

State Archives and Records Authority of New South Wales

General Retention and Disposal Authority: GA40

Provision of energy transmission and distribution network services

This general 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.

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State Archives and Records Authority of New South Wales

General Retention and Disposal Authority

Authority no GA40

SR file no 11/0051

Scope

This authority covers records relating to the provision and operation of energy transmission and distribution networks, systems and services (gas and electricity).

Public office

Public offices, as defined by the *State Records Act 1998*, responsible for the provision of energy distribution and transmission network systems and services.

Approval date

21 February 2011

Reissued

25 November 2021

About the General Retention and Disposal Authority

Purpose of the authority

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

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

The retention and disposal of State records

The records retention and disposal practices outlined in this authority are approved under section 21(2)(c) of the *State Records Act 1998* (NSW). Part 3 (Protection of State Records) of the Act provides that records are not to be disposed of without the consent of NSW State Archives and 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 NSW State Archives and Records does not disapprove. Advice on the State Records Act can be obtained from NSW State Archives and 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 as State archives. The State Archives and Records Authority of NSW ('NSW State Archives and 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 NSW State Archives and Records' *Standard on the appraisal and disposal of State records*.

NSW State Archives and 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 NSW State Archives and 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 general 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 – Original or source records that have been copied*). Public offices will need to ensure that any software, hardware or documentation required to gain continuing access to technology dependent records is available for the periods prescribed.

Disposal action

Records required as State archives

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

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

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

Records approved for destruction

Records that have been identified as being approved for destruction may only be destroyed once a public office has ensured that all other requirements for retaining the records are met. Retention periods set down in this authority are *minimum* periods only and a public office should keep records for a longer period if necessary. Reasons for longer retention can include legal requirements, administrative need, 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*.

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 NSW State Archives and Records.

Administrative change

This general 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. However, when functions move from one public office to another the public office that inherits the new function should contact NSW State Archives and Records to discuss use of any existing retention and disposal authority approved for use by a predecessor organisation.

Contact Information

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

General Retention and Disposal Authority
Provision of energy transmission and distribution network services (Transgrid, EnergyAustralia, Country Energy and Integral Energy)

Authority number: GA40

Dates of coverage: Open

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General Retention and Disposal Authority
Provision of energy transmission and distribution network services (Transgrid, EnergyAustralia, Country Energy and Integral Energy)

Authority number: GA40

Dates of coverage: Open

No	Function/Activity	Description	Disposal Action
1.0	CORPORATE AND STRATEGIC MANAGEMENT	<p>Processes associated with the incorporation of an organisation and governance of the organisation's operations. Includes compliance with regulatory regimes and the incorporation and winding up of subsidiaries.</p> <p>See General Retention and Disposal Authority <i>Administrative records</i> GOVERNING BODIES for records relating to the management of the governing body of the organisation, such as Boards of Directors, including records of appointments to and meetings and decisions of the Board.</p> <p>See General Retention and Disposal Authority <i>Administrative records</i> GOVERNMENT RELATIONS - Submissions for records of proposals or submissions to government, licensing or regulatory bodies regarding policy issues, pricing, reviews of or proposed changes to legislation, regulations, rules, etc.</p> <p>See General Retention and Disposal Authority <i>Administrative records</i> STRATEGIC MANAGEMENT for records relating to strategic or corporate planning and compliance processes etc.</p>	
1.1		Records relating to the establishment and registration of the organisation as a corporate legal entity. Includes certificates of incorporation, memoranda and articles of association, corporate registers and seals.	Required as State archives
1.2		Records relating to arrangements for the winding up of corporate-owned registered companies or subsidiaries. Includes notification of intentions, arrangements to discharge liabilities and removal from registration.	Retain minimum of 7 years after action completed, then destroy
1.3		Corporate policies, procedures, directives and instructions relating to the management or conduct of energy transmission or distribution operations or processes. Includes final versions and records of supporting research, consultation,	Required as State archives

