrow money.	Retain for a minimum of 5 years after last action, then destroy	
F3.3.0	AUTHORISATION	The process of seeking and granting permission to undertake requested action.		

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No	Function/Activity	Description	Disposal Action	Custody
F3.3.1		Routine requests from councils to submit accounts after statutory deadline	Retain for a minimum of 6 years after last action, then destroy	
F3.4.0	MONITORING	The activities associated with monitoring financial activities and operations of councils and ensuring compliance by councils with legislative requirements.		
F3.4.1		Records documenting the monitoring of general council financial management that attracts strong media interest and commentary or resulting in significant changes to Departmental policy.	Required as State archives.	
F3.4.2		Routine correspondence and copies of Audit Certificates issued to councils by their auditors.	Retain for a minimum of 6 years after last action, then destroy	
F3.4.3		Records relating to routine monitoring of council financial statements. Includes copies of financial reports received from councils.	Retain for a minimum of 5 years after last action, then destroy	
F3.4.4		Records relating to council income and expenditure estimates, forecasting, etc. for the forthcoming year.	Retain for a minimum of 2 years, then destroy.	

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No	Function/Activity	Description	Disposal Action	Custody
F3.4.5		Copies of budget reports, including quarterly budget reports, received from councils.	Retain until reference ceases, then destroy.	
F3.5.0	PLANNING	The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.		
F3.5.1		Records relating to economic appraisals.	Retain for a minimum of 5 years after last action, then destroy	
F3.5.2		Routine responses and general information provided to councils.	Retain for a minimum of 5 years after last action, then destroy	
F3.6.0	PROCEDURES	Standard methods of operating laid down by an organisation according to formulated policy.		
F3.6.1		Master set of manuals and handbooks, etc. supporting council financial management procedures.	Retain for a minimum of 10 years after procedures superseded, then destroy	

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No	Function/Activity	Description	Disposal Action	Custody
F3.6.2		Records documenting the development of council financial management procedures.	Retain for a minimum of 2 years after last action, then destroy	
F3.6.3		Copies of manuals, handbooks, etc.	Destroy when superseded.	
F3.7.0	RATING AND REVENUE RAISING	The council process of raising funds for local purposes by imposing rates, charges and fees, by income earned by investments, borrowings (loans) and grants.		
F3.7.1		Records relating to rate pegging.	Required as State archives.	
F3.7.2		Records relating to Council rating and rates, including special rates, rebates, subsidies, exemptions and variations.	Retain for a minimum of 7 years after last action, then destroy	
F3.7.3		Records relating to investments and loans.	Retain for a minimum of 5 years after last action, then destroy	
F3.8.0	REPORTING	The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of the results of the examination or investigation.		

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No	Function/Activity	Description	Disposal Action	Custody
F3.8.1		Internal reports relating to routine administrative matters. Includes analysis reports and statistical reports.	Retain for a minimum of 5 years after last action, then destroy.	
F3.8.2		Records relating to the compilation of agency reports, includes working papers, drafts, comments, etc.	Retain for a minimum of 2 years after last action, then destroy.	
F3.8.3		Copies of reports.	Retain until reference ceases, then destroy.	
F3.9.0	RISK MANAGEMENT	The process involving the identification of risks, and the implementation of appropriate practices and procedures which will reduce wastage and the impact of economic loss arising from an incident.		
F3.9.1		Detailed advice provided to councils regarding liability and associated matters, including interpretation of Council powers under the Local Government Act.	Retain for a minimum of 10 years after last action, then destroy	
F3.9.2		Routine enquiries and general information provided to councils and the public.	Retain for a minimum of 5 years after last action, then destroy	

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No	Function/Activity	Description	Disposal Action	Custody
F3.10.0	STANDARDS	The process of implementing industry or organisational benchmarks for services and processes to enhance the quality and efficiency of the organisation or councils.		
F3.10.1		Records relating to the development and establishment of financial management standards for use by Councils eg accounting code.	Required as State archives	
F3.10.2		Records relating to the implementation of standard financial management practices within councils.	Retain for a minimum of 5 years after last action, then destroy	

