

Records Disposal
Authority

Department of the
Treasury

Job no 2004/406090

27 August 2004



Australian Government

National Archives of Australia

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INTRODUCTION

Disposal authorisation

Under Section 24 of the Archives Act 1983 a person must not engage in conduct that results in the destruction or other disposal of a Commonwealth record; or the transfer of the custody or ownership of a Commonwealth record; or damage to or alteration of a Commonwealth record; unless the action of disposal is positively required by law, or takes place with the permission of the Archives or in accordance with a normal administrative practice of which the Archives does not disapprove.

Advice on the provisions of the Archives Act may be obtained from any National Archives office.

Where required, the Archives gives its permission for the destruction or other disposal of Commonwealth records by issuing disposal authorities. The Archives also uses disposal authorities to identify classes of records that have been appraised as requiring retention as national archives, or to modify or withdraw its permission for disposal.

Disposal authorities may be issued to a particular agency or agencies, or may be of general application within the Commonwealth.

Purpose of this authority

This authority authorises the destruction or other disposal of Commonwealth records as required by the Archives Act. It may also contain descriptions of records to be retained as national archives.

The requirements to retain records are based on business needs, broader organisational accountability and community expectations. This authority takes into consideration the interest of all stakeholders including the agency and its administrative needs in discharging its functional responsibilities, as well the Archives' stakeholders' interests in the selection and preservation of records as national archives. For information on the Archives' appraisal objectives and the selection of records as national archives, see the Archives' publication *Why Records are Kept, Directions in Appraisal*.

Using this authority

This authority applies only to the records or classes of records described in the authority. The destruction or other disposal of records can be made only in accordance with the specific requirements set out in this authority.

This authority is to be used to sentence records. Sentencing involves the examination of records in order to identify the individual disposal class to which they belong. This process enables the sentencing officer to determine the appropriate disposal action for the records. Advice on sentencing can be obtained from your nearest National Archives office.

Where the method of recording the information changes (eg from a manual card system to an electronic system, or when information is migrated from one system to a new system) this authority can still be used to sentence the records created, providing the records document the same function and activity. The information must be accessible for the period of time prescribed in the authority. Agencies will need to ensure that any software, hardware or documentation required to enable continuing access to the data is available for the periods prescribed.

The authority may include specific requirements to destroy records but generally retention requirements indicate a minimum period for retention. The agency may extend minimum retention periods if it considers that there is an administrative need to do so. Where an agency believes that its accountability will be substantially compromised because a retention period or periods are not adequate, the agency should contact the National Archives for review of the retention period.

This authority should be used in conjunction with the Administrative Functions Disposal Authority (AFDA) issued by the Archives to cover housekeeping and other administrative records common to most Commonwealth agencies. For certain agencies, it is not appropriate to use all the disposal coverage in AFDA because some of the activities as described, or retention requirements identified, do not meet the agencies' needs. If this is the case, alternative disposal arrangements may be included in this authority or may have already been included in an earlier records disposal authority.

Records already sentenced as 'retain permanently' using previous Records Disposal Authorities (RDAs) and which fall within the date range of the function(s) scoped in this authority should now be re-sentenced.

From time to time the National Archives places 'freezes' on the disposal of some groups of records, which places a moratorium on the destruction of these records. If you require further information about disposal freezes and whether they affect the application of this Records Disposal Authority, please contact the National Archives at recordkeeping@naa.gov.au

Appropriate arrangements need to be made with the National Archives when records are to be transferred into custody. The National Archives accepts for transfer only those records designated as national archives

Amendment of this authority

The National Archives must approve all amendments or variations to the classes in this authority. Officers who have difficulty using the authority should approach the agency Records Manager. If there are problems with the application of the authority that cannot be resolved by the agency, the Records Manager should contact the National Archives.

CONTACT INFORMATION

1. For requests to change this authority contact the Canberra Office of the National Archives of Australia

Queen Victoria Terrace
Parkes ACT 2600
PO Box 7425
Canberra Mail Centre ACT 2610

Tel: (02) 6212 3610
Fax: (02) 6212 3989
Email: recordkeeping@naa.gov.au
Website: www.naa.gov.au

2. For sentencing advice contact your local office of the National Archives.

The address and phone number of your local office can be found at the National Archives website address above.

RDA Job No 2004/406090

AUTHORISATION

RECORDS DISPOSAL AUTHORITY

Person to whom notice of authorisation is given:

The Secretary
Department of the Treasury
Langton Crescent
Parkes ACT 2600

Purpose:

AUTHORISES ARRANGEMENTS FOR THE DISPOSAL OF RECORDS IN ACCORDANCE WITH SECTION 24(2)(b) OF THE ARCHIVES ACT 1983

Application:

Functional records concerning the following functions: actuarial services, Commonwealth budget, Commonwealth-State financial relations, domestic economy, foreign investment, industry and environmental economics, international economic affairs, markets regulation, portfolio governance, reviews and inquiries coordination, taxation and income support.

This authorisation applies to only the disposal of the records described on the authority in accordance with the disposal action specified on the authority. The authority will apply only if disposal takes place with the consent of the agency that is responsible at the time of disposal for the functions documented in the records concerned.

Authorising Officer
National Archives of Australia



Rodney Teakle
Acting Director
Recordkeeping Implementation

Date of issue:
27 August 2004

Date of amendment:

Expiry date:

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ACTUARIAL SERVICES

The function of providing actuarial services to the Commonwealth Government and its agencies, international governments and private sector in relation to the management of financial risk. Includes provision of consultancy services, on a 'user pay' arrangement, relating to Commonwealth, civilian and defence superannuation schemes, military compensation schemes, long-term financial liabilities and risks including long service leave and workers compensation. Also includes provision of technical and related policy advice to support the prudential supervision of the financial services sector.

Addresses (presentations)

The activity of giving addresses for training, professional, community relations or sales purposes. Includes speeches and multi-media presentations.

Entry	Description of Records	Disposal Action
8692	Final versions of addresses relating to major new initiatives or highly significant changes to the actuarial services function presented by officials, such as Treasury Ministers, the Australian Government Actuary, the Secretary and other staff at public or Government occasions. Includes multi-media presentation aids. (Date range: 1947 -)	Retain as national archives
8693	Final versions of addresses relating to minor new initiatives or changes of lesser significance to the actuarial services function presented by officials, such as Treasury Ministers, the Australian Government Actuary, the Secretary and other staff at public or Government occasions. Includes multi-media presentation aids. (Date range: 1947 -)	Destroy 6 years after action completed
8694	Working papers documenting the preparation of all addresses related to the actuarial services function. Includes: <ul style="list-style-type: none"> • requests for input into Ministerial speeches • quality monitoring • comments • clearances • draft versions (Date range: 1947 -)	Destroy 1 year after action completed

ACTUARIAL SERVICES

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Advice

The activities associated with offering opinions by or to the organisation as to an action or judgement. Includes the process of advising.

For policy advising, use ACTUARIAL SERVICES - Policy Formulation.

Entry	Description of Records	Disposal Action
8695	<p>Advice provided to or received from the Treasurer, other Treasury Ministers, Treasury Executive, Government agencies and other bodies, relating to the actuarial services function that leads to new or significant amendment to whole of Government policy or where there was a high level of public interest or controversy. Includes:</p> <ul style="list-style-type: none"> • briefing notes (including background briefs and question time briefs) • minutes providing advice to the Minister(s) • minutes providing coordination comments to other business units within Treasury • Government responses to inquiry or report recommendations • high-level working papers such as major drafts <p>(Date range: 1947 -)</p>	Retain as national archives
8696	<p>Advice provided to or received from the Treasurer, other Treasury Ministers, Treasury Executive, Government agencies and other bodies relating to the actuarial services function that does not lead to new or significant amendment to whole of Government policy or where there was no high level of public interest or controversy. Includes:</p> <ul style="list-style-type: none"> • briefing notes (includes background briefs and question time briefs) • minutes providing advice to the Minister(s) • minutes providing coordination comments to Treasury business units and Treasury portfolio agencies <p>(Date range: 1947 -)</p>	Destroy 10 years after action completed
8697	<p>Working papers documenting the development of all advice provided to the Treasurer, other Treasury Ministers, Treasury Executive, Government agencies and other bodies relating to the actuarial services function. Excludes high-level working papers such as major drafts of advice on significant amendments to whole of Government policy issues or where there was a high level of public interest or controversy.</p> <p>(Date range: 1947 -)</p>	Destroy 3 years after action completed

ACTUARIAL SERVICES

The function of providing actuarial services to the Commonwealth Government and its agencies, international governments and private sector in relation to the management of financial risk. Includes provision of consultancy services, on a 'user pay' arrangement, relating to Commonwealth, civilian and defence superannuation schemes, military compensation schemes, long-term financial liabilities and risks including long service leave and workers compensation. Also includes provision of technical and related policy advice to support the prudential supervision of the financial services sector.

Committees

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

Entry	Description of Records	Disposal Action
8698	<p>Records of committees (internal or external) formed to consider significant matters with far reaching social or economic implications relating to the actuarial services function where Treasury provides the secretariat, is the Commonwealth's main representative, or plays a significant role. Includes:</p> <ul style="list-style-type: none"> • documents establishing the committee • documents relating to the appointment of committee members • agendas • minutes • reports • recommendations • supporting documents such as briefing and discussion papers • high-level working papers such as major drafts of reports <p>(Date range: 1953 -)</p>	Retain as national archives
8699	<p>Records of committees (internal or external) formed to consider matters of low or routine significance with no far reaching social or economic implications relating to the actuarial services function, or where Treasury does not provide the secretariat, is not the Commonwealth's main representative, or does not play a significant role. Includes:</p> <ul style="list-style-type: none"> • documents establishing the committee • documents relating to the appointment of committee members • agendas • minutes • reports • recommendations • supporting documents such as briefing and discussion papers <p>(Date range: 1953 -)</p>	Destroy 5 years after action completed

ACTUARIAL SERVICES

The function of providing actuarial services to the Commonwealth Government and its agencies, international governments and private sector in relation to the management of financial risk. Includes provision of consultancy services, on a 'user pay' arrangement, relating to Commonwealth, civilian and defence superannuation schemes, military compensation schemes, long-term financial liabilities and risks including long service leave and workers compensation. Also includes provision of technical and related policy advice to support the prudential supervision of the financial services sector.

Committees - Continued

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

Entry	Description of Records	Disposal Action
8700	Working papers documenting the conduct and administration of all committees formed to consider matters relating to the actuarial services function, excluding high-level working papers such as major drafts of high-level committees. Includes: <ul style="list-style-type: none"> • draft agendas • draft minutes • notices of meetings (Date range: 1953 -)	Destroy 3 years after action completed
8701	Records documenting routine arrangements supporting all committees relating to the actuarial services function. Includes: <ul style="list-style-type: none"> • arrangements for dates and times of meetings • venue bookings • seating and room arrangements • catering arrangements (Date range: 1953 -)	Destroy 3 years after action completed

Conferences

The activities involved in arranging or attending conferences held either by the organisation or by other organisations. Includes registrations, publicity and reports of participants etc.

Entry	Description of Records	Disposal Action
8702	Treasury participants' reports concerning conferences arranged by other organisations in relation to the actuarial services function. (Date range: 1978 -)	Destroy 3 years after action completed
8703	Records documenting the attendance of Treasury staff at conferences arranged by other organisations in relation to the actuarial services function. Includes: <ul style="list-style-type: none"> • completed conference registration forms • programs • conference promotion material (Date range: 1978 -)	Destroy 1 year after action completed
8704	Copies of published conference proceedings and official reports from conferences arranged by other organisations in relation to the actuarial services function. (Date range: 1978 -)	Destroy 1 year after action completed

ACTUARIAL SERVICES

The function of providing actuarial services to the Commonwealth Government and its agencies, international governments and private sector in relation to the management of financial risk. Includes provision of consultancy services, on a 'user pay' arrangement, relating to Commonwealth, civilian and defence superannuation schemes, military compensation schemes, long-term financial liabilities and risks including long service leave and workers compensation. Also includes provision of technical and related policy advice to support the prudential supervision of the financial services sector.

Consultancy Services

The processes associated with providing advice, on a fee for service basis, to clients on uncertain events with financial consequences such as employment entitlements, insurance and other financial liabilities and assets.

For advice provided on a non-commercial basis, use ACTUARIAL SERVICES - Advice.

For invoicing and payments for the services, use FINANCIAL MANAGEMENT - Accounting.

Entry	Description of Records	Disposal Action
8705	Records documenting consultancy services provided by the Australian Government Actuary to clients. Includes: <ul style="list-style-type: none"> • data reconciliation • experience analysis (comparisons between past and future) • evaluations and modelling • consultations with clients • final reports (Date range: 1947 -)	Destroy 50 years after action completed
8706	Working papers supporting the provision of consultancy services. Includes drafts of reports. (Date range: 1947 -)	Destroy 7 years after action completed

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 the development and issue of tender documentation including signed contracts resulting from tendering, use ACTUARIAL SERVICES - Tendering.

Entry	Description of Records	Disposal Action
8707	Records documenting contract management relating to the actuarial services function. Includes: <ul style="list-style-type: none"> • approvals of payments • reviews of performance • final signing off of project (Date range: 2001 -)	Destroy 7 years after completion or other termination of the contract

ACTUARIAL SERVICES

The function of providing actuarial services to the Commonwealth Government and its agencies, international governments and private sector in relation to the management of financial risk. Includes provision of consultancy services, on a 'user pay' arrangement, relating to Commonwealth, civilian and defence superannuation schemes, military compensation schemes, long-term financial liabilities and risks including long service leave and workers compensation. Also includes provision of technical and related policy advice to support the prudential supervision of the financial services sector.

Government Liaison

The activities associated with maintaining regular general contact between the Treasury and other Commonwealth, State, local and international Government agencies. Includes sharing informal advice and discussions, and collaborating on projects that are not joint ventures.

For liaison with professional associations, community groups, private sector organisations and professionals in related fields, use ACTUARIAL SERVICES - Liaison.

Entry	Description of Records	Disposal Action
8708	Records documenting Treasury liaison activities undertaken with Government organisations in relation to the actuarial services function. Includes collaboration on projects and exchange of information. (Date range: 1947 -)	Destroy 5 years after action completed

Liaison

The activities associated with maintaining regular general contact between the organisation and professional associations, professionals in related fields, other private sector organisations and community groups. Includes sharing informal advice and discussions, membership of professional associations and collaborating on projects that are not joint ventures.

For liaison with Government agencies, use ACTUARIAL SERVICES - Government Liaison.

Entry	Description of Records	Disposal Action
8709	Records documenting Treasury liaison activities undertaken with professional associations, private sector organisations and community groups. Includes collaboration on projects and exchange of information. (Date range: 1978 -)	Destroy 5 years after action completed

Policy Formulation

The activities associated with proposing, developing, drafting, costing, promulgating and advising on policies. Includes policy reviews.

Entry	Description of Records	Disposal Action
8710	Records documenting the formulation or review of major policies relating to the actuarial services function such as whole of Government policies, policies that lead to introduction of new or significant amendment to legislation or regulation. Includes: <ul style="list-style-type: none"> • policy proposals • policy advice • supporting reports • major drafts • final policy documents • national policy statements • comments made on such policies • Ministerial briefings (Date range: 1947 -)	Retain as national archives

ACTUARIAL SERVICES

The function of providing actuarial services to the Commonwealth Government and its agencies, international governments and private sector in relation to the management of financial risk. Includes provision of consultancy services, on a 'user pay' arrangement, relating to Commonwealth, civilian and defence superannuation schemes, military compensation schemes, long-term financial liabilities and risks including long service leave and workers compensation. Also includes provision of technical and related policy advice to support the prudential supervision of the financial services sector.

Policy Formulation - Continued

The activities associated with proposing, developing, drafting, costing, promulgating and advising on policies. Includes policy reviews.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
9279	Records documenting consultations and submissions received regarding the formulation or review of major policies relating to the actuarial services function such as whole of Government policies, policies that lead to introduction of new or significant amendment to legislation or regulation. (Date range: 1947 -)	Destroy 30 years after action completed
8711	Records documenting the formulation or review of minor policies relating to the actuarial services function such as internal policies and policies that do not lead to new or significant amendment to whole of Government policies. Includes: <ul style="list-style-type: none"> • policy proposals • policy advice • results of consultations (including submissions received) • supporting reports • major drafts • comments made on such policies • final policy documents • Ministerial briefings (Date range: 1947 -)	Destroy 10 years after action completed
8712	Working papers documenting the formulation or review of all policies relating to the actuarial services function. Excludes major drafts. (Date range: 1947 -)	Destroy 3 years after action completed
8713	Records documenting policy proposals not proceeded with relating to the actuarial services function. Includes supporting documents. (Date range: 1947 -)	Destroy 3 years after action completed

ACTUARIAL SERVICES

The function of providing actuarial services to the Commonwealth Government and its agencies, international governments and private sector in relation to the management of financial risk. Includes provision of consultancy services, on a 'user pay' arrangement, relating to Commonwealth, civilian and defence superannuation schemes, military compensation schemes, long-term financial liabilities and risks including long service leave and workers compensation. Also includes provision of technical and related policy advice to support the prudential supervision of the financial services sector.

Procedures

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

Entry	Description of Records	Disposal Action
8714	Records documenting the development of Treasury procedures supporting the actuarial services function. Includes: <ul style="list-style-type: none"> • drafts • records of consultations • implementation plan (Date range: 1947 -)	Destroy 1 year after production of procedures
8715	Manuals, handbooks, directives etc detailing procedures supporting the actuarial services function. (Date range: 1947 -)	Destroy when procedures are superseded

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.

Entry	Description of Records	Disposal Action
8716	Records documenting the development and issue of tender documentation. Includes: <ul style="list-style-type: none"> • statement of requirements • request for proposals • expressions of interest • requests for tender • draft contracts (Date range: 2001 -)	Destroy 7 years after tender process completed
8717	Evaluation of tenders received against selection criteria. Includes: <ul style="list-style-type: none"> • arrangements for carrying out the evaluation process • evaluation report • recommendations • final report • public notices (Date range: 2001 -)	Destroy 7 years after tender process completed

ACTUARIAL SERVICES

The function of providing actuarial services to the Commonwealth Government and its agencies, international governments and private sector in relation to the management of financial risk. Includes provision of consultancy services, on a 'user pay' arrangement, relating to Commonwealth, civilian and defence superannuation schemes, military compensation schemes, long-term financial liabilities and risks including long service leave and workers compensation. Also includes provision of technical and related policy advice to support the prudential supervision of the financial services sector.