Energy transmission and distribution network services

Authority number: GA40

Dates of coverage: Open

No	Function/Activity	Description	Disposal Action
<i>CORPORATE AND STRATEGIC MANAGEMENT</i>			
1.4		<p>etc.</p> <p>Records relating to the registration, licensing or accreditation of the organisation as required by industry or market operators, regulatory bodies or schemes. Includes records relating to the issue, amendment, transfer, cancellation and revocation of licences, registration or accreditation.</p> <p>See CUSTOMER MANAGEMENT for records relating to the accreditation of the organisation as a testing or certification authority</p> <p>See ENVIRONMENTAL MANAGEMENT for licences, authorities, permits or approvals, etc., from regulatory authorities to carry out prescribed activities under environmental protection legislation e.g. licences or approvals issued by the Environmental Protection Authority.</p> <p>See EDUCATION AND TRAINING for records relating to the registration or accreditation of the organisation as a training services provider</p>	<p>Retain minimum of 7 years after expiry, transfer, cancellation or surrender of licence, registration or accreditation, then destroy</p>
1.5		<p>Records relating to the monitoring and management of ongoing compliance with industry or market operation rules, regulations and licence requirements. Includes compliance reporting to and ongoing consultation and liaison with regulators such as the Australian Energy Regulator (AER) and the Independent Pricing and Regulatory Tribunal (IPART) regarding compliance requirements and records of evidence gathered and used to demonstrate compliance with market or network operation rules and requirements.</p> <p>Note: Retention period is provided as a guide only. Organisations should ensure that retention of records for longer than the minimum period specified is not required in compliance with any regulatory requirements, licence conditions, mandatory rules, standards or codes to which the organisation may be subject.</p> <p>See ENVIRONMENTAL MANAGEMENT for records relating to monitoring or reporting on regulated or prescribed operations or activities in compliance with</p>	<p>Retain minimum of 7 years after action completed, then destroy</p>

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Dates of coverage: Open

No	Function/Activity	Description	Disposal Action
<i>CORPORATE AND STRATEGIC MANAGEMENT</i>			
		<p>environmental protection legislation or regulatory schemes.</p> <p>See INCIDENT MANAGEMENT for records relating to the reporting of incidents.</p> <p>See General Retention and Disposal Authority <i>Administrative records</i> GOVERNMENT RELATIONS for annual performance reporting on operations or core functions to the Minister or other government agencies.</p> <p>See General Retention and Disposal Authority <i>Administrative records</i> STRATEGIC MANAGEMENT - Reporting for reports relating to the performance of the organisation in meeting corporate goals, objectives and performance indicators.</p>	
1.6		<p>Records relating to breaches or failures to meet compliance with licence or regulatory requirements and rules which:</p> <ul style="list-style-type: none"> • result in the termination, loss, cancellation or suspension of an organisation's accreditation, registration or trading or operating licences or rights • are of a type requiring immediate notification to a licensing or regulatory body • attract significant public or media interest, or • result in significant changes to the organisation's operating standards, policies or procedures. <p>Includes records of correspondence and liaison with regulators, investigation reports, directions and orders, and records of remedial actions.</p>	Required as State archives
1.7		Records relating to breaches or failures to meet compliance with licence or regulatory requirements and rules which are not:	Retain minimum of 7 years after action completed, then

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Dates of coverage: Open

No	Function/Activity	Description	Disposal Action
<i>CUSTOMER MANAGEMENT AND SERVICES</i>			
		<ul style="list-style-type: none"> • of a type requiring immediate notification to a licensing or regulatory body, or <p>which do not:</p> <ul style="list-style-type: none"> • result in the termination, loss, cancellation or suspension of an organisation's accreditation, registration or trading or operating licences or rights • attract significant public or media interest, or • result in significant changes to the organisation's operating standards, policies or procedures. <p>Includes records of correspondence and liaison with regulators, investigation reports, directions and orders, and records of remedial actions.</p>	destroy
2.0	CUSTOMER MANAGEMENT AND SERVICES	<p>The provision of network connection and related services to customers.</p> <p>See ENVIRONMENTAL MANAGEMENT for records relating to complaints of pollution or damage to the environment</p> <p>See General Retention and Disposal Authority <i>Administrative records</i> COMMITTEES for records relating to the establishment, meetings, etc., of consumer consultative groups.</p> <p>See General Retention and Disposal Authority <i>Administrative records</i> COMMUNITY RELATIONS for records relating to the receipt and handling of customer complaints and enquiries.</p> <p>See General Retention and Disposal Authority <i>Administrative records</i> STRATEGIC MANAGEMENT - Planning for records relating to strategic, corporate or business</p>	