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No	Function/Activity	Description	Disposal Action	Custody
F4.0.0	INVESTIGATIONS 1996+	The function of undertaking preliminary enquiries, investigations or public inquiries into allegations of Council wrong-doing or misconduct.		
F4.1.0	ADVICE	The activities associated with offering opinions by or to the organisation as to an action or judgement. Includes the process of advising. For records relating to legal advice, use General Disposal Authority – Administrative Records - LEGAL MATTERS.		
F4.1.1		Advice regarding inquiries and investigations resulting in significant action, including major changes to Departmental policy.	Required as State archives	
F4.1.2		Advice concerning routine organisational matters.	Retain for a minimum of 7 years after last action, then destroy	
F4.2.0	APPEALS (DECISIONS)	The activities involved in the process of appeals against decisions by application to a higher authority.		
F4.2.1		Records relating to appeal cases.	Required as State archives	
F4.3.0	CONDUCT AND ACTIVITIES	The activity of undertaking preliminary enquiries, investigations or public inquiries into council conduct and activities other than pecuniary interest matters.		

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No	Function/Activity	Description	Disposal Action	Custody
F4.3.1		Records relating to investigation and inquiry cases, including reports and responses from Councils.	Required as State archives	
F4.4.0	LIAISON	The activities associated with maintaining regular general contact between the organisation and professional associations, professionals in related fields, other private and public sector organisations and community groups. Includes sharing informal advice and discussions, membership of professional associations and collaborating on projects that are not joint ventures.		
F4.4.1		Records relating to liaison activities undertaken with other organisations regarding investigations and inquiries eg ICAC, Ombudsman.	Retain for minimum of 5 years after last action, then destroy.	
F4.5.0	PECUNIARY INTEREST	The activity of undertaking preliminary enquiries, investigations or public inquiries into allegations of financial gain or loss flowing from decisions on council matters in which councillors or staff participated.		
F4.5.1		Records relating to investigation and inquiry cases, including reports and responses from Councils/Councillors.	Required as State archives	
F4.6.0	PROCEDURES	Standard methods of operating laid down by an organisation according to formulated policy.		

Department of Local Government, Local Government Grants Commission, Local Government Boundaries Commission and Local Government Pecuniary Interest Tribunal

DA no: DA185

Dates of coverage: As specified for each function

No	Function/Activity	Description	Disposal Action	Custody
F4.6.1		Master set of manuals and handbooks, etc supporting investigation procedures.	Retain for a minimum of 10 years after procedures superseded, then destroy.	
F4.6.2		Records documenting the development of investigation procedures.	Retain for a minimum of 2 years after last action, then destroy.	
F4.6.3		Copies of manuals, handbooks, etc.	Retain until superseded, then destroy.	
F4.7.0	REPORTING	The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of the results of the examination or investigation.		
F4.7.1		Records relating to briefs of evidence prepared following an investigation where a crime is alleged to have occurred.	Required as State archives.	
F4.7.2		Internal reports relating to routine administrative matters. Includes advisory reports and statistical reports.	Retain for a minimum of 5 years after last action, then destroy.	

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Commission and Local Government Pecuniary Interest Tribunal**

DA no: DA185

Dates of coverage: As specified for each function

No	Function/Activity	Description	Disposal Action	Custody
F4.7.3		Copies of reports.	Retain until reference ceases, then destroy.	