Tendering - Continued

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.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
8718	Records documenting post-offer negotiations and due diligence checks. (Date range: 2001 -)	Destroy 7 years after tender process completed
8719	Records of unsuccessful tenders or a tender process where there has been no suitable tender, or where the tendering process has discontinued. Includes: <ul style="list-style-type: none"> • submissions • notification of outcome • reports on debriefing sessions (Date range: 2001 -)	Destroy 2 years after tender process completed or decision made not to continue with tender process
8720	Signed contracts under seal resulting from tenders and supporting records: Western Australia. (Date range: 2001 -)	Destroy 20 years after completion or other termination of contract
8721	Signed contracts under seal resulting from tenders and supporting records: Victoria and South Australia. (Date range: 2001 -)	Destroy 15 years after completion or other termination of contract
8722	Signed contracts under seal resulting from tenders and supporting records: New South Wales, Queensland, Tasmania, Australian Capital Territory, and Northern Territory. (Date range: 2001 -)	Destroy 12 years after completion or other termination of contract
8723	Signed simple contracts and agreements resulting from tenders and supporting documents. (Date range: 2001 -)	Destroy 7 years after action completed
8724	Tender and contract registers. (Date range: 2001 -)	Destroy 7 years after last entry

COMMONWEALTH BUDGET

The function of developing budget policies and framework, the assessment of Commonwealth budget position and outlook, and the preparation of budget and related documents. Includes review of Government expenditure and major Government programs, compliance with relevant legislation, forecasting of revenues and quality assurance of financial statements.

Addresses (presentations)

The activity of giving addresses for training, professional, community relations or sales purposes. Includes speeches and multi-media presentations.

Entry	Description of Records	Disposal Action
8725	Final versions of addresses relating to major new initiatives or highly significant changes to the Commonwealth budget function presented by officials, such as Treasury Ministers, the Secretary and other staff at public or Government occasions, excluding budget speech. Includes multi-media presentation aids. (Date range: 1901 -)	Retain as national archives
8726	Final version of the annual address delivered by the Treasurer to Parliament on the second reading of the appropriation bill (the budget speech). (Date range: 1901 -)	Destroy 6 years after action completed
8727	Final versions of addresses relating to minor new initiatives or changes of lesser significance to the Commonwealth budget function presented by officials, such as Treasury Ministers, the Secretary and other staff at public or Government occasions. Includes multi-media presentation aids. (Date range: 1901 -)	Destroy 6 years after action completed
8728	Working papers documenting the preparation of all addresses related to the Commonwealth budget function. Includes: <ul style="list-style-type: none"> • requests for input into Ministerial speeches • quality monitoring • comments • clearances • draft versions (Date range: 1901 -)	Destroy 1 year after action completed

Analysis

The activities associated with establishing the scope of a subject matter, identifying, collecting and analysing data to compile and report on findings.

Entry	Description of Records	Disposal Action
8729	Records documenting analyses undertaken to support the Commonwealth budget function. Includes: <ul style="list-style-type: none"> • assessments of revenue and budget estimates • data • reference papers • source material • report of analysis • working papers (Date range: 1901 -)	Destroy 10 years after action completed

COMMONWEALTH BUDGET

The function of developing budget policies and framework, the assessment of Commonwealth budget position and outlook, and the preparation of budget and related documents. Includes review of Government expenditure and major Government programs, compliance with relevant legislation, forecasting of revenues and quality assurance of financial statements.

Budget Advice

The activities associated with the provision of briefings on the budget framework, budget submissions and the budget process. Includes the process of advising.

For advice on budget policy proposals, use COMMONWEALTH BUDGET - Policy Formulation.

Entry	Description of Records	Disposal Action
8730	<p>Budget advice provided to or received from the Treasurer, other Treasury Ministers, Treasury Executive, Treasury business units and Government agencies on significant budget issues, such as the budget framework, budget submissions, or where the budget process generated a high level of public interest or controversy. Includes:</p> <ul style="list-style-type: none"> • briefing notes (includes background briefs and question time briefs) • minutes providing advice to the Minister(s) • minutes providing budget advice to Treasury business units, Treasury portfolio agencies and Government agencies <p>(Date range: 1901 -)</p>	Retain as national archives
8731	<p>Budget advice provided to or received from the Treasurer, other Treasury Ministers, Treasury Executive, Treasury business units and Government agencies on less significant issues such as routine administrative matters with little or no impact on the budget framework, budget submissions or where the budget process did not generate a high level of public interest or controversy. Includes:</p> <ul style="list-style-type: none"> • briefing notes (includes background briefs and question time briefs) • minutes providing advice to the Minister(s) • minutes providing budget advice to other business units within Treasury, Treasury portfolio agencies and Government agencies • post budget briefs <p>(Date range: 1901 -)</p>	Destroy 10 years after last action
8732	<p>Working papers documenting the development of all budget advice provided to the Treasurer, other Treasury Ministers, Treasury Executive, Government agencies and other bodies relating to Commonwealth budget function. Excludes high-level working papers such as major drafts of advice on significant budget issues such as the budget framework, budget submissions and the budget process or where there was a high level of public interest or controversy.</p> <p>(Date range: 1901 -)</p>	Destroy 10 years after last action

COMMONWEALTH BUDGET

The function of developing budget policies and framework, the assessment of Commonwealth budget position and outlook, and the preparation of budget and related documents. Includes review of Government expenditure and major Government programs, compliance with relevant legislation, forecasting of revenues and quality assurance of financial statements.

Budget Coordination

The activities associated with facilitating the coordination of budget processes. Includes preparation of budget timetable and documentation production plan, liaising between the Treasury, finance Department and other Government agencies, and assessment of pre-budget submissions.

For Budget User Guidelines and Budget Handy Reference Guide, use COMMONWEALTH BUDGET - Procedures.

For security arrangements during budget processes, use PROPERTY MANAGEMENT - Security or TECHNOLOGY AND TELECOMMUNICATION - Security.

For training in relation to budget preparation, use STAFF DEVELOPMENT - Training.

Entry	Description of Records	Disposal Action
8733	<p>Records documenting the coordination of the Commonwealth budget. Includes:</p> <ul style="list-style-type: none"> • budget timetables • budget documentation production plan • reports of monitoring budget processes against timetable and plan • protocols establishing working arrangements with the finance Department and other agencies • pre-budget submissions • pre-budget submissions assessments, summaries and advice to Minister(s) • working papers <p>(Date range: 1901 -)</p>	Destroy 10 years after action completed

COMMONWEALTH BUDGET

The function of developing budget policies and framework, the assessment of Commonwealth budget position and outlook, and the preparation of budget and related documents. Includes review of Government expenditure and major Government programs, compliance with relevant legislation, forecasting of revenues and quality assurance of financial statements.

Budget Production

The activities associated with drafting and clearance of budget papers. Includes drafting of budget documents, arranging input into parts of budget papers, setting up budget style conventions and format for charts and tables and budget documentation mock-ups.

For printing of budget papers, use PUBLICATION - Production.

For distribution of budget papers, use PUBLICATION - Distribution.

Entry	Description of Records	Disposal Action
8734	Master set of budget papers. Includes: <ul style="list-style-type: none"> • master copies of unpublished budget papers known as mock-ups • Ministerial clearances • final versions of inputs from other Treasury business units into parts of budget papers • significant working papers such as major drafts (Date range: 1901 -)	Destroy 10 years after action completed
8735	Records documenting the development of the budget such as: <ul style="list-style-type: none"> • draft mock-ups of budget papers • draft budget documents • draft inputs • budget style conventions (Date range: 1901 -)	Destroy 10 years after action completed
8736	Working papers documenting budget production. Excludes major drafts. (Date range: 1901 -)	Destroy 10 years after action completed

COMMONWEALTH BUDGET

The function of developing budget policies and framework, the assessment of Commonwealth budget position and outlook, and the preparation of budget and related documents. Includes review of Government expenditure and major Government programs, compliance with relevant legislation, forecasting of revenues and quality assurance of financial statements.

Committees

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

For audit committees, use STRATEGIC MANAGEMENT - Committees.

Entry	Description of Records	Disposal Action
8737	<p>Records of committees (internal or external) formed to consider significant matters relating to the Commonwealth budget function such as the budget framework, budget submissions and the budget process, where the Treasury provides the secretariat, is the Commonwealth's main representative, or plays a significant role. Includes:</p> <ul style="list-style-type: none"> • documents establishing the committee • appointment of committee members • final versions of agendas • final versions of minutes • committee reports • recommendations • supporting documents such as briefing and discussion papers • high-level working papers such as major drafts of reports <p>(Date range: 1901 -)</p>	Retain as national archives
8738	<p>Records of committees (internal or external) formed to consider routine matters relating to the Commonwealth budget function, or where Treasury does not provide the secretariat, is not the Commonwealth's main representative, or does not play a significant role. Includes:</p> <ul style="list-style-type: none"> • documents establishing the committee • appointment of committee members • agendas • minutes • reports • recommendations • supporting documents such as briefing and discussion papers <p>(Date range: 1901 -)</p>	Destroy 5 years after action completed

COMMONWEALTH BUDGET

The function of developing budget policies and framework, the assessment of Commonwealth budget position and outlook, and the preparation of budget and related documents. Includes review of Government expenditure and major Government programs, compliance with relevant legislation, forecasting of revenues and quality assurance of financial statements.

Committees - Continued

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

For audit committees, use STRATEGIC MANAGEMENT - Committees.

Entry	Description of Records	Disposal Action
8739	Working papers documenting the conduct and administration of all committees formed to consider matters relating to the Commonwealth budget function. Excludes high-level working papers such as major drafts. Includes: <ul style="list-style-type: none"> • draft agendas • draft minutes • notices of meetings (Date range: 1901 -)	Destroy 3 years after action completed
8740	Records documenting routine arrangements supporting all committees formed to consider matters relating to the Commonwealth budget function. Includes: <ul style="list-style-type: none"> • arrangements for dates and times of meetings • venue bookings • seating and room arrangements • catering arrangements (Date range: 1901 -)	Destroy 3 years after action completed

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.

Entry	Description of Records	Disposal Action
8741	Records documenting the Treasury's compliance with mandatory or optional standards, legislation or statutory requirements relating to the Commonwealth budget function. Includes: <ul style="list-style-type: none"> • compliance guidelines • implementation and review schedules • compliance reports • working papers (Date range: 1998 -)	Destroy 7 years after action completed

COMMONWEALTH BUDGET

The function of developing budget policies and framework, the assessment of Commonwealth budget position and outlook, and the preparation of budget and related documents. Includes review of Government expenditure and major Government programs, compliance with relevant legislation, forecasting of revenues and quality assurance of financial statements.

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 signed contracts resulting from tendering, use COMMONWEALTH BUDGET - Tendering.

Entry	Description of Records	Disposal Action
8742	Records documenting contract management relating to the Commonwealth budget function. Includes: <ul style="list-style-type: none"> • approvals of payments • reviews of performance • final signing off of project (Date range: 1998 -)	Destroy 7 years after completion or other termination of the contract

Forecasting

The activities associated with predictions as to the future level of economic parameters relating to the economy as a whole or to individual sectors in the economy both domestic and international.

Entry	Description of Records	Disposal Action
8743	Records documenting predictions of future indicators of the economy relating to the Commonwealth budget. Includes: <ul style="list-style-type: none"> • forecasting data • forecasting calculations • forecasting analyses • projections • briefing papers (Date range: 1901 -)	Destroy 10 years after action completed

Issues Management

The activities of providing information concerning current and emerging issues relating to markets and the economy for information only, on which the Treasury does not take further action. Includes drawing from existing analysis and repacking and producing requested outcomes.

Entry	Description of Records	Disposal Action
8744	Records relating to information packages compiled on current and emerging issues relating to the Commonwealth budget. Includes requests for information and reference material. (Date range: 1996 -)	Destroy 5 years after action completed

COMMONWEALTH BUDGET

The function of developing budget policies and framework, the assessment of Commonwealth budget position and outlook, and the preparation of budget and related documents. Includes review of Government expenditure and major Government programs, compliance with relevant legislation, forecasting of revenues and quality assurance of financial statements.

Legislation

The process of making laws. Includes Local, State, Commonwealth and overseas Acts, Bills and subsections of Acts, and amendments to each.

Entry	Description of Records	Disposal Action
8745	Records documenting the preparation and passage of legislation related to the Commonwealth budget function through Parliament. Includes: <ul style="list-style-type: none"> • regulation impact statements • preliminary drafting instructions • proposed bills • exposure drafts • preparation of variations • preparation of the explanatory memorandum • second reading speech (Date range: 1998 -)	Retain as national archives
9272	Records documenting consultations and submissions received regarding legislation related to the Commonwealth budget function. (Date range: 1998 -)	Destroy 30 years after action completed
8746	Working papers generated in the process of preparation and passage of legislation through Parliament. (Date range: 1998 -)	Destroy 5 years after action completed

Liaison

The activities associated with maintaining regular general contact between the organisation and professional associations, professionals in related fields, other private sector organisations and community groups. Includes sharing informal advice and discussions, membership of professional associations and collaborating on projects that are not joint ventures.

For liaison with Government agencies on budget processes, use COMMONWEALTH BUDGET - Budget Coordination.

Entry	Description of Records	Disposal Action
8747	Records documenting liaison activities undertaken with professional associations, private sector organisations and community groups. Includes records documenting collaboration on projects and exchange of information. (Date range: 1901 -)	Destroy 5 years after action completed

COMMONWEALTH BUDGET

The function of developing budget policies and framework, the assessment of Commonwealth budget position and outlook, and the preparation of budget and related documents. Includes review of Government expenditure and major Government programs, compliance with relevant legislation, forecasting of revenues and quality assurance of financial statements.

Policy Formulation

The activities associated with proposing, developing, drafting, costing, promulgating and advising on policies. Includes policy reviews.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
8748	<p>Records documenting the formulation or review of major policies relating to the Commonwealth budget function such as whole of Government policies, policies that lead to introduction of new or significant amendment to legislation or regulations, or significantly affect the Commonwealth budget, including budget processes and procedures.</p> <p>Includes:</p> <ul style="list-style-type: none"> • policy proposals • policy advice • research papers • supporting reports • major drafts • national policy statements • comments made on draft policies • Ministerial briefings • final policy documents <p>(Date range: 1901 -)</p>	Retain as national archives
9280	<p>Records documenting consultations and submissions received regarding the formulation or review of major policies relating to the Commonwealth budget function such as whole of Government policies, policies that lead to introduction of new or significant amendment to legislation or regulations, or significantly affect the Commonwealth budget, including budget processes and procedures.</p> <p>(Date range: 1901 -)</p>	Destroy 30 years after action completed
8749	<p>Records documenting the formulation or review of minor policies relating to the Commonwealth budget function such as internal policies or policies that do not lead to the introduction of new or significant amendment to legislation or regulations or do not significantly affect the Commonwealth budget, including budget processes and procedures. Includes:</p> <ul style="list-style-type: none"> • policy proposals • policy advice • research papers • results of consultations (including submissions received) • supporting reports • major drafts • comments made on such policies • final policy documents • Ministerial briefings <p>(Date range: 1901 -)</p>	Destroy 10 years after action completed

COMMONWEALTH BUDGET

The function of developing budget policies and framework, the assessment of Commonwealth budget position and outlook, and the preparation of budget and related documents. Includes review of Government expenditure and major Government programs, compliance with relevant legislation, forecasting of revenues and quality assurance of financial statements.

Policy Formulation - Continued

The activities associated with proposing, developing, drafting, costing, promulgating and advising on policies. Includes policy reviews.

Entry	Description of Records	Disposal Action
8750	Working papers documenting the formulation or review of all policies. Excludes high-level working papers such as major drafts. (Date range: 1901 -)	Destroy 5 years after action completed
8751	Records documenting policy proposals not proceeded with and their supporting papers. (Date range: 1901 -)	Destroy 1 year after action completed

Procedures

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

Entry	Description of Records	Disposal Action
8752	Manuals, handbooks, directives etc detailing procedures supporting the Commonwealth budget function. (Date range: 1901 -)	Destroy when procedures are superseded
8753	Records documenting the development of the Treasury's procedures supporting the Commonwealth budget function. Includes: <ul style="list-style-type: none"> • drafts • records of consultations • implementation plan (Date range: 1901 -)	Destroy 1 year after production of procedures

Quality Assurance

The process of quality assessment of financial statements (expenditure estimates) provided by the finance Department.

Entry	Description of Records	Disposal Action
8754	Records documenting quality assurance of financial statements (expenditure estimates) relating to the Commonwealth budget. Includes: <ul style="list-style-type: none"> • financial statements from the finance Department • analyses and assessments of financial statements • briefing papers including comments forwarded to the finance Department (Date range: 1999 -)	Destroy 5 years after action completed

COMMONWEALTH BUDGET

The function of developing budget policies and framework, the assessment of Commonwealth budget position and outlook, and the preparation of budget and related documents. Includes review of Government expenditure and major Government programs, compliance with relevant legislation, forecasting of revenues and quality assurance of financial statements.

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.

For publication of reports, use PUBLICATION - Production.

Entry	Description of Records	Disposal Action
8755	Master copy of unpublished reports produced in relation to the Commonwealth budget function that lead to the introduction of new or significant amendment to whole of Government policy, the legislative framework or regulation, or where there was a high level of public interest or controversy. Includes: <ul style="list-style-type: none"> • final budget outcome report • mid year economic and fiscal outlook report • intergenerational report • pre-election fiscal and economic outlook report (Date range: 1901 -)	Retain as national archives
8756	Published or unpublished reports produced in relation to the Commonwealth budget function that did not lead to the introduction of new or significant amendment to whole of Government policy, the legislative framework or regulation and did not generate a high level of public interest or controversy. Includes taxation revenue reports and taxation expenditure estimates reports. Excludes periodic internal reports. (Date range: 1901 -)	Destroy 10 years after action completed
8757	Working papers documenting the development of reports produced in relation to the Commonwealth budget function. Excludes working papers for periodic reports. (Date range: 1901 -)	Destroy 10 years after action completed
8758	Periodic internal reports on general administrative matters used to monitor and document recurring activities to support the Commonwealth budget function such as work progress reports and unit level performance reporting. Includes working papers. (Date range: 1901 -)	Destroy 5 years after action completed
8759	Comments on all reports of external agencies relating to the Commonwealth budget function. (Date range: 1901 -)	Destroy 3 years after action completed
8760	Copies of reports produced in relation to the Commonwealth budget function. (Date range: 1901 -)	Destroy 1 year after action completed

COMMONWEALTH BUDGET

The function of developing budget policies and framework, the assessment of Commonwealth budget position and outlook, and the preparation of budget and related documents. Includes review of Government expenditure and major Government programs, compliance with relevant legislation, forecasting of revenues and quality assurance of financial statements.

Reviewing

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

Entry	Description of Records	Disposal Action
8761	Records documenting reviews of processes and operations supporting the Commonwealth budget function. Includes: <ul style="list-style-type: none"> • documents establishing the review • scoping study • strategic direction document • research papers • records of consultations with stakeholders • review reports • working papers (Date range: 1901 -)	Destroy 10 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.

