

EQUIPMENT & STORES

The function of acquiring, supplying, maintaining, repairing and disposing of equipment and stores stocked and used by the organisation. Items of equipment include instruments, implements, tools, machines, plant, furniture and furnishings. Stores include chemicals, hardware, homeware items, kitchen/cleaning items, medical supplies and stationery. Excludes equipment and stores acquired to support the Defence combat function.

Acquisition

The process of gaining ownership or use of property and other items or the provision of services required in the conduct of business through purchase or requisitions.

Class No	Description of Records	Disposal Action
N/A	<i>[For the acquisition of equipment and stores where there is no tender or contracting-out process, use PROCUREMENT – Acquisition.]</i>	N/A

Agreements

The processes associated with the establishment, maintenance, review and negotiation of agreements.

For leasing of equipment and stores, use EQUIPMENT & STORES - Leasing and/or EQUIPMENT & STORES - Leasing-out.

Class No	Description of records	Disposal action
20935 ■■■■■■■■■■	Final version of agreements with vendors or other agencies to manage, maintain and dispose of equipment and stores (eg Memoranda of Understanding). <i>[For agreements associated with the acquisition of equipment and stores, use PROCUREMENT – Agreements.]</i>	Destroy 7 years after expiry or other termination of agreement
1128 ■■■■■■■■■■	Records documenting negotiations, establishment, maintenance and review of agreements.	Destroy 7 years after expiry or other termination of agreement

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Allocation

The process of assigning of money, items, or equipment to employees or organisational units.

Class No	Description of records	Disposal action
1129 ■■■■■■■■	Records held by the area responsible for the management of the function relating to the allocation of equipment or stores to individuals or organisational units. Includes requests for issue of equipment or stores. <i>[For the distribution of equipment and stores, use EQUIPMENT & STORES - Distribution.]</i>	Destroy 2 years after action completed
1130 ■■■■■■■■	Records held by the requesting area relating to the allocation of equipment or stores to individuals or organisational units.	Destroy when reference ceases

Arrangements

The activities involved in arranging for a journey or trip. Includes preparing travel itineraries, authorisations, entitlements, etc. Also includes arrangements made for delivery of equipment or goods and the usage made of facilities, vehicles, equipment and space.

For arrangements for the removal and/or storage of personal effects, use PERSONNEL - Moving.

Class No	Description of records	Disposal action
1131 ■■■■■■■■	Records documenting arrangements for the delivery of equipment and stores to an agency. <i>[For the dispatch of equipment or stores within an agency or from an agency, use EQUIPMENT & STORES - Distribution.]</i>	Destroy when reference ceases
1132 ■■■■■■■■	Records documenting the storage of equipment and stores (excluding hazardous materials) within an agency. Includes location management and stock control.	Destroy when reference ceases
1133 ■■■■■■■■	Records documenting the storage of hazardous equipment and stores (ie unused material) within an agency. Includes location management. <i>[For storage of hazardous waste prior to disposal, use PROPERTY MANAGEMENT - Maintenance. For Hazardous Substance Register, use OCCUPATIONAL HEALTH & SAFETY - Compliance.]</i>	Destroy 5 years after action completed

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Audit

The activities associated with officially checking financial, quality assurance and operational records to ensure they have been kept and maintained in accordance with agreed or legislated standards and correctly record the events, processes and business of the organisation in a specified period. Includes compliance audits, financial audits, operational audits, recordkeeping audits, skills audits, system audits and quality assurance audits.

Class No	Description of records	Disposal action
1134 ■■■■■■■■	Final internal and external audit reports relating to the equipment and stores function.	Destroy 5 years after action completed
1135 ■■■■■■■■	Records documenting the planning and conduct of internal and external audits relating to the equipment and stores function. Includes: <ul style="list-style-type: none"> • liaison with the auditing body; • minutes of meetings; • notes taken at opening and exit interviews; • draft report; and • comments. 	Destroy 2 years after action completed

Authorisation

The process of delegating power to authorise an action and the seeking and granting permission to undertake a requested action.