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No	Function/Activity	Description	Disposal Action
<i>CUSTOMER MANAGEMENT AND SERVICES</i>			
		plans applying to the organisation as a whole. See General Retention and Disposal Authority <i>Administrative records</i> COMPENSATION - Claims for records relating to the handling of claims for loss or damage suffered by customers.	
2.1		Records relating to the provision of plant or equipment testing and certification services for customers. Includes records of requests for services, customer details, plant/equipment details, test requirements, scope of works, plans, notes, check sheets, results, reports and certificates issued, etc. See NETWORK MANAGEMENT for records relating to the testing carried out as part of the installation, maintenance or monitoring of individual assets or system components	Retain minimum of 10 years after action completed, then destroy
2.2		Records relating to the development of standard form contracts and records documenting negotiated or individual agreements and contracts for the provision of connection services. Includes records relating to the negotiation or variation of agreements, draft and final versions of contracts and agreements.	Retain minimum of 7 years after expiry, termination or amendment of contract or minimum of 7 years after action completed, whichever is longer, then destroy
2.3		Records relating to the provision of network connection services. Includes records of customer and premises profiles, records of connection applications, correspondence or meetings with or advice provided to a customer in relation to connection or disconnection, design certification and installation inspections, final reading forms for disconnections, records of requests, quotes and invoices for works or services, reports, notifications, bonds, warranties or certificates relating	Retain minimum of 7 years after action completed, then destroy

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No	Function/Activity	Description	Disposal Action
<i>CUSTOMER MANAGEMENT AND SERVICES</i>			
		to the provision or delivery of any works, services or inspections. See NETWORK MANAGEMENT for records relating to works to upgrade or augment the network to facilitate connections	
2.4		Records relating to the provision of consultancy or contestable services to customers or clients. Includes: <ul style="list-style-type: none"> • records relating to the negotiation or variation of the agreement, draft and final versions of contracts and agreements, and • requests, bids and proposals, contracts and agreements and ongoing negotiations or liaison with clients, project management records including approvals, specifications, plans, drawings, commissioning and handover records, reports or studies relating to the project. See NETWORK MANAGEMENT for records relating to works to upgrade or augment the network to facilitate connections and for records used to update or maintain network connection information systems	Retain minimum of 7 years after expiry or termination of contract or minimum of 7 years after last action, whichever is longer, then destroy
2.5		Records relating to the provision of metering services. Includes details of customer meters, meter data collected from and provided to customers or market operators, records used for the calculation of usage and/or consumption data supplied for billing purposes, records of service or testing requests and correspondence and liaison regarding service arrangements e.g. for access, installation, maintenance and testing, locks etc.	Retain minimum of 7 years after action completed, then destroy
2.6		Schedules of meter reading routes and dates.	Retain until outdated or superseded, then destroy

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No	Function/Activity	Description	Disposal Action
<i>CUSTOMER MANAGEMENT AND SERVICES</i>			
2.7		Records relating to negotiations for the provision of customer services (consulting, testing, certification, contestable, connection etc.) which do not proceed. Includes proposals, quotes or bids to provide services, minutes or notes of meetings and records of liaison with potential customers, advice of bid or proposal outcomes.	Retain minimum of 2 years after action completed, then destroy
2.8		Business, branch or workplace plans, strategies, policies, procedures and standards for the delivery and provision of services to customers, such as for or relating to the provision of contestable works and services, connection, metering, consulting, testing and certification services and for energy products or efficiency and safety programs. Includes draft and final versions and records of associated background research, consultation etc.	Retain minimum of 7 years after superseded, then destroy
2.9		Statistical records and routine (periodic or ad hoc) internal reporting relating to the provision, operation or management of customer services.	Retain minimum of 5 years after action completed, then destroy
2.10		Records relating to the accreditation of the organisation as a testing or certification authority. Includes application records, records of audits by and of meetings, liaison and correspondence with accrediting or certifying bodies.	Retain minimum of 7 years after lapse, withdrawal or cancellation of accreditation, then destroy
3.0	EDUCATION AND TRAINING	<p>The provision of training and education. This includes the provision of training leading to a recognised qualification or competency, the delivery of training to external clients and public or community safety education and awareness.</p> <p>See General Retention and Disposal Authority <i>Administrative records</i> STAFF DEVELOPMENT - Training for records relating to internal staff development training programs, apprenticeship training, etc.</p>	