Entry	Description of Records	Disposal Action
8762	Records documenting the development and issue of tender documentation. Includes: <ul style="list-style-type: none"> • statement of requirements • request for proposals • expressions of interest • requests for tender • draft contracts (Date range: 1998 -)	Destroy 7 years after tender process completed
8763	Evaluation of tenders received against selection criteria. Includes: <ul style="list-style-type: none"> • arrangements for carrying out the evaluation process • evaluation report • recommendations • final report • public notices (Date range: 1998 -)	Destroy 7 years after tender process completed
8764	Records documenting post-offer negotiations and due diligence checks. (Date range: 1998 -)	Destroy 7 years after tender process completed

COMMONWEALTH BUDGET

The function of developing budget policies and framework, the assessment of Commonwealth budget position and outlook, and the preparation of budget and related documents. Includes review of Government expenditure and major Government programs, compliance with relevant legislation, forecasting of revenues and quality assurance of financial statements.

Tendering - Continued

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.

Entry	Description of Records	Disposal Action
8765	Records of unsuccessful tenders or a tender process where there has been no suitable tender or where the tendering process has discontinued. Includes: <ul style="list-style-type: none"> • submissions • notification of outcome • reports on debriefing sessions (Date range: 1998 -)	Destroy 2 years after tender process completed or decision made not to continue with tender process
8766	Signed contracts under seal resulting from tenders and supporting records: Western Australia. (Date range: 1998 -)	Destroy 20 years after completion or other termination of contract
8767	Signed contracts under seal resulting from tenders and supporting records: Victoria and South Australia. (Date range: 1998 -)	Destroy 15 years after completion or other termination of contract
8768	Signed contracts under seal resulting from tenders and supporting records: New South Wales, Queensland, Tasmania, Australian Capital Territory, and Northern Territory. (Date range: 1998 -)	Destroy 12 years after completion or other termination of contract
8769	Signed simple contracts and agreements resulting from tenders and supporting documents. (Date range: 1998 -)	Destroy 7 years after action completed
8770	Tender and contract registers. (Date range: 1998 -)	Destroy 7 years after last entry

COMMONWEALTH-STATE FINANCIAL RELATIONS

The function of developing and implementing Commonwealth-State financial arrangements. Includes development of policy frameworks, provision of advice on various issues arising in a Commonwealth-State context, monitoring Commonwealth-State fiscal developments, development and implementation of inter-governmental agreements between the Commonwealth, States, and Territories and administration of the revenue payments to State and Territory governments. Includes regular meetings and liaison between Commonwealth and State officials on matters of mutual interest such as economic conditions, fiscal reporting, taxation and financial issues.

Addresses (presentations)

The activity of giving addresses for training, professional, community relations or sales purposes. Includes speeches and multi-media presentations.

Entry	Description of Records	Disposal Action
8771	Final versions of addresses relating to major new initiatives or highly significant changes to the Commonwealth-State financial relations function presented by officials, such as Treasury Ministers, the Secretary and other staff at public or Government occasions. Includes multi-media presentation aids. (Date range: 1901 -)	Retain as national archives
8772	Final versions of addresses relating to minor new initiatives or changes of lesser significance to the Commonwealth-State financial relations function presented by officials, such as Treasury Ministers, the Secretary and other staff at public or Government occasions. Includes multi-media presentation aids. (Date range: 1901 -)	Destroy 6 years after action completed
8773	Working papers documenting the preparation of all addresses related to the Commonwealth-State financial relations function. Includes: <ul style="list-style-type: none"> • requests for input into Ministerial speeches • quality monitoring • comments • clearances • drafts (Date range: 1901 -)	Destroy 1 year after action completed

COMMONWEALTH-STATE FINANCIAL RELATIONS

The function of developing and implementing Commonwealth-State financial arrangements. Includes development of policy frameworks, provision of advice on various issues arising in a Commonwealth-State context, monitoring Commonwealth-State fiscal developments, development and implementation of inter-governmental agreements between the Commonwealth, States, and Territories and administration of the revenue payments to State and Territory governments. Includes regular meetings and liaison between Commonwealth and State officials on matters of mutual interest such as economic conditions, fiscal reporting, taxation and financial issues.

Advice

The activities associated with offering opinions by or to the organisation as to an action or judgement. Includes the process of advising.

For policy advising, use *COMMONWEALTH-STATE FINANCIAL RELATIONS - Policy Formulation*.

Entry	Description of Records	Disposal Action
8774	<p>Advice provided to or received from the Treasurer, other Treasury Ministers, Treasury Executive, Government agencies and other bodies relating to the Commonwealth-State financial relations function that leads to significant changes to Commonwealth-State financial arrangements, such as changes to the legislative or policy framework, or where there was a high level of public interest or controversy. Includes:</p> <ul style="list-style-type: none"> • briefing notes (includes background briefs and question time briefs) • minutes providing advice to the Minister(s) • minutes providing coordination comments to other business units within Treasury and Treasury portfolio agencies • Government responses to inquiry or report recommendations • high-level working papers such as major drafts <p>(Date range: 1901 -)</p>	Retain as national archives
8775	<p>Advice provided to or received from the Treasurer, other Treasury Ministers, Treasury Executive, Government agencies and other bodies relating to the Commonwealth-State financial relations function on routine matters that did not lead to significant changes to Commonwealth-State financial arrangements and did not generate a high level of public interest or controversy. Includes:</p> <ul style="list-style-type: none"> • briefing notes (includes background briefs and question time briefs) • minutes providing advice to the Minister(s) • minutes providing coordination comments to Treasury business units and Treasury portfolio agencies • high-level working papers such as major drafts <p>(Date range: 1901 -)</p>	Destroy 10 years after action completed
8776	<p>Working papers documenting the development of all advice provided to the Treasurer, other Treasury Ministers, Treasury Executive, Government agencies and other bodies relating to the Commonwealth-State financial relations function. Excludes high-level working papers such as major drafts of advice.</p> <p>(Date range: 1901 -)</p>	Destroy 3 years after action completed

COMMONWEALTH-STATE FINANCIAL RELATIONS

The function of developing and implementing Commonwealth-State financial arrangements. Includes development of policy frameworks, provision of advice on various issues arising in a Commonwealth-State context, monitoring Commonwealth-State fiscal developments, development and implementation of inter-governmental agreements between the Commonwealth, States, and Territories and administration of the revenue payments to State and Territory governments. Includes regular meetings and liaison between Commonwealth and State officials on matters of mutual interest such as economic conditions, fiscal reporting, taxation and financial issues.

Agreements

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

Entry	Description of Records	Disposal Action
8777	Final versions of inter-governmental financial agreements. Includes: <ul style="list-style-type: none"> • negotiations of agreements • establishment of agreements • maintenance and review of agreements (Date range: 1923 -)	Retain as national archives
8778	Working papers documenting the development of inter-governmental financial agreements. Includes options papers and draft versions of agreements. (Date range: 1923 -)	Destroy 10 years after action completed

Analysis

The activities associated with establishing the scope of a subject matter, identifying, collecting and analysing data to compile and report on findings.

Entry	Description of Records	Disposal Action
8779	Records documenting analyses undertaken to support the Commonwealth-State financial relations function. Includes: <ul style="list-style-type: none"> • scoping studies papers • data • reports of analysis • working papers (Date range: 1901 -) <p><i>[For observing and assessing current and prospective economic developments, conditions and trends, use COMMONWEALTH-STATE FINANCIAL RELATIONS - Monitoring.</i></p> <p><i>[For investigating or enquiring into a subject or area of interest in order to discover facts, principles etc, use COMMONWEALTH-STATE FINANCIAL RELATIONS - Research.]</i></p>	Destroy 10 years after action completed

COMMONWEALTH-STATE FINANCIAL RELATIONS

The function of developing and implementing Commonwealth-State financial arrangements. Includes development of policy frameworks, provision of advice on various issues arising in a Commonwealth-State context, monitoring Commonwealth-State fiscal developments, development and implementation of inter-governmental agreements between the Commonwealth, States, and Territories and administration of the revenue payments to State and Territory governments. Includes regular meetings and liaison between Commonwealth and State officials on matters of mutual interest such as economic conditions, fiscal reporting, taxation and financial issues.

Committees

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

For audit committees, use *STRATEGIC MANAGEMENT - Committees*.

Entry	Description of Records	Disposal Action
8780	<p>Records of committees (internal or external) formed to consider matters relating to the Commonwealth-State financial relations function that lead to significant changes to the legislative or policy framework, where Treasury provides the secretariat, is the Commonwealth's main representative, or plays a significant role. Includes:</p> <ul style="list-style-type: none"> • documents establishing the committee • documents relating to the appointment of committee members • agendas • minutes • reports • recommendations • supporting documents such as briefing and discussion papers • high-level working papers such as major drafts of reports <p>(Date range: 1901 -)</p>	Retain as national archives
8781	<p>Records of committees (internal or external) formed to consider matters relating to the Commonwealth-State financial relations function that do not lead to significant changes to the legislative or policy framework, or where Treasury does not provide the secretariat, is not the Commonwealth's main representative and does not play a significant role. Includes:</p> <ul style="list-style-type: none"> • documents establishing the committee • documents relating to the appointment of committee members • agendas • minutes • reports • recommendations • supporting documents such as briefing and discussion papers <p>(Date range: 1901 -)</p>	Destroy 5 years after action completed

COMMONWEALTH-STATE FINANCIAL RELATIONS

The function of developing and implementing Commonwealth-State financial arrangements. Includes development of policy frameworks, provision of advice on various issues arising in a Commonwealth-State context, monitoring Commonwealth-State fiscal developments, development and implementation of inter-governmental agreements between the Commonwealth, States, and Territories and administration of the revenue payments to State and Territory governments. Includes regular meetings and liaison between Commonwealth and State officials on matters of mutual interest such as economic conditions, fiscal reporting, taxation and financial issues.

Committees - Continued

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

For audit committees, use STRATEGIC MANAGEMENT - Committees.

Entry	Description of Records	Disposal Action
8782	Working papers documenting the conduct and administration of all committees formed to consider matters relating to the Commonwealth-State financial relations function. Includes: <ul style="list-style-type: none"> • draft agendas • draft minutes • notices of meetings (Date range: 1901 -)	Destroy 3 years after action completed
8783	Records documenting routine arrangements supporting all committees formed to consider matters relating to the Commonwealth-State financial relations function. Includes: <ul style="list-style-type: none"> • arrangements for dates and times of meetings • venue bookings • seating and room arrangements • catering arrangements (Date range: 1901 -)	Destroy 3 years after action completed

Compliance

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

Entry	Description of Records	Disposal Action
8784	Records documenting Treasury compliance with mandatory or optional standards or with statutory requirements relating to the Commonwealth-State financial relations function, including compliance with the requirements of the Government's regulatory authority. Includes: <ul style="list-style-type: none"> • compliance guidelines • implementation and review schedules • compliance reports • working papers (Date range: 1997 -)	Destroy 7 years after action completed

COMMONWEALTH-STATE FINANCIAL RELATIONS

The function of developing and implementing Commonwealth-State financial arrangements. Includes development of policy frameworks, provision of advice on various issues arising in a Commonwealth-State context, monitoring Commonwealth-State fiscal developments, development and implementation of inter-governmental agreements between the Commonwealth, States, and Territories and administration of the revenue payments to State and Territory governments. Includes regular meetings and liaison between Commonwealth and State officials on matters of mutual interest such as economic conditions, fiscal reporting, taxation and financial issues.

Conferences

The activities involved in arranging or attending conferences held either by the organisation or by other organisation. Includes registrations, publicity and reports of participants etc.

Entry	Description of Records	Disposal Action
8785	Records documenting arrangements for Treasury conferences held in relation to the Commonwealth-State financial relations function. Includes: <ul style="list-style-type: none"> • program development • arranging speakers • promotion • managing registrations • venue bookings (Date range: 1901 -)	Destroy 3 years after action completed
8786	Reports assessing the conduct of Treasury conferences held in relation to the Commonwealth-State financial relations function. (Date range: 1901 -)	Destroy 3 years after action completed
8787	Copies of unpublished proceedings, reports, speeches and papers from Treasury conferences held in relation to the Commonwealth-State financial relations function. Includes presentations by Treasury staff. (Date range: 1901 -)	Destroy 3 years after action completed
8788	Treasury participants' reports concerning conferences arranged by other organisations in relation to the Commonwealth-State financial relations function. (Date range: 1901 -)	Destroy 3 years after action completed
8789	Records documenting the attendance of Treasury staff at conferences arranged by other organisations in relation to the Commonwealth-State financial relations function. Includes: <ul style="list-style-type: none"> • completed conference registration forms • programs • conference promotion material (Date range: 1901 -)	Destroy 1 year after action completed
8790	Copies of published conference proceedings and official reports received from conferences arranged by other organisations in relation to the Commonwealth-State financial relations function. (Date range: 1901 -)	Destroy 1 year after action completed

COMMONWEALTH-STATE FINANCIAL RELATIONS

The function of developing and implementing Commonwealth-State financial arrangements. Includes development of policy frameworks, provision of advice on various issues arising in a Commonwealth-State context, monitoring Commonwealth-State fiscal developments, development and implementation of inter-governmental agreements between the Commonwealth, States, and Territories and administration of the revenue payments to State and Territory governments. Includes regular meetings and liaison between Commonwealth and State officials on matters of mutual interest such as economic conditions, fiscal reporting, taxation and financial issues.

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 the development and issue of tender documentation including signed contracts resulting from tendering, use COMMONWEALTH-STATE FINANCIAL RELATIONS - Tendering.

Entry	Description of Records	Disposal Action
8791	Records documenting contract management relating to the Commonwealth-State relations function. Includes: <ul style="list-style-type: none"> • approvals of payments • reviews of performance • records documenting final signing off of project (Date range: 1989 -)	Destroy 7 years after completion or other termination of the contract

Government Liaison

The activities associated with maintaining regular general contact between the Treasury and other Commonwealth, State, local and international Government agencies. Includes sharing informal advice and discussions, and collaborating on projects that are not joint ventures.

Entry	Description of Records	Disposal Action
8792	Records documenting Treasury liaison activities undertaken with Commonwealth, State, local or international Government organisations in relation to the Commonwealth-State financial relations function. Includes collaboration on projects and exchange of information. (Date range: 1901 -)	Destroy 5 years after action completed

COMMONWEALTH-STATE FINANCIAL RELATIONS

The function of developing and implementing Commonwealth-State financial arrangements. Includes development of policy frameworks, provision of advice on various issues arising in a Commonwealth-State context, monitoring Commonwealth-State fiscal developments, development and implementation of inter-governmental agreements between the Commonwealth, States, and Territories and administration of the revenue payments to State and Territory governments. Includes regular meetings and liaison between Commonwealth and State officials on matters of mutual interest such as economic conditions, fiscal reporting, taxation and financial issues.

Legislation

The process of making laws. Includes Local, State, Commonwealth and overseas Acts, Bills and subsections of Acts, and amendments to each.

Entry	Description of Records	Disposal Action
8793	Records documenting the preparation, amendment of, and passage of legislation related to the Commonwealth-State financial relations function through Parliament. Includes: <ul style="list-style-type: none"> • regulation impact statements • preliminary drafting instructions • proposed bills • exposure drafts • preparation of variations • preparation of the explanatory memorandum • second reading speech (Date range: 1927 -)	Retain as national archives
9273	Records documenting consultations and submissions received regarding legislation related to the Commonwealth-State financial relations function. (Date range: 1927 -)	Destroy 30 years after action completed
8794	Working papers documenting the preparation and passage of legislation through Parliament. (Date range: 1927 -)	Destroy 5 years after action completed

Monitoring

The activities associated with observing and assessing current and prospective economic developments conditions and forecasts both domestically and abroad.

Entry	Description of Records	Disposal Action
8795	Records documenting monitoring of economic developments, conditions and trends, including information gathering, research, analysis and assessment of economic conditions. Includes: <ul style="list-style-type: none"> • data on economic conditions and trends • assessments of economic conditions • briefing papers (Date range: 1927 -) <i>[For establishing the scope of a subject matter, identifying and collecting data, and assessing budgetary, economic and other impacts, use COMMONWEALTH-STATE FINANCIAL RELATIONS - Analysis.</i> <i>For investigating or enquiring into a subject or area of interest in order to discover facts, principles etc, use COMMONWEALTH-STATE FINANCIAL RELATIONS - Research.]</i>	Destroy 10 years after action completed

COMMONWEALTH-STATE FINANCIAL RELATIONS

The function of developing and implementing Commonwealth-State financial arrangements. Includes development of policy frameworks, provision of advice on various issues arising in a Commonwealth-State context, monitoring Commonwealth-State fiscal developments, development and implementation of inter-governmental agreements between the Commonwealth, States, and Territories and administration of the revenue payments to State and Territory governments. Includes regular meetings and liaison between Commonwealth and State officials on matters of mutual interest such as economic conditions, fiscal reporting, taxation and financial issues.

Planning

The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.

Entry	Description of Records	Disposal Action
8796	Final versions of Commonwealth-State financial arrangements plans that have far-reaching economic implications for the Commonwealth, States and Territories. (Date range: 1901 -)	Retain as national archives
8797	Final versions of Commonwealth-State financial arrangements plans that have little or no economic implications for the Commonwealth, States and Territories. (Date range: 1901 -)	Destroy 5 years after plan is superseded
8798	Working papers documenting the development of all plans associated with the Commonwealth-State financial relations function. Includes: <ul style="list-style-type: none"> • input into plans • comments received • drafts (Date range: 1901 -)	Destroy 3 years after action completed

Policy Formulation

The activities associated with proposing, developing, drafting, costing, promulgating and advising on policies. Includes policy reviews.

Entry	Description of Records	Disposal Action
8799	Records documenting the formulation or review of major policies relating to the Commonwealth-State financial relations function such as whole of Government policies, policies that lead to the introduction of new or significant amendment to legislation or regulations or significantly affect Commonwealth-State financial relations processes and procedures. Includes: <ul style="list-style-type: none"> • policy proposals • policy advice • supporting reports • major drafts • final policy documents • national policy statements • comments made on such policies • Ministerial briefings (Date range: 1901 -)	Retain as national archives

COMMONWEALTH-STATE FINANCIAL RELATIONS

The function of developing and implementing Commonwealth-State financial arrangements. Includes development of policy frameworks, provision of advice on various issues arising in a Commonwealth-State context, monitoring Commonwealth-State fiscal developments, development and implementation of inter-governmental agreements between the Commonwealth, States, and Territories and administration of the revenue payments to State and Territory governments. Includes regular meetings and liaison between Commonwealth and State officials on matters of mutual interest such as economic conditions, fiscal reporting, taxation and financial issues.