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DA no: DA185

Dates of coverage: As specified for each function

No	Function/Activity	Description	Disposal Action	Custody
F5.0.0	LAND MANAGEMENT 1996+	The function of dealing with all aspects concerned with the control and use of land, including the processing of leases and compulsory land acquisition for councils.		
F5.1.0	ACQUISITION	The process of gaining ownership or use of property and items required in the conduct of business through purchase, donations, requisitions, compulsory acquisition, easement, etc.		
F5.1.1		Records relating to land acquisitions by councils.	Required as State archives.	
F5.1.2		Records relating to proposed land acquisitions not proceeded with.	Retain for a minimum of 5 years after last action, then destroy.	
F5.2.0	ADVICE	The activities associated with offering opinions by or to the organisation as to an action or judgement. Includes the process of advising. For records relating to legal advice, use General Disposal Authority – Administrative Records - LEGAL MATTERS.		
F5.2.1		Advice regarding land management resulting in significant action, including major changes to Departmental policy	Required as State archives	

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DA no: DA185

Dates of coverage: As specified for each function

No	Function/Activity	Description	Disposal Action	Custody
F5.2.2		Advice concerning routine organisational matters.	Retain for a minimum of 7 years after last action, then destroy.	
F5.3.0	CONTROL	The activity of controlling activities in public places.		
F5.3.1		Records relating to policy regarding control of activities in public places.	Required as State archives.	
F5.3.2		Routine responses and records resulting in minor changes to policy or procedures regarding control of activities in public places.	Retain for a minimum of 2 years after last action, then destroy	
F5.4.0	LAND CLASSIFICATION	The process of categorising land.		
F5.4.1		Records relating to land classification policy.	Required as State archives.	
F5.4.2		Records related to minor changes in policy or procedures of land classification and records related to routine information and responses provided to the public.	Retain for a minimum of 2 years after last action, then destroy	
F5.4.3		Advice and assistance provided to councils regarding land classification.	Retain for a minimum of 5 years after last action, then destroy	

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DA no: DA185

Dates of coverage: As specified for each function

No	Function/Activity	Description	Disposal Action	Custody
F5.5.0	LEASING	The activity of granting councils consent to lease or licence community land.		
F5.5.1		Records relating to the processing of council leases, includes contracts, agreements, conditions, etc.	Retain for a minimum of 7 years after last action, then destroy	
F5.6.0	POLICY	The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making, as the basis from which the organisation's operating procedures are determined.		
F5.6.1		Records relating to development of policy on Council land management. Includes policy proposals, research papers, working papers, drafts, comments, etc	Required as State archives	
F5.6.2		Administrative records relating to the implementation of policy on land management.	Retain until reference ceases, then destroy.	
F5.7.0	PROCEDURES	Standard methods of operating laid down by an organisation according to formulated policy.		
F5.7.1		Master set of manuals and handbooks, etc. supporting procedures for the land management function.	Retain for a minimum of 10 years after procedures superseded, then destroy	

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Dates of coverage: As specified for each function

No	Function/Activity	Description	Disposal Action	Custody
F5.7.2		Records documenting the development of procedures for the land management function.	Retain for a minimum of 2 years after last action, then destroy.	
F5.7.3		Copies of manuals, handbooks, etc.	Retain until superseded, then destroy.	
F5.8.0	REPORTING	The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of the results of the examination or investigation.		
F5.8.1		Ad hoc and other detailed reports written by the Department relating to the land management function.	Required as State archives.	
F5.8.2		Internal reports relating to routine administrative matters regarding the land management function. Includes analysis reports and statistical reports.	Retain for a minimum of 5 years after last action, then destroy.	
F5.8.3		Records relating to the compilation of agency reports on the land management function. Includes working papers, drafts, comments, etc.	Retain for a minimum of 2 years after last action, then destroy.	
F5.8.4		Copies of reports, including copies of reports received from councils in relation to the land management function, e.g. State of Environment Reports.	Retain until reference ceases, then destroy.	