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No	Function/Activity	Description	Disposal Action
<i>EDUCATION AND TRAINING</i>			
3.1		Records relating to the registration of the organisation as a recognised or accredited training provider and to the accreditation or recognition of courses or training programs developed by the organisation as leading to a recognised qualification. Includes records of registration or accreditation applications and renewals, notifications and advice from and ongoing liaison with accreditation bodies, audits and monitoring to assess compliance or renew status.	Retain minimum of 5 years after expiry or termination of accreditation or registration, then destroy
3.2		Records relating to the development of course materials and resources for accredited courses or training programs or for training offered to external clients, including public safety awareness materials and resources. Includes course outlines, session plans, presentation materials, assessment checklists and guides, participant handouts, exercises, activities etc.	Retain minimum of 7 years after course or resource superseded or no longer in use, then destroy
3.3		Records relating to plans, evaluations and reviews of the organisation's accredited or external training services or programs. Includes records of background research, surveys and consultation, plans and reports or recommendations. See General Retention and Disposal Authority <i>Administrative records</i> STAFF DEVELOPMENT for records relating to plans, evaluations, reviews of internal staff development programs	Retain minimum of 5 years after action completed, then destroy
3.4		Records of students'/training participants' results, qualifications or competence attained, where the course leads to a recognised qualification or competency. Includes details of completed units and results, levels of attainment, competency or qualification reached.	Retain minimum of 30 years after action completed, then destroy
3.5		Records relating to the registration of external participants to attend training. Includes records of applications or registration to attend, confirmations, attendance sheets, participant evaluation forms, issue of certificates, etc.	Retain minimum of 5 years after action completed, then destroy

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<i>EDUCATION AND TRAINING</i>			
3.6		Records relating to administrative arrangements for the delivery of externally offered training sessions or programs. Includes records relating to training timetables, arrangements or bookings for venue, catering or equipment hire, etc.	Retain until administrative or reference use ceases, then destroy
3.7		Completed student assessment items including examination papers, assignments and other materials or items submitted by a student for assessment purposes or for recognised prior learning (RPL) purposes.	Retain minimum of 2 years after completion of course, the issuance of the qualification or the training participants exit from the course, whichever is the longer, then destroy
4.0	ENVIRONMENTAL MANAGEMENT	<p>Management of the environmental impact of energy distribution and transmission operations.</p> <p>See CORPORATE AND STRATEGIC MANAGEMENT for corporate policy, policies, procedures, directives and instructions relating to environmental management.</p> <p>See NETWORK MANAGEMENT for operating procedures, standards and general instructions.</p> <p>See INCIDENT MANAGEMENT for records relating to environmental incident management and response plans and to the handling or investigation of incidents or accidents impacting on the environment.</p> <p>See NETWORK MANAGEMENT for records relating to demand management</p>	

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No	Function/Activity	Description	Disposal Action
<i>ENVIRONMENTAL MANAGEMENT</i>			
		<p>investigations, development consents, environmental assessments etc for network development and construction projects.</p> <p>See General Retention and Disposal Authority <i>Administrative records</i> PROPERTY MANAGEMENT - Conservation for records relating to the rehabilitation of contaminated sites on property owned or operated by the organisation.</p> <p>See General Retention and Disposal Authority <i>Administrative records</i> PROPERTY MANAGEMENT - Maintenance for records relating to the removal, storage and disposal of waste.</p> <p>See General Retention and Disposal Authority <i>Administrative records</i> STRATEGIC MANAGEMENT - Audit for records relating to audits (internal or external) of the organisation's environmental programs, management systems, practices etc.</p>	
4.1		Records relating to plans to contain, control, manage or ameliorate the environmental effects and impact of energy distribution or transmission operations and activities. Records include final versions of plans and substantive drafts, input and comments relating to their development.	Retain minimum of 10 years after superseded, then destroy
4.2		<p>Records relating to licences, authorities, permits or approvals from regulatory authorities to carry out prescribed activities e.g. licences or approvals issued by the Environmental Protection Authority. Records include applications and renewals, issued documents, notices of variations etc.</p> <p>See NETWORK MANAGEMENT for records relating to the approval of development consents.</p>	Retain minimum of 10 years after expiry, termination, suspension or renewal of licence, authority, permit or approval, then destroy
4.3		Records relating to the receipt and handling of complaints of pollution or damage to the environment arising from operations or activities and to the receipt and handling of notices, directions or orders issued by regulatory authorities requiring action or the cessation of operations or activities for the protection of the	Retain minimum of 10 years after action completed,