Policy Formulation - Continued

The activities associated with proposing, developing, drafting, costing, promulgating and advising on policies. Includes policy reviews.

Entry	Description of Records	Disposal Action
9281	Records documenting consultations and submissions received regarding the formulation or review of major policies relating to the Commonwealth-State financial relations function such as whole of Government policies, policies that lead to the introduction of new or significant amendment to legislation or regulations or significantly affect Commonwealth-State financial relations processes and procedures. (Date range: 1901 -)	Destroy 30 years after action completed
8800	Records documenting the formulation or review of minor policies relating to the Commonwealth-State financial relations function such as internal policies and policies that do not lead to the introduction of new or significant amendment to existing legislation or regulation or that have little or no impact on Commonwealth-State financial relations processes and procedures. Includes: <ul style="list-style-type: none"> • policy proposals • policy advice • results of consultations (including submissions received) • supporting reports • major drafts • comments made on such policies • final policy documents • Ministerial briefings (Date range: 1901 -)	Destroy 10 years after action completed
8801	Working papers documenting the development or review of all policies relating to the Commonwealth-State financial relations function. Excludes high-level working papers such as major drafts. (Date range: 1901 -)	Destroy 3 years after action completed
8802	Records documenting policy proposals not proceeded with and their supporting papers. (Date range: 1901 -)	Destroy 1 year after action completed

COMMONWEALTH-STATE FINANCIAL RELATIONS

The function of developing and implementing Commonwealth-State financial arrangements. Includes development of policy frameworks, provision of advice on various issues arising in a Commonwealth-State context, monitoring Commonwealth-State fiscal developments, development and implementation of inter-governmental agreements between the Commonwealth, States, and Territories and administration of the revenue payments to State and Territory governments. Includes regular meetings and liaison between Commonwealth and State officials on matters of mutual interest such as economic conditions, fiscal reporting, taxation and financial issues.

Procedures

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

Entry	Description of Records	Disposal Action
8803	Manuals, handbooks, directives etc detailing procedures supporting the Commonwealth-State financial relations function. (Date range: 1901 -)	Destroy when procedures are superseded
8804	Records documenting the development of Treasury procedures supporting the Commonwealth-State financial relations function. Includes: <ul style="list-style-type: none"> • drafts • records of consultations • implementation plan (Date range: 1901 -)	Destroy 1 year after production of procedures

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.

For publication of reports, use PUBLICATION - Production.

Entry	Description of Records	Disposal Action
8805	Master copy of unpublished reports produced in relation to the Commonwealth-State financial relations function that lead to the introduction of new or significant amendment to whole of Government policy, the legislative framework or regulation, or where there was a high level of public interest or controversy. (Date range: 1901 -)	Retain as national archives
8806	Working papers documenting the development of reports produced in relation to the Commonwealth-State financial relations function that lead to the introduction of new or significant amendment to whole of Government policy, the legislative framework or regulation, or where there was a high level of public interest or controversy. (Date range: 1901 -)	Destroy 10 years after action completed
8807	Published or unpublished reports including working papers produced in relation to the Commonwealth-State financial relations function that did not lead to the introduction of new or significant amendment to whole of Government policy, the legislative framework or regulation and did not generate a high level of public interest or controversy. Excludes periodic reports. (Date range: 1901 -)	Destroy 10 years after action completed

COMMONWEALTH-STATE FINANCIAL RELATIONS

The function of developing and implementing Commonwealth-State financial arrangements. Includes development of policy frameworks, provision of advice on various issues arising in a Commonwealth-State context, monitoring Commonwealth-State fiscal developments, development and implementation of inter-governmental agreements between the Commonwealth, States, and Territories and administration of the revenue payments to State and Territory governments. Includes regular meetings and liaison between Commonwealth and State officials on matters of mutual interest such as economic conditions, fiscal reporting, taxation and financial issues.

Reporting - Continued

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.

For publication of reports, use PUBLICATION - Production.

Entry	Description of Records	Disposal Action
8808	Periodic internal reports on general administrative matters used to monitor and document recurring activities to support the Commonwealth-State financial relations function such as work progress reports against business and work plans and unit level performance reporting. Includes working papers. (Date range: 1901 -)	Destroy 5 years after action completed
8809	Comments on all reports of external agencies relating to the Commonwealth-State financial relations function. (Date range: 1901 -)	Destroy 3 years after action completed
8810	Copies of reports produced in relation to the Commonwealth-State financial relations function. (Date range: 1901 -)	Destroy 1 year after action completed

COMMONWEALTH-STATE FINANCIAL RELATIONS

The function of developing and implementing Commonwealth-State financial arrangements. Includes development of policy frameworks, provision of advice on various issues arising in a Commonwealth-State context, monitoring Commonwealth-State fiscal developments, development and implementation of inter-governmental agreements between the Commonwealth, States, and Territories and administration of the revenue payments to State and Territory governments. Includes regular meetings and liaison between Commonwealth and State officials on matters of mutual interest such as economic conditions, fiscal reporting, taxation and financial issues.

Research

The activities involved in investigating or enquiring into a subject or area of interest in order to discover facts, principles etc. Used to support development of projects, standards, guidelines etc and the business activities of the organisation in general. Includes following up enquiries relating to organisational programs, projects, working papers, literature searches etc.

Entry	Description of Records	Disposal Action
8811	<p>Records documenting major detailed research carried out to support the Commonwealth-State financial relations function. Includes:</p> <ul style="list-style-type: none"> • research project plan • research data • research reports <p>(Date range: 1990 -)</p> <p><i>[For establishing the scope of a subject matter, identifying and collecting data, and assessing budgetary, economic and other impacts, use COMMONWEALTH-STATE FINANCIAL RELATIONS - Analysis.</i></p> <p><i>[For observing and assessing current and prospective economic developments, conditions and trends, use COMMONWEALTH-STATE FINANCIAL RELATIONS - Monitoring.]</i></p>	Destroy 20 years after action completed
8812	<p>Records documenting routine research carried out to support the Commonwealth-State financial relations function. Includes:</p> <ul style="list-style-type: none"> • research project plan • research data • research reports <p>(Date range: 1990 -)</p>	Destroy 1 year after action completed

COMMONWEALTH-STATE FINANCIAL RELATIONS

The function of developing and implementing Commonwealth-State financial arrangements. Includes development of policy frameworks, provision of advice on various issues arising in a Commonwealth-State context, monitoring Commonwealth-State fiscal developments, development and implementation of inter-governmental agreements between the Commonwealth, States, and Territories and administration of the revenue payments to State and Territory governments. Includes regular meetings and liaison between Commonwealth and State officials on matters of mutual interest such as economic conditions, fiscal reporting, taxation and financial issues.

Revenue Payments

The process of making payments to the States and Territories, consistent with obligations under legislation and inter-governmental agreements. Includes calculation and administration of payments of GST revenue, and general revenue assistance.

Entry	Description of Records	Disposal Action
8813	Records documenting the payment of monies to States and Territories. Includes: <ul style="list-style-type: none"> • Commonwealth Grants Commission recommendations • payment data and final calculations • consultations and correspondence with States and Territories • advice to the Treasury business unit responsible for accounting and financial management and agency responsible for managing the Commonwealth's debt management activities (Date range: 1901 -)	Destroy 30 years after action completed
8814	Working papers documenting the payment of monies to States and Territories. Includes draft calculations and drafts of correspondence. (Date range: 1901 -)	Destroy 5 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.

Entry	Description of Records	Disposal Action
8815	Records documenting reviews that have far-reaching economic or social implications relating to the Commonwealth-State financial relations function. Includes: <ul style="list-style-type: none"> • scoping study • strategic direction document • research papers • consultations with stakeholders • review reports • recommendations (Date range: 1901 -)	Retain as national archives

COMMONWEALTH-STATE FINANCIAL RELATIONS

The function of developing and implementing Commonwealth-State financial arrangements. Includes development of policy frameworks, provision of advice on various issues arising in a Commonwealth-State context, monitoring Commonwealth-State fiscal developments, development and implementation of inter-governmental agreements between the Commonwealth, States, and Territories and administration of the revenue payments to State and Territory governments. Includes regular meetings and liaison between Commonwealth and State officials on matters of mutual interest such as economic conditions, fiscal reporting, taxation and financial issues.

Reviewing

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

Entry	Description of Records	Disposal Action
8816	Records documenting reviews that have no far-reaching economic or social implications relating to the Commonwealth-State financial relations function. Includes: <ul style="list-style-type: none"> • scoping study • strategic direction document • research papers • consultations with stakeholders • review reports • recommendations (Date range: 1901 -)	Destroy 10 years after action completed
8817	Working papers documenting all reviews relating to the Commonwealth-State financial relations function. (Date range: 1901 -)	Destroy 10 years after action completed

Tendering

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

Entry	Description of Records	Disposal Action
8818	Records documenting the development and issue of tender documentation. Includes: <ul style="list-style-type: none"> • statement of requirements • request for proposals • expressions of interest • requests for tender • draft contracts (Date range: 1989 -)	Destroy 7 years after tender process completed
8819	Evaluation of tenders received against selection criteria. Includes: <ul style="list-style-type: none"> • arrangements for carrying out the evaluation process • evaluation report • recommendations • final report • public notices (Date range: 1989 -)	Destroy 7 years after tender process completed

COMMONWEALTH-STATE FINANCIAL RELATIONS

The function of developing and implementing Commonwealth-State financial arrangements. Includes development of policy frameworks, provision of advice on various issues arising in a Commonwealth-State context, monitoring Commonwealth-State fiscal developments, development and implementation of inter-governmental agreements between the Commonwealth, States, and Territories and administration of the revenue payments to State and Territory governments. Includes regular meetings and liaison between Commonwealth and State officials on matters of mutual interest such as economic conditions, fiscal reporting, taxation and financial issues.

Tendering - Continued

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.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
8820	Records documenting post-offer negotiations and due diligence checks. (Date range: 1989 -)	Destroy 7 years after tender process completed
8821	Records of unsuccessful tenders or a tender process where there has been no suitable tender or where the tendering process has discontinued. Includes: <ul style="list-style-type: none"> • submissions • notification of outcome • reports on debriefing sessions (Date range: 1989 -)	Destroy 2 years after tender process completed or decision made not to continue with tender process
8822	Signed contracts under seal resulting from tenders and supporting records: Western Australia. (Date range: 1989 -)	Destroy 20 years after completion or other termination of contract
8823	Signed contracts under seal resulting from tenders and supporting records: Victoria and South Australia. (Date range: 1989 -)	Destroy 15 years after completion or other termination of contract
8824	Signed contracts under seal resulting from tenders and supporting records: New South Wales, Queensland, Tasmania, Australian Capital Territory, and Northern Territory. (Date range: 1989 -)	Destroy 12 years after completion or other termination of contract
8825	Signed simple contracts and agreements resulting from tenders and supporting documents. (Date range: 1989 -)	Destroy 7 years after action completed
8826	Tender and contract registers. (Date range: 1989 -)	Destroy 7 years after last entry

DOMESTIC ECONOMY

The function of formulating macroeconomic policies (fiscal and monetary) and implementing Government decisions contributing to sound domestic economy including policy advice on social and labour markets issues. Includes monitoring and assessment of current and prospective Australian economic conditions and developments, analysis of their implications for general financial and economic policy, provision of macroeconomic forecasts to inform policy settings, and undertaking research and analysis of trends in the economy. Also includes extensive liaison with business, to assist in the monitoring and analysing of conditions and prospects, developing and maintaining economic models and reporting.

Addresses (presentations)

The activity of giving addresses for training, professional, community relations or sales purposes. Includes speeches and multi-media presentations.

Entry	Description of Records	Disposal Action
8827	Final versions of addresses relating to major new initiatives or highly significant changes to the domestic economy function presented by officials, such as Treasury Ministers, the Secretary and other staff at public or Government occasions. Includes multi-media presentation aids. (Date range: 1901 -)	Retain as national archives
8828	Final versions of addresses relating to minor new initiatives or changes of lesser significance to the domestic economy function presented by officials, such as Treasury Ministers, the Secretary and other staff at public or Government occasions. Includes multi-media presentation aids. (Date range: 1901 -)	Destroy 6 years after action completed
8829	Working papers documenting the preparation of all addresses related to the domestic economy function. Includes: <ul style="list-style-type: none"> • requests for input into Ministerial speeches • quality monitoring • comments • clearances • draft versions (Date range: 1901 -)	Destroy 1 year after action completed

DOMESTIC ECONOMY

The function of formulating macroeconomic policies (fiscal and monetary) and implementing Government decisions contributing to sound domestic economy including policy advice on social and labour markets issues. Includes monitoring and assessment of current and prospective Australian economic conditions and developments, analysis of their implications for general financial and economic policy, provision of macroeconomic forecasts to inform policy settings, and undertaking research and analysis of trends in the economy. Also includes extensive liaison with business, to assist in the monitoring and analysing of conditions and prospects, developing and maintaining economic models and reporting.

Advice

The activities associated with offering opinions by or to the organisation as to an action or judgement. Includes the process of advising.

For policy advising, use DOMESTIC ECONOMY - Policy Formulation.

Entry	Description of Records	Disposal Action
8830	<p>Advice provided to or received from the Treasurer, other Treasury Ministers, Treasury Executive, Government agencies and other bodies relating to the domestic economy function that leads to significant changes to the legislative or policy framework, or where there was a high level of public interest or controversy. Includes:</p> <ul style="list-style-type: none"> • briefing notes (including background briefs and question time briefs) • minutes providing advice to the Minister(s) • minutes providing coordination comments to other business units within Treasury • Government responses to inquiry or report recommendations • high-level working papers such as major drafts <p>(Date range: 1901 -)</p>	Retain as national archives
8831	<p>Advice provided to or received from the Treasurer, other Treasury Ministers, Treasury Executive, Government agencies and other bodies relating to the domestic economy function on routine matters that did not lead to significant changes to the legislative or policy framework and did not generate a high level of public interest or controversy. Includes:</p> <ul style="list-style-type: none"> • briefing notes (includes background briefs and question time briefs) • minutes providing advice to the Minister(s) • minutes providing coordination comments to Treasury business units and Treasury portfolio agencies <p>(Date range: 1901 -)</p>	Destroy 10 years after action completed
8832	<p>Working papers documenting the development of all advice provided to the Treasurer, other Treasury Ministers, Treasury Executive, Government agencies and other bodies relating to the domestic economy function. Excludes high-level working papers such as major drafts of advice that leads to significant changes to the legislative or policy framework or where there was a high level of public interest or controversy.</p> <p>(Date range: 1901 -)</p>	Destroy 3 years after action completed

DOMESTIC ECONOMY

The function of formulating macroeconomic policies (fiscal and monetary) and implementing Government decisions contributing to sound domestic economy including policy advice on social and labour markets issues. Includes monitoring and assessment of current and prospective Australian economic conditions and developments, analysis of their implications for general financial and economic policy, provision of macroeconomic forecasts to inform policy settings, and undertaking research and analysis of trends in the economy. Also includes extensive liaison with business, to assist in the monitoring and analysing of conditions and prospects, developing and maintaining economic models and reporting.

Analysis

The activities associated with establishing the scope of a subject matter, identifying, collecting and analysing data to compile and report on findings.

Entry	Description of Records	Disposal Action
8833	<p>Records documenting analyses undertaken to support the domestic economy function. Includes:</p> <ul style="list-style-type: none">• scoping studies papers• data• reports of analysis• working papers <p>(Date range: 1949 -)</p> <p><i>[For predicting future indicators of the economy, use DOMESTIC ECONOMY - Forecasting.</i></p> <p><i>For observing and assessing current and prospective economic developments, conditions and trends, use DOMESTIC ECONOMY - Monitoring.</i></p> <p><i>For investigating or enquiring into a subject or area of interest in order to discover facts, principles etc, use DOMESTIC ECONOMY - Research.]</i></p>	Destroy 10 years after action completed

DOMESTIC ECONOMY

The function of formulating macroeconomic policies (fiscal and monetary) and implementing Government decisions contributing to sound domestic economy including policy advice on social and labour markets issues. Includes monitoring and assessment of current and prospective Australian economic conditions and developments, analysis of their implications for general financial and economic policy, provision of macroeconomic forecasts to inform policy settings, and undertaking research and analysis of trends in the economy. Also includes extensive liaison with business, to assist in the monitoring and analysing of conditions and prospects, developing and maintaining economic models and reporting.

Committees

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

For audit committees, use STRATEGIC MANAGEMENT - Committees.

Entry	Description of Records	Disposal Action
8834	<p>Records of committees (internal or external) formed to consider matters relating to the domestic economy function that lead to the introduction of new or significant amendment to whole of Government policy, legislation or regulation, where Treasury provides the secretariat, is the Commonwealth's main representative, or plays a significant role. Includes:</p> <ul style="list-style-type: none"> • documents establishing the committee • documents relating to the appointment of committee members • agendas • minutes • reports • recommendations • supporting documents such as briefing and discussion papers • high-level working papers such as major drafts of reports <p>(Date range: 1901 -)</p>	Retain as national archives
8835	<p>Records of all committees (internal or external) formed to consider matters relating to the domestic economy function that do not lead to the introduction of new or significant amendment to whole of Government policy, legislation or regulation, or where Treasury does not provide the secretariat, is not the Commonwealth's main representative and does not play a significant role. Includes:</p> <ul style="list-style-type: none"> • documents establishing the committee • documents relating to the appointment of committee members • agendas • minutes • reports • recommendations • supporting documents such as briefing and discussion papers <p>(Date range: 1901 -)</p>	Destroy 5 years after action completed

DOMESTIC ECONOMY

The function of formulating macroeconomic policies (fiscal and monetary) and implementing Government decisions contributing to sound domestic economy including policy advice on social and labour markets issues. Includes monitoring and assessment of current and prospective Australian economic conditions and developments, analysis of their implications for general financial and economic policy, provision of macroeconomic forecasts to inform policy settings, and undertaking research and analysis of trends in the economy. Also includes extensive liaison with business, to assist in the monitoring and analysing of conditions and prospects, developing and maintaining economic models and reporting.

Committees - Continued

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

For audit committees, use STRATEGIC MANAGEMENT - Committees.

Entry	Description of Records	Disposal Action
8836	Working papers documenting the conduct and administration of all committees formed to consider matters relating to the domestic economy function. Excludes high-level working papers such as major drafts of reports. Includes: <ul style="list-style-type: none"> • draft agendas • draft minutes • notices of meetings (Date range: 1901 -)	Destroy 3 years after action completed
8837	Records documenting routine arrangements supporting all committees relating to the domestic economy function. Includes: <ul style="list-style-type: none"> • arrangements for dates and times of meetings • venue bookings • seating and room arrangements • catering arrangements (Date range: 1901 -)	Destroy 3 years after action completed

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.

