

State Records Authority of New South Wales

Functional Retention and Disposal Authority: FA325

This authority covers records of the Parliament of NSW, including the Houses of Parliament and parliamentary departments (Legislative Council Department, Legislative Assembly Department, Department of Parliamentary Services and Parliamentary Budget Office)

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

State Records Authority of New South Wales

Functional Retention and Disposal Authority

Authority no FA325

SR file no 12/0388

Scope

This functional retention and disposal authority covers records of the Parliament of NSW, including the Houses of Parliament and parliamentary departments from 1823 onwards.

Public office

Legislative Council Department, Legislative Assembly Department, Department of Parliamentary Services and Parliamentary Budget Office

Approval date

Alan Ventress
Director
State Records Authority of New South Wales

29/10/2012
Date

Revised version

Jenni Stapleton
A/Director
State Records Authority of New South Wales

10/12/2013
Date

Amended to incorporate coverage for pre 1940 general administrative records (entry 14.0.0).

About the Functional Retention and Disposal Authority

Purpose of the authority

The purpose of this functional retention and disposal authority is to identify those records created and maintained by the Parliament of NSW which are required to be retained permanently as Parliamentary archives and to provide approval for the destruction of certain other records 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 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.

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 permanently as Parliamentary archives. The State Records Authority ('State Records') reviews and approves organisations' retention and disposal authorities under the State Records Act.

This authority is the product of an appraisal process conducted in accordance with State Records' *Standard on the appraisal and disposal of State records*. 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.

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

Implementing 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 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. Advice on sentencing can be obtained from State Records. 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 also the *General Retention and Disposal Authority – Imaged records*). 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

Parliamentary archives

Records which are to be retained permanently are identified with the disposal action 'Parliamentary archives'. Records that are identified as being required as Parliamentary archives can be transferred to State Records for safe keeping and proper preservation in accordance with the Memorandum of Agreement between State Records and the Parliament of NSW.

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, 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, 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 Records 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 Records.

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 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 the public office that inherits the new function should contact State Records to discuss use of any existing retention and disposal authority approved for use by a predecessor organisation.

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 should be made and approved.

Contact Information

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**Functional Retention and Disposal Authority
Parliament of NSW, including the Houses of Parliament and parliamentary departments (Legislative Council
Department, Legislative Assembly Department, Department of Parliamentary Services and Parliamentary
Budget Office)**

Authority number: FA325

Dates of coverage: 1823+

List of Functions and Activities covered

Reference	Function	Activity	Page
1.0.0	AUDIOVISUAL PRODUCTION		12
1.1.0		Agreements	12
1.2.0		Recording & broadcasting	13
2.0.0	CATERING SERVICES		14
2.1.0		Agreements	15
2.2.0		Compliance	15
2.3.0		Functions	16
2.4.0		Inspections	17
2.5.0		Marketing	18
2.6.0		Procedures	18
2.7.0		Reporting	19
3.0.0	COLLECTION MANAGEMENT		19
3.1.0		Acquisition	20
3.2.0		Allocation	21

Parliament of NSW, including the Houses of Parliament and parliamentary departments

Authority number: FA325

Dates of coverage: 1823+

List of Functions and Activities covered

Reference	Function	Activity	Page
3.3.0		Arrangements	21
3.4.0		Audit	21
3.5.0		Control	23
3.6.0		Exhibitions	23
3.7.0		Objects	25
3.8.0		Planning	26
3.9.0		Procedures	27
3.10.0		Stocktake	27
3.11.0		Valuation	27
4.0.0	EDUCATION SERVICES		28
4.1.0		Arrangements	28
4.2.0		Evaluation	28
4.3.0		Marketing	28
4.4.0		Planning & development	29
4.5.0		Procedures	29
4.6.0		Reporting	30

Parliament of NSW, including the Houses of Parliament and parliamentary departments

Authority number: FA325

Dates of coverage: 1823+

List of Functions and Activities covered

Reference	Function	Activity	Page
4.7.0		Resources	30
5.0.0	HANSARD		31
5.1.0		Distribution	31
5.2.0		Production	31
6.0.0	LIBRARY SERVICES		32
6.1.0		Access	32
6.2.0		Acquisition	33
6.3.0		Conservation	33
6.4.0		Control	33
6.5.0		Enquiries	34
6.6.0		Planning	34
6.7.0		Reporting	35
6.8.0		Research	35
7.0.0	MEMBERS SUPPORT		36
7.1.0		Advice	36
7.2.0		Badges	37

Parliament of NSW, including the Houses of Parliament and parliamentary departments

Authority number: FA325

Dates of coverage: 1823+

List of Functions and Activities covered

Reference	Function	Activity	Page
7.3.0		Conferences	37
7.4.0		Entitlements	39
7.5.0		Induction	41
7.6.0		Membership	41
7.7.0		Personal	41
7.8.0		Procedures	42
7.9.0		Registers	43
7.10.0		Reporting	43
7.11.0		Salaries	43
7.12.0		Training	44
8.0.0	PARLIAMENTARY COMMITTEES		44
8.1.0		Advice	45
8.2.0		Arrangements	46
8.3.0		Conferences	46
8.4.0		Inquiries	48
8.5.0		Liaison	49

Parliament of NSW, including the Houses of Parliament and parliamentary departments

Authority number: FA325

Dates of coverage: 1823+

List of Functions and Activities covered

Reference	Function	Activity	Page
8.6.0		Meetings	49
8.7.0		Membership	50
8.8.0		Procedures	50
8.9.0		Statutory functions	51
9.0.0	PARLIAMENTARY COSTING		51
9.1.0		Advice	52
9.2.0		Costing requests & statements	52
9.3.0		Liaison & meetings	52
9.4.0		Procedures	53
9.5.0		Reporting	54
10.0.0	PARLIAMENTARY POLICY		54
10.1.0		Policy	54
11.0.0	PARLIAMENTARY PROCEDURE		55
11.1.0		Advice	55
11.2.0		Bills	56
11.3.0		Committees	57

Parliament of NSW, including the Houses of Parliament and parliamentary departments

Authority number: FA325

Dates of coverage: 1823+

List of Functions and Activities covered

Reference	Function	Activity	Page
11.4.0		Elections	57
11.5.0		Governor	58
11.6.0		House papers	58
11.7.0		Judiciary	59
11.8.0		Meetings of the house	59
11.9.0		Openings of parliament	59
11.10.0		Orders for papers	60
11.11.0		Petitions	60
11.12.0		Privilege	61
11.13.0		Questions	61
11.14.0		Resolutions of the house	62
11.15.0		Standing & sessional orders	62
11.16.0		Tabling	62
12.0.0	PARLIAMENTARY RELATIONS		63
12.1.0		Advice	64
12.2.0		Ceremonies	64

Parliament of NSW, including the Houses of Parliament and parliamentary departments

Authority number: FA325

Dates of coverage: 1823+

List of Functions and Activities covered

Reference	Function	Activity	Page
12.3.0		Conferences	65
12.4.0		Delegations	66
12.5.0		Joint ventures	66
12.6.0		Liaison	67
12.7.0		Meetings	68
12.8.0		Protocol	68
12.9.0		Visits	69
13.0.0	PROPERTY MANAGEMENT (SPECIAL BUILDINGS)		69
13.1.0		Access & security	70
14.0.0	Pre 1940 general administrative records		70

Functional Retention and Disposal Authority
Parliament of NSW, including the Houses of Parliament and parliamentary departments (Legislative Council Department, Legislative Assembly Department, Department of Parliamentary Services and Parliamentary Budget Office)

Authority number: FA325

Dates of coverage: 1823+

No	Function/Activity	Description	Disposal Action
1.0.0	AUDIOVISUAL PRODUCTION	<p>The function of producing audiovisual recordings (including on film, magnetic and digital media) of Parliamentary chamber and committee proceedings, and other Parliamentary events. Includes arrangements and agreements associated with the recording, and control of the content.</p> <p>See HANSARD for facilitative audio recordings used to assist in the production of Hansard.</p> <p>See General Retention and Disposal Authority <i>Administrative records</i> Contracting-out for records relating to contracting-out post-production services.</p> <p>See General Retention and Disposal Authority <i>Administrative records</i> Information management - Control for indexes and other control records associated with audiovisual productions.</p> <p>See General Retention and Disposal Authority <i>Administrative records</i> Technology & telecommunications for records relating to technical support for audiovisual production and broadcasting.</p> <p>See General Retention and Disposal Authority <i>Audio visual programs and recordings</i> for other records relating to the production of audiovisual programs and recordings, including rights management.</p>	
1.1.0	Agreements	<p>The processes associated with the establishment, maintenance, review and negotiation of agreements relating to audiovisual productions of Parliamentary proceedings, e.g. agreements with individuals and organisations to broadcast content.</p>	
1.1.1		<p>Records relating to the establishment, maintenance, review and negotiation of agreements relating to audiovisual productions of Parliamentary proceedings. Includes written undertakings by external persons to comply with Parliamentary recording and broadcasting terms and conditions.</p>	<p>Retain minimum of 7 years after expiry or termination of agreement, then</p>

Parliament of NSW, including the Houses of Parliament and parliamentary departments

Authority number: FA325

Dates of coverage: 1823+

No	Function/Activity	Description	Disposal Action
<i>AUDIOVISUAL PRODUCTION - Recording & broadcasting</i>			
			destroy
1.2.0	Recording & broadcasting	<p>The activity of making an audiovisual recording of Parliamentary proceedings and events, and, where applicable, broadcasting the recording. Includes broadcasting via webcasts, and still photography of proceedings.</p> <p>See AUDIOVISUAL PRODUCTION - Agreements for records relating to written undertakings by external persons to comply with recording and broadcasting terms and conditions.</p> <p>See PROPERTY MANAGEMENT (SPECIAL BUILDINGS) - Access & security for records relating to approvals to access and film on Parliamentary property.</p>	
1.2.1		Master audiovisual recordings (including broadcast versions) of Parliamentary chamber proceedings and events that represent significant milestones in the history of Parliament. Includes proceedings of the Legislative Assembly and Legislative Council, and events such as swearing-in ceremonies for the Governor, opening of new Parliament and visits by overseas VIP such as royalty.	Parliamentary archives
1.2.2		Master audiovisual recordings of Parliamentary committee proceedings and Parliamentary events that are not regarded as significant milestones in the history of Parliament (e.g. recording of routine seminars or visits).	Retain minimum of 7 years after action completed, then destroy
1.2.3		<p>Records relating to breaches of Parliament's terms and conditions for recording and broadcasting Parliamentary proceedings. Includes correspondence and reports.</p> <p>NB: Terms and conditions are detailed in Parliament's Broadcasting of Proceedings Resolution.</p>	Retain minimum of 10 years after action completed, then destroy
1.2.4		Audiovisual source recordings that have been successfully converted to a digital format.	Destroy after reference use ceases if: <ul style="list-style-type: none"> • the digitised

Parliament of NSW, including the Houses of Parliament and parliamentary departments

Authority number: FA325

Dates of coverage: 1823+

No	Function/Activity	Description	Disposal Action
<i>CATERING SERVICES</i>			
			<p>versions are authentic, complete and accessible</p> <ul style="list-style-type: none"> • the digitised versions are kept as Parliamentary archives or for the authorised retention period (as per classes 1.2.1 or 1.2.2, as appropriate), and • the original source recordings are kept for quality control purposes for an appropriate length of time after copying.
2.0.0	CATERING SERVICES	The function of providing food and beverage services for Members, staff and guests. Includes managing the activities associated with food production, and the	

Parliament of NSW, including the Houses of Parliament and parliamentary departments