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DA no: DA185

Dates of coverage: As specified for each function

No	Function/Activity	Description	Disposal Action	Custody
F5.9.0	USAGE	The activities associated with managing the use that is made of items, crown land, sub divisions, functions and powers, planning and control of land.		
F5.9.1		Records relating to the usage aspect of the land management function and resulting in significant action including major changes to policy.	Required as State archives.	
F5.9.2		Routine responses and records resulting in minor changes to policy or procedures in regards to usage aspect of the land management function.	Retain for a minimum of 2 years after last action, then destroy	
F5.9.3		Routine assistance provided to councils regarding land usage.	Retain for a minimum of 5 years after last action, then destroy	

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DA no: DA185

Dates of coverage: As specified for each function

No	Function/Activity	Description	Disposal Action	Custody
F6.0.0	LEGISLATION DEVELOPMENT AND REVIEW 1996+	The function of developing and reviewing legislation that directly affects the local government sector, i.e. that legislation which is administered by the Minister for Local Government. Includes assisting councils with the implementation of local government legislation.		
F6.1.0	ADVICE	The activities associated with offering opinions by or to the organisation as to an action or judgement. Includes the process of advising. For records relating to legal advice, use General Disposal Authority – Administrative Records - LEGAL MATTERS.		
F6.1.1		Records relating to provision of routine advice on local government legislation.	Retain for a minimum of 7 years after last action, then destroy	
F6.1.2		Records relating to detailed advice received by the Department or provided to Government concerning local government legislation.	Required as State archives.	
F6.2.0	LEGISLATION	The activity of preparing legislation affecting the local government sector.		
F6.2.1		Records relating to drafting of legislation, regulations and amendments.	Required as State archives.	
F6.3.0	EVALUATION	The activity of evaluating or reviewing legislation affecting the local government sector.		

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DA no: DA185

Dates of coverage: As specified for each function

No	Function/Activity	Description	Disposal Action	Custody
F6.3.1		Records relating to the evaluation or review of legislation. Includes submissions, reports.	Required as State archives.	
F6.3.2		Administrative records regarding the evaluation process.	Retain for a minimum of 5 years after last action, then destroy	
F6.4.0	IMPLEMENTATION	The activity of implementing local government legislation throughout the local government sector.		
F6.4.1		Records relating to the strategic implementation of legislation	Required as State archives.	
F6.4.2		Routine responses and administrative records regarding the implementation of legislation.	Retain for a minimum of 5 years after last action, then destroy	
F6.5.0	MEETINGS	The activities associated with gatherings held to formulate, discuss, update, or resolve issues and matters pertaining to the management of the section, department, or organisation as a whole. Includes arrangements, agenda, taking of minutes etc.		
F6.5.1		Routine records relating to administrative arrangements for meetings.	Retain for a minimum of 2 years after last action, then destroy	

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DA no: DA185

Dates of coverage: As specified for each function

No	Function/Activity	Description	Disposal Action	Custody
F6.6.0	PROCEDURES	Standard methods of operating laid down by an organisation according to formulated policy.		
F6.6.1		Master set of manuals and handbooks, etc supporting legislative development and review procedures.	Retain for a minimum of 10 years after procedures superseded, then destroy.	
F6.6.2		Records documenting the development of procedures in regards to legislation development and review function.	Retain for a minimum of 2 years after last action, then destroy.	
F6.6.3		Copies of manuals, handbooks, etc.	Retain until superseded, then destroy.	
F6.7.0	REPORTING	The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of the results of the examination or investigation.		
F6.7.1		Detailed reports relating to legislation affecting the local government sector.	Required as State archives.	