Entry	Description of Records	Disposal Action
8838	Records documenting Treasury compliance with mandatory or optional standards or with statutory requirements relating to the domestic economy function, including compliance with the requirements of the Government's regulatory authority. Includes: <ul style="list-style-type: none"> • compliance guidelines • implementation and review schedules • compliance reports • working papers (Date range: 1998 -)	Destroy 7 years after action completed

DOMESTIC ECONOMY

The function of formulating macroeconomic policies (fiscal and monetary) and implementing Government decisions contributing to sound domestic economy including policy advice on social and labour markets issues. Includes monitoring and assessment of current and prospective Australian economic conditions and developments, analysis of their implications for general financial and economic policy, provision of macroeconomic forecasts to inform policy settings, and undertaking research and analysis of trends in the economy. Also includes extensive liaison with business, to assist in the monitoring and analysing of conditions and prospects, developing and maintaining economic models and reporting.

Conferences

The activities involved in arranging or attending conferences held either by the organisation or by other organisations. Includes registrations, publicity and reports of participants etc.

Entry	Description of Records	Disposal Action
8839	Records documenting arrangements for Treasury conferences held in relation to the domestic economy function. Includes: <ul style="list-style-type: none"> • program development • arranging speakers • promotion • managing registrations • venue bookings (Date range: 1901 -)	Destroy 3 years after action completed
8840	Reports assessing the conduct of Treasury conferences held in relation to the domestic economy function. (Date range: 1901 -)	Destroy 3 years after action completed
8841	Copies of unpublished proceedings, reports, speeches and papers from Treasury conferences held in relation to the domestic economy function. Includes presentations by Treasury staff. (Date range: 1901 -)	Destroy 3 years after action completed
8842	Treasury participants' reports concerning conferences arranged by other organisations in relation to the domestic economy function. (Date range: 1901 -)	Destroy 3 years after action completed
8843	Records documenting the attendance of Treasury staff at conferences arranged by other organisations in relation to the domestic economy function. Includes: <ul style="list-style-type: none"> • completed conference registration forms • programs • conference promotion material (Date range: 1901 -)	Destroy 1 year after action completed
8844	Copies of published conference proceedings and official reports received from conferences arranged by other organisations in relation to the domestic economy function. (Date range: 1901 -)	Destroy 1 year after action completed

DOMESTIC ECONOMY

The function of formulating macroeconomic policies (fiscal and monetary) and implementing Government decisions contributing to sound domestic economy including policy advice on social and labour markets issues. Includes monitoring and assessment of current and prospective Australian economic conditions and developments, analysis of their implications for general financial and economic policy, provision of macroeconomic forecasts to inform policy settings, and undertaking research and analysis of trends in the economy. Also includes extensive liaison with business, to assist in the monitoring and analysing of conditions and prospects, developing and maintaining economic models and reporting.

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 the development and issue of tender documentation including signed contracts resulting from tendering, use DOMESTIC ECONOMY - Tendering.

Entry	Description of Records	Disposal Action
8845	Records documenting contract management relating to the domestic economy function. Includes: <ul style="list-style-type: none"> • approvals of payments • reviews of performance • records documenting final signing off of project (Date range: 1993 -)	Destroy 7 years after completion or other termination of the contract

Economic Modelling

A mathematical technique used to better understand the relationship between economic variables. Includes preparation of a brief background to the theory and data, establishment of economic identities and their relationships, development of mathematical equations and interpretation of results.

For designing or re-designing of modelling software, use TECHNOLOGY AND TELECOMMUNICATIONS - Application Development.

Entry	Description of Records	Disposal Action
8846	Final versions of Treasury economic modelling systems, as they were adopted. Includes final versions of key macroeconomic relationships and equations. (Date range: 1992 -)	Retain as national archives
8847	Records of model application and its output. Includes: <ul style="list-style-type: none"> • data construction and maintenance • issue data • interpretation of results (Date range: 1992 -)	Destroy 10 years after action completed
9288	Records documenting the development and maintenance of Treasury economic modelling systems. Includes economic modelling systems that were not adopted. (Date range: 1992 -)	Destroy 5 years after action completed
8848	Working papers relating to the development of Treasury models. Includes drafts of macroeconomic relationships and equations. (Date range: 1992 -)	Destroy 3 years after action completed

DOMESTIC ECONOMY

The function of formulating macroeconomic policies (fiscal and monetary) and implementing Government decisions contributing to sound domestic economy including policy advice on social and labour markets issues. Includes monitoring and assessment of current and prospective Australian economic conditions and developments, analysis of their implications for general financial and economic policy, provision of macroeconomic forecasts to inform policy settings, and undertaking research and analysis of trends in the economy. Also includes extensive liaison with business, to assist in the monitoring and analysing of conditions and prospects, developing and maintaining economic models and reporting.

Enquiries

The activities associated with handling requests for information about the organisation and its services by the general public, agency employees or another organisation.

Entry	Description of Records	Disposal Action
8849	Records documenting the receipt, registration of, and responses to enquiries from the public, industry and business relating to the domestic economy function. (Date range: 1901 -)	Destroy 1 year after action completed

Forecasting

The activities associated with predictions as to the future level of economic parameters relating to the economy as a whole or to individual sectors in the economy both domestic and international.

Entry	Description of Records	Disposal Action
8850	Records documenting predictions of future indicators of the economy relating to the domestic economy function. Includes: <ul style="list-style-type: none"> • forecasting data • forecasting calculations • forecasting analyses • projections • briefing papers • working papers (Date range: 1901 -) <p><i>[For establishing the scope of a subject matter, identifying and collecting data, and assessing budgetary, economic and other impacts, use DOMESTIC ECONOMY - Analysis.</i></p> <p><i>For observing and assessing current and prospective economic developments, conditions and trends, use DOMESTIC ECONOMY - Monitoring.</i></p> <p><i>For investigating or enquiring into a subject or area of interest in order to discover facts, principles etc, use DOMESTIC ECONOMY - Research.]</i></p>	Destroy 50 years after action completed

DOMESTIC ECONOMY

The function of formulating macroeconomic policies (fiscal and monetary) and implementing Government decisions contributing to sound domestic economy including policy advice on social and labour markets issues. Includes monitoring and assessment of current and prospective Australian economic conditions and developments, analysis of their implications for general financial and economic policy, provision of macroeconomic forecasts to inform policy settings, and undertaking research and analysis of trends in the economy. Also includes extensive liaison with business, to assist in the monitoring and analysing of conditions and prospects, developing and maintaining economic models and reporting.

Government Liaison

The activities associated with maintaining regular general contact between the Treasury and other Commonwealth, State, local and international Government agencies. Includes sharing informal advice and discussions, collaborating on projects that are not joint ventures.

For ad hoc gatherings held to formulate, discuss, up-date or resolve issues and matters pertaining to the management of the Treasury, use DOMESTIC ECONOMY - Meetings.

For liaison with professional associations, community groups, private sector organisations and professionals in related fields, use DOMESTIC ECONOMY - Liaison.

Entry	Description of Records	Disposal Action
8851	Records documenting Treasury liaison activities undertaken with Commonwealth, State, local or international Government organisations in relation to the domestic economy function. Includes collaboration on projects and exchange of information. (Date range: 1901 -)	Destroy 5 years after action completed

Legislation

The process of making laws. Includes Local, State, Commonwealth and overseas Acts, Bills and subsections of Acts, and amendments to each.

Entry	Description of Records	Disposal Action
8852	Records documenting the preparation and passage of legislation related to the domestic economy function through Parliament. Includes: <ul style="list-style-type: none"> • regulation impact statements • preliminary drafting instructions • proposed bills • exposure drafts • preparation of variations • preparation of the explanatory memorandum • second reading speech (Date range: 1959 -)	Retain as national archives
9274	Records documenting consultations and submissions received regarding legislation related to the domestic economy function. (Date range: 1959 -)	Destroy 30 years after action completed
8853	Working papers documenting the preparation and passage of legislation through Parliament. (Date range: 1959 -)	Destroy 5 years after action completed

DOMESTIC ECONOMY

The function of formulating macroeconomic policies (fiscal and monetary) and implementing Government decisions contributing to sound domestic economy including policy advice on social and labour markets issues. Includes monitoring and assessment of current and prospective Australian economic conditions and developments, analysis of their implications for general financial and economic policy, provision of macroeconomic forecasts to inform policy settings, and undertaking research and analysis of trends in the economy. Also includes extensive liaison with business, to assist in the monitoring and analysing of conditions and prospects, developing and maintaining economic models and reporting.

Liaison

The activities associated with maintaining regular general contact between the organisation and professional associations, professionals in related fields, other private sector organisations and community groups. Includes sharing informal advice and discussions, membership of professional associations and collaborating on projects that are not joint ventures.

For ad hoc gatherings held to formulate, discuss, up-date or resolve issues and matters pertaining to the management of the Treasury, use DOMESTIC ECONOMY - Meetings.

For liaison with Government agencies, use DOMESTIC ECONOMY - Government Liaison.

Entry	Description of Records	Disposal Action
8854	Records documenting liaison activities undertaken with professional associations, private sector organisations and community groups. Includes collaboration on projects and exchange of information. (Date range: 1901 -)	Destroy 5 years after action completed

Meetings

The activities associated with adhoc gatherings held to formulate, discuss, update or resolve issues and matters pertaining to managing the section, Department, or organisation as a whole. Includes arrangements, agenda, taking of minutes etc. Excludes committee meetings.

Entry	Description of Records	Disposal Action
8855	Final version of agenda, minutes and supporting documents tabled at meetings held to support the domestic economy function. Includes meetings with external agencies. (Date range: 1901 -)	Destroy 10 years after action completed
8856	Working papers, notices of meetings, draft agenda, draft minutes and discussion notes documenting the conduct and administration of meetings held to support the domestic economy function. Includes meetings with external agencies. (Date range: 1901 -)	Destroy 1 year after action completed

DOMESTIC ECONOMY

The function of formulating macroeconomic policies (fiscal and monetary) and implementing Government decisions contributing to sound domestic economy including policy advice on social and labour markets issues. Includes monitoring and assessment of current and prospective Australian economic conditions and developments, analysis of their implications for general financial and economic policy, provision of macroeconomic forecasts to inform policy settings, and undertaking research and analysis of trends in the economy. Also includes extensive liaison with business, to assist in the monitoring and analysing of conditions and prospects, developing and maintaining economic models and reporting.

Monitoring

The activities associated with observing and assessing current and prospective economic developments, conditions and trends both domestically and abroad.

Entry	Description of Records	Disposal Action
8857	<p>Records documenting monitoring of economic developments, conditions and trends, including information gathering, research, analysis and assessment of economic conditions. Includes:</p> <ul style="list-style-type: none"> • data on economic conditions and trends • assessments of economic conditions • briefing papers <p>(Date range: 1901 -)</p> <p><i>[For establishing the scope of a subject matter, identifying and collecting data, and assessing budgetary, economic and other impacts, use DOMESTIC ECONOMY - Analysis.</i></p> <p><i>For predicting future indicators of the economy, use DOMESTIC ECONOMY - Forecasting.</i></p> <p><i>For investigating or enquiring into a subject or area of interest in order to discover facts, principles etc, use DOMESTIC ECONOMY - Research.]</i></p>	Destroy 10 years after action completed

Policy Formulation

The activities associated with proposing, developing, drafting, costing, promulgating and advising on policies. Includes policy reviews.

Entry	Description of Records	Disposal Action
8858	<p>Records documenting the formulation or review of major policies relating to the domestic economy function such as whole of Government policies, policies that lead to the introduction of new or significant amendment to legislation or regulations. Includes:</p> <ul style="list-style-type: none"> • policy proposals • policy advice • supporting reports • major drafts • final policy documents • national policy statements • comments made on such policies • Ministerial briefings <p>(Date range: 1901 -)</p>	Retain as national archives

DOMESTIC ECONOMY

The function of formulating macroeconomic policies (fiscal and monetary) and implementing Government decisions contributing to sound domestic economy including policy advice on social and labour markets issues. Includes monitoring and assessment of current and prospective Australian economic conditions and developments, analysis of their implications for general financial and economic policy, provision of macroeconomic forecasts to inform policy settings, and undertaking research and analysis of trends in the economy. Also includes extensive liaison with business, to assist in the monitoring and analysing of conditions and prospects, developing and maintaining economic models and reporting.

Policy Formulation - Continued

The activities associated with proposing, developing, drafting, costing, promulgating and advising on policies. Includes policy reviews.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
9282	Records documenting consultations and submissions received regarding the formulation or review of major policies relating to the domestic economy function such as whole of Government policies, policies that lead to the introduction of new or significant amendment to legislation or regulations. (Date range: 1901 -)	Destroy 30 years after action completed
8859	Records documenting the formulation or review of minor policies relating to the domestic economy function such as internal policies and policies that do not lead to the introduction of new or significant amendment to legislation or regulation. Includes: <ul style="list-style-type: none"> • policy proposals • policy advice • results of consultations (including submissions received) • supporting reports • major drafts • comments made on such policies • final policy documents • Ministerial briefings (Date range: 1901 -)	Destroy 10 years after action completed
8860	Working papers documenting the development or review of all policies relating to the domestic economy function. Excludes high-level working papers such as major drafts. (Date range: 1901 -)	Destroy 3 years after action completed
8861	Records documenting policy proposals not proceeded with and their supporting papers. (Date range: 1901 -)	Destroy 1 year after action completed

DOMESTIC ECONOMY

The function of formulating macroeconomic policies (fiscal and monetary) and implementing Government decisions contributing to sound domestic economy including policy advice on social and labour markets issues. Includes monitoring and assessment of current and prospective Australian economic conditions and developments, analysis of their implications for general financial and economic policy, provision of macroeconomic forecasts to inform policy settings, and undertaking research and analysis of trends in the economy. Also includes extensive liaison with business, to assist in the monitoring and analysing of conditions and prospects, developing and maintaining economic models and reporting.

Procedures

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

Entry	Description of Records	Disposal Action
8862	Manuals, handbooks, directives etc detailing procedures supporting the domestic economy function. (Date range: 1901 -)	Destroy when procedures are superseded
8863	Records documenting the development of Treasury procedures supporting the domestic economy function. Includes: <ul style="list-style-type: none"> • drafts • records of consultations • records of testing of procedures • implementation plan (Date range: 1901 -)	Destroy 1 year after production of procedures

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.

Entry	Description of Records	Disposal Action
8864	Master copy of unpublished reports produced in relation to the domestic economy function that lead to the introduction of new or significant amendment to whole of Government policy, the legislative framework or regulation, or where there was a high level of public interest or controversy. (Date range: 1901 -)	Retain as national archives
8865	Working papers documenting the development of reports produced in relation to the domestic economy function that lead to the introduction of new or significant amendment to whole of Government policy, the legislative framework or regulation. (Date range: 1901 -)	Destroy 10 years after action completed
8866	Published or unpublished reports, including working papers, produced in relation to the domestic economy function that did not lead to the introduction of new or significant amendment to whole of Government policy, the legislative framework or regulation and did not generate a high level of public interest or controversy. Excludes periodic reports. (Date range: 1901 -)	Destroy 10 years after action completed

DOMESTIC ECONOMY

The function of formulating macroeconomic policies (fiscal and monetary) and implementing Government decisions contributing to sound domestic economy including policy advice on social and labour markets issues. Includes monitoring and assessment of current and prospective Australian economic conditions and developments, analysis of their implications for general financial and economic policy, provision of macroeconomic forecasts to inform policy settings, and undertaking research and analysis of trends in the economy. Also includes extensive liaison with business, to assist in the monitoring and analysing of conditions and prospects, developing and maintaining economic models and reporting.

Reporting - Continued

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.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
8867	Periodic internal reports on general administrative matters used to monitor and document recurring activities to support the domestic economy function such as work progress reports and unit level performance reporting. Includes working papers. (Date range: 1901 -)	Destroy 5 years after action completed
8868	Comments on reports of external agencies relating to the domestic economy function. (Date range: 1901 -)	Destroy 3 years after action completed
8869	Copies of reports produced in relation to the domestic economy function. (Date range: 1901 -)	Destroy 1 year after action completed

DOMESTIC ECONOMY

The function of formulating macroeconomic policies (fiscal and monetary) and implementing Government decisions contributing to sound domestic economy including policy advice on social and labour markets issues. Includes monitoring and assessment of current and prospective Australian economic conditions and developments, analysis of their implications for general financial and economic policy, provision of macroeconomic forecasts to inform policy settings, and undertaking research and analysis of trends in the economy. Also includes extensive liaison with business, to assist in the monitoring and analysing of conditions and prospects, developing and maintaining economic models and reporting.

Research

The activities involved in investigating or enquiring into a subject or area of interest in order to discover facts, principles etc. Used to support development of projects, standards, guidelines etc and the business activities of the organisation in general. Includes following up enquiries relating to organisational programs, projects, working papers, literature searches etc.

For establishing the scope of a subject matter, identifying and collecting data, and assessing budgetary, economic and other impacts, use DOMESTIC ECONOMY - Analysis.

For predicting future indicators of the economy, use DOMESTIC ECONOMY - Forecasting.

For observing and assessing current and prospective economic developments, conditions and trends, use DOMESTIC ECONOMY - Monitoring.

Entry	Description of Records	Disposal Action
8870	Records documenting major detailed research carried out to support the domestic economy function. Includes: <ul style="list-style-type: none"> • research project plan • research data • research reports (Date range: 1901 -)	Destroy 10 years after action completed
8871	Records documenting routine research carried out to support the domestic economy function. Includes: <ul style="list-style-type: none"> • research project plan • research data • research reports (Date range: 1901 -)	Destroy 1 year 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.

Entry	Description of Records	Disposal Action
8872	Records documenting reviews that have far-reaching social or economic implications relating to the domestic economy function, including recommendations and advice resulting from reviews. Includes: <ul style="list-style-type: none"> • scoping study • strategic direction document • research papers • consultations with stakeholders • review reports (Date range: 1901 -)	Retain as national archives

DOMESTIC ECONOMY

The function of formulating macroeconomic policies (fiscal and monetary) and implementing Government decisions contributing to sound domestic economy including policy advice on social and labour markets issues. Includes monitoring and assessment of current and prospective Australian economic conditions and developments, analysis of their implications for general financial and economic policy, provision of macroeconomic forecasts to inform policy settings, and undertaking research and analysis of trends in the economy. Also includes extensive liaison with business, to assist in the monitoring and analysing of conditions and prospects, developing and maintaining economic models and reporting.

Reviewing - Continued

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

Entry	Description of Records	Disposal Action
8873	Records documenting reviews that have no far-reaching social or economic implications relating to the domestic economy function, including recommendations and advice resulting from reviews. Includes: <ul style="list-style-type: none"> • scoping study • strategic direction document • research papers • consultations with stakeholders • review reports (Date range: 1901 -)	Destroy 10 years after action completed
8874	Working papers documenting all reviews relating to the domestic economy function. (Date range: 1901 -)	Destroy 10 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.