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No	Function/Activity	Description	Disposal Action
<i>ENVIRONMENTAL MANAGEMENT</i>			
		environment.	then destroy
4.4		<p>Records relating to monitoring and reporting on regulated or prescribed operations or activities in compliance with regulatory schemes or environmental protection licences, permits etc. Includes records of audits, risk assessments, data collection and reporting etc.</p> <p>Note: Retention period is provided as a guide only. Organisations should ensure that retention of records for longer than the minimum period specified is not required in compliance with any regulatory requirements, licence conditions, mandatory rules, standards or codes to which the organisation may be subject.</p>	Retain minimum of 10 years after action completed, then destroy
4.5		Reports on the findings or outcomes of research or studies conducted or commissioned by the organisation relating to the monitoring or management of the environmental impact of energy distribution or transmission operations or activities.	Required as State archives
4.6		Records relating to the management of research projects. Records include project proposals, plans and approvals, funding arrangements etc.	Retain minimum of 10 years after action completed, then destroy
4.7		Records relating to the provision or receipt of advice concerning the containment, control, management or amelioration of the environmental effects and impact of energy distribution and transmission operations and activities. Includes internally developed advice and advice provided as part of consultancy services to other organisations.	Retain minimum of 10 years after action completed, then destroy
5.0	INCIDENT MANAGEMENT	<p>Processes associated with preparing for and responding to incidents. Includes incidents relating to or affecting supply, safety or the environment.</p> <p>See General Retention and Disposal Authority <i>Administrative records</i></p>	

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No	Function/Activity	Description	Disposal Action
<i>INCIDENT MANAGEMENT</i>			
		<p>COMPENSATION - Claims for records relating to claims arising from incidents.</p> <p>See CORPORATE AND STRATEGIC MANAGEMENT for records relating to notices, directions or orders issued by regulatory authorities in relation to incidents or accidents affecting supply or public safety.</p> <p>See ENVIRONMENTAL MANAGEMENT for records relating to notices, directions or orders issued by regulatory authorities in relation to any incidents or accidents impacting on the environment.</p>	
5.1		Registers, statistical records and reports documenting the occurrence of accidents and incidents over time. This includes environmental incidents or incidents relating to network operations.	Required as State archives
5.2		<p>Records relating to incidents or accidents:</p> <ul style="list-style-type: none"> • where significant environmental impact, such as major contamination, pollution or presentation of major public health risk, occurs • that result in death or serious injury to a member of the public or a customer • that cause major or prolonged disruptions to operations or services and/or generate significant media interest or public reaction, or • that result in changes to network management plans and standards for managing safety or operating risks. <p>Records include incident assessment, damage, debriefing and review reports, advice or notifications to relevant authorities, investigation findings and reports.</p> <p>See General Retention and Disposal Authority <i>Administrative records</i></p> <p>OCCUPATIONAL HEALTH & SAFETY - Accidents for records relating to</p>	Required as State archives

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No	Function/Activity	Description	Disposal Action
<i>INCIDENT MANAGEMENT</i>			
		accidents or incidents involving employees.	
5.3		<p>Records relating to incidents or accidents:</p> <ul style="list-style-type: none"> • where no environmental harm occurs or the impact is minimal (i.e. impact is readily contained and/or rectified or presents no ongoing risks to public health or of contamination), <p>or that do not:</p> <ul style="list-style-type: none"> • result in death or serious injury to a member of the public or a customer, • cause major or prolonged disruptions to operations or services and/or generate significant media interest or public reaction, or • result in changes to network management plans and standards for managing safety or operating risks. <p>Records include incident assessment, damage, debriefing and review reports, advice or notifications to relevant authorities, investigation findings and reports.</p> <p>Note: Consideration may need to be given to retaining these records longer in some circumstances, e.g. for records relating to criminal matters or matters relating to minors where appeals or challenges may be lodged many years after the matter is concluded. Organisations should also ensure that all appeals have been exhausted before disposing of records relating to the handling of the matter or court proceedings.</p> <p>See General Retention and Disposal Authority <i>Administrative records</i> OCCUPATIONAL HEALTH & SAFETY - Accidents for records relating to accidents or incidents involving employees.</p>	<p>Retain minimum of 10 years after action completed or minimum of 25 years after date of birth of any minors involved, whichever is longer, then destroy</p>