Class No	Description of records	Disposal action
1136 ■■■■■■■■	Delegations of power to agency staff to authorise administrative action relating to the equipment and stores function.	Destroy 7 years after delegation expires
1137 ■■■■■■■■	Authorisations for administrative action supporting the equipment and stores function.	Destroy 7 years after action completed

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Claims

The process of administering and managing payments demanded in accordance with an insurance policy as compensation for injury, death, or denial of rights of a person, or damage to or destruction of property. Includes disputes over rights and ownership, and recompense sought for stolen or lost property.

Class No	Description of records	Disposal action
1138 ■■■■■■■■	Records documenting insurance claims for damage and loss incurred to equipment and stores.	Destroy 7 years after finalisation or withdrawal of claim

[For the management of insurance policies, use EQUIPMENT & STORES - Insurance.]

Compliance

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

Other activities within this function may also be relevant to the Compliance activity.

Class No	Description of records	Disposal action
1139 ■■■■■■■■	Records documenting agency compliance with mandatory or with optional standards or with statutory requirements relating to the equipment and stores function.	Destroy 7 years after action completed

[For the licensing processes for the operation of plant items, use OCCUPATIONAL HEALTH AND SAFETY (OH&S) - Compliance.]

Construction

The process of making or building something.

Class No	Description of Records	Disposal Action
N/A	<i>[For the in-house construction of equipment and plant, use PROCUREMENT – Construction.]</i>	N/A

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Contracting-out

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

For information on records issues relating to outsourcing and contracting-out see General Disposal Authority 25.

Class No	Description of records	Disposal action
N/A	<i>[For the management of contracts relating to the procurement of equipment, goods and services, use PROCUREMENT – Contracting-out.]</i>	N/A

Disposal

The process of disposing of property no longer required by the organisation, by sale, transfer, termination of lease, auction, donation or destruction. Includes destruction or transfer to archives, and the program of activities to facilitate the orderly transfer of semi-active and inactive records from current office space into storage.

Class No	Description of records	Disposal action
1142 ■■■■■■■■	Records documenting the disposal of leased equipment and stores. Includes written notices and correspondence to and from leasing companies in relation to return of equipment and stores, handover reports and notifications that an agency or their nominee wish to purchase equipment and stores.	Destroy 3 years after disposal
1143 ■■■■■■■■	Records documenting the disposal of Commonwealth-owned equipment and stores. Includes independent valuation certificates verifying that work undertaken on assets was done prior to valuation, written quotes, auction records and routine forms and correspondence relating to the disposal of equipment and stores.	Destroy 7 years after disposal

[For the disposal of equipment and stores by tender, use PROCUREMENT - Tendering.

For the removal of items from the agency's asset register, use FINANCIAL MANAGEMENT - Asset Register.]

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Distribution

The activities associated with disseminating items, correspondence, or publications through sales, deliveries, or other customer services.

Class No	Description of records	Disposal action
1144 ■■■■■■■■	Records documenting the distribution of equipment and stores within an office of an agency. <i>[For requests for issue of equipment and stores, use EQUIPMENT & STORES - Allocation.]</i>	Destroy when reference ceases
1145 ■■■■■■■■	Records documenting the distribution of equipment and stores to other locations (including other offices of the agency). Includes consignment notes. <i>[For arrangements relating to the receipt of equipment and stores, use EQUIPMENT & STORES - Arrangements.</i> <i>For arrangements relating to the distribution of equipment and stores via mail services, use INFORMATION MANAGEMENT - Distribution.</i> <i>For managing financial transactions supporting the distribution activities, use FINANCIAL MANAGEMENT - Accounting and/or FINANCIAL MANAGEMENT - Payments.]</i>	Destroy 7 years after action completed

Evaluation

The process of determining the suitability of potential or existing programs, items of equipment, systems or services in relation to meeting the needs of the given situation. Includes systems analysis and ongoing monitoring.