Entry	Description of Records	Disposal Action
8875	Records documenting the development and issue of tender documentation. Includes: <ul style="list-style-type: none"> • statement of requirements • request for proposals • expressions of interest • requests for tender • draft contracts (Date range: 1993 -)	Destroy 7 years after tender process completed
8876	Evaluation of tenders received against selection criteria. Includes: <ul style="list-style-type: none"> • arrangements for carrying out the evaluation process • evaluation report • recommendations • final report • public notices (Date range: 1993 -)	Destroy 7 years after tender process completed

DOMESTIC ECONOMY

The function of formulating macroeconomic policies (fiscal and monetary) and implementing Government decisions contributing to sound domestic economy including policy advice on social and labour markets issues. Includes monitoring and assessment of current and prospective Australian economic conditions and developments, analysis of their implications for general financial and economic policy, provision of macroeconomic forecasts to inform policy settings, and undertaking research and analysis of trends in the economy. Also includes extensive liaison with business, to assist in the monitoring and analysing of conditions and prospects, developing and maintaining economic models and reporting.

Tendering - Continued

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.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
8877	Records documenting post-offer negotiations and due diligence checks. (Date range: 1993 -)	Destroy 7 years after tender process completed
8878	Records of unsuccessful tenders or a tender process where there has been no suitable tender or where the tendering process has discontinued. Includes: <ul style="list-style-type: none"> • submissions • notification of outcome • reports on debriefing sessions (Date range: 1993 -)	Destroy 2 years after tender process completed or decision made not to continue with tender process
8879	Signed contracts under seal resulting from tenders and supporting records: Western Australia. (Date range: 1993 -)	Destroy 20 years after completion or other termination of contract
8880	Signed contracts under seal resulting from tenders and supporting records: Victoria and South Australia. (Date range: 1993 -)	Destroy 15 years after completion or other termination of contract
8881	Signed contracts under seal resulting from tenders and supporting records: New South Wales, Queensland, Tasmania, Australian Capital Territory, and Northern Territory. (Date range: 1993 -)	Destroy 12 years after completion or other termination of contract
8882	Signed simple contracts and agreements resulting from tenders and supporting documents. (Date range: 1993 -)	Destroy 7 years after action completed
8883	Tender and contract registers. (Date range: 1993 -)	Destroy 7 years after last entry

FOREIGN INVESTMENT

The function of developing and implementing foreign investment policy, examination and approval of proposals by foreign interests for acquisitions and new investment projects in Australia. Includes advising Government on foreign investment generally, provision of guidance to foreign investors, monitoring and compliance with the foreign investment policy under the relevant legislation.

Addresses (presentations)

The activity of giving addresses for training, professional, community relations or sales purposes. Includes speeches and multi-media presentations.

Entry	Description of Records	Disposal Action
8884	Final versions of addresses relating to major new initiatives or highly significant changes to the foreign investment function presented by officials, such as Treasury Ministers, members of the Foreign Investment Review Board, the Secretary and other staff at public or Government occasions. Includes multi-media presentation aids. (Date range: 1972 -)	Retain as national archives
8885	Final versions of addresses relating to minor new initiatives or changes of lesser significance to the foreign investment function presented by officials, such as Treasury Ministers, members of the Foreign Investment Review Board, the Secretary and other staff at public or Government occasions. Includes multi-media presentation aids. (Date range: 1972 -)	Destroy 6 years after action completed
8886	Working papers documenting the preparation of addresses related to the foreign investment function. Includes: <ul style="list-style-type: none"> • requests for input into Ministerial speeches • quality monitoring • comments • clearances • draft versions (Date range: 1972 -)	Destroy 1 year after action completed

Advice

The activities associated with offering opinions by or to the organisation as to an action or judgement. Includes the process of advising.

For policy advising, use FOREIGN INVESTMENT - Policy Formulation.

Entry	Description of Records	Disposal Action
8887	Advice provided to or received from the Treasurer, other Treasury Ministers, Treasury Executive, the Foreign Investment Review Board, Government agencies and other bodies relating to the foreign investment function that leads to significant changes to the legislative or policy framework, or where there was a high level of public interest or controversy. Includes: <ul style="list-style-type: none"> • briefing notes (including background briefs and question time briefs) • minutes providing advice to the Minister(s) • minutes providing coordination comments to other business units within Treasury • Government responses to inquiry or report recommendations • high-level working papers such as major drafts (Date range: 1947 -)	Retain as national archives

FOREIGN INVESTMENT

The function of developing and implementing foreign investment policy, examination and approval of proposals by foreign interests for acquisitions and new investment projects in Australia. Includes advising Government on foreign investment generally, provision of guidance to foreign investors, monitoring and compliance with the foreign investment policy under the relevant legislation.

Advice - Continued

The activities associated with offering opinions by or to the organisation as to an action or judgement. Includes the process of advising.

For policy advising, use FOREIGN INVESTMENT - Policy Formulation.

Entry	Description of Records	Disposal Action
8888	<p>Advice provided to or received from the Treasurer, other Treasury Ministers, Treasury Executive, the Foreign Investment Review Board, Government agencies and other bodies relating to the foreign investment function on routine matters that does not lead to significant changes to the legislative or policy framework and did not generate a high level of public interest or controversy. Includes:</p> <ul style="list-style-type: none"> • briefing notes (includes background briefs and question time briefs) • minutes providing advice to the Minister(s) • minutes providing coordination comments to other business units within Treasury and Treasury portfolio agencies <p>(Date range: 1947 -)</p>	Destroy 10 years after action completed
8889	<p>Records documenting the provision of proponent advice. Includes:</p> <ul style="list-style-type: none"> • enquiries received • register of enquiries • responses • working papers documenting the development of responses <p>(Date range: 1947 -)</p>	Destroy 10 years after action completed
8890	<p>Working papers documenting the development of all advice provided to the Treasurer, other Treasury Ministers, Treasury Executive, the Foreign Investment Review Board, Government agencies and other bodies relating to the foreign investment function. Excludes high-level working papers such as major drafts of advice that leads to significant changes to the legislative or policy framework or where there was a high level of public interest or controversy.</p> <p>(Date range: 1947 -)</p>	Destroy 3 years after action completed

FOREIGN INVESTMENT

The function of developing and implementing foreign investment policy, examination and approval of proposals by foreign interests for acquisitions and new investment projects in Australia. Includes advising Government on foreign investment generally, provision of guidance to foreign investors, monitoring and compliance with the foreign investment policy under the relevant legislation.

Application Processing

The activities associated with assessing applications for acquisitions and new investment projects in Australia. Includes receipt of applications, examination, approval, withdrawal, and notification to applicants.

Entry	Description of Records	Disposal Action
8891	Records documenting proposals by foreign interests for acquisitions and new investment projects in Australia requiring approval by the Treasurer. (Date range: 1972 -)	Destroy 15 years after action completed
8892	Records documenting proposals by foreign interests for acquisitions and new investment projects in Australia requiring the Minister Assisting the Treasurer approval. (Date range: 1972 -)	Destroy 8 years after action completed
8893	Records documenting proposals by foreign interests for acquisitions and new investment projects in Australia requiring Treasury officers' approval. (Date range: 1972 -)	Destroy 5 years after action completed

Committees

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

For audit committees, use STRATEGIC MANAGEMENT - Committees.

Entry	Description of Records	Disposal Action
8894	Records of committees (internal or external) formed to consider matters relating to the foreign investment function that lead to the introduction of new or significant amendment to whole of Government policy, legislation or regulation, where Treasury provides the secretariat, is the Commonwealth's main representative, or plays a significant role. Includes: <ul style="list-style-type: none"> • documents establishing the committee • documents relating to the appointment of committee members • agendas • minutes • reports • recommendations • supporting documents such as briefing and discussion papers • high-level working papers such as major drafts of reports (Date range: 1972 -)	Retain as national archives

FOREIGN INVESTMENT

The function of developing and implementing foreign investment policy, examination and approval of proposals by foreign interests for acquisitions and new investment projects in Australia. Includes advising Government on foreign investment generally, provision of guidance to foreign investors, monitoring and compliance with the foreign investment policy under the relevant legislation.

Committees - Continued

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

For audit committees, use STRATEGIC MANAGEMENT - Committees.

Entry	Description of Records	Disposal Action
8895	Records of committees (internal or external) formed to consider matters relating to the foreign investment function that do not lead to the introduction of new or significant amendment to whole of Government policy, legislation or regulation, or where Treasury does not provide the secretariat, is not the Commonwealth's main representative, or does not play a significant role. Includes: <ul style="list-style-type: none"> • documents establishing the committee • documents relating to the appointment of committee members • agendas • minutes • reports • recommendations • supporting documents such as briefing and discussion papers (Date range: 1972 -)	Destroy 5 years after action completed
8896	Working papers documenting the conduct and administration of all committees formed to consider matters relating to the foreign investment function. Includes: <ul style="list-style-type: none"> • draft agendas • draft minutes • notices of meetings (Date range: 1972 -)	Destroy 3 years after action completed
8897	Records documenting routine arrangements supporting all committees formed to consider matters relating to the foreign investment function. Includes <ul style="list-style-type: none"> • arrangements for dates and times of meetings • venue bookings • seating and room arrangements • catering arrangements (Date range: 1972 -)	Destroy 3 years after action completed

FOREIGN INVESTMENT

The function of developing and implementing foreign investment policy, examination and approval of proposals by foreign interests for acquisitions and new investment projects in Australia. Includes advising Government on foreign investment generally, provision of guidance to foreign investors, monitoring and compliance with the foreign investment policy under the relevant legislation.

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.

Entry	Description of Records	Disposal Action
8898	Records documenting Treasury compliance with mandatory or optional standards or with statutory requirements relating to the foreign investment function, including compliance with the requirements of the Government's regulatory authority. Includes: <ul style="list-style-type: none"> • compliance guidelines • implementation and review schedules • compliance reports • working papers (Date range: 1997 -)	Destroy 7 years after action completed

Compliance Monitoring

The activities associated with monitoring the compliance and enforcing the Government's foreign investment policy.

Entry	Description of Records	Disposal Action
8899	Records documenting compliance monitoring. Includes: <ul style="list-style-type: none"> • reports of investigations • correspondence with proponents • compliance monitoring briefings (Date range: 1972 -)	Destroy 5 years after action completed

Conferences

The activities involved in arranging or attending conferences held either by the organisation or by other organisations. Includes registrations, publicity and reports of participants etc.

Entry	Description of Records	Disposal Action
8900	Treasury participants' reports concerning conferences arranged by other organisations in relation to the foreign investment function. (Date range: 1947 -)	Destroy 3 years after action completed
8901	Records documenting the attendance of Treasury staff at conferences arranged by other organisations in relation to the foreign investment function. Includes: <ul style="list-style-type: none"> • completed conference registration forms • programs • conference promotion material (Date range: 1947 -)	Destroy 1 year after action completed

FOREIGN INVESTMENT

The function of developing and implementing foreign investment policy, examination and approval of proposals by foreign interests for acquisitions and new investment projects in Australia. Includes advising Government on foreign investment generally, provision of guidance to foreign investors, monitoring and compliance with the foreign investment policy under the relevant legislation.

Conferences - Continued

The activities involved in arranging or attending conferences held either by the organisation or by other organisations. Includes registrations, publicity and reports of participants etc.

Entry	Description of Records	Disposal Action
8902	Copies of published conference proceedings and official reports received from conferences arranged by other organisations in relation to the foreign investment function. (Date range: 1947 -)	Destroy 1 year after action completed

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 the development and issue of tender documentation including signed contracts resulting from tendering, use FOREIGN INVESTMENT - Tendering.

Entry	Description of Records	Disposal Action
8903	Records documenting contract management relating to the foreign investment function. Includes: <ul style="list-style-type: none"> • approvals of payments • reviews of performance • final signing off of project (Date range: 2003 -)	Destroy 7 years after completion or other termination of the contract

Enquiries

The activities associated with handling requests for information about the organisation and its services by the general public, agency employees or another organisation.

Entry	Description of Records	Disposal Action
8904	Records documenting the receipt and registration of and responses to enquiries from the public, industry and business relating to foreign investment. (Date range: 1947 -)	Destroy 1 year after action completed

FOREIGN INVESTMENT

The function of developing and implementing foreign investment policy, examination and approval of proposals by foreign interests for acquisitions and new investment projects in Australia. Includes advising Government on foreign investment generally, provision of guidance to foreign investors, monitoring and compliance with the foreign investment policy under the relevant legislation.

Government Liaison

The activities associated with maintaining regular general contact between the Treasury and other Commonwealth, State, local and international Government agencies. Includes sharing informal advice and discussions, and collaborating on projects that are not joint ventures.

For liaison with professional associations, community groups, private sector organisations and professionals in related fields, use FOREIGN INVESTMENT - Liaison.

Entry	Description of Records	Disposal Action
8905	Records documenting Treasury liaison activities undertaken with Commonwealth, State, local or international Government organisations in relation to the foreign investment function. Includes collaboration on projects and exchange of information. (Date range: 1947 -)	Destroy 5 years after action completed

Legislation

The process of making laws. Includes Local, State, Commonwealth and overseas Acts, Bills and subsections of Acts, and amendments to each.

Entry	Description of Records	Disposal Action
8906	Records documenting the preparation and passage of legislation related to the foreign investment function through Parliament. Includes: <ul style="list-style-type: none"> • regulation impact statements • preliminary drafting instructions • proposed bills • exposure drafts • preparation of variations • preparation of the explanatory memorandum • second reading speech (Date range: 1972 -)	Retain as national archives
9275	Records documenting consultations and submissions received regarding legislation related to the foreign investment function. (Date range: 1972 -)	Destroy 30 years after action completed
8907	Working papers documenting the preparation and passage of legislation through Parliament. (Date range: 1972 -)	Destroy 5 years after action completed

FOREIGN INVESTMENT

The function of developing and implementing foreign investment policy, examination and approval of proposals by foreign interests for acquisitions and new investment projects in Australia. Includes advising Government on foreign investment generally, provision of guidance to foreign investors, monitoring and compliance with the foreign investment policy under the relevant legislation.

Liaison

The activities associated with maintaining regular general contact between the organisation and professional associations, professionals in related fields, other private sector organisations and community groups. Includes sharing informal advice and discussions, membership of professional associations and collaborating on projects that are not joint ventures.

For liaison with Government agencies, use FOREIGN INVESTMENT - Government Liaison.

Entry	Description of Records	Disposal Action
8908	Records documenting liaison activities undertaken with professional associations, private sector organisations and community groups. Includes collaboration on projects and exchange of information. (Date range: 1947 -)	Destroy 5 years after action completed

Policy Formulation

The activities associated with proposing, developing, drafting, costing, promulgating and advising on policies. Includes policy reviews.

Entry	Description of Records	Disposal Action
8909	Records documenting the formulation or review of major policies relating to the foreign investment function such as whole of Government policies, or policies that lead to the introduction of new or significant amendment to legislation or regulations or policies that significantly affects foreign investment processes and procedures. Includes: <ul style="list-style-type: none"> • policy proposals • policy advice • supporting reports • major drafts • final policy documents • national policy statements • comments made on such policies • Ministerial briefings (Date range: 1947 -)	Retain as national archives

FOREIGN INVESTMENT

The function of developing and implementing foreign investment policy, examination and approval of proposals by foreign interests for acquisitions and new investment projects in Australia. Includes advising Government on foreign investment generally, provision of guidance to foreign investors, monitoring and compliance with the foreign investment policy under the relevant legislation.

Policy Formulation - Continued

The activities associated with proposing, developing, drafting, costing, promulgating and advising on policies. Includes policy reviews.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
9283	Records documenting consultations and submissions received regarding the formulation or review of major policies relating to the foreign investment function such as whole of Government policies, or policies that lead to the introduction of new or significant amendment to legislation or regulations, or policies that significantly affect foreign investment processes and procedures. (Date range: 1947 -)	Destroy 30 years after action completed
8910	Records documenting the formulation or review of minor, routine internal policies that have little or no impact on foreign investment processes and procedures. Includes: <ul style="list-style-type: none"> • policy proposals • policy advice • results of consultations (including submissions received) • supporting reports • major drafts • comments made on such policies • final policy documents • Ministerial briefings (Date range: 1947 -)	Destroy 10 years after action completed
8911	Working papers documenting the formulation or review of policy relating to the foreign investment function. Excludes high-level working papers such as major drafts. (Date range: 1947 -)	Destroy 3 years after action completed
8912	Records documenting policy proposals not proceeded with and their supporting papers. (Date range: 1947 -)	Destroy 1 year after action completed

Procedures

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
8913	Manuals, handbooks, directives etc detailing procedures supporting the foreign investment function. (Date range: 1947 -)	Destroy when procedures are superseded
8914	Records documenting the development of Treasury procedures supporting the foreign investment function. Includes: <ul style="list-style-type: none"> • drafts • records of consultations • implementation plan (Date range: 1947 -)	Destroy 1 year after production of procedures

FOREIGN INVESTMENT

The function of developing and implementing foreign investment policy, examination and approval of proposals by foreign interests for acquisitions and new investment projects in Australia. Includes advising Government on foreign investment generally, provision of guidance to foreign investors, monitoring and compliance with the foreign investment policy under the relevant legislation.

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.

Entry	Description of Records	Disposal Action
8915	Master copy of unpublished reports produced in relation to the foreign investment function that lead to the introduction of new or significant amendment to whole of Government policy, the legislative framework or regulation, or where there was a high level of public interest or controversy. Includes high-level working papers such as major drafts. (Date range: 1975 -)	Retain as national archives
8916	Working papers documenting the development of reports produced in relation to the foreign investment function that lead to the introduction of new or significant amendment to whole of Government policy, the legislative framework or regulation or where there was a high level of public interest or controversy. Excludes high-level working papers such as major drafts. (Date range: 1975 -)	Destroy 10 years after action completed
8917	Published or unpublished reports, including working papers, produced in relation to the foreign investment function that did not lead to the introduction of new or significant amendment to whole of Government policy, the legislative framework or regulation and did not generate a high level of public interest or controversy. Excludes periodic reports. (Date range: 1975 -)	Destroy 10 years after action completed
8918	Periodic internal reports on general administrative matters used to monitor and document recurring activities to support the foreign investment function such as work progress reports and unit level performance reporting. Includes working papers. (Date range: 1975 -)	Destroy 5 years after action completed
8919	Comments on all reports of external agencies relating to the foreign investment function. (Date range: 1975 -)	Destroy 3 years after action completed
8920	Copies of reports associated with the foreign investment function. (Date range: 1975 -)	Destroy 1 year after action completed

FOREIGN INVESTMENT

The function of developing and implementing foreign investment policy, examination and approval of proposals by foreign interests for acquisitions and new investment projects in Australia. Includes advising Government on foreign investment generally, provision of guidance to foreign investors, monitoring and compliance with the foreign investment policy under the relevant legislation.