Authority number: FA325

Dates of coverage: 1823+

No	Function/Activity	Description	Disposal Action
<i>CATERING SERVICES - Agreements</i>			
		<p>provision of catering and dietary services etc. within or to facilities.</p> <p>See PARLIAMENTARY POLICY for records relating to Parliament's formal policies, including those covering catering services.</p> <p>See General Retention and Disposal Authority <i>Administrative records</i> Equipment & stores - Acquisition for records relating to the acquisition of food and beverage supplies or catering equipment.</p> <p>See General Retention and Disposal Authority <i>Administrative records</i> Equipment & stores - Maintenance for records relating to the maintenance of catering equipment.</p> <p>See General Retention and Disposal Authority <i>Administrative records</i> Property management for records relating to the maintenance and upgrade of kitchen and dining facilities.</p>	
2.1.0	Agreements	<p>The processes associated with the establishment, maintenance, review and negotiation of agreements relating to the provision of food and beverage services, e.g. agreements with external organisation's engaging Parliament's food and catering services for their events.</p> <p>See General Retention and Disposal Authority <i>Administrative records</i> Contracting-out for records relating to the acquisition of services through a contracting out or outsourcing process.</p> <p>See General Retention and Disposal Authority <i>Administrative records</i> Tendering for records relating to receiving and assessing tenders.</p>	
2.1.1		Records relating to the establishment, maintenance, review and negotiation of agreements relating to the provision of food and catering services. Includes client catering agreements, and memoranda of understanding with regulatory authorities such as those responsible for liquor licensing and food safety.	Retain minimum of 7 years after expiry or termination of agreement, then destroy
2.2.0	Compliance	The activities associated with complying with mandatory or optional accountability,	

Parliament of NSW, including the Houses of Parliament and parliamentary departments

Authority number: FA325

Dates of coverage: 1823+

No	Function/Activity	Description	Disposal Action
<i>CATERING SERVICES - Compliance</i>			
		<p>legal, regulatory or quality standards or requirements regarding the provision of food and beverage services to which the organisation is subject. Includes compliance with legislation and with national and international health standards.</p> <p>See CATERING SERVICES - Inspections for records relating to inspections of food and beverage facilities.</p>	
2.2.1		Records relating to the organisation's compliance with mandatory or optional standards or with statutory requirements regarding the provision of food and beverage services, e.g. compliance with health standards.	Retain minimum of 7 years after action completed, then destroy
2.2.2		<p>Records relating to registering, licensing (e.g. liquor licences) or obtaining permits for the provision of food and beverage services. Records include:</p> <ul style="list-style-type: none"> • applications for registration or permit, renewals, cancellations or details regarding cancellation or suspension of permits, licences or registration • copies of permits, licences, certificates of registration • conditions of licensing or registration • applications for review of decisions regarding licensing or registration. 	Retain minimum of 7 years after expiry or termination of licence, then destroy
2.3.0	Functions	<p>The process of coordinating and catering for social events and occasions conducted within Parliament's premises. Includes catering for external clients' functions.</p> <p>See General Retention and Disposal Authority <i>Administrative records</i> Community relations - Addresses for records relating to addresses given at social functions.</p> <p>See General Retention and Disposal Authority <i>Administrative records</i> Community relations - Celebrations, ceremonies, functions for records relating to arranging and managing festivities, including celebrations, formal ceremonies and social functions, to honour a particular event, occasion or individual, or to conduct fundraising.</p>	

Parliament of NSW, including the Houses of Parliament and parliamentary departments

Authority number: FA325

Dates of coverage: 1823+

No	Function/Activity	Description	Disposal Action
<i>CATERING SERVICES - Functions</i>			
2.3.1		<p>Final menus printed for significant events such as state occasions and functions honouring long-serving Members and personnel.</p> <p>Note: Excludes menus printed for routine events (e.g. routine Member-hosted events) which can be destroyed under normal administrative practice (NAP) as the details of food and beverages served are recorded in event running orders (covered by class 2.3.2).</p>	Parliamentary archives
2.3.2		<p>Records relating to catering for events conducted at Parliament House. Records include:</p> <ul style="list-style-type: none"> • catering requests and briefs • event running orders (including details of the food and beverages to be served) • rosters • feedback • associated correspondence. 	Retain minimum of 7 years after action completed, then destroy
2.4.0	Inspections	<p>The process of undertaking official examinations of food and beverage facilities, equipment and items, to ensure compliance with agreed standards and objectives.</p> <p>See CATERING SERVICES - Compliance for other records relating to compliance with standards and legislative requirements such as health standards and liquor licensing.</p>	
2.4.1		<p>Records relating to the inspection of Parliament's food and beverage facilities to ensure that they meet health standards. Records include:</p> <ul style="list-style-type: none"> • requests for inspection • food analysis certificates • certification of clean conditions of food premises 	Retain minimum of 7 years after action completed, then destroy

Parliament of NSW, including the Houses of Parliament and parliamentary departments

Authority number: FA325

Dates of coverage: 1823+

No	Function/Activity	Description	Disposal Action
<i>CATERING SERVICES - Marketing</i>			
		<ul style="list-style-type: none"> • appeals and objections • results of tests • determinations • associated correspondence. 	
2.5.0	Marketing	<p>The process of promoting Parliament's catering services. Includes marketing planning, and developing promotional material such as posters and brochures.</p> <p>See General Retention and Disposal Authority <i>Administrative records</i> Community relations - Marketing for records relating to other routine marketing activities such as advertising, background market research and drafting.</p>	
2.5.1		Final versions of marketing plans and promotional products such as posters and brochures developed specifically to support Parliamentary catering services.	Parliamentary archives
2.6.0	Procedures	<p>Standard methods of operating laid down by the organisation according to formulated policy.</p> <p>See PARLIAMENTARY POLICY for records relating to formal Parliamentary policies, including those covering catering services.</p>	
2.6.1		<p>Records relating to the development and review of catering services procedures. Records include:</p> <ul style="list-style-type: none"> • final, approved versions of catering manuals, handbooks, directives etc. • background research • draft versions of procedures containing significant changes/alterations or formally circulated for comment • reports analysing issues • the outcomes of consultation • associated correspondence indicating who the procedures apply to and 	Retain minimum of 7 years after superseded, then destroy

Parliament of NSW, including the Houses of Parliament and parliamentary departments

Authority number: FA325

Dates of coverage: 1823+

No	Function/Activity	Description	Disposal Action
<i>CATERING SERVICES - Reporting</i>			
		responsibilities for their implementation.	
2.7.0	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 providing formal statements or findings of the results of an examination or investigation. Includes discussion papers, reports, and returns.</p> <p>See General Retention and Disposal Authority <i>Administrative records</i> Government relations - Reporting for records relating to the organisation's annual report.</p> <p>See General Retention and Disposal Authority <i>Administrative records</i> Strategic management - Reporting for records relating to reports on the performance of the organisation.</p>	
2.7.1		Records relating to statistical reporting on the performance of Parliament's food and beverage services.	Retain minimum of 7 years after action completed, then destroy
3.0.0	COLLECTION MANAGEMENT	<p>The function of acquiring, supplying, maintaining, repairing and disposing of artworks, antiques, artefacts, archival and library material and other cultural objects and items belonging to or on loan to Parliament which relate to the history of New South Wales and the role of Parliament in the history of the State. Collection objects include paintings, portraits, prints, photographs, busts, sculptures, silverware, crockery, antique furniture and fittings, and donated Members' private papers.</p> <p>See LIBRARY SERVICES for records relating to management of the Parliamentary library collection.</p> <p>See PARLIAMENTARY POLICY for records relating to Parliament's formal policies, including those covering collection management.</p> <p>See PROPERTY MANAGEMENT (SPECIAL BUILDINGS) - Access & security for records relating to security controls to protect the collection.</p>	

Parliament of NSW, including the Houses of Parliament and parliamentary departments

Authority number: FA325

Dates of coverage: 1823+

No	Function/Activity	Description	Disposal Action
<i>COLLECTION MANAGEMENT - Acquisition</i>			
		<p>See General Retention and Disposal Authority <i>Administrative records</i> Contracting-out for records relating to the acquisition of services through a contracting-out or outsourcing process.</p> <p>See General Retention and Disposal Authority <i>Administrative records</i> Equipment & stores for records relating to plant and machinery, chemicals, hardware, homeware items, kitchen/cleaning items, medical supplies and stationery.</p> <p>See General Retention and Disposal Authority <i>Administrative records</i> Financial management - Asset register for records relating to the monitoring and assessment of objects with an economic life of over 12 months.</p> <p>See General Retention and Disposal Authority <i>Administrative records</i> Government relations - Agreements for records relating to the Memorandum of Agreement with State Records concerning the management of Parliamentary archives.</p> <p>See General Retention and Disposal Authority <i>Administrative records</i> Information management for records relating to the management of records (including photographic records).</p> <p>See General Retention and Disposal Authority <i>Administrative records</i> Property management for records relating to the acquisition, construction, fit-out, conservation and disposal of Parliament's buildings and facilities.</p> <p>See General Retention and Disposal Authority <i>Administrative records</i> Property management - Claims and Insurance for records relating to property and contents insurance claims and policies.</p> <p>See General Retention and Disposal Authority <i>Administrative records</i> Tendering for records relating to receiving and assessing tenders.</p>	
3.1.0	Acquisition	<p>The process of gaining ownership or use of Parliamentary collection objects through purchase, donation or similar means.</p> <p>See COLLECTION MANAGEMENT - Objects for records relating to the case history of individual objects, including their acquisition.</p> <p>See General Retention and Disposal Authority <i>Administrative records</i> Equipment</p>	

Parliament of NSW, including the Houses of Parliament and parliamentary departments

Authority number: FA325

Dates of coverage: 1823+

No	Function/Activity	Description	Disposal Action
<i>COLLECTION MANAGEMENT - Acquisition</i>			
		& stores - Acquisition for records relating to the acquisition of equipment and supplies required to house or maintain the collection.	
3.1.1		Summary records relating to the acquisition of collection objects, including acquisition and accession registers.	Parliamentary archives
3.1.2		Proposals for the acquisition of collection objects that do not proceed.	Retain minimum of 7 years after action completed, then destroy
3.2.0	Allocation	The process of assigning collection objects throughout Parliament. See COLLECTION MANAGEMENT - Arrangements for records relating to arrangements for the supply, storage or delivery of objects.	
3.2.1		Records relating to the allocation of objects. Includes requests and details of the allocation of artworks and antiques to Member's offices.	Retain minimum of 7 years after return or reallocation of object, then destroy
3.3.0	Arrangements	The activities involved in making arrangements for the supply and movement of objects. See COLLECTION MANAGEMENT - Allocation for records relating to the assignment of collection objects throughout Parliament House.	
3.3.1		Records relating to arrangements for the supply, storage and delivery of objects. Includes arranging the relocation and short-term storage of objects during building maintenance or events.	Retain minimum of 7 years after action completed, then destroy
3.4.0	Audit	The activities associated with officially checking quality assurance and operational records, systems or processes to confirm legislation, directions and regulations	

Parliament of NSW, including the Houses of Parliament and parliamentary departments

Authority number: FA325

Dates of coverage: 1823+

No	Function/Activity	Description	Disposal Action
<i>COLLECTION MANAGEMENT - Audit</i>			
		<p>have been adhered to or that the management of Parliament's collection objects is carried out efficiently, economically and in compliance with requirements.</p> <p>See COLLECTION MANAGEMENT - Stocktake for records relating to checking the location and condition of collection objects.</p>	
3.4.1		<p>Records relating to audits of Parliament's collection management processes that:</p> <ul style="list-style-type: none"> • identify serious deficiencies in practices • set a precedent, and/or • lead to a major change in policies. <p>Records include:</p> <ul style="list-style-type: none"> • records of audit planning • minutes or notes of meetings • notes taken at interviews • correspondence • final, approved versions of reports • records of remedial action. 	Parliamentary archives
3.4.2		<p>Records relating to audits of Parliament's collection management processes that DO NOT:</p> <ul style="list-style-type: none"> • identify serious deficiencies in practices • set a precedent, and/or • lead to a major change in policies. <p>Records include:</p> <ul style="list-style-type: none"> • records of audit planning 	Retain minimum of 7 years after action completed, then destroy

Parliament of NSW, including the Houses of Parliament and parliamentary departments

