


Class 20267 issued 18 March 2010 SUPERSEDED 7 February 2013

GOVERNMENT RELATIONS

Class No	Description of records	Rolled-up disposal action
20267 	<p>The following significant records:</p> <p>Records relating to controversial public issues with far reaching social, economic and international implications, and/or major significance to the Commonwealth, including:</p> <ul style="list-style-type: none">• <u>advice</u> provided by the agency to the portfolio Minister and other agencies, including working papers;• <u>papers documenting the development of Cabinet memorandums, Cabinet discussion papers, Cabinet submissions</u>; <p><i>[For Cabinet documents, use GOVERNMENT RELATIONS – 20268.]</i></p> <ul style="list-style-type: none">• <u>submissions, other than cabinet submissions</u>, made to the Prime Minister, Minister and other government bodies, including working papers;• <u>‘Ministerials’ (representations)</u> from peak industry bodies, leading community interest groups, recognised influential stakeholders and individuals;• <u>agreements/joint venture agreements with government bodies</u> with major liabilities or obligations, applying to whole of government, or result in changes to performance of statutory functions, includes negotiations, reviews and working papers; <p>and records of:</p> <ul style="list-style-type: none">• <u>government inquiries</u> directly impacting on the agency’s functions;• supporting the passage of an agency’s <u>legislation through Parliament</u>;• <u>high level inter-government (both State/Territory and overseas) or inter-agency committees</u> where the agency provides the Secretariat, is the Commonwealth’s main representative, or plays a significant role;• <u>visits to the agency by royalty and Heads of State</u>; <p>and the following specific records:</p> <ul style="list-style-type: none">• <u>addresses</u> of portfolio Ministers, agency heads and members of governing bodies;• <u>Ministerial media releases</u> and <u>interview transcripts</u>; and• <u>formal reports</u> on agency’s core functions and supporting working papers. <p><i>[For government relations records that do not fall into the significant category detailed in 20267, or are not covered in classes 20268 or 20269, use GOVERNMENT RELATIONS – 20270.</i></p> <p><i>For routine ‘Ministerials’, use GOVERNMENT RELATIONS – 20269.</i></p> <p><i>For records documenting the development of proposals for new legislation and amendments to existing legislation, use STRATEGIC MANAGEMENT – 20340.]</i></p>	Retain as national archives