Research

The activities involved in investigating or enquiring into a subject or area of interest in order to discover facts, principles etc. Used to support development of projects, standards, guidelines etc and the business activities of the organisation in general. Includes following up enquiries relating to organisational programs, projects, working papers, literature searches etc.

Entry	Description of Records	Disposal Action
8921	Records documenting major detailed research carried out to support the foreign investment function. Includes: <ul style="list-style-type: none"> • research project plan • research data • research reports • working papers (Date range: 1975 -)	Destroy 7 years after action completed
8922	Records documenting routine research carried out to support the foreign investment function. Includes: <ul style="list-style-type: none"> • research project plan • research data • research reports • working papers (Date range: 1975 -)	Destroy 1 year 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.

Entry	Description of Records	Disposal Action
8923	Records documenting reviews that have far-reaching social or economic implications relating to the foreign investment function. Includes: <ul style="list-style-type: none"> • scoping study • strategic direction document • research papers • consultations with stakeholders • review reports • recommendations • advice resulting from reviews (Date range: 1975 -)	Retain as national archives

FOREIGN INVESTMENT

The function of developing and implementing foreign investment policy, examination and approval of proposals by foreign interests for acquisitions and new investment projects in Australia. Includes advising Government on foreign investment generally, provision of guidance to foreign investors, monitoring and compliance with the foreign investment policy under the relevant legislation.

Reviewing - Continued

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

Entry	Description of Records	Disposal Action
8924	Records documenting reviews that have no far-reaching social or economic implications relating to the foreign investment function. Includes: <ul style="list-style-type: none"> • scoping study • strategic direction document • research papers • consultations with stakeholders • review reports • recommendations • advice resulting from reviews (Date range: 1975 -)	Destroy 10 years after action completed
8925	Working papers documenting all reviews relating to the foreign investment function. (Date range: 1975 -)	Destroy 10 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.

Entry	Description of Records	Disposal Action
8926	Records documenting the development and issue of tender documentation. Includes: <ul style="list-style-type: none"> • statement of requirements • request for proposals • expressions of interest • requests for tender • draft contracts (Date range: 2003 -)	Destroy 7 years after tender process completed
8927	Evaluation of tenders received against selection criteria. Includes: <ul style="list-style-type: none"> • arrangements for carrying out the evaluation process • evaluation report • recommendations • final report • public notices (Date range: 2003 -)	Destroy 7 years after tender process completed
8928	Records documenting post-offer negotiations and due diligence checks. (Date range: 2003 -)	Destroy 7 years after tender process completed

FOREIGN INVESTMENT

The function of developing and implementing foreign investment policy, examination and approval of proposals by foreign interests for acquisitions and new investment projects in Australia. Includes advising Government on foreign investment generally, provision of guidance to foreign investors, monitoring and compliance with the foreign investment policy under the relevant legislation.

Tendering - Continued

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.

Entry	Description of Records	Disposal Action
8929	Records of unsuccessful tenders or a tender process where there has been no suitable tender or where the tendering process has discontinued. Includes: <ul style="list-style-type: none"> • submissions • notification of outcome • reports on debriefing sessions (Date range: 2003 -)	Destroy 2 years after tender process completed or decision made not to continue with tender process
8930	Signed contracts under seal resulting from tenders and supporting records: Western Australia. (Date range: 2003 -)	Destroy 20 years after completion or other termination of contract
8931	Signed contracts under seal resulting from tenders and supporting records: Victoria and South Australia. (Date range: 2003 -)	Destroy 15 years after completion or other termination of contract
8932	Signed contracts under seal resulting from tenders and supporting records: New South Wales, Queensland, Tasmania, Australian Capital Territory, and Northern Territory. (Date range: 2003 -)	Destroy 12 years after completion or other termination of contract
8933	Signed simple contracts and agreements resulting from tenders and supporting documents. (Date range: 2003 -)	Destroy 7 years after action completed
8934	Tender and contract registers. (Date range: 2003 -)	Destroy 7 years after last entry

INDUSTRY AND ENVIRONMENTAL ECONOMICS

The function of consulting, coordinating and developing industry and environment policies and projects. Includes provision of independent advice to the Treasurer, economic analysis of project proposals and their financing arrangements, and providing advice on alternative arrangements and the economic benefits and costs. Also includes input into reviews of existing projects and close collaboration with other agencies on progressing reforms in areas of industry, agriculture, regional development, small business and the environment.

For preparation of budget items and review of Government expenditure, use COMMONWEALTH BUDGET.

Addresses (presentations)

The activity of giving addresses for training, professional, community relations or sales purposes. Includes speeches and multi-media presentations.

Entry	Description of Records	Disposal Action
8935	Final versions of addresses relating to major new initiatives or highly significant changes to the industry and environmental economics function presented by officials, such as Treasury Ministers, the Secretary and other staff at public or Government occasions. Includes multi-media presentation aids. (Date range: 1972 -)	Retain as national archives
8936	Final versions of addresses relating to minor new initiatives or changes of lesser significance to the industry and environmental economics function presented by officials, such as Treasury Ministers, the Secretary and other staff at public or Government occasions. Includes multi-media presentation aids. (Date range: 1972 -)	Destroy 6 years after action completed
8937	Working papers documenting the preparation of addresses related to the industry and environmental economics function. Includes: <ul style="list-style-type: none"> • requests for input into Ministerial speeches • quality monitoring • comments • clearances • draft versions (Date range: 1972 -)	Destroy 1 year after action completed

INDUSTRY AND ENVIRONMENTAL ECONOMICS

The function of consulting, coordinating and developing industry and environment policies and projects. Includes provision of independent advice to the Treasurer, economic analysis of project proposals and their financing arrangements, and providing advice on alternative arrangements and the economic benefits and costs. Also includes input into reviews of existing projects and close collaboration with other agencies on progressing reforms in areas of industry, agriculture, regional development, small business and the environment.

For preparation of budget items and review of Government expenditure, use COMMONWEALTH BUDGET.

Advice

The activities associated with offering opinions by or to the organisation as to an action or judgement. Includes the process of advising.

For policy advising, use *INDUSTRY AND ENVIRONMENTAL ECONOMICS - Policy Formulation*.

Entry	Description of Records	Disposal Action
8938	<p>Advice provided to or received from the Treasurer, other Treasury Ministers, Treasury Executive, Government agencies and other bodies relating to the industry and environmental economics function that leads to new or significant amendment to whole of Government policy, legislation or regulation, or where there was a high level of public interest or controversy. Includes:</p> <ul style="list-style-type: none"> • briefing notes (including background briefs and question time briefs) • minutes providing advice to the Minister(s) • minutes providing coordination comments to other business units within Treasury • Government responses to inquiry or report recommendations • high-level working papers such as major drafts <p>(Date range: 1973 -)</p>	Retain as national archives
8939	<p>Advice provided to or received from the Treasurer, other Treasury Ministers, Treasury Executive, Government agencies and other bodies relating to the industry and environmental economics function that did not lead to new or significant amendment to whole of Government policy, legislation or regulation and did not generate a high level of public interest or controversy. Includes:</p> <ul style="list-style-type: none"> • briefing notes (includes background briefs and question time briefs) • minutes providing advice to the Minister(s) • minutes providing coordination comments to other business units within Treasury and Treasury portfolio agencies <p>(Date range: 1973 -)</p>	Destroy 10 years after action completed

INDUSTRY AND ENVIRONMENTAL ECONOMICS

The function of consulting, coordinating and developing industry and environment policies and projects. Includes provision of independent advice to the Treasurer, economic analysis of project proposals and their financing arrangements, and providing advice on alternative arrangements and the economic benefits and costs. Also includes input into reviews of existing projects and close collaboration with other agencies on progressing reforms in areas of industry, agriculture, regional development, small business and the environment.

For preparation of budget items and review of Government expenditure, use COMMONWEALTH BUDGET.

Advice - Continued

The activities associated with offering opinions by or to the organisation as to an action or judgement. Includes the process of advising.

For policy advising, use *INDUSTRY AND ENVIRONMENTAL ECONOMICS - Policy Formulation*.

Entry	Description of Records	Disposal Action
8940	Working papers documenting the development of all advice provided to the Treasurer, other Treasury Ministers, Treasury Executive, Government agencies and other bodies relating to the industry and environmental economics function. Excludes high-level working papers such as major drafts of advice that leads to new or significant amendment to whole of Government policy, legislation or regulation or where there was a high level of public interest or controversy. (Date range: 1973 -)	Destroy 3 years after action completed

Analysis

The activities associated with establishing the scope of a subject matter, identifying, collecting and analysing data to compile and report on findings.

Entry	Description of Records	Disposal Action
8941	Records documenting analyses undertaken to support the industry and environmental economics function. Includes: <ul style="list-style-type: none"> • scoping studies papers • data • reports of analysis • working papers (Date range: 1972 -)	Destroy 10 years after action completed

INDUSTRY AND ENVIRONMENTAL ECONOMICS

The function of consulting, coordinating and developing industry and environment policies and projects. Includes provision of independent advice to the Treasurer, economic analysis of project proposals and their financing arrangements, and providing advice on alternative arrangements and the economic benefits and costs. Also includes input into reviews of existing projects and close collaboration with other agencies on progressing reforms in areas of industry, agriculture, regional development, small business and the environment.

For preparation of budget items and review of Government expenditure, use COMMONWEALTH BUDGET.

Committees

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

For audit committees, use STRATEGIC MANAGEMENT - Committees.

Entry	Description of Records	Disposal Action
8942	<p>Records of committees (internal or external) formed to consider matters relating to the industry and environmental economics function that lead to the introduction of new or significant amendment to whole of Government policy, legislation or regulation, where Treasury provides the secretariat, is the Commonwealth's main representative, or plays a significant role. Includes:</p> <ul style="list-style-type: none"> • documents establishing the committee • documents relating to the appointment of committee members • agendas • minutes • reports • recommendations • supporting documents such as briefing and discussion papers • high-level working papers such as major drafts of reports <p>(Date range: 1972 -)</p>	Retain as national archives
8943	<p>Records of committees (internal or external) formed to consider matters relating to the industry and environmental economics function that do not lead to the introduction of new or significant amendment to whole of Government policy, legislation or regulation, or where Treasury does not provide the secretariat, is not the Commonwealth's main representative, or does not play a significant role. Includes:</p> <ul style="list-style-type: none"> • documents establishing the committee • documents relating to the appointment of committee members • agendas • minutes • reports • recommendations • supporting documents such as briefing and discussion papers <p>(Date range: 1972 -)</p>	Destroy 5 years after action completed

INDUSTRY AND ENVIRONMENTAL ECONOMICS

The function of consulting, coordinating and developing industry and environment policies and projects. Includes provision of independent advice to the Treasurer, economic analysis of project proposals and their financing arrangements, and providing advice on alternative arrangements and the economic benefits and costs. Also includes input into reviews of existing projects and close collaboration with other agencies on progressing reforms in areas of industry, agriculture, regional development, small business and the environment.

For preparation of budget items and review of Government expenditure, use COMMONWEALTH BUDGET.

Committees - Continued

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

For audit committees, use STRATEGIC MANAGEMENT - Committees.

Entry	Description of Records	Disposal Action
8944	Working papers documenting the conduct and administration of all committees formed to consider matters relating to the industry and environmental economics function, excluding high-level working papers such as major drafts of reports. Includes: <ul style="list-style-type: none"> • draft agendas • draft minutes • notices of meetings (Date range: 1972 -)	Destroy 3 years after action completed
8945	Records documenting routine arrangements supporting all committees relating to the industry and environmental economics function. Includes: <ul style="list-style-type: none"> • arrangements for date and times of meetings • venue bookings • seating and room arrangements • catering arrangements (Date range: 1972 -)	Destroy 3 years after action completed

INDUSTRY AND ENVIRONMENTAL ECONOMICS

The function of consulting, coordinating and developing industry and environment policies and projects. Includes provision of independent advice to the Treasurer, economic analysis of project proposals and their financing arrangements, and providing advice on alternative arrangements and the economic benefits and costs. Also includes input into reviews of existing projects and close collaboration with other agencies on progressing reforms in areas of industry, agriculture, regional development, small business and the environment.

For preparation of budget items and review of Government expenditure, use COMMONWEALTH BUDGET.

Conferences

The activities involved in arranging or attending conferences held either by the organisation or by other organisations. Includes registrations, publicity and reports of participants etc.

Entry	Description of Records	Disposal Action
8946	Records documenting arrangements for Treasury conferences held in relation to the industry and environmental economics function. Includes: <ul style="list-style-type: none"> • program development • arranging speakers • promotion • managing registrations • venue bookings (Date range: 1971 -)	Destroy 3 years after action completed
8947	Reports assessing the conduct of Treasury conferences held in relation to the industry and environmental economics function. (Date range: 1971 -)	Destroy 3 years after action completed
8948	Copies of unpublished proceedings, reports, speeches and papers from Treasury conferences held in relation to the industry and environmental economics function. Includes presentations by Treasury staff. (Date range: 1971 -)	Destroy 3 years after action completed
8949	Treasury participants' reports concerning conferences arranged by other organisations in relation to the industry and environmental economics function. (Date range: 1971 -)	Destroy 3 years after action completed
8950	Records documenting the attendance of Treasury staff at conferences arranged by other organisations in relation to the industry and environmental economics function. Includes: <ul style="list-style-type: none"> • completed conference registration forms • programs • conference promotion material (Date range: 1971 -)	Destroy 1 year after action completed
8951	Copies of published conference proceedings and official reports received from conferences arranged by other organisations in relation to the industry and environmental economics function. (Date range: 1971 -)	Destroy 1 year after action completed

INDUSTRY AND ENVIRONMENTAL ECONOMICS

The function of consulting, coordinating and developing industry and environment policies and projects. Includes provision of independent advice to the Treasurer, economic analysis of project proposals and their financing arrangements, and providing advice on alternative arrangements and the economic benefits and costs. Also includes input into reviews of existing projects and close collaboration with other agencies on progressing reforms in areas of industry, agriculture, regional development, small business and the environment.

For preparation of budget items and review of Government expenditure, use COMMONWEALTH BUDGET.

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 the development and issue of tender documentation including signed contracts resulting from tendering, use INDUSTRY AND ENVIRONMENTAL ECONOMICS - Tendering.

Entry	Description of Records	Disposal Action
8952	Records documenting contract management relating to the industry and environmental economics function. Includes: <ul style="list-style-type: none"> • approvals of payments • reviews of performance • final signing off of project (Date range: 1998 -)	Destroy 7 years after completion or other termination of the contract

Government Liaison

The activities associated with maintaining regular general contact between the Treasury and other Commonwealth, State, local and international Government agencies. Includes sharing informal advice and discussions, and collaborating on projects that are not joint ventures.

For ad hoc gatherings held to formulate, discuss, up-date or resolve issues and matters pertaining to the management of the Treasury, use INDUSTRY AND ENVIRONMENTAL ECONOMICS - Meetings.

For liaison with professional associations, community groups, private sector organisations and professionals in related fields, use INDUSTRY AND ENVIRONMENTAL ECONOMICS - Liaison.

Entry	Description of Records	Disposal Action
8953	Records documenting Treasury liaison activities undertaken with Commonwealth, State, local or international Government organisations in relation to the industry and environmental economics function. Includes collaboration on projects and exchange of information. (Date range: 1970 -)	Destroy 5 years after action completed

INDUSTRY AND ENVIRONMENTAL ECONOMICS

The function of consulting, coordinating and developing industry and environment policies and projects. Includes provision of independent advice to the Treasurer, economic analysis of project proposals and their financing arrangements, and providing advice on alternative arrangements and the economic benefits and costs. Also includes input into reviews of existing projects and close collaboration with other agencies on progressing reforms in areas of industry, agriculture, regional development, small business and the environment.

For preparation of budget items and review of Government expenditure, use COMMONWEALTH BUDGET.

Liaison

The activities associated with maintaining regular general contact between the organisation and professional associations, professionals in related fields, other private sector organisations and community groups. Includes sharing informal advice and discussions, membership of professional associations and collaborating on projects that are not joint ventures.

For ad hoc gatherings held to formulate, discuss, up-date or resolve issues and matters pertaining to the management of the Treasury, use INDUSTRY AND ENVIRONMENTAL ECONOMICS - Meetings.

For liaison with Government agencies, use INDUSTRY AND ENVIRONMENTAL ECONOMICS - Government Liaison.

Entry	Description of Records	Disposal Action
8954	Records documenting liaison activities undertaken with professional associations, private sector organisations and community groups, including collaboration on projects and exchange of information. (Date range: 1974 -)	Destroy 5 years after action completed

Meetings

The activities associated with adhoc gatherings held to formulate, discuss, update or resolve issues and matters pertaining to managing the section, Department, or organisation as a whole. Includes arrangements, agenda, taking of minutes etc. Excludes committee meetings.

Entry	Description of Records	Disposal Action
8955	Final version of agenda, minutes and supporting documents tabled at meetings held to support the industry and environmental economics function. Includes meetings with external agencies. (Date range: 1972 -)	Destroy 10 years after action completed
8956	Working papers, notices of meetings, draft agenda, draft minutes and discussion notes documenting the conduct and administration of meetings held to support the industry and environmental economics function. Includes meetings with external agencies. (Date range: 1972 -)	Destroy 1 year after action completed

INDUSTRY AND ENVIRONMENTAL ECONOMICS

The function of consulting, coordinating and developing industry and environment policies and projects. Includes provision of independent advice to the Treasurer, economic analysis of project proposals and their financing arrangements, and providing advice on alternative arrangements and the economic benefits and costs. Also includes input into reviews of existing projects and close collaboration with other agencies on progressing reforms in areas of industry, agriculture, regional development, small business and the environment.

For preparation of budget items and review of Government expenditure, use COMMONWEALTH BUDGET.

Policy Formulation

The activities associated with proposing, developing, drafting, costing, promulgating and advising on policies. Includes policy reviews.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
8957	Records documenting the formulation or review of major policies relating to the industry and environmental economics function such as whole of Government policies and policies that lead to introduction of new or significant amendment to legislation or regulation. Includes: <ul style="list-style-type: none"> • policy proposals • policy advice • supporting reports • major drafts • final policy documents • national policy statements • comments made on such policies • Ministerial briefings (Date range: 1972 -)	Retain as national archives
9284	Records documenting consultations and submissions received regarding the formulation or review of major policies relating to the industry and environmental economics function such as whole of Government policies and policies that lead to introduction of new or significant amendment to legislation or regulation (Date range: 1972 -)	Destroy 30 years after action completed
8958	Records documenting the formulation or review of minor policies relating to the industry and environmental economics function such as internal policies and policies that do not lead to introduction of new or significant amendment to legislation or regulation. Includes: <ul style="list-style-type: none"> • policy proposals • policy advice • results of consultations (including submissions received) • supporting reports • major drafts • comments made on such policies • final policy documents • Ministerial briefings (Date range: 1972 -)	Destroy 10 years after action completed

INDUSTRY AND ENVIRONMENTAL ECONOMICS

The function of consulting, coordinating and developing industry and environment policies and projects. Includes provision of independent advice to the Treasurer, economic analysis of project proposals and their financing arrangements, and providing advice on alternative arrangements and the economic benefits and costs. Also includes input into reviews of existing projects and close collaboration with other agencies on progressing reforms in areas of industry, agriculture, regional development, small business and the environment.