Authority number: FA325

Dates of coverage: 1823+

No	Function/Activity	Description	Disposal Action
<i>COLLECTION MANAGEMENT - Control</i>			
		<ul style="list-style-type: none"> • minutes or notes of meetings • notes taken at interviews • correspondence • draft versions of reports containing significant changes/alterations or formally circulated for comment • final, approved versions of reports • records of remedial action. 	
3.5.0	Control	<p>The activities associated with creating and maintaining control mechanisms for the management of collection objects. Includes cataloguing and tracking the location of objects.</p> <p>See COLLECTION MANAGEMENT - Acquisition for acquisition/accession registers.</p>	
3.5.1		<p>Primary control records for Parliament's collection items required to provide a summary of access, location and descriptive details over time.</p>	Parliamentary archives
3.6.0	Exhibitions	<p>The activities associated with developing and providing public exhibitions or displays of cultural works. Includes touring exhibitions.</p> <p>See CATERING SERVICES for records relating to the provision of catering services for exhibition launches.</p> <p>See COLLECTION MANAGEMENT - Arrangements for records relating to exhibition arrangements such as movement of objects.</p> <p>See COLLECTION MANAGEMENT - Objects for records relating to the acquisition and conservation of individual objects, including those that may form part of an exhibition.</p> <p>See General Retention and Disposal Authority <i>Administrative records</i> Community relations - Celebrations, ceremonies, functions for records relating to</p>	

Parliament of NSW, including the Houses of Parliament and parliamentary departments

Authority number: FA325

Dates of coverage: 1823+

No	Function/Activity	Description	Disposal Action
<i>COLLECTION MANAGEMENT - Exhibitions</i>			
		<p>exhibition events and openings.</p> <p>See General Retention and Disposal Authority <i>Administrative records</i> Community relations - Exhibitions for records relating to the organisation's participation in or mounting of exhibitions, displays and shows to promote or raise awareness of the organisation or of particular services or programs.</p>	
3.6.1		<p>Records relating to the project management of major exhibitions produced or curated by the organisation, including touring exhibitions, that represent unique opportunities to display works of significant cultural interest or celebrate significant events relating to the history of Parliament in New South Wales. Examples include the Plein Air Prize and the Centenary of Women in Parliament exhibition. Records include:</p> <ul style="list-style-type: none"> • internal project documentation • proposals and plans • approvals • final content lists • final text (for captions) • final design specifications/briefs/artwork • installation instructions • final promotional material concerning the exhibition • exhibition catalogues • photographs documenting the exhibition • agreements with external parties. 	Parliamentary archives
3.6.2		<p>Records relating to the project management of routine exhibitions or displays produced or curated by the organisation that do not represent unique opportunities to display works of significant cultural interest or celebrate significant events</p>	Retain minimum of 7 years after the exhibition closed or

Parliament of NSW, including the Houses of Parliament and parliamentary departments

Authority number: FA325

Dates of coverage: 1823+

No	Function/Activity	Description	Disposal Action
<i>COLLECTION MANAGEMENT - Objects</i>			
		<p>relating to the history of Parliament in New South Wales. Examples include routine foyer or library displays. Records include:</p> <ul style="list-style-type: none"> • internal project documentation • proposals and plans • approvals • final content lists • final text (for captions) • final design specifications/briefs/artwork • installation instructions • final promotional material concerning the exhibition • exhibition catalogues • photographs documenting the exhibition • agreements with external parties. 	contractual obligations are fulfilled, whichever is the longer, then destroy
3.7.0	Objects	<p>The activity of managing a case history of collection objects belonging to or on loan to Parliament. Includes acquisition, loans, rights, conservation and deaccessioning.</p> <p>See COLLECTION MANAGEMENT - Acquisition for acquisition registers pertaining to all collection objects.</p> <p>See COLLECTION MANAGEMENT - Control for catalogues containing the summary details of all collection objects.</p> <p>See COLLECTION MANAGEMENT - Planning for broad conservation plans pertaining to all collection objects.</p>	
3.7.1		Records relating to the case management of individual collection objects owned by Parliament that are of high financial value and/or ongoing cultural heritage significance for Parliament and the State. Records include:	Parliamentary archives

Parliament of NSW, including the Houses of Parliament and parliamentary departments

Authority number: FA325

Dates of coverage: 1823+

No	Function/Activity	Description	Disposal Action
<i>COLLECTION MANAGEMENT - Objects</i>			
		<ul style="list-style-type: none"> • records concerning the acquisition of the object, e.g. proposals and reasons for acquisition, deeds of gift, approvals, and negotiations and letters of acceptance • object provenance and description details • rights agreements, including intellectual property rights and copyright • object photographs • object condition and conservation reports, and details of any ongoing conservation/preservation activities undertaken on the object • loan arrangements/agreements with external parties seeking temporary use of the object • arrangements for deaccessioning (e.g. transfer, sale etc.) of the object should it occur [NB: Parliament NSW does not currently deaccession collection objects]. 	
3.7.2		Records relating to the case management of individual collection objects owned by Parliament that are not of high financial value or ongoing cultural heritage significance for Parliament and the State.	Retain minimum of 7 years after disposal of object, then destroy
3.7.3		Records relating to the management of collection objects on loan to Parliament from another organisation.	Retain minimum of 7 years after return of object, then destroy
3.8.0	Planning	The process of formulating ways in which objectives can be achieved. Includes determination of collection management needs and strategies.	
3.8.1		Final versions of Parliamentary plans relating to collection management. Includes disaster management and conservation plans, and associated approvals.	Parliamentary archives

Parliament of NSW, including the Houses of Parliament and parliamentary departments

Authority number: FA325

Dates of coverage: 1823+

No	Function/Activity	Description	Disposal Action
<i>COLLECTION MANAGEMENT - Planning</i>			
3.8.2		Records relating to the development of disaster management and conservation plans, including: <ul style="list-style-type: none"> • background research • draft versions containing significant changes/alterations or formally circulated for comment 	Retain minimum of 7 years after release of final plan, then destroy
3.9.0	Procedures	Standard methods of operating laid down by the organisation according to formulated policy.	
3.9.1		Records relating to the development and review of day-to-day collection management procedures, such as conservation, cataloguing and exhibition procedures.	Retain minimum of 7 years after superseded, then destroy
3.10.0	Stocktake	The activities undertaken to check that collection objects are present, in the correct place, in acceptable physical condition and adequately recorded or described in registers. Also includes the identification of missing items. See COLLECTION MANAGEMENT - Valuation for records relating to the valuation of collection objects.	
3.10.1		Records documenting the stocktake of Parliament's collection objects. Includes stocktaking schedules, results forms and summary reports.	Retain minimum of 7 years after action completed, then destroy
3.11.0	Valuation	The activities involved in ascertaining the fiscal value of collection objects according to recognised standards.	
3.11.1		Records relating to the valuation of Parliament's collection objects.	Parliamentary archives

Parliament of NSW, including the Houses of Parliament and parliamentary departments

Authority number: FA325

Dates of coverage: 1823+

No	Function/Activity	Description	Disposal Action
<i>EDUCATION SERVICES</i>			
4.0.0	EDUCATION SERVICES	<p>The function of providing education services to teachers and implementing school and community civic programs and student and teacher resources intended to increase knowledge and understanding of the role and functions of the Parliament of NSW. Also includes education services provided to other government agencies.</p> <p>See MEMBERS SUPPORT - Training for records relating to the training of Members of Parliament.</p> <p>See PARLIAMENTARY POLICY for records relating to Parliament's education services policies.</p> <p>See General Retention and Disposal Authority <i>Administrative records Staff development</i> for records relating to the training and development of departmental personnel.</p>	
4.1.0	Arrangements	The activities involved in making arrangements for the provision of education services.	
4.1.1		Records relating to arrangements for the provision of education services. Records include programs, confirmations, attendance records and catering arrangements.	Retain minimum of 7 years after action completed, then destroy
4.2.0	Evaluation	The process of determining the suitability of potential or existing education services. Includes ongoing monitoring.	
4.2.1		Records relating to the evaluation of Parliament's education programs. Records include evaluation requests, research and reports.	Retain minimum of 7 years after action completed, then destroy
4.3.0	Marketing	The process of promoting Parliament's education services. Includes marketing planning, and developing promotional material such as posters and brochures.	

Parliament of NSW, including the Houses of Parliament and parliamentary departments

Authority number: FA325

Dates of coverage: 1823+

No	Function/Activity	Description	Disposal Action
<i>EDUCATION SERVICES - Marketing</i>			
		See General Retention and Disposal Authority <i>Administrative records</i> Community relations - Marketing for records relating to other routine marketing activities such as advertising, background market research and drafting.	
4.3.1		Final versions of marketing plans and promotional products such as posters and brochures developed specifically to support Parliamentary education services.	Parliamentary archives
4.4.0	Planning & development	The process of formulating ways in which objectives can be achieved. Includes the determination of services, needs and solutions to those needs, developing programs designed to achieve Parliament's education objectives or to solve specific problems, reviewing and revising plans through debriefs and meetings.	
4.4.1		Final proposals, plans and approvals relating to planning, development and revision of education programs that are specifically intended to further the community's knowledge and understanding of Parliament. Includes memorandum to Clerks of both Houses and associated correspondence.	Parliamentary archives
4.4.2		Records relating to the development of proposals, plans and revisions of education programs. Records include: <ul style="list-style-type: none"> • research • program revisions • draft plans • minutes of planning meetings • schedules. 	Retain minimum of 7 years after action completed, then destroy
4.5.0	Procedures	Standard methods of operating laid down by the organisation according to formulated policy.	
4.5.1		Records relating to the development and review of operational education procedures, such as training registration procedures, excursion risk assessment	Retain minimum of 7 years after

Parliament of NSW, including the Houses of Parliament and parliamentary departments

Authority number: FA325

Dates of coverage: 1823+

No	Function/Activity	Description	Disposal Action
<i>EDUCATION SERVICES - Reporting</i>			
		guidelines etc. Records include final, approved procedures, guidelines and handbooks.	superseded, then destroy
4.6.0	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 providing formal statements or findings of the results of the examination or investigation. Includes statistical reporting on education programs.</p> <p>See General Retention and Disposal Authority <i>Administrative records</i> Government relations - Reporting for records relating to the organisation's annual report.</p> <p>See General Retention and Disposal Authority <i>Administrative records</i> Strategic management - Reporting for records relating to reports on the performance of the organisation.</p>	
4.6.1		Records relating to periodic statistical reporting on Parliament's education program activities. Includes monthly, six-monthly and yearly reports.	Retain minimum of 7 years after action completed, then destroy
4.7.0	Resources	<p>The activities involved in developing and managing education and information products for use as resources for primary and secondary teachers, adult programs, university internships, civic and citizenship education and work placements. Includes resources for Human Society and Its Environment teachers, English-as-a-Second Language teachers and Vocation and Education Training (VET) placements.</p> <p>See EDUCATION SERVICES - Planning & development for records relating to the development and review of training products.</p> <p>See General Retention and Disposal Authority <i>Administrative records</i> Publication - Distribution for records relating to the dissemination of published resources.</p> <p>See General Retention and Disposal Authority <i>Administrative records</i> Publication - Production for records relating to the preparation of resources for production (graphic design, printing, binding, etc.).</p>	

Parliament of NSW, including the Houses of Parliament and parliamentary departments