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Dates of coverage: As specified for each function

No	Function/Activity	Description	Disposal Action	Custody
F6.7.2		Periodic internal and external reports relating to the legislation development and review function.	Retain for a minimum of 5 years after last action, then destroy.	
F6.7.3		Records relating to the compilation of reports, includes working papers, drafts, comments, etc.	Retain for a minimum of 2 years after last action, then destroy.	
F6.7.4		Copies of reports	Retain until reference ceases, then destroy.	
F6.8.0	TRAINING	The activity of training staff regarding legislation affecting the local government sector.		
F6.8.1		Records relating to provision of training to council staff.	Retain for a minimum of 5 years after last action, then destroy	

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DA no: DA185

Dates of coverage: As specified for each function

No	Function/Activity	Description	Disposal Action	Custody
F7.0.0	LOCAL GOVERNMENT STATUTORY BODIES 1996+	The function of managing and dealing with statutory bodies that are the responsibility of the Minister for Local Government. The Department's involvement includes the appointment of representatives to the various bodies, associated administrative activities, and the implementation of decisions. These bodies include the Local Government Grants Commission, Pecuniary Interest Tribunal, and Local Government Boundaries Commission.		
F7.1.0	ADVICE	The activities associated with offering opinions by or to the organisation as to an action or judgement. Includes the process of advising. For records relating to legal advice, use General Disposal Authority – Administrative Records - LEGAL MATTERS.		
F7.1.1		Detailed significant advice provided to local government statutory bodies.	Required as State archives.	
F7.1.2		Advice relating to routine matters related to local government statutory bodies.	Retain for a minimum of 5 years after last action, then destroy	
F7.2.0	ENQUIRIES	The activities associated with the handling of requests for information about the organisation and its services by the general public or another organisation. Includes enquiries regarding local government matters.		

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DA no: DA185

Dates of coverage: As specified for each function

No	Function/Activity	Description	Disposal Action	Custody
F7.2.1		Records relating to routine enquiries from councils and not including instruments.	Retain for a minimum of 2 years after last action, then destroy	
F7.2.2		Records related to Instruments issued to councils.	Required as State archives.	
F7.3.0	HEARINGS (TRIBUNAL)	Activities associated with tribunal hearings.		
F7.3.1		Copies of proceedings, routine arrangements, any policy and procedural matters relating to individual hearings.	Retain for a minimum of 10 years after last action, then destroy	
F7.4.0	MEETINGS	The activities associated with gatherings held to formulate, discuss, update, or resolve issues and matters pertaining to the management of the section, department, or organisation as a whole. Includes arrangements, agenda, taking of minutes etc.		
F7.4.1		Routine correspondence relating to the meeting, including administrative arrangement relating to meetings.	Retain for a minimum of 2 years after last action, then destroy	
F7.5.0	REPORTING	The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of the results of the examination or investigation.		

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DA no: DA185

Dates of coverage: As specified for each function

No	Function/Activity	Description	Disposal Action	Custody
F7.5.1		Records relating to detailed reports concerning Local Government Statutory Bodies.	Required as State archives.	
F7.5.2		Records relating to the compilation of reports. Includes working papers, drafts, comments, etc.	Retain for a minimum of 2 years after last action, then destroy.	
F7.5.3		Copies of reports	Retain until reference ceases, then destroy.	
F7.6.0	REPRESENTATIVES	The activity of nominating or appointing personnel to local government statutory bodies.		
F7.6.1		Records relating to nominations, appointments and resignations.	Required as State archives.	
F7.6.2		Records relating to routine, administrative matters relating to personnel of the local government statutory bodies.	Retain for a minimum of 2 years after last action, then destroy	

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DA no: DA185

Dates of coverage: As specified for each function

No	Function/Activity	Description	Disposal Action	Custody
F8.0.0	PERFORMANCE MANAGEMENT AND ASSESSMENT 1996+	The function of assisting councils to improve their management and financial practices, leading to more efficient and effective services to the community. Includes management reviews and the identification of benchmarking standards to achieve best practice.		
F8.1.0	BENCHMARKING	A systematic comparison of key parameters and practices against a standard level of performance.		
F8.1.1		Records relating to performance comparison, program development and benchmarking projects.	Retain for a minimum of 5 years after last action, then destroy	
F8.2.0	MANAGEMENT OVERVIEW	The process of assessing and reporting on the management performance of councils at the direction of the Minister or Secretary, council invitation or internal selection.		
F8.2.1		Records relating to performance management reviews of councils.	Required as State archives.	
F8.2.2		Working papers.	Retain for a minimum of 2 years after last action, then destroy	

