

State Archives and Records Authority of New South Wales

Functional Retention and Disposal Authority: DA0190

This authority covers records documenting the function of
Land and property development

This retention and disposal authority is approved under section 21(2)c of the *State Records Act 1998* following prior approval by the Board of the State Archives and Records Authority of New South Wales in accordance with section 21(3) of the Act.

State Archives and Records Authority of New South Wales

Functional Retention and Disposal Authority

Authority no DA0190

SR file no 03/0423

Scope This retention and disposal authority covers records documenting the function of land and property development.

Public office Landcom

Approval date 23/02/2005

Reissued 13/10/2021

About the Functional Retention and Disposal Authority

Purpose of the authority

The purpose of this retention and disposal authority is to identify those records created and maintained by NSW public offices which are required as State archives and to provide approval for the destruction of certain other records created and maintained by NSW public offices, after minimum retention periods have been met.

The approval for disposal given by this authority is given under the provisions of the *State Records Act 1998* only and does not override any other obligations of an organisation to retain records.

The retention and disposal of State records

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

The authority sets out how long the different classes of records generated by an organisation must be kept to meet its legal, operational and other requirements, and whether the records are to be kept as State archives. State Archives and Records NSW reviews and approves organisations' retention and disposal authorities under the *State Records Act*. It is the duty of a public office, in submitting a draft retention and disposal authority for approval, to disclose to State Archives and Records NSW any information which affects the retention of the records covered by the authority.

State Archives and Records NSW's decisions take into account both the administrative requirements of public offices in discharging their functional responsibilities and the potential research use of the records by the NSW Government and the public. One of State Archives and Records NSW's functions is to identify and preserve records as State archives. These are records which document the authority and functions of Government, its decision-making processes and the implementation and outcomes of those decisions, including the nature of their influence and effect on communities and individual lives. Criteria for the identification of State archives are listed in *Building the Archives: Policy on records appraisal and the identification of State archives*. The Policy also explains the roles and responsibilities of State Archives and Records NSW and of public offices in undertaking appraisal processes and disposal activities.

Implementing the authority

This retention and disposal authority covers records controlled by the public office and applies only to the records or classes of records described in the authority. The authority should be implemented as part of the records management program of the organisation. Two primary objectives of this program are to ensure that records are kept for as long as they are of value to the organisation and its stakeholders and to enable the destruction or other disposal of records once they are no longer required for business or operational purposes.

The implementation process entails use of the authority to sentence records. Sentencing is the examination of records in order to identify the disposal class in the authority to which they belong. This process enables the organisation to determine the appropriate retention period and disposal action for the records. For further advice see *Implementing a retention and disposal authority*.

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

Disposal action

Records required as State archives

Records which are to be retained as State archives are identified with the disposal action 'Required as State archives'. Records that are identified as being required as State archives should be stored in controlled environmental conditions and control of these records should be transferred to State Archives and Records NSW when they are no longer in use for official purposes.

The transfer of control of records as State archives may, or may not, involve a change in custodial arrangements. Records can continue to be managed by the public office under a distributed management agreement. Public offices are encouraged to make arrangements with State Archives and Records NSW regarding the management of State archives.

Transferring records identified as State archives and no longer in use for official purposes to State Archives and Records NSW should be a routine and systematic part of a public office's records management program. If the records are more than 25 years old and are still in use for official purposes, then a 'still in use determination' should be made.

Records approved for destruction

Records that have been identified as being approved for destruction may only be destroyed once a public office has ensured that all other requirements for retaining the records are met. Retention periods set down in this authority are *minimum* periods only and a public office should keep records for a longer period if necessary. Reasons for longer retention can include legal requirements, administrative need, government directives and changing social or community expectations. A public office **must not** dispose of any records where the public office is aware of possible legal action (including legal discovery, court cases, formal applications for access) where the records may be required as evidence.

Once all requirements for retention have been met, destruction of records should be carried out in a secure and environmentally sound way. Relevant details of the destruction should be recorded. See *Destruction of records: a practical guide*.

Organisations should review functional retention and disposal authorities regularly to ensure that they remain relevant as the organisation's functions and activities, operating environment and requirements for records change. Retention requirements may change over time. This can occur when:

- business needs or practices change
- new laws, regulations or standards are introduced
- new technology is implemented
- government administration is restructured and functions are moved between entities, or
- unforeseen or new community expectations become apparent.