Authority number: FA325

Dates of coverage: 1823+

No	Function/Activity	Description	Disposal Action
<i>EDUCATION SERVICES - Resources</i>			
4.7.1		Final approved versions of Parliament's education, addresses and scripts prepared for educational institutions or the public. Records include covering reports and submissions to Presiding Officers or other executive officers or senior committees, and approvals.	Parliamentary archives
5.0.0	HANSARD	The function of producing and disseminating Parliament's official record of proceedings. See PARLIAMENTARY POLICY for records relating to Parliament's formal policies, including those covering Hansard production.	
5.1.0	Distribution	The activities associated with disseminating printed copies of Hansard to subscribers.	
5.1.1		Records relating to the distribution of copies of the final version of Hansard to subscribers and deposit libraries, including: <ul style="list-style-type: none"> • list of subscribers • requests and instructions • associated correspondence. 	Retain until administrative or reference use ceases, then destroy
5.2.0	Production	The process involved in producing Hansard into an end result or output, e.g. a published version. See General Retention and Disposal Authority <i>Administrative records</i> Publication - Production for records relating to the preparation of Hansard for publication, and PUBLICATION - Procedures for procedures associated with the process.	
5.2.1		<ul style="list-style-type: none"> • Master set of the official, approved versions of Hansard. Includes index. • Electronic versions of Hansard disseminated via the Parliamentary website. Includes online Day Transcripts and Articles (extracts from Day Transcripts). 	Parliamentary archives

Parliament of NSW, including the Houses of Parliament and parliamentary departments

Authority number: FA325

Dates of coverage: 1823+

No	Function/Activity	Description	Disposal Action
<i>HANSARD - Production</i>			
5.2.2		Audio recordings used as a memory aid to assist in development of the transcripts.	Retain until administrative or reference use ceases, then destroy
6.0.0	LIBRARY SERVICES	<p>The function of providing Parliamentary library reference and research services. Includes the acquisition, legal deposit or purchase, cataloguing, conservation and disposal of library materials and on-line access to information.</p> <p>See PARLIAMENTARY POLICY for records relating to the Parliamentary Library's collection development policy.</p> <p>See General Retention and Disposal Authority <i>Administrative records Information management</i> for other routine library service records, including routine acquisitions, superseded control records, copyright declarations and procedures.</p> <p>See General Retention and Disposal Authority <i>Administrative records Information management - Disposal</i> for existing master collections of major publications produced by the organisation or its predecessor and retained in the Parliamentary Library.</p> <p>See General Retention and Disposal Authority <i>Administrative records Publication - Intellectual property</i> for records relating to requests to use Parliament's published information (e.g. research reports).</p>	
6.1.0	Access	The activity of making Parliamentary Library collection material and services available to clients. Includes negotiating and authorising the terms and conditions of access.	
6.1.1		Records relating to the provision of access to the Parliamentary Library collection. Records include Member access authorisation forms and correspondence with external stakeholders regarding access terms and conditions.	Retain minimum of 7 years after action completed, or for as long as the authorised

Parliament of NSW, including the Houses of Parliament and parliamentary departments

Authority number: FA325

Dates of coverage: 1823+

No	Function/Activity	Description	Disposal Action
<i>LIBRARY SERVICES - Acquisition</i>			
			arrangement is in place, whichever is the later, then destroy
6.2.0	Acquisition	The process of gaining ownership of library items through purchase, legal deposit, donation, exchange, bequest, repatriation or transfer.	
6.2.1		Records relating to the acquisition of library material through legal deposit. Records include correspondence regarding the sending and receipting of items for legal deposit as required by legislation.	Parliamentary archives
6.2.2		Records relating to the donation of library material that is considered of high cultural, heritage, political and/or financial value to Parliament. Includes correspondence concerning donations made via Members of Parliament. See General Retention and Disposal Authority <i>Administrative records Information management</i> for records relating to the acquisition and donation of library material that is not considered of high significance to Parliament.	Parliamentary archives
6.3.0	Conservation	The activities involved in the preservation, protection, maintenance, restoration and enhancement of Parliamentary Library collection material. See COLLECTION MANAGEMENT - Objects for records relating to conservation of other cultural objects. See General Retention and Disposal Authority <i>Administrative records Information management - Conservation</i> for records relating to routine conservation treatment of library material.	
6.3.1		Project management records, including plans, reports and approvals, for special conservation projects undertaken for the Parliamentary Library collection material.	Parliamentary archives
6.4.0	Control	The activities associated with creating, maintaining and evaluating control	

Parliament of NSW, including the Houses of Parliament and parliamentary departments

Authority number: FA325

Dates of coverage: 1823+

No	Function/Activity	Description	Disposal Action
<i>LIBRARY SERVICES - Control</i>			
		mechanisms. Includes classification, indexing, registration, forms design etc. to ensure maximum control over information resources and systems.	
6.4.1		Parliamentary Library control mechanisms and tools including collection catalogues, finding aids and in-house developed classification and indexing authorities/schemes.	Parliamentary archives
6.5.0	Enquiries	The activities associated with the handling of requests for information by Members of Parliament, their staff, the general public or another organisation. See General Retention and Disposal Authority <i>Administrative records</i> Community relations - Enquiries for records relating to requests for and the handling of enquiries regarding routine information about Parliament and its services (including the library), e.g. nature of the collection, hours of opening etc.	
6.5.1		Records relating to enquiries that involve extensive research and form a knowledge base for future similar enquiries. Records include requests and responses.	Parliamentary archives
6.5.2		Records relating to routine enquiries that do not require detailed research. Includes listings of resources referenced to answer queries.	Retain until administrative or reference use ceases, then destroy
6.6.0	Planning	The process of formulating ways in which objectives can be achieved. Includes the review and determination of services, needs and solutions to those needs.	
6.6.1		Final versions of proposals, reports and plans relating to the review and development of Parliamentary Library services. Records include associated approvals.	Parliamentary archives
6.6.2		Records relating to the development and review of the Parliamentary Library's service plans. Records include:	Retain minimum of 7 years after

Parliament of NSW, including the Houses of Parliament and parliamentary departments

Authority number: FA325

Dates of coverage: 1823+

No	Function/Activity	Description	Disposal Action
<i>LIBRARY SERVICES - Reporting</i>			
		<ul style="list-style-type: none"> • background research • draft versions of plans containing significant changes/alterations or formally circulated for comment • notes of meetings or reports analysing issues and the outcomes of consultation with stakeholders. 	superseded, then destroy
6.7.0	Reporting	The processes associated with initiating or providing a formal response to a situation or request. Includes reporting on Parliamentary Library service use.	
6.7.1		Final periodic reports relating to the provision of Parliamentary Library services. Includes statistical reports on Member usage.	Parliamentary archives
6.7.2		Records relating to the development of periodic reports on the provision of Parliamentary Library services.	Retain until reference use ceases, then destroy
6.8.0	Research	<p>The activity of researching and analysing particular issues and policies, and preparing research papers, e.g. as a result of a specific request from a Member of Parliament. Includes commissioned research.</p> <p>See General Retention and Disposal Authority <i>Administrative records</i> Contracting-out for records relating to the contracting of research service providers.</p>	
6.8.1		Master set of research and analysis reports provided to support Parliamentary processes such as those relating to legislation before the Parliament and State issues and policies.	Parliamentary archives
6.8.2		<p>Records relating to the development of research and analysis reports. Includes:</p> <ul style="list-style-type: none"> • background notes and briefing papers • draft versions of documents containing significant changes/alterations or 	Retain minimum of 7 years after final report is completed, then destroy

Parliament of NSW, including the Houses of Parliament and parliamentary departments

Authority number: FA325

Dates of coverage: 1823+

No	Function/Activity	Description	Disposal Action
<i>MEMBERS SUPPORT</i>			
		formally circulated for comment.	
7.0.0	MEMBERS SUPPORT	<p>The function of providing administrative support to persons elected by the public as their representatives in Parliament. This function is used for all information and procedures relating to Members and their entitlements.</p> <p>See PARLIAMENTARY POLICY for records relating to Parliamentary policies, including those covering Member entitlements, support and conduct (e.g. the joint Houses code of conduct).</p> <p>See PARLIAMENTARY PROCEDURE - Elections for records relating to the election of Members.</p> <p>See General Retention and Disposal Authority <i>Administrative records</i> Financial management - Accounting for records relating to financial transactions associated with paying Member accounts. [Note: Refer to internal sentencing guidelines for details of such transactional records.]</p>	
7.1.0	Advice	<p>The activities associated with offering opinions by or to the organisation as to an action or judgement. Includes the process of advising.</p> <p>See LIBRARY SERVICES - Research for formal research papers provided to Members in support of Parliamentary processes.</p> <p>See MEMBERS SUPPORT - Personal for records relating to the management of a consolidated history of information relating to an individual Member of Parliament, including specific advice provided.</p> <p>See MEMBERS SUPPORT - Procedures for records relating to advice provided by way of official Parliamentary handbooks and guides.</p>	
7.1.1		Member requests for advice, final responses and records which directly establish the basis on which a decision has been made or advice to a member has been given, including the receipt and provision of advice on all aspects of Parliamentary entitlements. Includes expert external advice, and circulars to all Members.	Parliamentary archives

Parliament of NSW, including the Houses of Parliament and parliamentary departments

Authority number: FA325

Dates of coverage: 1823+

No	Function/Activity	Description	Disposal Action
<i>MEMBERS SUPPORT - Advice</i>			
7.1.2		Records containing general background information in support of advice given and decision-making processes. Includes internal correspondence seeking additional factual information or the existence of precedents.	Retain minimum of 7 years after action completed, then destroy
7.2.0	Badges	The activity of issuing a numbered badge to Members, thereby identifying them as a current or former Member of Parliament. Includes the replacement of lost badges.	
7.2.1		Records relating to the allotment of tie or lapel pins to each Member or former Member to indicate Parliamentary service.	Parliamentary archives
7.3.0	Conferences	<p>The activities involved in Members attending conferences held either by Parliament or by other organisations. Includes registrations and participants reports.</p> <p>See MEMBERS SUPPORT - Training for records relating to Member attendance at training related seminars.</p> <p>See PARLIAMENTARY COMMITTEES - Conferences for records relating to attendance at Parliamentary Committee related conferences.</p> <p>See PARLIAMENTARY RELATIONS - Conferences for records relating to staff attendance at conferences related to the function of managing parliaments, e.g. the Australasian Study of Parliament Group or Association of Clerks-at-the-Table conferences.</p> <p>See General Retention and Disposal Authority <i>Administrative records</i> Community relations - Conferences for records relating to conferences held at Parliament House for the NSW government or community, e.g. Drug Summit.</p> <p>See General Retention and Disposal Authority <i>Administrative records</i> Staff development - Conferences for records relating to staff attendance at employment related conferences.</p>	
7.3.1		Records relating to Member conferences, seminars or forums. Records include	Parliamentary

Parliament of NSW, including the Houses of Parliament and parliamentary departments

Authority number: FA325

Dates of coverage: 1823+

No	Function/Activity	Description	Disposal Action
<i>MEMBERS SUPPORT - Conferences</i>			
		<ul style="list-style-type: none"> • final, approved versions of published or unpublished proceedings, reports, programs and addresses from events arranged by Parliament • transcripts of final addresses presented by Members at external events. 	archives
7.3.2		Official approval to attend external events.	Retain minimum of 10 years after member's term expires, then destroy
7.3.3		Records relating to the drafting of addresses given by Members at conferences, seminars or forums. Includes background research and draft versions.	Retain until administrative or reference use ceases, then destroy
7.3.4		Routine records relating to Member attendance at conferences, seminars and forums. Records include: <ul style="list-style-type: none"> • registration forms • programs • reports of participants • invitations • copies of publicity records • copies of proceedings • itineraries • travel diaries. 	Retain minimum of 7 years after action completed, then destroy
7.3.5		Records relating to routine administrative arrangements for conferences, seminars	Retain minimum of 7 years after action

Parliament of NSW, including the Houses of Parliament and parliamentary departments