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No	Function/Activity	Description	Disposal Action
<i>INCIDENT MANAGEMENT</i>			
5.4		Records relating to the conduct of drills and exercises to prepare for incident and accident response. Includes records of arrangements, briefing notes, reports and debriefings, etc.	Retain minimum of 7 years after action completed, then destroy
5.5		Records relating to incident management and emergency response plans. Records include final versions of plans and substantive drafts, input and comments relating to their development. See NETWORK MANAGEMENT for network safety and operating plans required to be developed in accordance with electricity and gas supply regulations.	Retain minimum of 7 years after superseded, then destroy
6.0	NETWORK MANAGEMENT	The development, control, operation and maintenance of energy distribution and transmission networks See CORPORATE AND STRATEGIC MANAGEMENT for records relating to corporate or company policy, procedures, directives etc and compliance reporting to regulators. See INCIDENT MANAGEMENT for records relating to incident or emergency response planning and handling. See PROPERTY MANAGEMENT for records relating to the valuation of infrastructure assets. See General Retention and Disposal Authority <i>Administrative records</i> GOVERNMENT RELATIONS - Submissions for records of submissions to market operators regarding pricing determinations or proposals, proposed changes to operating rules, etc. See General Retention and Disposal Authority <i>Administrative records</i> STRATEGIC MANAGEMENT - Planning for records relating to the development of strategic,	

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No	Function/Activity	Description	Disposal Action
<i>NETWORK MANAGEMENT</i>			
		corporate or business plans applying to the organisation as a whole.	
6.1	Planning, performance reports and reviews	Final versions of strategies, plans and reports relating to the management of energy transmission, distribution and supply networks or systems and associated assets and infrastructure. This includes published plans and reports documenting energy demand projections, emerging network constraints and forecast network expansion requirements and information on completed, committed or planned network augmentation or development. Includes transmission or distribution network management plans, strategic maintenance plans, regional area plans, sub transmission, low voltage and demand management plans, annual planning and network performance or project reports, transmission and distribution reports and system development review reports.	Required as State archives
6.2		Records relating to the development of energy network or supply system management strategies, plans and reports. Includes records of consultation, drafts, comments, background and reference materials relating to the development of the report.	Retain minimum of 7 years after action completed, then destroy
6.3	Design, construction, augmentation and disposal or decommissioning	<p>Key records of projects relating to the design, construction, modification, augmentation, decommissioning or disposal of energy distribution or transmission infrastructure, including projects set up to improve, enhance or automate distribution or transmission processes or operations, which:</p> <ul style="list-style-type: none"> • have received architectural, design, innovation or other awards • relate to property, structures or assets which are heritage listed, local landmarks or of significance or meaning to a particular site or locality, or • are a 'first of kind project' or involve new innovative techniques for improving or enhancing current industry processes or operations. <p>Records include:</p>	Required as State archives

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No	Function/Activity	Description	Disposal Action
<i>NETWORK MANAGEMENT</i>			
		<ul style="list-style-type: none"> • project proposals, development briefs, scoping documents, feasibility studies, plans, approvals and authorisations • records of community consultations and liaison with planning, infrastructure and regulatory bodies • records of project funding • development consents and environmental assessments and approvals • design records, including engineering options, concept designs, calculations, specifications, plans, models, drawings, design decisions and certification • photographs • progress reports • minutes and reports of meetings • certificates of completion • as built drawings and plans • commissioning and handover records, and • assessments, investigations, authorisations, reports etc., relating to decommissioning processes. <p>See General Retention and Disposal Authority <i>Administrative records</i> PROPERTY MANAGEMENT - Construction for project management records relating to construction works.</p>	

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<i>NETWORK MANAGEMENT</i>			
6.4		<p>Key records of projects relating to the design, construction, modification, augmentation, decommissioning or disposal of energy distribution or transmission infrastructure, including projects set up to improve, enhance or automate distribution or transmission processes or operations, which:</p> <ul style="list-style-type: none"> • have not received architectural, design, innovation or other awards • do not relate to property, structures or assets which are heritage listed, local landmarks or of significance or meaning to a particular site or locality, and • are not a 'first of kind project' or involve new innovative techniques for improving or enhancing current industry processes or operations. <p>Records include:</p> <ul style="list-style-type: none"> • project development briefs, scoping documents, feasibility studies, plans and approvals • records of community consultations and liaison with planning, infrastructure and regulatory bodies • records of project funding • development consents and environmental approvals and assessments • design records, including engineering options, concept designs, calculations, specifications, plans, models, drawings, design decisions and certification • photographs • progress reports 	<p>Retain minimum of 7 years after disposal or decommissioning of the asset, or where the project is not linked to a specific asset or infrastructure component, 7 years after action completed, then destroy</p>