State Archives and Records NSW recommends that organisations check any functional retention and disposal authorities more than 5 years old to ensure that the retention periods and disposal actions remain relevant.

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

Administrative change

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

Amendment and review of this authority

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

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

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

Contact Information

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

Functional Retention and Disposal Authority Landcom

Authority number: DA0190

Dates of coverage: Open

List of Functions and Activities covered

Function	Activity	Reference	Page
CORPORATE GOVERNANCE		1.0.0	7
	Board Membership	1.1.0	7
	Committees	1.2.0	7
	Compliance	1.3.0	8
	Meetings	1.4.0	8
LAND AND PROPERTY DEVELOPMENT		2.0.0	10
	Community Consultation	2.1.0	10
	Community Support	2.2.0	10
	Contract Management	2.3.0	11
	Delivery and Completion	2.4.0	11
	Design and Land Use Planning	2.5.0	12
	Due Diligence	2.6.0	13
	Land Acquisition	2.7.0	14
	Project Coordination And Control	2.8.0	15
	Project Marketing	2.9.0	16
	Sales	2.10.0	16
	Tendering and Quoting	2.11.0	17
LEGAL SERVICES		3.0.0	19
	Conveyancing	3.1.0	19
POLICY PROJECTS		4.0.0	20
	Committees	4.1.0	20
	Policy	4.2.0	20
	Reporting	4.3.0	21

Functional Retention and Disposal Authority Landcom

Authority number: DA0190

Dates of coverage: Open

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

1.0.0 CORPORATE GOVERNANCE

The function of managing the corporate framework established by the agency's governing body. Includes managing the agency's governing body, which is responsible for setting and approving the overall corporate direction and establishing and complying with rules and procedures for corporate operations. Includes those activities associated with providing secretariat support to the Board in the conduct of its work and administrative support to the Board members including arranging for travel and remuneration for duties performed.

See General Retention and Disposal Authority *Administrative records* **STRATEGIC MANAGEMENT** for records relating to the broad systematic administrative management planning for the organisation

1.1.0 Board Membership

The activity of managing the composition of the board. It includes casual vacancy appointments, re-appointments, remuneration, terms of engagement, retirement, and resignation processes.

1.1.1	Records documenting the composition of the board. Includes documentation of nominee's experience qualifications, terms of appointment and details of Director's remuneration, declaration of interests, records of separation.	Required as State archives
-------	---	----------------------------

1.2.0 Committees

The activities associated with the managing of committees and task forces established to support the Board. Includes the committees' establishment, appointment of members, terms of reference, proceedings, minutes of meetings, reports, agenda etc.

See **LAND AND PROPERTY DEVELOPMENT - Project Coordination And Control** for project based management committees.

1.2.1	Records documenting internal and external committees formed to consider matters relating to the corporate governance function. Includes documents establishing the committee, e.g. terms of reference and appointments, final versions of minutes, reports, recommendations, supporting documents, such as briefing papers and discussion papers.	Required as State archives
-------	--	----------------------------

Landcom

Authority number: DA0190

Dates of coverage: Open

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

CORPORATE GOVERNANCE - Committees

1.2.2	Working papers documenting the conduct and administration of committees which consider matters relating to the corporate governance function. Includes agendas, notices of meetings, draft minutes.	Retain until reference use ceases, then destroy
-------	--	---

1.3.0 Compliance

The activities associated with complying with mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements to which the organisation is subject. Includes compliance with legislation and with national and international standards, such as the ISO 9000 series. Includes compliance against internal policies and standards, such as the Triple Bottom Line reporting.

See **LAND AND PROPERTY DEVELOPMENT - Design and Land Use Planning** for the development of designs and plans that comply with established course of action.

See **LAND AND PROPERTY DEVELOPMENT - Delivery and Completion** for the development of designs and plans that comply with established course of action.

1.3.1	Records documenting agency compliance with broad legislative and regulatory requirements in relation to the corporate governance function. Includes the Register of Directors, annual returns, memoranda and articles, certificates of incorporation, deed of access, deed of indemnity, government guarantees, regulatory exemption, share register and seal register.	Required as State archives
-------	--	----------------------------

1.4.0 Meetings

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

See **CORPORATE GOVERNANCE - Committees** for meetings of formal committees.

See **LAND AND PROPERTY DEVELOPMENT - Project Coordination And Control** for meetings of project management committees and joint venture partners.