Authority number: FA325

Dates of coverage: 1823+

No	Function/Activity	Description	Disposal Action
<i>MEMBERS SUPPORT - Entitlements</i>			
		or forums arranged by Parliament. Records include: <ul style="list-style-type: none"> • records of program development • invitations to speakers and responses • registrations • venue bookings • accommodation and transport arrangements • catering arrangements. 	completed, then destroy
7.4.0	Entitlements	<p>The activity of administering rights which can be claimed by Members or recognised office holders, as determined by the Parliamentary Remuneration Tribunal. Includes the payment of additional allowances, fees and other emoluments, including, for example, electoral allowances, travel allowances, travel expenses and committee allowances. Also includes the provision of services, facilities and equipment, including, for example, electorate services, electorate staff, electorate offices, office equipment, travel and communication equipment.</p> <p>See COLLECTION MANAGEMENT - Allocation for records relating to the temporary allocation of Parliament's artworks and antiques to Members' Parliamentary offices.</p> <p>See MEMBERS SUPPORT - Registers for records relating to the recording of declarations of pecuniary interest.</p> <p>See MEMBERS SUPPORT - Salaries for records relating to the payment of Member and office holder salaries and superannuation.</p> <p>See General Retention and Disposal Authority <i>Administrative records</i> Equipment & stores - Allocation for records relating to the allocation of Parliamentary equipment to Members.</p> <p>See General Retention and Disposal Authority <i>Administrative records</i> Financial management - Accounting for records relating to financial transactions</p>	

Parliament of NSW, including the Houses of Parliament and parliamentary departments

Authority number: FA325

Dates of coverage: 1823+

No	Function/Activity	Description	Disposal Action
<i>MEMBERS SUPPORT - Entitlements</i>			
		<p>supporting the payment of Members.</p> <p>See General Retention and Disposal Authority <i>Administrative records</i> Financial management - Allocation for records relating to the allocation of funds to Members.</p> <p>See General Retention and Disposal Authority <i>Administrative records</i> Technology & telecommunications - Allocation for records relating to the allocation of Parliament's information technology and communication equipment to Members.</p>	
7.4.1		Records relating to rights which can be claimed by Members as determined by the Parliamentary Remuneration Tribunal. Records include completed claims forms, supporting evidence, approvals for reimbursements of expenditure, verifications of access to entitlements, recovery of overpayment of monies and custody asset advice forms.	Retain minimum of 7 years after action completed, then destroy
7.4.2		Final report of internal audits of Member entitlement claims.	Parliamentary archives
7.4.3		<p>Records relating to the development of final audit reports of Member entitlement claims. Records include:</p> <ul style="list-style-type: none"> • records of audit planning or liaison with auditing body • minutes or notes of meetings • draft versions of audit reports containing significant changes/alterations or formally circulated for comment • records of remedial action. 	Retain minimum of 7 years after finalisation of report, then destroy
7.4.4		Records documenting significant public reaction to issues relating to parliamentary entitlements, such as travel entitlement cases, court or Parliamentary enquiry cases etc.	Parliamentary archives

Parliament of NSW, including the Houses of Parliament and parliamentary departments

Authority number: FA325

Dates of coverage: 1823+

No	Function/Activity	Description	Disposal Action
<i>MEMBERS SUPPORT - Entitlements</i>			
7.4.5		Records documenting routine public reaction to issues relating to parliamentary entitlements, such as those not attracting parliamentary enquiries or media attention.	Retain minimum of 7 years after action completed, then destroy
7.5.0	Induction	The activity of inducting new Members into Parliament. See MEMBERS SUPPORT - Training for records relating to the provision of training for Members.	
7.5.1		Final, approved versions of orientation and familiarisation programs and instructional material provided for new Members of Parliament, e.g. regarding their rights, ethical obligations etc., and the records of their attendance. Records include approvals for the material.	Parliamentary archives
7.5.2		Records relating to the administration of orientation and familiarisation programs and instruction for new Members of Parliament. Records include arrangements, routine correspondence and material that is not approved and does not proceed. See MEMBERS SUPPORT - Personal for records relating to induction attendance by an individual member.	Retain minimum of 7 years after action completed, then destroy
7.6.0	Membership	The activities associated with the appointment of Members to organisations. Includes membership of internal groups.	
7.6.1		Records relating to memberships that Members of Parliament may hold with other organisations, e.g. boards of universities, statutory authorities, Parliamentary friendship groups etc.	Parliamentary archives
7.7.0	Personal	The activity of managing a consolidated history of individual Members of Parliament. See MEMBERS SUPPORT - Registers for records relating to Member registers	

Parliament of NSW, including the Houses of Parliament and parliamentary departments

Authority number: FA325

Dates of coverage: 1823+

No	Function/Activity	Description	Disposal Action
<i>MEMBERS SUPPORT - Personal</i>			
		maintained by the Clerk, and registers of pecuniary interest. See PARLIAMENTARY PROCEDURE - House papers for the Roll of the House.	
7.7.1		Personal history files maintained for each Member of Parliament, excluding financial information. Includes: <ul style="list-style-type: none"> • personal and biographical details • pecuniary interest and code of conduct related correspondence • advice to the Members • letters of resignation. 	Parliamentary archives
7.7.2		Records of the personal financial history of members including financial, remuneration and superannuation information.	Retain minimum of 10 years after member's term expires, then destroy
7.7.3		Supporting records relating to changes made to Member lists and details.	Retain minimum of 7 years after action completed, then destroy
7.8.0	Procedures	Standard methods of operating laid down by the organisation according to formulated policy.	
7.8.1		Final approved versions of Members support related procedures, including handbooks and guides. Records include approvals for the procedures.	Parliamentary archives
7.8.2		Records relating to the development of procedures covering Members' support activities. Records include:	Retain minimum of 7 years after action completed, then

Parliament of NSW, including the Houses of Parliament and parliamentary departments

Authority number: FA325

Dates of coverage: 1823+

No	Function/Activity	Description	Disposal Action
<i>MEMBERS SUPPORT - Registers</i>			
		<ul style="list-style-type: none"> • drafts released for consultation with stakeholders • amendments • associated correspondence. 	destroy
7.9.0	Registers	The process of maintaining official registers relating to Members, including their pecuniary interests.	
7.9.1		Records relating to summary registers maintained in relation to Member support activities. Includes: <ul style="list-style-type: none"> • Members names maintained by the Clerk • Members' interest disclosures (pecuniary and other interests). 	Parliamentary archives
7.10.0	Reporting	The processes associated with initiating or providing a formal response to a situation or request. Includes reporting on Member support issues. See PARLIAMENTARY PROCEDURE - Tabling for records relating to reports tabled in Parliament.	
7.10.1		Reports relating to Member support issues such as ethical matters and remuneration issues that are not tabled in a Committee or Parliamentary meeting.	Parliamentary archives
7.11.0	Salaries	The process of managing the payment of salaries, including superannuation, to Members.	
7.11.1		Periodic payroll, including superannuation, payment returns.	Retain minimum of 10 years after member's term expires, then destroy
7.11.2		Routine correspondence, including requests for information and reference material	Retain minimum of

Parliament of NSW, including the Houses of Parliament and parliamentary departments

Authority number: FA325

Dates of coverage: 1823+

No	Function/Activity	Description	Disposal Action
<i>MEMBERS SUPPORT - Training</i>			
		regarding superannuation.	7 years after action completed, then destroy
7.12.0	Training	<p>The provision of training to Members.</p> <p>See EDUCATION SERVICES for records relating to training developed for educational institutions and the public.</p> <p>See MEMBERS SUPPORT - Induction for records relating to the induction, other than training, of Members into Parliament.</p> <p>See General Retention and Disposal Authority <i>Administrative records Staff development - Training</i> for records relating to the training of staff.</p>	
7.12.1		Final, approved versions of material, plans and proposals for the in-house training of Members. Includes approvals for the material, plans and proposals. Also includes final records of attendance.	Parliamentary archives
7.12.2		Records relating to the administration of Member training. Includes arrangements and routine correspondence. Also includes material that is not approved and does not proceed.	Retain minimum of 7 years after action completed, then destroy
8.0.0	PARLIAMENTARY COMMITTEES	<p>The function of monitoring, examining, reviewing and reporting on matters pertaining under the terms of reference of Parliamentary Committees which may be established by the Legislative Assembly, Legislative Council or jointly by both Houses. Secretariats are established in each House to administer Committees. Includes Statutory, Standing and Select Committees and the consideration of Estimates and annual or other reports referred. The establishment requires a resolution of a Committee or of a House, and the adoption of specific terms of reference.</p> <p>See AUDIOVISUAL PRODUCTION for records relating to the recording and broadcasting of Parliamentary Committee proceedings.</p>	

Parliament of NSW, including the Houses of Parliament and parliamentary departments

Authority number: FA325

Dates of coverage: 1823+

No	Function/Activity	Description	Disposal Action
<i>PARLIAMENTARY COMMITTEES - Advice</i>			
		<p>See PARLIAMENTARY POLICY for records relating to Parliamentary policies, including those covering Parliamentary Committees.</p> <p>See PARLIAMENTARY PROCEDURE - Committees for records relating to the initial establishment of Parliamentary Committees.</p> <p>See General Retention and Disposal Authority <i>Administrative records</i> Committees for records relating to the management and administration of committees, e.g. the Occupational Health and Safety Committee.</p> <p>See General Retention and Disposal Authority <i>Administrative records</i> Community relations - Media relations for records relating to a Parliamentary Committee's relationship with the media, including interviews, and media releases.</p> <p>See General Retention and Disposal Authority <i>Administrative records</i> Contracting-out for records relating to the acquisition of services, such as expert advice, through a contracting-out or outsourcing process.</p>	
8.1.0	Advice	<p>The activities associated with offering opinions by or to Parliamentary Committees as to an action or judgement. Includes the process of advising.</p> <p>See PARLIAMENTARY COMMITTEES followed by the relevant activity for records relating to advice provided or received as part of another process (e.g. PARLIAMENTARY COMMITTEES - Arrangements for advice regarding catering arrangements, PARLIAMENTARY COMMITTEES - Memberships for advice relating to the membership of boards etc.)</p> <p>See PARLIAMENTARY RELATIONS - Advice for records relating to advice provided to or received from other Parliaments.</p> <p>See General Retention and Disposal Authority <i>Administrative records</i> Legal services - Advice for records relating to legal advice (e.g. from the Crown Solicitor).</p>	
8.1.1		<p>Requests for and final responses to advice provided or received by Parliamentary Committees in relation to their activities, e.g. terms of reference advice. Includes</p>	Parliamentary archives

Parliament of NSW, including the Houses of Parliament and parliamentary departments

Authority number: FA325

Dates of coverage: 1823+

No	Function/Activity	Description	Disposal Action
<i>PARLIAMENTARY COMMITTEES - Advice</i>			
		expert external advice.	
8.1.2		Records relating to research on which advice is based where this information cannot be reconstituted from published sources.	Retain minimum of 7 years after publication of final report, then destroy
8.1.3		Records relating to research and reference material compiled by a Committee, including copies of legislation and other information, where this information can be reconstituted from published sources.	Retain until reference use ceases, then destroy
8.2.0	Arrangements	The activities involved in arranging Parliamentary Committee meetings. Includes catering, scheduling and room booking arrangements. See PARLIAMENTARY COMMITTEES - Conferences for records relating to arrangements for conferences.	
8.2.1		Records relating to administrative arrangements for Parliamentary Committees. Records include: <ul style="list-style-type: none"> • catering arrangements • venue bookings • non-inquiry related travel arrangements (e.g. bookings and itineraries) • summary spreadsheets • related correspondence. 	Retain minimum of 7 years after action completed, then destroy
8.3.0	Conferences	The activities associated with the facilitation or attendance at Parliamentary Committee conferences of interest to committee members. See PARLIAMENTARY RELATIONS - Conferences for records relating to staff attendance at conferences related to maintaining relations with other parliaments,	

Parliament of NSW, including the Houses of Parliament and parliamentary departments