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Dates of coverage: As specified for each function

No	Function/Activity	Description	Disposal Action	Custody
F8.3.0	POLICY	The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making, as the basis from which the organisation's operating procedures are determined.		
F8.3.1		Final policy documents relating to the performance management and assessment function. Includes policy proposals, research papers, working papers, drafts, comments, etc	Retain for a minimum of 10 years after policy superseded then destroy.	
F8.3.2		Administrative records relating to the implementation of policy on performance management and assessment.	Retain until reference ceases, then destroy.	
F8.4.0	REPORTING	The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of the results of the examination or investigation.		
F8.4.1		Detailed reports concerning Council performance management.	Required as State archives.	
F8.4.2		Records relating to the compilation of reports, includes working papers, drafts, comments, etc.	Retain for a minimum of 2 years after last action, then destroy.	

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Dates of coverage: As specified for each function

No	Function/Activity	Description	Disposal Action	Custody
F8.4.3		Copies of reports	Retain until reference ceases, then destroy.	
F8.5.0	STANDARDS	The process of implementing industry or organisational benchmarks for services and processes to enhance the quality and efficiency of the organisation or councils.		
F8.5.1		Records relating to the development and establishment of performance standards.	Required as State archives.	
F8.5.2		Records relating to the implementation of performance standards within councils.	Retain for a minimum of 5 years after last action, then destroy	

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DA no: DA185

Dates of coverage: As specified for each function

No	Function/Activity	Description	Disposal Action	Custody
F9.0.0	POLICY DEVELOPMENT AND REVIEW 1996+	The Departmental function of developing policy and conducting research leading to best practice in the local government sector.		
F9.1.0	ADVICE	The activities associated with offering opinions by or to the organisation as to an action or judgement. Includes the process of advising. For records relating to legal advice, use General Disposal Authority – Administrative Records - LEGAL MATTERS.		
F9.1.1		Records relating to provision of advice to Government on issues affecting local government.	Required as State archives	
F9.2.0	EVALUATION	The process of determining the suitability of potential or existing programs, item of equipment, system or service in relation to meeting the needs of the given situation. Includes ongoing monitoring.		
F9.2.1		Records relating to evaluation of policy within the local government sector.	Required as State archives.	Retain in office 10 years (or longer if required), then transfer to State Records.
F9.2.2		Administrative records regarding the evaluation process.	Retain for a minimum of 5 years after last action, then destroy	Retain in office 5 years (or longer if required).

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DA no: DA185

Dates of coverage: As specified for each function

No	Function/Activity	Description	Disposal Action	Custody
F9.3.0	IMPLEMENTATION	The activities associated with carrying out or putting into action, plans, policies, procedures or instructions, all of which could be internally or externally driven. Includes manual or automated databases, applications or systems, but excludes the installation of equipment. Also includes monitoring to ensure that the implementation goes according to schedule and that standards are met.		
F9.3.1		Records relating to implementation of policy within the local government sector.	Required as State archives.	Retain in office 10 years (or longer if required), then transfer to State Records.
F9.4.0	LOCAL APPROVALS AND ORDERS POLICIES	The Departmental activity of checking and authorising the approvals and orders policies of local councils.		
F9.4.1		Original consents issued by Director General.	Required as State archives.	Retain in office 10 years (or longer if required), then transfer to State Records.
F9.4.2		Routine correspondence with councils and copies of consents.	Retain for a minimum of 10 years after last action, then destroy	Retain in office 10 years (or longer if required).