1.4.1	Final versions of minutes and supporting documents tabled at board meetings.	Required as State archives
1.4.2	Working papers documenting the conduct and administration of Board meetings.	Retain minimum of 3 years after action completed, then destroy

Landcom

Authority number: DA0190

Dates of coverage: Open

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

CORPORATE GOVERNANCE - Meetings

	Includes agendas, notices of meetings, briefing papers, draft minutes.	
--	--	--

Landcom

Authority number: DA0190

Dates of coverage: Open

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

LAND AND PROPERTY DEVELOPMENT - Community Consultation

2.0.0 LAND AND PROPERTY DEVELOPMENT

The function of developing serviced residential and industrial land within NSW in accordance with community development policies and urban design objectives. Includes the development of greenfield land in city fringe and rural areas, and the renewal of unused and derelict land in established urban areas. Includes the acquisition, development of infrastructure, subdivision and resale of land. Includes the construction and sale of housing and commercial buildings. Includes all aspects of managing development projects including tendering, contract management and overseeing compliance with policies and procedures.

See General Retention and Disposal Authority *Administrative records* **PROPERTY MANAGEMENT** for records relating to the management of properties occupied by Landcom as business premises.

2.1.0 Community Consultation

The process of identifying and consulting with relevant stakeholders and groups within communities associated with the development of land.

2.1.1	Records relating to liaison and consultation with the community for development projects. Includes consultation plans, correspondence with community groups, agendas and minutes of formal meetings, reported outcomes from focus group sessions and workshops, questionnaires and survey results, presentation material.	Required as State archives
2.1.2	Records relating to administrative arrangements for the conduct of community consultation processes (eg bookings and arrangements for meetings, the collection and processing of questionnaire and surveys returns etc)	Retain until administrative or reference use ceases, then destroy

2.2.0 Community Support

The activities involved in providing amenities and programs that contribute to the social sustainability of communities. Includes the facilitation of community events such as welcome and meet your neighbour programs. Includes the development of consumer education programs. Includes the purchase of public art.

2.2.1	Records of programs relating to the establishment of communities within development projects. Includes community welcome programs, community education brochures, reports of post occupancy surveys.	Required as State archives
-------	---	----------------------------

Landcom

Authority number: DA0190

Dates of coverage: Open

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

LAND AND PROPERTY DEVELOPMENT - Community Support

2.2.2	<p>All other records of community support.</p> <p>Includes questionnaires, responses from post occupancy surveys, records of sponsorship arrangements.</p>	Retain minimum of 5 years after practical completion of project, then destroy
-------	--	---

2.3.0 Contract Management

The activities involved in managing the performance of work or the provision of services by an external contractor, vendor or consultant, or by using external bureau services. Includes outsourcing.

See **LAND AND PROPERTY DEVELOPMENT - Tendering and Quoting** for the process of selecting project consultants and contractors through a formal tender process.

2.3.1	<p>Signed contracts and agreements between Landcom and contractors for the provision of services and works.</p> <p>Includes documentation supporting the contract terms and conditions.</p>	Retain minimum of 7 years after project completed, then destroy
2.3.2	<p>Records relating to the ongoing relationship (performance) between Landcom and contractors - maintenance, review and negotiation of agreements relating to the provision of services.</p> <p>Includes routine correspondence between Landcom and contractors, service level agreements, project delivery agreements, performance improvement reviews, records of progress payments, any records of non-compliance.</p>	Retain minimum of 7 years after project completed, then destroy
2.3.3	<p>Records relating to the ongoing maintenance and licensing of properties purchased by Landcom for future development and which are not under development.</p> <p>Includes leases, maintenance agreements, service level agreements.</p> <p>See General Retention and Disposal Authority <i>Administrative records</i> PROPERTY MANAGEMENT for the management of Landcom office premises.</p>	Retain minimum of 7 years after project completed, then destroy

2.4.0 Delivery and Completion

The process of overseeing and signing off the delivery of infrastructure to facilitate residential or industrial occupation. Includes the delivery of roads, housing, and infrastructure for water, sewerage, stormwater, electricity, gas and telecommunications.

Landcom

Authority number: DA0190

Dates of coverage: Open

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

LAND AND PROPERTY DEVELOPMENT - Delivery and Completion

Includes civil works, earthworks, landscaping, public art. Includes demolition of buildings and existing structures.