Class No	Description of Records	Disposal Action
N/A	<i>[For the assessment of suitability of equipment and stores and the preparation of specifications, use PROCUREMENT – Evaluation.</i> <i>For the re-evaluation of existing equipment and stores, use EQUIPMENT & STORES - Reviewing.]</i>	N/A

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Inspections

The process of official examinations of facilities, equipment and items, to ensure compliance with agreed standards and objectives.

Class No	Description of records	Disposal action
1148 ■■■■■■■■	Records documenting inspections of equipment and stores.	Destroy 3 years after action completed

[For formal audits, use EQUIPMENT & STORES - Audit.

For stocktakes, use EQUIPMENT & STORES - Stocktake.

For inspections relating to occupational health and safety, use OCCUPATIONAL HEALTH AND SAFETY (OH&S) - Inspections.]

Installation

Activities involved in placing equipment in position and connecting and adjusting it for use.

Class No	Description of records	Disposal action
1149 ■■■■■■■■	Records documenting the installation and initial configuration of equipment and plant.	Destroy 2 years after action completed
	<i>[For the installation of equipment and plant within a building, use PROPERTY MANAGEMENT - Installation.]</i>	
1150 ■■■■■■■■	Records documenting the reconfiguration and adjustment of equipment and plant after initial installation.	Destroy 1 year after either the next reconfiguration or when the equipment is disposed of, whichever is the earlier

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Insurance

The process of taking out premiums to cover loss or damage to property or premises, and to cover customers and staff against injury or death resulting from incidents on the organisation's premises or whilst engaged during employment.

For insurance claims lodged, use EQUIPMENT & STORES - Claims.

For managing financial transactions supporting insurance activities, use FINANCIAL MANAGEMENT - Accounting and/or FINANCIAL MANAGEMENT - Payments.

Class No	Description of records	Disposal action
1151 ■■■■■■■■	Insurance policies covering equipment and stores.	Destroy 7 years after policy expires
1152 ■■■■■■■■	Records documenting the annual renewal of insurance policies.	Destroy 1 year after action completed

Inventory

The activities associated with listing and preparing lists of items and assets in the possession of the organisation.

Class No	Description of records	Disposal action
1153 ■■■■■■■■	Records documenting the listing of equipment and stores items.	Destroy when reference ceases

[For formal stocktakes of equipment and stores, use EQUIPMENT & STORES - Stocktake.

For making subsequent changes to the agency's asset register, use FINANCIAL MANAGEMENT - Asset Register.]

Leasing

The activities involved in leasing items, equipment, accommodation, premises or real estate from another organisation. Includes the process of chartering.

Class No	Description of Records	Disposal Action
N/A	<i>[For the leasing of equipment and stores, use PROCUREMENT – Leasing.]</i>	N/A

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Leasing-out

The activities involved in leasing-out items, equipment, accommodation, premises or real estate to another organisation or person for a specified period and agreed price. Includes the formal documentation setting out conditions, rights, responsibilities etc of both parties. Also includes subleasing.

Class No	Description of records	Disposal action
1155 ■■■■■■■■	Arrangements for the leasing-out of agency equipment to other bodies. Includes signed leases.	Destroy 7 years after lease expires or is terminated
	<i>[For managing financial transactions supporting leasing-out activities, use FINANCIAL MANAGEMENT - Accounting and/or FINANCIAL MANAGEMENT - Payments.]</i>	

Maintenance

The activities associated with the upkeep, repair, servicing, modification and preservation of internal/external conditions of premises, equipment, vehicles etc.

Class No	Description of records	Disposal action
1156 ■■■■■■■■	Records documenting the maintenance of equipment and stores.	Destroy 3 years after action completed

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Policy

The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making, as the basis from which the organisation's operating procedures are determined.

Class No	Description of records	Disposal action
1157 ■■■■■■■■	Records documenting the development and establishment of the agency's equipment and stores policies. Includes: <ul style="list-style-type: none"> • policy proposals; • research papers; • working papers; • results of consultations; • supporting reports; • major drafts; and • final policy documents. 	Destroy 3 years after policy is superseded
1158 ■■■■■■■■	Copies of policy documents and supporting papers.	Destroy when reference ceases

Procedures

Standard methods of operating laid down by an organisation according to formulated policy.