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Dates of coverage: As specified for each function

No	Function/Activity	Description	Disposal Action	Custody
F9.5.0	MEETINGS	The activities associated with gatherings held to formulate, discuss, update, or resolve issues and matters pertaining to the management of the section, department, or organisation as a whole. Includes arrangements, agenda, taking of minutes etc.		
F9.5.1		Routine correspondence relating to the meeting, including administrative arrangements relating to meetings.	Retain for a minimum of 2 years after last action, then destroy	Retain in office 2 years (or longer if required).
F9.6.0	POLICY	The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making, as the basis from which the organisation's operating procedures are determined.		
F9.6.1		Records relating to establishment of local government policies. Includes policy proposals, research papers, working papers, drafts, comments, etc	Required as State archives	Retain in office 10 years (or longer if required).
F9.6.2		Administrative records relating to the development of policy.	Retain until reference ceases, then destroy.	
F9.7.0	PROCEDURES	Standard methods of operating laid down by an organisation according to formulated policy.		

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DA no: DA185

Dates of coverage: As specified for each function

No	Function/Activity	Description	Disposal Action	Custody
F9.7.1		Master set of manuals and handbooks, etc supporting policy development and review procedures.	Retain for a minimum of 10 years after procedures superseded, then destroy	Retain in office 10 years (or longer if required).
F9.7.2		Records documenting the development of procedures in regards to policy development and review function.	Retain for a minimum of 2 years after last action, then destroy	Retain in office 2 years (or longer if required).
F9.7.3		Copies of manuals, handbooks, etc.	Retain until superseded, then destroy.	Retain in office until superseded.
F9.8.0	PROGRAMS (MANAGEMENT)	The process of managing a set of procedures, activities, resources or management strategies designed to achieve some common goals or objectives.		
F9.8.1		Records relating to the establishment, monitoring and management of all programs relating to council policy development and review.	Retain for a minimum of 10 years after last action, then destroy	Retain in office 10 years (or longer if required).
F9.9.0	REPORTING	The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of the results of the examination or investigation.		

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Dates of coverage: As specified for each function

No	Function/Activity	Description	Disposal Action	Custody
F9.9.1		Detailed reports relating to local government policy development and review.	Required as State archives.	Retain in office 10 years (or longer if required), then transfer to State Records.
F9.9.2		Records relating to the compilation of reports, includes working papers, drafts, comments, etc.	Retain for a minimum of 2 years after last action, then destroy.	Retain in office 2 years (or longer if required).
F9.9.3		Copies of reports	Retain until reference ceases, then destroy.	
F9.10.0	RESEARCH	The activities involved in investigating or enquiring into a subject or area of interest in order to discover facts, principles etc. Used to support the development of projects, standards, guidelines etc., and the business activities of the organisation in general. Includes following up enquiries relating to organisational programs, projects, working papers, literature searches etc.		
F9.10.1		Final reports or summaries of finding of major research projects in relation to local government policy development and review.	Required as State archives.	Retain in office until reference ceases, then transfer to State Records.

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Dates of coverage: As specified for each function

No	Function/Activity	Description	Disposal Action	Custody
F9.10.2		Working papers and administrative records of research projects managed by the organisation that has a major impact on policy or legislation.	Retain for a minimum of 10 years after last action, then destroy.	Retain in office 10 years (or longer if required).
F9.10.3		Records documenting research managed by the organisation that are not regarded as significant and have only a minor impact on policy.	Retain for a minimum of 5 years after last action, then review. If no longer required, then destroy.	Retain in office 5 years (or longer if required).
F9.10.4		Working papers and administrative records of research managed by the organisation that have minor impact on policy or legislation.	Retain for a minimum of 2 years after last action, then destroy.	Retain in office 2 years (or longer if required).
F9.11.0	TRAINING	The activities associated with all aspects of training (external/internal) available to staff and councils.		
F9.11.1		Records relating to training and addresses presented to councils.	Retain for a minimum of 5 years after last action, then destroy	Retain in office 5 years (or longer if required).
F10.0.0	GRANT FUNDING 1969+	The function carried out by the Local Government Grants Commission of recommending to the Minister for Local Government the allocation of general purpose grants to local governing bodies.		