Authority number: FA325

Dates of coverage: 1823+

No	Function/Activity	Description	Disposal Action
<i>PARLIAMENTARY COMMITTEES - Conferences</i>			
		<p>e.g. Australasian Study of Parliament Group and Association of Clerks-at-the-Table conferences.</p> <p>See General Retention and Disposal Authority <i>Administrative records</i> Community relations - Conferences for records relating to conferences held at Parliament House for the NSW government or community, e.g. Drug Summit.</p> <p>See General Retention and Disposal Authority <i>Administrative records</i> Staff development - Conferences for records relating to staff attendance at employment related conferences.</p>	
8.3.1		Records relating to Parliamentary Committee conferences, seminars or forums. Records include final, approved versions of published or unpublished proceedings, reports, programs and addresses from events arranged by Parliament.	Parliamentary archives
8.3.2		Official approvals to attend external events.	Retain minimum of 10 years after member's term expires, then destroy
8.3.3		<p>Records relating to routine administrative arrangements for conferences, seminars or forums arranged by Parliament. Records include:</p> <ul style="list-style-type: none"> • records of program development • invitations to speakers and responses • registrations • venue bookings • accommodation and transport arrangements • catering arrangements. 	Retain minimum of 7 years after action completed, then destroy
8.3.4		Records relating to attendance at external conferences, e.g. Australasian	Retain minimum of

Parliament of NSW, including the Houses of Parliament and parliamentary departments

Authority number: FA325

Dates of coverage: 1823+

No	Function/Activity	Description	Disposal Action
<i>PARLIAMENTARY COMMITTEES - Inquiries</i>			
		Parliamentary Committees conferences. Records include: <ul style="list-style-type: none"> • bookings • itineraries • conference proceedings. 	7 years after action completed, then destroy
8.4.0	Inquiries	The activities associated with conducting Parliamentary Committee inquiries into specified matters. Includes receiving submissions, hearing witnesses, sifting evidence, discussing matters in detail and formulating reasoned conclusions. See PARLIAMENTARY COMMITTEES - Arrangements for records relating to administrative arrangements for inquiries. See PARLIAMENTARY COMMITTEES - Meetings for records relating to Parliamentary Committee meetings that are not a formal inquiry. See PARLIAMENTARY PROCEDURE - Tabling for records, including Committee papers, tabled in Parliament. See General Retention and Disposal Authority <i>Administrative records</i> Financial management - Accounting for records relating to financial transactions for the payment of witnesses (any decisions regarding the need for such payments are recorded in the Committee minutes, and the payment is certified by the Committee Chair).	
8.4.1		Records, excluding those tabled in Parliament, relating to Parliamentary Committee inquiries. Records include: <ul style="list-style-type: none"> • final approved advertisements concerning inquiries • plans for proposed consultation • correspondence with witnesses and other stakeholders that may impact on an inquiry's outcomes, including representations. 	Parliamentary archives
8.4.2		Draft records relating to the conduct of Parliamentary Committee inquiries and	Retain until

Parliament of NSW, including the Houses of Parliament and parliamentary departments

Authority number: FA325

Dates of coverage: 1823+

No	Function/Activity	Description	Disposal Action
<i>PARLIAMENTARY COMMITTEES - Liaison</i>			
		routine inquiry administration. Records include: <ul style="list-style-type: none"> • chair's draft report • draft report amendments, comments and responses • correspondence with stakeholders that does not impact on an inquiry's outcomes, e.g. correspondence requesting availability for regional hearings, or notifying stakeholders of location or time changes • arrangements for proposed consultation. 	administrative or reference use ceases, then destroy
8.5.0	Liaison	The activities associated with maintaining regular general contact between a Parliamentary Committee and its stakeholders.	
8.5.1		Records relating to liaison between Parliamentary Committees and internal and external stakeholders, including independent statutory office holders, that specifically relates to issues being considered by the Committee.	Parliamentary archives
8.5.2		Records relating to routine liaison between Parliamentary Committees and stakeholders that is not directly related to issues being considered by the Committee. Includes liaison with internal support services.	Retain minimum of 7 years after action completed, then destroy
8.6.0	Meetings	The activity of holding formal meetings of a Parliamentary Committee. Includes deliberative meetings and hearings. See PARLIAMENTARY COMMITTEES - Arrangements for records relating to administrative arrangements for Committee meetings. See PARLIAMENTARY COMMITTEES - Inquiries for records relating to inquiry hearings.	
8.6.1		Records relating to the conduct of Parliamentary Committee meetings, excluding those that are tabled in Parliament. Records include:	Parliamentary archives

Parliament of NSW, including the Houses of Parliament and parliamentary departments

Authority number: FA325

Dates of coverage: 1823+

No	Function/Activity	Description	Disposal Action
<i>PARLIAMENTARY COMMITTEES - Meetings</i>			
		<ul style="list-style-type: none"> • details of the election of new chairs • schedules and agenda • previous minutes to be adopted • correspondence, summaries and reports for consideration • Committee staff advisings to chair or members. 	
8.6.2		Background information and research provided by Committee staff to chair or members.	Retain until administrative or reference use ceases, then destroy
8.7.0	Membership	<p>The activity of managing the membership and overseeing the administration of Parliamentary Committees.</p> <p>See PARLIAMENTARY PROCEDURE - Committees for records relating to establishment of Parliamentary Committees, including calls for membership nominations and changes to committee membership.</p>	
8.7.1		Records relating to Committee members. Includes routine correspondence with nominees and requests for changes to nominees.	Retain minimum of 7 years after action completed, then destroy
8.8.0	Procedures	Standard methods of operating laid down by Parliament according to formulated policy or law.	
8.8.1		Final approved versions of Parliamentary Committee procedures, including guides and handbooks. Includes approvals for the procedures.	Parliamentary archives
8.8.2		Records relating to the development of Parliamentary Committee procedures.	Retain minimum of

Parliament of NSW, including the Houses of Parliament and parliamentary departments

Authority number: FA325

Dates of coverage: 1823+

No	Function/Activity	Description	Disposal Action
<i>PARLIAMENTARY COMMITTEES - Statutory functions</i>			
		<p>Records include:</p> <ul style="list-style-type: none"> • significant draft committee procedures released for consultation with stakeholders • amendments • associated correspondence. 	7 years after action completed, then destroy
8.9.0	Statutory functions	<p>The activity of a Parliamentary Committee overseeing the operations of a particular statutory body such as the NSW Ombudsman, the Police Integrity Commission or the Health Care Complaints Commission.</p> <p>See PARLIAMENTARY COMMITTEES - Inquiries for records relating to inquiries conducted into statutory bodies.</p> <p>See PARLIAMENTARY COMMITTEES - Liaison for records relating to regular liaison between Parliamentary committees and statutory bodies.</p>	
8.9.1		Records, excluding those tabled in Parliament, relating to the ongoing monitoring and review of statutory bodies. Records include correspondence with the statutory body and background information concerning the performance of operations.	Parliamentary archives
9.0.0	PARLIAMENTARY COSTING	<p>The function of managing the costing of policies and proposals which political parties and independent Members of Parliament might submit either outside or during the run-up to an election and of managing the provision of technical briefings on financial, fiscal and economic matters.</p> <p>See General Retention and Disposal Authority <i>Administrative records</i> Community relations - Enquiries for records relating to requests for information about the Parliamentary Budget Office and its services by the general public or another organisation.</p> <p>See General Retention and Disposal Authority <i>Administrative records</i> Community relations - Media relations for records relating to establishing a relationship between the media and the Parliamentary Budget Office.</p>	

Parliament of NSW, including the Houses of Parliament and parliamentary departments

Authority number: FA325

Dates of coverage: 1823+

No	Function/Activity	Description	Disposal Action
<i>PARLIAMENTARY COSTING - Advice</i>			
9.1.0	Advice	The activities associated with offering opinions by or to the organisation as to an action or judgement. Includes the process of advising.	
9.1.1		Records relating to the provision or receipt of detailed and significant advice on financial, fiscal and economic matters provided in relation to election policies and proposals. Includes technical briefs. Records include: <ul style="list-style-type: none"> • written requests from Members of Parliament • substantial background research on the matter • associated correspondence • official responses • final technical briefs. 	Parliamentary archives
9.2.0	Costing requests & statements	The activity of receipting, registering and managing election policy costing requests received from political parties and independent Members of Parliament during both election and non-election times. Includes the preparation of budget impact statements for policies.	
9.2.1		Records relating to the preparation and provision of costings for publicly announced or proposed policies. Records include requests, research, notifications, final costings, revisions, budget impact statements and associated correspondence.	Parliamentary archives
9.3.0	Liaison & meetings	The activities associated with maintaining regular general contact between the organisation and professional associations, professionals in related fields, other Government agencies, private sector organisations and community groups. Includes meeting arrangements, agenda, taking of minutes etc. See PARLIAMENTARY COSTING - Advice for records relating to formal advisings. See General Retention and Disposal Authority <i>Administrative records</i> Government relations - Meetings for records relating to meetings between the Parliamentary	

Parliament of NSW, including the Houses of Parliament and parliamentary departments

Authority number: FA325

Dates of coverage: 1823+

No	Function/Activity	Description	Disposal Action
<i>PARLIAMENTARY COSTING - Liaison & meetings</i>			
		Budget Office and its stakeholders when those meetings are not related to specific activities.	
9.3.1		<p>Records relating to liaison and meetings between senior representatives of the Parliamentary Budget Office and its key stakeholders that relate to election costing matters. Records include:</p> <ul style="list-style-type: none"> • notes of discussions • correspondence arising from business discussed and resolutions passed. • agenda and minutes of meetings • advice and briefing papers • submissions and reports • recommendations and resolutions <p>Note: Retention period is for records relating to liaison and meetings that do not specifically relate to any other activities. If liaison relates to other activities, classify under relevant activity.</p>	Parliamentary archives
9.3.2		<p>Records relating to administrative arrangements for meetings. Records include:</p> <ul style="list-style-type: none"> • meeting notifications • catering requests • venue bookings • related correspondence. 	Retain until administrative or reference use ceases, then destroy
9.4.0	Procedures	Standard methods of operating laid down by the organisation according to formulated policy.	
9.4.1		Final, approved versions of manuals, handbooks, directives etc. detailing election costing management procedures, e.g. guidelines for the preparation of election costing requests. Includes template forms complementing the guidelines (e.g.	Parliamentary archives

Parliament of NSW, including the Houses of Parliament and parliamentary departments

Authority number: FA325

Dates of coverage: 1823+

No	Function/Activity	Description	Disposal Action
<i>PARLIAMENTARY COSTING - Procedures</i>			
		election costing request forms).	
9.4.2		Records relating to the development and review of manuals, handbooks, directives etc. detailing election costing management procedures.	Retain minimum of 7 years after action completed, then destroy
9.5.0	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. Includes statistical reports and returns relating to the number of costing requests received, responses provided etc.	
9.5.1		Records relating to periodic statistical reporting on Parliamentary costing activities.	Retain minimum of 7 years after action completed, then destroy
10.0.0	PARLIAMENTARY POLICY	<p>The function of developing and establishing decisions, directions and precedents which act as a reference for future decision making, and as the basis from which Parliament's operating procedures are determined. Parliamentary Policy is authorised by Presiding Officers or Clerks.</p> <p>See PARLIAMENTARY PROCEDURE for records relating to technical procedures for sittings of Parliament.</p> <p>See PROCEDURES under the relevant function for operating procedures.</p> <p>See General Retention and Disposal Authority <i>Administrative records Policy</i> under the relevant function for administrative policies that do not require authorisation by Presiding Officers or Clerks.</p>	
10.1.0	Policy	The function of developing and establishing decisions, directions and precedents which act as a reference for future decision making, and as the basis from which	

Parliament of NSW, including the Houses of Parliament and parliamentary departments