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<i>NETWORK MANAGEMENT</i>			
		<ul style="list-style-type: none"> • minutes and reports of meetings • certificates of completion • as built drawings and plans, and • decommissioning, commissioning and handover records. <p>See General Retention and Disposal Authority <i>Administrative records</i> PROPERTY MANAGEMENT - Construction for project management records relating to construction works.</p>	
6.5		Records relating to the reinstatement of roads, footpaths, and other areas following maintenance or construction works. Includes reinstatement orders, liaison with local government or road authorities, summary reports of works carried out, etc.	Retain minimum of 7 years after action completed, then destroy
6.6	Operations	Control and monitoring records relating to the daily operation of energy transmission, distribution and supply networks or systems. Includes control room records such as logs, daily load data, connection and system alteration orders, system diagrams, switching instructions etc., and records held in control or distribution management systems.	Retain minimum of 7 years after action completed, then destroy
6.7	Facilitating and regulating access to the network	<p>Records relating to the establishment, negotiation or submission of access undertakings or agreements for the usage or maintenance of the energy transmission, distribution and supply networks or infrastructure.</p> <p>See PROPERTY MANAGEMENT for records relating to the negotiation of agreements with other landowners for rights of way over land or property.</p>	<p>A) If specialty contract:</p> <p>Retain minimum of 12 years after expiry or termination of agreement, then destroy</p>

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			<p>B) If standard contract:</p> <p>Retain minimum of 7 years after expiry or termination of agreement, then destroy</p>
6.8		Records relating to the establishment, negotiation or submission of access undertakings or agreements for the usage or maintenance of the energy transmission, distribution and supply networks or infrastructure that are rejected or do not proceed.	Retain minimum of 2 years after action completed, then destroy
6.9		Records relating to the authorisation of service providers to carry out contestable works. Includes records of authorisation applications, agreements and renewals, checklists and audits, work inspection or performance reports and ongoing correspondence, liaison or action in relation to the providers' authorisation status, work practices etc.	Retain minimum of 7 years after expiry, suspension or cancellation of agreement, or 7 years after action completed, whichever is longer, then destroy
6.10		Records relating to requests for and access to energy distribution or transmission networks or systems to carry out maintenance works.	Retain minimum of 7 years after expiry, suspension or cancellation of permit, then destroy
6.11		Bookings for access to networks, systems or infrastructure for maintenance	Retain minimum of

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<i>NETWORK MANAGEMENT</i>			
		purposes.	2 years after action completed, then destroy
6.12		Records of advice, consultation and liaison with other organisations concerning proposals or matters of potential impact on network or system access e.g. dealings with councils concerning proposed road closures and the potential impact on network access for maintenance purposes.	Retain minimum of 7 years after action completed, then destroy
6.13	Asset monitoring and maintenance	<p>Primary or key records documenting the performance and maintenance history of network equipment, components or infrastructure. May include relevant testing records or data relating to the installation, performance, maintenance or reliability of individual assets or system components, load and performance data and statistics, records or reports of inspection or investigations, technical maintenance plans for individual or particular categories of assets, rectification plans and records of maintenance projects or programs of works.</p> <p>See entries relating to the design, construction, modification or augmentation of the system for maintenance projects that entail the upgrade or modification of the network</p>	Retain minimum of 7 years after asset/equipment disposal or decommissioning, then destroy
6.14		<p>Records relating to the conduct of network or asset performance monitoring and maintenance processes that do not comprise the primary performance or maintenance history of the asset or system component or are not required for the purposes of managing the ongoing maintenance of the asset or system component. This may include checklists, forms, sheets, etc., used by field staff to record works and activities and update systems, notifications to authorities or other affected parties of proposed works or activities, consolidated performance and reliability data or reports, reports and statistics on monitoring, maintenance, test or inspection activities or works carried out, completed or outstanding.</p> <p>Note: Retention period is provided as a guide only. Records must be retained for longer if required for compliance with regulatory requirements, licence conditions,</p>	Retain minimum of 7 years after action completed, then destroy