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DA no: DA185

Dates of coverage: As specified for each function

No	Function/Activity	Description	Disposal Action	Custody
F10.1.0	AUDIT	The activity of auditing councils road and bridge data.		
F10.1.1		Records relating to audits of council's road and bridge data.	Retain for a minimum of 5 years after last action, then destroy.	
F10.2.0	CALCULATIONS	The activity of undertaking grant calculations.		
F10.2.1		Annual data returns and expenditure disability submissions from Councils.	Retain for a minimum of 5 years after last action, then destroy.	
F10.2.2		Records relating to grant calculations.	Retain for a minimum of 10 years after last action, then destroy.	
F10.2.3		Guidelines on preparation of annual data returns and submissions.	Retain until superseded, then destroy.	
F10.3.0	ENQUIRIES	The activity of responding to routine enquiries from Councils about grant allocations.		
F10.3.1		Records relating to routine enquiries from Councils.	Retain for a minimum of 2 years after last action, then destroy.	

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DA no: DA185

Dates of coverage: As specified for each function

No	Function/Activity	Description	Disposal Action	Custody
F10.4.0	MEETINGS	The activity of meeting formally.		
F10.4.1		Minutes, agenda and papers of meetings of the Commission.	Required as State archives	
F10.4.2		Records relating to arrangements for meetings.	Retain for a minimum of 5 years after last action, then destroy.	
F10.5.0	REPORTING	The activity of reporting.		
F10.5.1		Records relating to recommendations to the Minister for Local Government on the allocation of funds.	Required as State archives	
F10.6.0	VISITS	The activity of visiting Councils.		
F10.6.1		Records relating to visits to Councils.	Retain for a minimum of 5 years after last action, then destroy.	
F11.0.0	BOUNDARY DETERMINATIONS 1982+	The function carried out by the Boundaries Commission of examining and reporting on boundaries of local government areas.		
F11.1.0	INQUIRY	The activity of inquiring into amalgamation and/or boundary alteration proposals.		

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Dates of coverage: As specified for each function

No	Function/Activity	Description	Disposal Action	Custody
F11.1.1		Records relating to hearings of the Commission regarding boundary changes, including submissions received.	Required as State archives	
F11.2.0	LIAISON	The activity of liaising with other organisations and individuals. See General Disposal Authority – Administrative Records for disposal of records relating to enquiries and routine liaison.		
F11.2.1		Records relating to liaison with organisations and individuals regarding significant matters relevant to the functions of the Commission.	Required as State archives	
F11.3.0	MEETINGS	The activity of holding formal meetings		
F11.3.1		Records relating to formal meetings of the Commission. Includes agenda, minutes, meeting papers.	Required as State archives	
F11.4.0	REPORTING	The activity of preparing reports and making recommendations to the Minister on boundary changes.		
F11.4.1		Records relating to Commission recommendations relating to Council boundary changes. Includes reports.	Required as State archives	
F12.0.0	PECUNIARY INTEREST DETERMINATIONS 1993+	The function of determining complaints of pecuniary interest contraventions. Includes powers to suspend councillors for acts of misbehaviour.		

Department of Local Government, Local Government Grants Commission, Local Government Boundaries Commission and Local Government Pecuniary Interest Tribunal

DA no: DA185

Dates of coverage: As specified for each function

No	Function/Activity	Description	Disposal Action	Custody
F12.1.0	CASES	The activity of determining individual cases of pecuniary interest contraventions by statement of decision or by hearing. Includes cases of suspension of councillors for acts of misbehaviour.		
F12.1.1		Records relating to pecuniary interest cases. Includes notice of hearing, correspondence, statements. Includes records relating to suspension of councillors for acts of misbehaviour.	Required as State archives	
F12.1.2		Records of Tribunal hearings, including exhibits.	Required as State archives	
F12.1.3		Registers of Notices and Reports.	Required as State archives	