Authority number: FA325

Dates of coverage: 1823+

No	Function/Activity	Description	Disposal Action
<i>PARLIAMENTARY POLICY - Policy</i>			
		Parliament's operating procedures are determined.	
10.1.1		Records documenting the development of Parliament's policies. Records include: <ul style="list-style-type: none"> • final versions • policy proposals and rationale • reports analysing issues and the outcomes of consultation with employees, stakeholders etc. • approvals. 	Parliamentary archives
10.1.2		Records documenting the development and review of Parliament's policies. Records include: <ul style="list-style-type: none"> • background research • records of consultations or meetings • significant draft versions of policies containing changes/alterations or formally circulated for comment. 	Retain minimum of 7 years after action completed, then destroy
11.0.0	PARLIAMENTARY PROCEDURE	The function of managing the technical procedure relating to sittings of Parliament (both Houses and committees). Includes processes associated with the opening, recall, prorogation, dissolution and sitting of Parliament. Also includes the management of draft legislation including Standing and Sessional Orders. See HANSARD for records relating to producing and disseminating the official record of proceedings of Parliament. See PARLIAMENTARY POLICY for Parliament's official policies.	
11.1.0	Advice	The activities associated with offering opinions by or to the organisation as to an action or judgement relating to Parliamentary procedure. Includes the process of advising. See MEMBERS SUPPORT - Advice for records relating to advice requested and	

Parliament of NSW, including the Houses of Parliament and parliamentary departments

Authority number: FA325

Dates of coverage: 1823+

No	Function/Activity	Description	Disposal Action
<i>PARLIAMENTARY PROCEDURE - Advice</i>			
		provided to Members of Parliament. See General Retention and Disposal Authority <i>Administrative records Legal services - Advice</i> for records relating to legal advice (e.g. from the Crown Solicitor).	
11.1.1		Records relating to advice regarding Parliamentary procedural matters including: <ul style="list-style-type: none"> • matters which are precedent setting or following in nature • matters resulting in changes to or new Parliamentary procedures • the application of existing principles. 	Parliamentary archives
11.1.2		Records relating to routine advice regarding Parliamentary procedural matters which: <ul style="list-style-type: none"> • is not precedent setting or following in nature • does not result in changes to or new Parliamentary procedures. 	Retain minimum of 7 years after action completed, then destroy
11.2.0	Bills	The activity of processing legislative proposals. Includes public bills that deal with matters of general public interest, private Member's bills, and those originating in either House. See General Retention and Disposal Authority <i>Administrative records Legal services - Advice</i> for records relating to bills referred for legal comment (e.g. to a legal consultant).	
11.2.1		Records relating to the formal progress of legislation through Parliament. Records include: <ul style="list-style-type: none"> • versions of bills as considered by Parliament, including first print (as introduced), subsequent prints (with amendments), and passed by both houses versions • 'Sessional Returns' which include a summary record of bill progress, 	Parliamentary archives

Parliament of NSW, including the Houses of Parliament and parliamentary departments

Authority number: FA325

Dates of coverage: 1823+

No	Function/Activity	Description	Disposal Action
<i>PARLIAMENTARY PROCEDURE - Bills</i>			
		progress dates, and final status as at the end of each Parliamentary session.	
11.2.2		Records relating to administrative support and facilitative processes surrounding the progress of legislation. Records include: <ul style="list-style-type: none"> • details of assent and registration • requests for gazettal • associated correspondence. 	Retain minimum of 7 years after action completed, then destroy
11.3.0	Committees	The activities associated with the establishment of Parliamentary committees. Includes the committee's terms of reference and appointment of members. See PARLIAMENTARY COMMITTEES for records relating to Parliamentary Committees once they have been established.	
11.3.1		Records relating to the establishment of Parliamentary Committees. Records include: <ul style="list-style-type: none"> • resolution • terms of reference • initial nominations for membership • advice on the powers of the Committee. See PARLIAMENTARY COMMITTEES - Membership for correspondence with nominees and temporary substitute nominees, once the Committee has been established.	Parliamentary archives
11.4.0	Elections	The activity of managing the organisation's involvement in processes by which the public choose Members to represent them in Parliament. Includes Federal Senate replacements elected by NSW Parliament. Also includes the process of managing the election or appointment of Members to office holder positions including the administrative processes that follow from a Member's election or appointment to,	

Parliament of NSW, including the Houses of Parliament and parliamentary departments

Authority number: FA325

Dates of coverage: 1823+

No	Function/Activity	Description	Disposal Action
<i>PARLIAMENTARY PROCEDURE - Elections</i>			
		or vacation of, an office that attracts an additional remuneration or entitlement.	
11.4.1		Records relating to the holding of Parliamentary elections, both general and for casual vacancies in NSW, and for the election and appointment of Members of Parliament to office holder positions. Records include: <ul style="list-style-type: none"> • proceedings for the filling of casual vacancies • writs for by-elections • ballot papers relating to office holders in Parliament • notifications of disputed returns • associated correspondence. 	Parliamentary archives
11.5.0	Governor	The activities associated with managing the relationship between Parliament and the Governor.	
11.5.1		Records relating to the appointment and role of the Governor, and the Governor's ongoing relationship with Parliament. Records include: <ul style="list-style-type: none"> • addresses from Parliament to the Governor and addresses in reply • details concerning the presentation of the Speaker and President to the Governor after election • associated correspondence. 	Parliamentary archives
11.6.0	House papers	The activity of managing the production of House Papers.	
11.6.1		Final versions of records documenting the business of Parliament. Records include: <ul style="list-style-type: none"> • Votes and Proceedings • Notice/Business Papers containing Notices of Motions and Orders of Day • Questions and Answers Papers 	Parliamentary archives

Parliament of NSW, including the Houses of Parliament and parliamentary departments

Authority number: FA325

Dates of coverage: 1823+

No	Function/Activity	Description	Disposal Action
<i>PARLIAMENTARY PROCEDURE - House papers</i>			
		<ul style="list-style-type: none"> • Minutes of Proceedings. 	
11.6.2		Working papers relating to the production of House Papers.	Retain until production of the final version, then destroy
11.7.0	Judiciary	The activities associated with Parliament's role in ensuring the independence of the judiciary. Includes safeguarding the tenure of judges and magistrates, coupled with the requirement for Parliamentary action before a judge can be removed from office.	
11.7.1		Records, excluding those that have been tabled, relating to Parliamentary procedure concerning the judiciary. Includes correspondence concerning magistrates and the removal of judicial officers.	Parliamentary archives
11.8.0	Meetings of the house	The activities associated with managing the meetings of Parliament (both Houses). Includes adjournment, dissolution, prorogation and recall of Parliament. See PARLIAMENTARY COMMITTEES for records relating to Parliamentary Committee meetings.	
11.8.1		Records relating to House meetings. Records include: <ul style="list-style-type: none"> • constitutional amendments • decisions concerning sittings • sitting patterns (e.g. changes to sitting days) • associated correspondence and approvals. 	Parliamentary archives
11.9.0	Openings of parliament	The activity of managing the processes associated with the opening of Parliament. See AUDIOVISUAL PRODUCTION for records relating to recording and	

Parliament of NSW, including the Houses of Parliament and parliamentary departments

Authority number: FA325

Dates of coverage: 1823+

No	Function/Activity	Description	Disposal Action
<i>PARLIAMENTARY PROCEDURE - Openings of parliament</i>			
		broadcasting the opening of Parliament.	
11.9.1		Key records relating to the opening of Parliament. Records include: <ul style="list-style-type: none"> • guest lists for opening ceremonies • schedule of proceedings • presentation transcripts • seating protocols • associated correspondence and approvals. 	Parliamentary archives
11.9.2		Records relating to routine administrative processes surrounding the opening of Parliament. Records include: <ul style="list-style-type: none"> • invitations and acceptances • requests and negotiations regarding seating • other administrative arrangements and requests. 	Retain minimum of 7 years after action completed, then destroy
11.10.0	Orders for papers	The processes associated with tabling papers pursuant to an order of the House. See PARLIAMENTARY PROCEDURE - Tabling for tabled papers.	
11.10.1		Records relating to orders for papers to be tabled. Records include: <ul style="list-style-type: none"> • privilege dispute communications and reports • registers of persons examining documents. 	Parliamentary archives
11.11.0	Petitions	The activity of managing formal written requests from one or more person(s) to the Parliament, particularly concerning legislation. See PARLIAMENTARY PROCEDURE - Bills for records relating to the passage of bills that may be the subject of petitions.	

Parliament of NSW, including the Houses of Parliament and parliamentary departments

Authority number: FA325

Dates of coverage: 1823+

No	Function/Activity	Description	Disposal Action
<i>PARLIAMENTARY PROCEDURE - Petitions</i>			
		See PARLIAMENTARY PROCEDURE - Tabling for petitions that are tabled.	
11.11.1		Records relating to petitions. Includes correspondence and notices referring petitions to Ministers and Members.	Retain minimum of 7 years after action completed, then destroy
11.12.0	Privilege	The activities associated with managing special rights of each House and individual Members, which are necessary for the proper functioning of Parliament (e.g. the freedom for Members to speak in the House). See PARLIAMENTARY COMMITTEES for records relating to activities of the Legislative Council's Privileges Committee and Legislative Assembly's Privileges and Ethics Committee.	
11.12.1		Records relating to administration of Parliamentary privilege law where the matter is referred for formal consideration and reporting by a Parliamentary committee, sets a precedent or results in a change in procedures. Records include complaints, exemptions, referrals, citizens' right of reply and associated correspondence.	Parliamentary archives
11.12.2		Records relating to administration of Parliamentary privilege issues where the matter is not referred for formal consideration and reporting by a Parliamentary Committee, does not set a precedent and does not result in changes to procedures. Records include complaints, exemptions, citizens' right of reply and associated correspondence.	Retain minimum of 7 years after action completed, then destroy
11.13.0	Questions	The activity of managing questions put to Ministers. Includes Questions on Notice (written questions) and Questions without Notice (oral questions directed to Ministers in the House during Question Time). See PARLIAMENTARY PROCEDURE - House papers for records relating to questions lodged with the Clerk for publication in the Questions and Answers Paper.	

Parliament of NSW, including the Houses of Parliament and parliamentary departments

Authority number: FA325

Dates of coverage: 1823+

No	Function/Activity	Description	Disposal Action
<i>PARLIAMENTARY PROCEDURE - Questions</i>			
11.13.1		Routine correspondence regarding the framing of questions.	Retain until administrative or reference use ceases, then destroy
11.14.0	Resolutions of the house	The activity of processing official decisions taken by either House. Includes transmitting the formal decisions to appropriate recipients.	
11.14.1		Correspondence that formally communicates the resolutions of the House, e.g. communications with external parties as a result of condolence motions etc. Excludes tabled correspondence.	Parliamentary archives
11.15.0	Standing & sessional orders	The activities associated with developing and establishing the rules governing the conduct of business in the House, e.g. the stages through which Bills proceed, the conduct of debates etc.	
11.15.1		Records relating to the development and application of standing and sessional orders covering Parliamentary processes. Includes orders covering elections, rules of debate and privilege, questions, committees etc. Records include: <ul style="list-style-type: none"> • final versions and significant drafts • background research • records or notes of consultations • associated correspondence and approvals. 	Parliamentary archives
11.16.0	Tabling	The activity of formally presenting documents and items to Parliament.	
11.16.1		Documents and items formally presented for tabling in Parliament. Tabled documents can include:	Parliamentary archives

Parliament of NSW, including the Houses of Parliament and parliamentary departments

Authority number: FA325

Dates of coverage: 1823+

No	Function/Activity	Description	Disposal Action
<i>PARLIAMENTARY PROCEDURE - Tabling</i>			
		<ul style="list-style-type: none"> • reports of independent bodies required under legislation • annual reports of Government departments and statutory authorities tabled by a Minister or received out of session by the Clerk • other reports and documents tabled by a Minister • other reports received out of session by the Clerk • returns to orders for papers • Committee reports tabled by the Chair of the Committee • statutory rules and instruments subject to disallowance under the <i>Interpretation Act 1987</i> and reports received when the House was not sitting, which are tabled by the Clerk • petitions which are accepted by the House as meeting its requirements for lodgement. <p>Also includes lists of the items tabled.</p>	
11.16.2		Routine correspondence (e.g. covering letters) providing notification of the tabling of documents.	Retain until reference use ceases, then destroy
12.0.0	PARLIAMENTARY RELATIONS	<p>The function of establishing and maintaining the relationships between New South Wales Parliament and other State, Federal and overseas Parliaments.</p> <p>See PARLIAMENTARY POLICY for official policies concerning relations with other parliaments.</p> <p>See General Retention and Disposal Authority <i>Administrative records</i> Community relations - Visits for records relating to non-Parliamentary visits.</p> <p>See General Retention and Disposal Authority <i>Administrative records</i> Government relations for records relating to relationships with Government agencies.</p>	