2.4.1	<p>Records relating to the decontamination and remediation of contaminated land and building sites.</p> <p>Includes remediation action plans, site audits, and site audit statements.</p>	Required as State archives
2.4.2	<p>Records relating to the demolition of buildings and structures of historical, heritage or other significance. Includes buildings listed on the State's heritage register, or the Agency's Heritage and Conservation Register. Includes buildings and structures which have been the subject of public controversy. Includes buildings and structures which have been awarded architectural or design awards.</p>	Required as State archives
2.4.3	<p>Records documenting post project reviews, which contain the final project outcomes</p>	Required as State archives
2.4.4	<p>Records relating to the construction of infrastructure, services and dwellings (includes records relating to the demolition of buildings and structures which are not of historical heritage or other significance).</p> <p>Includes notifications to and certification by regulators, construction certificates, deposited plans; 88B instruments, works as executed plans, construction completion checklists, work-in-kind and developer agreements, LPI dealings; subdivision plans, easement agreements and payments, occupancy certificates, community and strata plans.</p> <p>Does not include contracts with the service providers.</p>	Retain minimum of 10 years after development project completed, then destroy

Landcom

Authority number: DA0190

Dates of coverage: Open

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

LAND AND PROPERTY DEVELOPMENT - Design and Land Use Planning

2.5.0 Design and Land Use Planning

The activities involved in the preparation of plans and designs for development of a property, and gaining development approval to proceed. (engineering v housing). Includes further investigation into heritage, archaeology and conservation management identified as part of the due diligence process. Includes applications for the rezoning of land. Includes the development of individual plans for services and appropriate infrastructure and the process of gaining approval for these from the relevant government agencies. Includes the development of the project masterplan and subdivision plan and gaining development approval (DA) from the local council. Includes the development of community infrastructure such as schools, community halls, sports facilities, children's playgrounds and public parks, public art.

2.5.1	Records relating to the granting of consent for the development of land. Includes development applications and all supporting documentation - project design guidelines, project masterplans, correspondence with local bodies, reports from local bodies, consultants reports, heritage management reports.	Required as State archives
2.5.2	Records relating to the rezoning of land for development. Includes master plans, consultancy reports, correspondence with council and relevant authorities, rezoning applications, council reports, heritage management reports.	Retain minimum of 7 years after practical completion of project, then destroy
2.5.3	Copies of Council standards, guidelines and development controls for land use planning.	Retain minimum of 7 years after practical completion of project, then destroy

2.6.0 Due Diligence

The process of identifying and analysing risks and costs to determine feasibility of a potential project. Includes investigation of legislative and statutory requirements, planning policies, zoning requirements, development codes, and section 94 contributions. Includes forecasting and market analysis to determine potential revenue from the project.

2.6.1	Records relating to due diligence assessments of land and property which are considered to have environmental and heritage value, including aboriginal and natural heritage value.	Required as State archives
-------	--	----------------------------

Landcom

Authority number: DA0190

Dates of coverage: Open

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

LAND AND PROPERTY DEVELOPMENT - Due Diligence

	Includes heritage studies and reports, natural heritage reports, aboriginal heritage reports and feasibility reports prepared by consultants, submissions to the board, board resolutions to proceed with the acquisition, title searches, land valuations, market assessments, surveys, local environment plans, water quality reports, hazardous materials assessments, environmental reports, financial analyses, flood mitigation studies and plans, noise control studies, maps and plans and aerial photographs including those sourced from other agencies	
2.6.2	<p>Records relating to due diligence assessments of other land and property which are being considered for acquisition by Landcom and which are given board approval to proceed.</p> <p>Includes feasibility reports prepared by consultants, submissions to the board, and board resolutions to proceed with the acquisition, title searches, land valuations, market assessments, surveys, local environment plans, water quality reports, hazardous materials assessments, environmental reports, financial analyses, flood mitigation studies and plans, noise control studies, maps and plans and aerial photographs including those sourced from other agencies</p> <p>Records relating to due diligence assessments of land and property which are being considered for acquisition by Landcom and which are given board approval to proceed.</p>	Retain minimum of 10 years after development project, then destroy
2.6.3	<p>Records relating to Due Diligence Assessments of other land and property considered for acquisition by Landcom but which do not proceed.</p> <p>Includes title searches, land valuations, market assessments, surveys, local environment plans, feasibility reports prepared by consultants, water quality reports, hazardous materials assessments, environmental reports, financial analyses, flood mitigation studies and plans, noise control studies, maps and plans and aerial photographs including those sourced from other agencies, and submissions to the Landcom board.</p>	Retain minimum of 5 years after date file closed, then destroy

Landcom

Authority number: DA0190

Dates of coverage: Open

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

LAND AND PROPERTY DEVELOPMENT - Land Acquisition

2.7.0 Land Acquisition

The process of gaining ownership or use of land for the purpose of establishing communities or industry.