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<i>NETWORK MANAGEMENT</i>			
		mandatory rules, standards or codes, etc.	
6.15		Records relating to the coordination of network asset/equipment monitoring and maintenance activities. Includes records relating to the coordination of tree trimming, field services and maintenance and repair activities.	Retain minimum of 2 years after action completed, then destroy
6.16		Information/data held in the Geographic Information System (GIS) documenting the transmission, distribution and supply networks or systems.	Retain and update in accordance with operational requirements, then destroy
6.17		Records used to maintain or update information systems documenting the current design and layout of the network. Records include field and survey books and drawings.	Retain minimum of 7 years after action completed, then destroy
6.18		Ad hoc or routinely produced reports generated from GIS systems for internal purposes. See CORPORATE AND STRATEGIC MANAGEMENT for compliance reporting to regulatory bodies	Retain minimum of 7 years after action completed, then destroy
6.19	Operating procedures, standards, instructions etc.	Operating standards and manuals, including manufacturer's manuals, for specific network components or equipment.	Retain minimum of 7 years after asset/equipment disposal or decommissioning, then destroy
6.20		Records relating to policies, procedures, standards, manuals and guidelines	Retain minimum of

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<i>NETWORK MANAGEMENT</i>			
		<p>relating to the conduct of energy transmission or distribution operations or processes. Includes final versions and records of supporting research, consultation etc.</p> <p>See CORPORATE AND STRATEGIC MANAGEMENT for corporate policies, procedures, directives and instructions relating to the management or conduct of energy transmission or distribution operations or processes.</p>	10 years after superseded, then destroy
6.21	Pricing	<p>Records relating to the development of price lists, pricing models, annual pricing reports, pricing strategy statements etc. Includes projects supporting the management or improvement of pricing determination submissions.</p> <p>See General Retention and Disposal Authority <i>Administrative records</i> GOVERNMENT RELATIONS - Submissions for submissions to regulatory bodies for pricing determinations.</p>	Retain minimum of 7 years after action completed, then destroy
6.22	Forecasting	Records relating to the forecasting of energy demands, use and loads on transmission, distribution or supply networks or systems. Includes forecasting reports and models and associated information, records or data used to assist in the forecasting of energy consumption.	Retain minimum of 20 years after action completed, then destroy
7.0	PROPERTY MANAGEMENT	<p>Management of property assets associated with energy distribution and transmission.</p> <p>See General Retention and Disposal Authority <i>Administrative records</i> PROPERTY MANAGEMENT for records relating to the acquisition or disposal of property assets such as sites, buildings or substations, for records relating to the project management of construction projects, and for projects which do not proceed.</p>	
7.1		Agreements with other landowners for rights of way over land or property. Includes records relating to the negotiation and review of the agreement and records of ongoing liaison and consultation in relation to the agreement.	Retain minimum of 7 years after expiry or termination of agreement, then

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<i>PROPERTY MANAGEMENT</i>			
		See General Retention and Disposal Authority <i>Administrative records</i> PROPERTY MANAGEMENT - Acquisition for records relating to the creation and registration of easements	destroy
7.2		Records relating to the valuation of infrastructure assets. Includes records of requests for valuations and liaison with valuers, valuation schedules, valuation calculation, assessments, certificates, etc.	Retain minimum of 7 years after asset disposal or decommissioning, then destroy
7.3		Records relating to the receipt and handling of enquiries relating to property matters. This may include 'dial before you dig' requests or requests for information on land titles or licences over land. Includes records of enquiries received and associated responses.	Retain minimum of 2 years after action completed, then destroy
8.0	BUSINESS AND MARKET DEVELOPMENT	Developing, marketing and promoting the business and services of the organisation. See NETWORK MANAGEMENT for records relating to the pricing of energy transmission, distribution and supply services	
8.1		Records relating to the development of strategies and concepts for the positioning of the organisation in the marketplace and for entry into or operations within various market segments. Includes records of research into and the identification and approval of new business opportunities, products and services, assessment and analysis of business requirements, scoping studies, briefs and project plans for the development of new products and services.	Retain minimum of 10 years after action completed, then destroy
8.2		Records relating to the pricing of contestable and commercial energy services and products. Includes pricing formulas, forecasts, schedules and records associated the development and determination of pricing and charges, including records of pricing analysis and reviews, records of meetings, correspondence and calculations	Retain minimum of 5 years after action completed, then

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No	Function/Activity	Description	Disposal Action
<i>BUSINESS AND MARKET DEVELOPMENT</i>			
		supporting the development of pricing determinations, etc.	destroy