Parliament of NSW, including the Houses of Parliament and parliamentary departments

Authority number: FA325

Dates of coverage: 1823+

No	Function/Activity	Description	Disposal Action
<i>PARLIAMENTARY RELATIONS - Advice</i>			
12.1.0	Advice	The activities associated with offering opinions by or to the organisation as to an action or judgement relating to Parliamentary relations. Includes the process of advising.	
12.1.1		Records relating to the provision or receipt of detailed and significant advice concerning relations with other Parliaments. Includes advice provided to overseas Parliaments as part of a Twinning arrangement.	Parliamentary archives
12.1.2		Records relating to the provision or receipt of routine advice concerning relations with other Parliaments. Includes administrative and routine procedural advice to and from Federal Parliament.	Retain minimum of 7 years after action completed, then destroy
12.2.0	Ceremonies	The activities associated with arranging and managing ceremonies to honour a particular event, occasion or individual. See General Retention and Disposal Authority <i>Administrative records</i> Community relations - Celebrations, ceremonies, functions for records of other ceremonies and functions.	
12.2.1		Key records relating to ceremonies of State significance or of major importance to Parliament, e.g. those marking major anniversaries of significant events associated with Parliamentary relations (e.g. the formal signing ceremony to mark Twinning arrangements between Parliament NSW and Bougainville Parliament). Records include: <ul style="list-style-type: none"> • programs • guest lists • selected official photographs of the event • reports • approvals. 	Parliamentary archives

Parliament of NSW, including the Houses of Parliament and parliamentary departments

Authority number: FA325

Dates of coverage: 1823+

No	Function/Activity	Description	Disposal Action
<i>PARLIAMENTARY RELATIONS - Conferences</i>			
12.3.0	Conferences	<p>The activities involved in arranging or attending conferences held either by Parliament NSW or by other parliaments. Includes registrations, publicity and reports of participants etc.</p> <p>See CATERING SERVICES for records relating to Parliament's support services providing catering for conferences.</p> <p>See MEMBERS SUPPORT - Conferences for records relating to conferences attended by Members.</p>	
12.3.1		Final, approved versions of published or unpublished proceedings, reports and addresses from conferences, seminars or forums arranged by Parliament NSW to support its relationships with other State, Federal and overseas Parliaments, e.g. hosting of the Australian Study of Parliament Group (ASPG).	Parliamentary archives
12.3.2		<p>Transcripts of final versions of addresses, speeches or papers delivered by staff at conferences supporting Parliament NSW's relations with other parliaments.</p> <p>Note: If addresses are delivered by Members of Parliament at conferences, seminars or forums held by other Parliaments, see MEMBERS SUPPORT - Conferences.</p>	Parliamentary archives
12.3.3		<p>Records relating to administrative arrangements for conferences, seminars or forums arranged by Parliament NSW. Records include:</p> <ul style="list-style-type: none"> • records of program development • invitations to speakers and responses • registrations • venue bookings • accommodation and transport arrangements • requests for catering. 	Retain minimum of 7 years after action completed, then destroy

Parliament of NSW, including the Houses of Parliament and parliamentary departments

Authority number: FA325

Dates of coverage: 1823+

No	Function/Activity	Description	Disposal Action
<i>PARLIAMENTARY RELATIONS - Conferences</i>			
12.3.4		Records relating to arrangements for attendance at conferences, seminars or forums held by other Parliaments.	Retain until administrative or reference use ceases, then destroy
12.4.0	Delegations	The activity of managing delegations of visitors from New South Wales Parliament to other Parliaments. See PARLIAMENTARY COMMITTEES - Inquiries for records relating to a Committee as a whole, or a delegation of members, travelling or conducting inspections for an Inquiry.	
12.4.1		Records relating to visits made by official Parliament NSW delegations to other Parliaments with the view of strengthening inter-parliamentary relationships. Records include proposals, invitations, official correspondence, plans, approvals and reports.	Parliamentary archives
12.4.2		Records relating to routine administrative arrangements supporting the management of visits by Parliament NSW delegations. Records include plans, approvals, itineraries, travel bookings etc.	Retain minimum of 7 years after action completed, then destroy
12.5.0	Joint ventures	The activities involved in managing joint operations between Parliaments, where there is a contract, joint contribution of funds and/or time. See PARLIAMENTARY RELATIONS - Advice for records relating to formal advisings regarding such ventures. See PARLIAMENTARY RELATIONS - Liaison for records relating to other collaboration with organisations that are not considered joint ventures. See General Retention and Disposal Authority <i>Administrative records</i> Community relations - Joint ventures for records relating to joint ventures with community	

Parliament of NSW, including the Houses of Parliament and parliamentary departments

Authority number: FA325

Dates of coverage: 1823+

No	Function/Activity	Description	Disposal Action
<i>PARLIAMENTARY RELATIONS - Joint ventures</i>			
		groups.	
12.5.1		Records documenting joint venture arrangements between Parliament NSW and other Parliaments. Includes Twinning agreements.	Parliamentary archives
12.6.0	Liaison	<p>The activities associated with maintaining regular general contact between the Parliament of NSW and other State, Federal and overseas Parliaments. Includes sharing informal advice and discussions, membership of professional associations, e.g. the Commonwealth Parliamentary Association, and collaborating on projects that are not joint ventures.</p> <p>See PARLIAMENTARY RELATIONS - Advice for records relating to formal advisings.</p> <p>See PARLIAMENTARY RELATIONS - Conferences or MEMBERS SUPPORT - Conferences for records relating to speeches or papers delivered by Members or staff at conferences.</p> <p>See PARLIAMENTARY RELATIONS - Delegations for records relating to lists of attendees at conferences.</p> <p>See PARLIAMENTARY RELATIONS - Joint ventures for records relating to collaboration with organisations that involves contracts, joint contributions of time and/or funding.</p> <p>See PARLIAMENTARY RELATIONS - Meetings for records relating to liaison through meetings.</p>	
12.6.1		<p>Records relating to liaison between Parliament NSW and other Parliaments in relation to establishing and maintaining inter-parliamentary relations. Includes invitations and arrangements to attend another parliament's sittings, e.g. regional or commemoration sittings.</p> <p>Note: Retention period is for records relating to liaison that do not specifically relate to any other activities. If liaison relates to other activities, classify under relevant activity.</p>	Retain minimum of 7 years after action completed, then destroy

Parliament of NSW, including the Houses of Parliament and parliamentary departments

Authority number: FA325

Dates of coverage: 1823+

No	Function/Activity	Description	Disposal Action
<i>PARLIAMENTARY RELATIONS - Meetings</i>			
12.7.0	Meetings	The activities associated with gatherings held to formulate, discuss, update or resolve issues and matters pertaining to the management of Parliamentary relations. Includes arrangements, agenda, taking of minutes etc. See PARLIAMENTARY RELATIONS - Conferences for records relating to conference meetings.	
12.7.1		Records relating to meetings involving official representatives of Parliament NSW where the official representative is both an office holder of the Parliament and an office holder of the association, e.g. meetings of the Commonwealth Parliamentary Association. Records include: <ul style="list-style-type: none"> • agenda and minutes or notes of meetings • advice and briefing papers • reports and policies of the association. 	Parliamentary archives
12.7.2		Records relating to meetings between official representatives of Parliament NSW and other Parliaments where the official representative is not an office holder of the Parliament and an office holder of the association, e.g. meetings of Parliamentary clerks. Records include: <ul style="list-style-type: none"> • agenda and minutes or notes of meetings • advice and briefing papers • reports. 	Retain minimum of 7 years after action completed, then destroy
12.8.0	Protocol	The activity of implementing rules for official behaviour and processes in relation to Parliamentary relations. See COLLECTION MANAGEMENT - Acquisition for records relating to cultural gifts to Parliament that form part of the official collection of art and artefacts.	
12.8.1		Records relating to the implementation of Parliamentary relations protocols. Includes file notes and correspondence concerning the acceptance of gifts, display	Retain minimum of 7 years after action

Parliament of NSW, including the Houses of Parliament and parliamentary departments

Authority number: FA325

Dates of coverage: 1823+

No	Function/Activity	Description	Disposal Action
<i>PARLIAMENTARY RELATIONS - Visits</i>			
		of flags, playing of anthems etc.	completed, then destroy
12.9.0	Visits	The activities involved in arranging visits by Members and Staff of other Parliaments. See AUDIOVISUAL PRODUCTION for records relating to recording VIP visits.	
12.9.1		Records relating to visits to Parliament NSW made by other Parliaments with the view to strengthening inter-parliamentary relationships. Records include invitations, official correspondence, plans, approvals and reports.	Parliamentary archives
12.9.2		Records relating to routine administrative arrangements supporting the management of visits by Parliament NSW delegations. Records include routine requests, travel, catering and accommodation arrangements etc.	Retain minimum of 7 years after action completed, then destroy
13.0.0	PROPERTY MANAGEMENT (SPECIAL BUILDINGS)	The function of managing Parliamentary buildings and property. See COLLECTION MANAGEMENT for records relating to the management of artworks, antiques and other heritage objects within Parliamentary buildings. See PARLIAMENTARY POLICY for all policies concerning parliamentary property management, including policies concerning security. See General Retention and Disposal Authority <i>Administrative records</i> Equipment & stores for records relating to plant and equipment acquisition, maintenance, etc. See General Retention and Disposal Authority <i>Administrative records</i> Property management for all other records relating to property, including acquisition, conservation, design and construction, disposal, the lease of off-site premises (such as electorate offices), parking arrangements, property audits, fit-outs of administrative offices, property insurance, maintenance and procedures.	

Parliament of NSW, including the Houses of Parliament and parliamentary departments

Authority number: FA325

Dates of coverage: 1823+

No	Function/Activity	Description	Disposal Action
<i>PROPERTY MANAGEMENT (SPECIAL BUILDINGS) - Access & security</i>			
13.1.0	Access & security	<p>The activity of controlling access to Parliamentary property, protecting the property and managing any security breaches or incidents.</p> <p>See General Retention and Disposal Authority <i>Administrative records</i> Property management - Security for records relating to general, day-to-day security of property (e.g. access passes).</p> <p>See General Retention and Disposal Authority <i>Video/visual surveillance records</i> for records relating to video/visual surveillance recordings such as CCTV footage.</p>	
13.1.1		<p>Records relating to:</p> <ul style="list-style-type: none"> • reports and other details of security breaches and incidents, subsequent investigations, and liaison with law enforcement agencies • long-standing arrangements or memoranda of understanding with external parties, such as law enforcement agencies, for the guarding of Parliamentary property • master diagrams and other documentation relating to the location of all locks, points of alarm, safe rooms and safe entries and exits at Parliament House • special security arrangements (e.g. for VIP visits, emergency evacuations etc.) • high-level approvals (e.g. from Presiding Officers or Clerks). 	Parliamentary archives
14.0.0 ¹	Pre 1940 general administrative records		
14.1.0		Records relating to the general administration of the Parliament building and Parliamentary Library dating from 1856 - 1940. This includes records relating to	Retain and dispose of in accordance

¹ Entries 14.0.0 – 14.2.0 added December 2013

Parliament of NSW, including the Houses of Parliament and parliamentary departments

Authority number: FA325

Dates of coverage: 1823+

No	Function/Activity	Description	Disposal Action
<i>Pre 1940 general administrative records</i>			
		the acquisition of equipment and stores, financial records including accounts and invoices, petty cash books, records relating to catering and refreshments, copies of government circulars, press cuttings, records relating to binding, printing and copying, budgeting and allocation of funds.	with the current <i>General Retention and Disposal Authority: administrative records</i>
14.2.0		Records created or received between the period 1823 to 1855.	Required as State archives