See General Retention and Disposal Authority *Administrative records* **PROPERTY MANAGEMENT - Acquisition** for records relating to the purchase of buildings, equipment and other items or for the provision of services required in the conduct of business through purchase or requisitions.

2.7.1	Records documenting the acquisition of properties considered to be of local, state or national heritage significance, including those registered by the NSW Heritage Office or the National Trust of Australia	Required as State archives
2.7.2	Records documenting the purchase of land or developed property by Landcom including the acquisition of land transferred from other NSW agency. Includes correspondence with the vendor, deposited plans, records of stamp duty paid, memoranda of understanding signed between agencies for the transfer of title, correspondence with the agency, registered linens.	Retain minimum of 7 years after final disposal of property, then destroy

2.8.0 Project Coordination And Control

The activities involved in managing a development project throughout its life. Includes meetings of joint venture partners, management committees and groups convened to oversee the delivery of the project or parts of the project. Includes budgeting, forecasting and reporting on project status. Includes reporting against Triple Bottom Line (TBL) indicators.

See **LAND AND PROPERTY DEVELOPMENT - Contract Management** for activities relating to the management of project partners.

2.8.1	Signed contracts and agreements between Landcom and project partners for the management and delivery of development projects.	Retain minimum of 10 years after completion or other termination of contract, then destroy
2.8.2	Records relating to the ongoing management of the project by Landcom or their project partners. Includes status reports, project managers reports, project reviews, internal memos and approvals, project	Retain minimum of 10 years after completion or other termination of contract, then destroy

Landcom

Authority number: DA0190

Dates of coverage: Open

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

LAND AND PROPERTY DEVELOPMENT - Project Coordination And Control

	business plans, project programs, budgets, and financial performance reports.	
2.8.3	Master set of records relating to Project Management Committee meetings for each development project. Includes membership of the committee, agendas, minutes, meeting arrangements. financial reports including forecasts, costs and revenue budgets, expenditure reviews and reports.	Retain minimum of 10 years after completion or other termination of contract, then destroy

2.9.0 Project Marketing

The process of marketing Landcom's development projects. Includes market research, sales forecasting, advertising, media releases, pricing and product evaluation. Also includes the theming and naming of property developments.

2.9.1	Promotional materials and brochures produced as part of marketing campaigns for development projects. Includes advertisements, brochures, presentation packages, press releases.	Required as State archives
2.9.2	Records relating to marketing analysis for a project. Includes market research, market testing, consumer feedback.	Retain minimum of 7 years after practical completion of project, then destroy
2.9.3	Records relating to the development of marketing plans and campaigns for development projects, project openings and events. Includes marketing plans and strategies, budgets, advertising campaigns and schedules, media schedules, event plans.	Retain minimum of 7 years after practical completion of project, then destroy

2.10.0 Sales

The activity of selling land and property developed by Landcom. Includes the sale of serviced land (superlots) to builders for the construction of house and land packages. Also includes the sale of built houses (house and land packages) directly to the public.

2.10.1	Sales plans and other records which document how the lots and properties are released for sale. Includes sales plans, fill plan.	Required as State archives
--------	---	----------------------------

Landcom

Authority number: DA0190

Dates of coverage: Open

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

LAND AND PROPERTY DEVELOPMENT - Sales

2.10.2	Records relating to the sale of subdivided land, with or without dwelling. Includes draft contract for sale, copy of deposited plan, easements, 88B instruments, occupancy certificates, schedule of finishes, sales price approvals, sales instructions, builder allocations, dwelling completion checklists.	Retain minimum of 7 years after final disposal of property, then destroy
2.10.3	Records of enquires about land or property for sale which do result in the purchase of land.	Retain minimum of 2 years after date file closed, then destroy

2.11.0 Tendering and Quoting

The activities involved in receiving and assessing quotations and formal tenders and of making offers and finalising contract arrangements for the provision of services and works

See TENDERING for the process of receiving and assessing tenders within functions other than LAND AND PROPERTY DEVELOPMENT.

See CONTRACT MANAGEMENT for the process of outsourcing operations or arranging, procuring and managing the provision of service by an external consultant once the tender has been decided.