Class No	Description of records	Disposal action
1159 ■■■■■■■■	Master set of agency manuals, handbooks, directives etc detailing procedures supporting the equipment and stores function.	Destroy when procedures are superseded
1160 ■■■■■■■■	Records documenting the development of agency procedures supporting the equipment and stores function.	Destroy 1 year after production of procedures
1161 ■■■■■■■■	Copies of manuals, handbooks, directives etc.	Destroy when reference ceases
1162 ■■■■■■■■	Operating manuals and instructions for equipment, plant and stores.	Destroy when reference ceases or transfer to new owner on disposal of equipment, plant or stores

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Reporting

The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of the results of the examination or investigation. Includes agenda, briefing, business, discussion papers, proposals, reports, reviews and returns.

Class No	Description of records	Disposal action
1163 ■■■■■■■■■■	Records relating to reporting on activities involved in the equipment and stores function. Includes: <ul style="list-style-type: none"> • working papers; • comments received; • draft reports; and • final documents. 	Destroy 2 years after action completed

Reviewing

The activities involved in re-evaluating or re-examining products, processes, procedures, standards and systems. Includes recommendations and advice resulting from these activities.

[For reviewing activities relating to the acquisition of equipment, goods and services, use PROCUREMENT – Reviewing.]

Class No	Description of records	Disposal action
1164 ■■■■■■■■■■	Records documenting a review of agency programs and operations supporting the equipment and stores function. Includes documents establishing the review, final report, action plan and identification of further problems needing rectification.	Destroy 3 years after action completed
1165 ■■■■■■■■■■	Working papers documenting a review of agency programs and operations supporting the equipment and stores function.	Destroy 1 year after action completed

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Risk Management

The process involving identification of risks, likelihood and consequences of those risks and implementation of appropriate practice and procedures to treat the risks.

See also the *Occupational Health and Safety (OH&S) function*.

Class No	Description of records	Disposal action
1166 ■■■■■■■■	Records documenting risk management relating to the equipment and stores function. Includes records covering each stage of the process, treatment schedules and action plans.	Destroy 7 years after next risk assessment
1167 ■■■■■■■■	Equipment and stores risk register.	Destroy 7 years after next risk assessment

Security

The activities associated with measures taken to protect people, premises, equipment or information from accidental or intentional damage or from unauthorised access. Includes the security classification of personnel and criminal record checks.

For theft or damage involving agency staff use, *PERSONNEL - Discipline*.

Class No	Description of records	Disposal action
1168 ■■■■■■■■	Records documenting the management of activities undertaken to protect equipment and stores. Includes investigations into theft or intentional damage and referral of an alleged incident to law enforcement authorities. <i>[For disciplinary action resulting from a breach of the law involving APS employees, use PERSONNEL - Discipline. For breaches involving information, use INFORMATION MANAGEMENT - Security. For breaches involving technology, use TECHNOLOGY & TELECOMMUNICATIONS - Security.]</i>	Destroy 5 years after action completed
1169 ■■■■■■■■	Records documenting combinations and/or keys for equipment or plant, such as safes, filing cabinets. Includes key register. <i>[For combinations or keys to security containers which are built into the building, use PROPERTY MANAGEMENT - Security.]</i>	Destroy when reference ceases

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Stocktake

The activities associated with the examination, counting and valuing of goods in the organisation with the view to reassessing the need for replacing those goods, and to identify missing items and determine the condition of the existing items.

Class No	Description of records	Disposal action
1170 ■■■■■■■■	Records documenting the stocktake of equipment and stores. <i>[For lists of equipment and stores, use EQUIPMENT & STORES - Inventory.]</i>	Destroy 3 years after action completed

Tendering

The activities involved in receiving and assessing tenders, of making offers and finalising contract arrangements for the supply, sale or purchase of goods and services.

Class No	Description of Records	Disposal Action
N/A	<i>[For the acquisition of equipment and stores through a tender process, use PROCUREMENT - Tendering.]</i>	N/A