2.11.1	Register of all tenders issued by Landcom.	Retain minimum of 7 years after date of last entry, then destroy
2.11.2	Records documenting the development and issue of tender documentation and requests for quotation for services and works. Includes statement of requirements, specifications, request for proposals, expressions of interest, request for tender, draft contracts, plans, payment schedules, special conditions, tender criteria, tender number, addendums to tender. Includes all correspondence and minutes of meetings between parties up until closure of tenders.	Retain minimum of 7 years after tender process completed, then destroy
2.11.3	Records documenting the evaluation and selection process for quotations and tenders received for services and works. Post tender correspondence, evaluation of tenders, records of approvals, meeting records and summary of all tenders.	Retain minimum of 7 years after tender process completed, then destroy

Landcom

Authority number: DA0190

Dates of coverage: Open

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

LAND AND PROPERTY DEVELOPMENT - Tendering and Quoting

	Use CONTRACT MANAGEMENT for the final agreement between Landcom and project partners.	
2.11.4	<p>Records documenting the development and issue of tender documentation for the selection of project partners for development projects.</p> <p>Includes statement of requirements, specifications, request for proposals, expressions of interest, request for tender, draft contracts, plans, payment schedules, special conditions, tender criteria, tender number, addendums to tender.</p> <p>Includes correspondence and minutes of meetings between parties up until closure of tenders.</p>	Retain minimum of 7 years after tender process completed, then destroy
2.11.5	<p>Records of tenders received for selection of project partners for development projects.</p> <p>Includes post tender correspondence, evaluation of tenders, records of approvals, meeting records and summary of all tenders, post tender negotiation and approvals.</p> <p>Use PROJECT CO-ORDINATION AND CONTROL for the final agreement between Landcom and project partners.</p>	Retain minimum of 7 years after tender process completed, then destroy

Landcom

Authority number: DA0190

Dates of coverage: Open

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

LEGAL SERVICES - Conveyancing

3.0.0 LEGAL SERVICES

The function of providing legal services to the organisation. Includes the interpretation and provision of advice to the organisation regarding legal matters, the drawing up of legal agreements and the handling of legal action and disputes. Also includes legal advice received from in-house consultants and external sources including the Crown Solicitor's Office.

See General Retention and Disposal Authority *Administrative records* **LEGAL SERVICES** for general legal services.

3.1.0 Conveyancing

The activity of transferring property or land title from one person or entity to another.

3.1.1	Records documenting the transfer of land title between Landcom and external parties. Includes correspondence between parties, contract of sale,	Retain minimum of 7 years after final disposal of property, then destroy
-------	--	--

Landcom

Authority number: DA0190

Dates of coverage: Open

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

POLICY PROJECTS - Committees

4.0.0 POLICY PROJECTS

The function of developing and establishing land development policies which determine how future communities in NSW are developed to meet environmental, social and sustainability objectives.

Includes research, policy development, advice to the minister and other agencies, liaison and formal consultation with other NSW government ministers, agencies, groups and organisations. Use general disposal authority for other records not included in Policy Projects.

4.1.0 Committees

The activities associated with the managing of committees and task forces. Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes of meetings, reports, agenda etc.

Use STRATEGIC MANAGEMENT - COMMITTEES for audit committees.

Use LAND AND PROPERTY DEVELOPMENT - PROJECT COORDINATION AND CONTROL for project based management committees.

4.1.1	Records documenting internal and external committees formed to consider the development of land development policies and guidelines. Includes documents establishing the committee, final version of minutes, reports, recommendations, supporting documents such as briefing papers and discussion papers.	Required as State archives
4.1.2	Working papers documenting the conduct and administration of committees which consider matters relating to the land development policy. Includes agendas, notices of meetings, draft minutes.	Retain until reference ceases, then destroy

4.2.0 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.

4.2.1	Records documenting the establishment and development of policies and design guidelines for Landcom development projects including heritage properties.	Required as State archives
-------	---	----------------------------

Landcom

Authority number: DA0190

Dates of coverage: Open

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

POLICY PROJECTS - Reporting

	Includes policy proposals, research papers, results of consultations, supporting reports, major drafts, final policy documents.	
--	---	--

4.3.0 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.

4.3.3	Final version of annual Landcom Triple Bottom line report submitted to Parliament.	Required as State archives
4.3.1	Records documenting the establishment of Triple Bottom Line indicators and measurement against them. Includes draft reports, results from surveys, statistics, analysis reports, reporting assumptions.	Retain minimum of 3 years after action completed, then destroy