For preparation of budget items and review of Government expenditure, use COMMONWEALTH BUDGET.

Policy Formulation - Continued

The activities associated with proposing, developing, drafting, costing, promulgating and advising on policies. Includes policy reviews.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
8959	Working papers documenting the formulation or review of policy relating to the industry and environmental economics function. Excludes high-level working papers such as major drafts. (Date range: 1972 -)	Destroy 3 years after action completed
8960	Records documenting policy proposals not proceeded with. Includes supporting documents. (Date range: 1972 -)	Destroy 1 year after action completed

Procedures

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
8961	Manuals, handbooks, directives etc detailing procedures supporting the industry and environmental economics function. (Date range: 1972 -)	Destroy when procedures are superseded
8962	Records documenting the development of Treasury procedures supporting the industry and environmental economics function. Includes: <ul style="list-style-type: none"> • drafts • records of consultations • records of testing of procedures • implementation plan (Date range: 1972 -)	Destroy 1 year after production of procedures

INDUSTRY AND ENVIRONMENTAL ECONOMICS

The function of consulting, coordinating and developing industry and environment policies and projects. Includes provision of independent advice to the Treasurer, economic analysis of project proposals and their financing arrangements, and providing advice on alternative arrangements and the economic benefits and costs. Also includes input into reviews of existing projects and close collaboration with other agencies on progressing reforms in areas of industry, agriculture, regional development, small business and the environment.

For preparation of budget items and review of Government expenditure, use COMMONWEALTH BUDGET.

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.

Entry	Description of Records	Disposal Action
8963	Master copy of unpublished reports produced in relation to the industry and environmental economics function that lead to the introduction of new or significant amendment to whole of Government policy, the legislative framework or regulation, or where there was a high level of public interest or controversy. (Date range: 1979 -)	Retain as national archives
8964	Working papers documenting the development of reports produced in relation to the industry and environmental economics function that lead to the introduction of new or significant amendment to whole of Government policy, the legislative framework or regulation. (Date range: 1979 -)	Destroy 10 years after action completed
8965	Published or unpublished formal reports, including working papers, produced in relation to the industry and environmental economics function that did not lead to the introduction of new or significant amendment to whole of Government policy, the legislative framework or regulation and did not generate a high level of public interest or controversy. Excludes periodic reports. (Date range: 1979 -)	Destroy 10 years after action completed
8966	Periodic internal reports on general administrative matters used to monitor and document recurring activities to support the industry and environmental economics function such as work progress reports and unit level performance reporting. Includes working papers. (Date range: 1979 -)	Destroy 5 years after action completed
8967	Comments on reports of external agencies relating to the industry and environmental economics function. (Date range: 1979 -)	Destroy 3 years after action completed
8968	Copies of reports produced in relation to the industry and environmental economics function. (Date range: 1979 -)	Destroy 1 year after action completed

INDUSTRY AND ENVIRONMENTAL ECONOMICS

The function of consulting, coordinating and developing industry and environment policies and projects. Includes provision of independent advice to the Treasurer, economic analysis of project proposals and their financing arrangements, and providing advice on alternative arrangements and the economic benefits and costs. Also includes input into reviews of existing projects and close collaboration with other agencies on progressing reforms in areas of industry, agriculture, regional development, small business and the environment.

For preparation of budget items and review of Government expenditure, use COMMONWEALTH BUDGET.

Research

The activities involved in investigating or enquiring into a subject or area of interest in order to discover facts, principles etc. Used to support development of projects, standards, guidelines etc and the business activities of the organisation in general. Includes following up enquiries relating to organisational programs, projects, working papers, literature searches etc.

Entry	Description of Records	Disposal Action
8969	Records documenting major detailed research carried out to support the industry and environmental economics function. Includes: <ul style="list-style-type: none"> • research project plan • research data • research reports (Date range: 1986 -)	Destroy 10 years after action completed
8970	Records documenting routine research carried out to support the industry and environmental economics function. Includes: <ul style="list-style-type: none"> • research project plan • research data • research reports (Date range: 1986 -)	Destroy 1 year 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.

Entry	Description of Records	Disposal Action
8971	Records documenting major reviews relating to the industry and environmental economics function that lead to introduction of new or significant amendment to whole of Government policy, legislation or regulation including recommendations and advice resulting from such reviews. Includes: <ul style="list-style-type: none"> • scoping study • strategic direction document • research papers • consultations with stakeholders • review reports • recommendations • advice resulting from reviews (Date range: 1979 -)	Retain as national archives

INDUSTRY AND ENVIRONMENTAL ECONOMICS

The function of consulting, coordinating and developing industry and environment policies and projects. Includes provision of independent advice to the Treasurer, economic analysis of project proposals and their financing arrangements, and providing advice on alternative arrangements and the economic benefits and costs. Also includes input into reviews of existing projects and close collaboration with other agencies on progressing reforms in areas of industry, agriculture, regional development, small business and the environment.

For preparation of budget items and review of Government expenditure, use COMMONWEALTH BUDGET.

Reviewing - Continued

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

Entry	Description of Records	Disposal Action
8972	Records documenting reviews relating to the industry and environmental economics function that do not lead to introduction of new or significant amendment to whole of Government policy, legislation or regulation. Includes: <ul style="list-style-type: none"> • scoping study • strategic direction document • research papers • consultations with stakeholders • review reports • recommendations • advice resulting from reviews (Date range: 1979 -)	Destroy 10 years after action completed
8973	Working papers documenting all reviews relating to the industry and environmental economics function. (Date range: 1979 -)	Destroy 10 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.

Entry	Description of Records	Disposal Action
8974	Records documenting the development and issue of tender documentation. Includes: <ul style="list-style-type: none"> • statement of requirements • request for proposals • expressions of interest • requests for tender • draft contracts (Date range: 1998 -)	Destroy 7 years after tender process completed
8976	Records documenting post-offer negotiations and due diligence checks. (Date range: 1998 -)	Destroy 7 years after tender process completed

INDUSTRY AND ENVIRONMENTAL ECONOMICS

The function of consulting, coordinating and developing industry and environment policies and projects. Includes provision of independent advice to the Treasurer, economic analysis of project proposals and their financing arrangements, and providing advice on alternative arrangements and the economic benefits and costs. Also includes input into reviews of existing projects and close collaboration with other agencies on progressing reforms in areas of industry, agriculture, regional development, small business and the environment.

For preparation of budget items and review of Government expenditure, use COMMONWEALTH BUDGET.

Tendering - Continued

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.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
8975	Evaluation of tenders received against selection criteria. Includes: <ul style="list-style-type: none"> • arrangements for carrying out the evaluation process • evaluation report • recommendations • final report • public notices (Date range: 1998 -)	Destroy 7 years after tender process completed
8977	Records of unsuccessful tenders or a tender process where there has been no suitable tender or where the tendering process has discontinued. Includes: <ul style="list-style-type: none"> • submissions • notification of outcome • reports on debriefing sessions (Date range: 1998 -)	Destroy 2 years after tender process completed or decision made not to continue with tender process
8978	Signed contracts under seal resulting from tenders and supporting records: Western Australia. (Date range: 1998 -)	Destroy 20 years after completion or other termination of contract
8979	Signed contracts under seal resulting from tenders and supporting records: Victoria and South Australia. (Date range: 1998 -)	Destroy 15 years after completion or other termination of contract
8980	Signed contracts under seal resulting from tenders and supporting records: New South Wales, Queensland, Tasmania, Australian Capital Territory, and Northern Territory. (Date range: 1998 -)	Destroy 12 years after completion or other termination of contract
8981	Signed simple contracts and agreements resulting from tenders and supporting documents. (Date range: 1998 -)	Destroy 7 years after action completed
8982	Tender and contract registers. (Date range: 1998 -)	Destroy 7 years after last entry

INTERNATIONAL ECONOMIC AFFAIRS

The function of development and implementation of policies relating to international economic arrangements. Includes provision of advice on international macroeconomic issues, forecasting, monitoring and analysing of developments in key global economies, Australia's major trading partners and other economies of interest and enhancing cooperation with economies in the region, active representation and participation in international financial institutions and other forums, provision of financial and technical assistance, and mutual recognition of standards and codes.

Addresses (presentations)

The activity of giving addresses for training, professional, community relations or sales purposes. Includes speeches and multi-media presentations.

Entry	Description of Records	Disposal Action
8983	Final versions of addresses relating to major new initiatives or highly significant changes to the international economic affairs function presented by officials, such as Treasury Ministers, the Secretary and other staff at public or Government occasions. Includes multi-media presentation aids. (Date range: 1947 -)	Retain as national archives
8984	Final versions of addresses relating to minor new initiatives or changes of lesser significance to the international economic affairs function presented by officials, such as Treasury Ministers, the Secretary and other staff at public or Government occasions. Includes multi-media presentation aids. (Date range: 1947 -)	Destroy 6 years after action completed
8985	Working papers documenting the preparation of addresses related to the international economic affairs function. Includes: <ul style="list-style-type: none"> • requests for input into Ministerial speeches • quality monitoring • comments • clearances • draft versions (Date range: 1947 -)	Destroy 1 year after action completed

INTERNATIONAL ECONOMIC AFFAIRS

The function of development and implementation of policies relating to international economic arrangements. Includes provision of advice on international macroeconomic issues, forecasting, monitoring and analysing of developments in key global economies, Australia's major trading partners and other economies of interest and enhancing cooperation with economies in the region, active representation and participation in international financial institutions and other forums, provision of financial and technical assistance, and mutual recognition of standards and codes.

Advice

The activities associated with offering opinions by or to the organisation as to an action or judgement. Includes the process of advising.

For policy advising, use INTERNATIONAL ECONOMIC AFFAIRS - Policy Formulation.

Entry	Description of Records	Disposal Action
8986	<p>Advice provided to or received from the Treasurer, other Treasury Ministers, Treasury Executive, Government agencies and other bodies relating to the international economic affairs function that leads to changes to Australia's international economic arrangements, whole of Government policy, the introduction of new or significant amendment to legislation or regulation, or where there was a high level of public interest or controversy. Includes:</p> <ul style="list-style-type: none"> • briefing notes (including background briefs and question time briefs) • minutes providing advice to the Minister(s) • minutes providing coordination comments to other business units within Treasury • Government responses to inquiry or report recommendations • high-level working papers such as major drafts <p>(Date range: 1947 -)</p>	Retain as national archives
8987	<p>Advice provided to or received from the Treasurer, other Treasury Ministers, Treasury Executive, Government agencies and other bodies relating to international economic affairs function that did not impact on Australia's international economic arrangements, whole of Government policy, legislation or regulation and did not generate a high level of public interest or controversy. Includes:</p> <ul style="list-style-type: none"> • briefing notes (includes background briefs and question time briefs) • minutes providing advice to the Minister(s) • minutes providing coordination comments to other business units within Treasury and Treasury portfolio agencies <p>(Date range: 1947 -)</p>	Destroy 10 years after action completed
8988	<p>Working papers documenting the development of all advice provided to the Treasurer, other Treasury Ministers, Treasury Executive, Government agencies and other bodies relating to the international economic affairs function. Excludes high-level working papers such as major drafts of advice that leads to changes to Australia's international economic arrangements, whole of Government policy, the introduction of new or significant amendment to legislation or regulation or where there was a high level of public interest or controversy.</p> <p>(Date range: 1947 -)</p>	Destroy 3 years after action completed

INTERNATIONAL ECONOMIC AFFAIRS

The function of development and implementation of policies relating to international economic arrangements. Includes provision of advice on international macroeconomic issues, forecasting, monitoring and analysing of developments in key global economies, Australia's major trading partners and other economies of interest and enhancing cooperation with economies in the region, active representation and participation in international financial institutions and other forums, provision of financial and technical assistance, and mutual recognition of standards and codes.

Agreements

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

For agreements with overseas governments relating to taxation and superannuation, use TAXATION AND INCOME SUPPORT - Agreements.

Entry	Description of Records	Disposal Action
8989	Final versions of international agreements where Treasury is the Commonwealth's main representative and negotiates and establishes the agreement. Includes agreements relating to financial services, commerce, loans, technical assistance and mutual recognition issues etc. (Date range: 1947 -)	Retain as national archives
8990	Final versions of international agreements negotiated and established by agencies other than Treasury. (Date range: 1947 -)	Destroy 1 year after action completed
8991	Records documenting the development of all international agreements. Includes records relating to: <ul style="list-style-type: none"> • negotiations of agreements • establishment of agreements • maintenance and review of agreements • Treasury input to agreements negotiated and established by other agencies • working papers (Date range: 1947 -)	Destroy after expiry of agreement

Analysis

The activities associated with establishing the scope of a subject matter, identifying, collecting and analysing data to compile and report on findings.

For predicting future indicators of the international economy, use INTERNATIONAL ECONOMIC AFFAIRS - Forecasting.

For observing and assessing current and prospective international economic developments, conditions and trends, use INTERNATIONAL ECONOMIC AFFAIRS - Monitoring.

For investigating or enquiring into a subject or area of interest in order to discover facts, principles etc, use INTERNATIONAL ECONOMIC AFFAIRS - Research.

Entry	Description of Records	Disposal Action
8992	Records documenting analyses undertaken to support the international economic affairs function. Includes: <ul style="list-style-type: none"> • scoping studies papers • data • reports of analysis • working papers (Date range: 1947 -)	Destroy 10 years after action completed

INTERNATIONAL ECONOMIC AFFAIRS

The function of development and implementation of policies relating to international economic arrangements. Includes provision of advice on international macroeconomic issues, forecasting, monitoring and analysing of developments in key global economies, Australia's major trading partners and other economies of interest and enhancing cooperation with economies in the region, active representation and participation in international financial institutions and other forums, provision of financial and technical assistance, and mutual recognition of standards and codes.

Committees

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

Entry	Description of Records	Disposal Action
8993	<p>Records of committees (internal or external) formed to consider matters relating to the international economic affairs function that lead to changes to Australia's international economic arrangements, whole of Government policy or introduction of new or significant amendment to legislation or regulation, where Treasury provides the secretariat, is the Commonwealth's main representative, or plays a significant role. Includes:</p> <ul style="list-style-type: none"> • documents establishing the committee • documents relating to the appointment of committee members • agendas • minutes • reports • recommendations • supporting documents such as briefing and discussion papers • high-level working papers such as major drafts of reports <p>(Date range: 1946 -)</p>	Retain as national archives
8994	<p>Records of committees (internal or external) formed to consider matters relating to the international economic affairs function that do not lead to changes to Australia's international economic arrangements, whole of Government policy or introduction of new or significant amendment to legislation or regulation, or where Treasury does not provide the secretariat, is not the Commonwealth's main representative, or does not play a significant role. Includes:</p> <ul style="list-style-type: none"> • documents establishing the committee • documents relating to the appointment of committee members • agendas • minutes • reports • recommendations • supporting documents such as briefing and discussion papers <p>(Date range: 1946 -)</p>	Destroy 5 years after action completed

INTERNATIONAL ECONOMIC AFFAIRS

The function of development and implementation of policies relating to international economic arrangements. Includes provision of advice on international macroeconomic issues, forecasting, monitoring and analysing of developments in key global economies, Australia's major trading partners and other economies of interest and enhancing cooperation with economies in the region, active representation and participation in international financial institutions and other forums, provision of financial and technical assistance, and mutual recognition of standards and codes.

Committees - Continued

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

Entry	Description of Records	Disposal Action
8995	Working papers documenting the conduct and administration of all committees formed to consider matters relating to the international economic affairs function. Excludes high-level working papers such as major drafts of reports. Includes: <ul style="list-style-type: none"> • draft agendas • draft minutes • notices of meetings (Date range: 1946 -)	Destroy 3 years after action completed
8996	Records documenting routine arrangements supporting all committees relating to the international economic affairs function. Includes: <ul style="list-style-type: none"> • arrangements for dates and times of meetings • venue bookings • seating and room arrangements • catering arrangements (Date range: 1946 -)	Destroy 3 years after action completed

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.

Entry	Description of Records	Disposal Action
8997	Records documenting Treasury's compliance with mandatory or optional standards or with statutory requirements relating to the international economic affairs function, including compliance with the requirements of the Government's regulatory authority. Includes: <ul style="list-style-type: none"> • compliance guidelines • implementation and review schedules • compliance reports • working papers (Date range: 1997 -)	Destroy 7 years after action completed

INTERNATIONAL ECONOMIC AFFAIRS

The function of development and implementation of policies relating to international economic arrangements. Includes provision of advice on international macroeconomic issues, forecasting, monitoring and analysing of developments in key global economies, Australia's major trading partners and other economies of interest and enhancing cooperation with economies in the region, active representation and participation in international financial institutions and other forums, provision of financial and technical assistance, and mutual recognition of standards and codes.

Conferences

The activities involved in arranging or attending conferences held either by the organisation or by other organisations. Includes registrations, publicity and reports of participants etc.

Entry	Description of Records	Disposal Action
8998	Records documenting arrangements for Treasury conferences held in relation to the international economic affairs function. Includes: <ul style="list-style-type: none"> • program development • arranging speakers • promotion • managing registrations • venue bookings (Date range: 1920 -)	Destroy 3 years after action completed
8999	Reports assessing the conduct of Treasury conferences held in relation to the international economic affairs function. (Date range: 1920 -)	Destroy 3 years after action completed
9000	Copies of unpublished proceedings, reports, speeches and papers from Treasury conferences held in relation to the international economic affairs function. Includes presentations by Treasury staff. (Date range: 1920 -)	Destroy 3 years after action completed
9001	Treasury participants' reports concerning conferences arranged by other organisations in relation to the international economic affairs function. (Date range: 1920 -)	Destroy 3 years after action completed
9002	Records documenting the attendance of Treasury staff at conferences arranged by other organisations in relation to the international economic affairs function. Includes: <ul style="list-style-type: none"> • completed conference registration forms • programs • conference promotion material (Date range: 1920 -)	Destroy 1 year after action completed
9003	Copies of published conference proceedings and official reports received from conferences arranged by other organisations in relation to the international economic affairs function. (Date range: 1920 -)	Destroy 1 year after action completed

INTERNATIONAL ECONOMIC AFFAIRS

The function of development and implementation of policies relating to international economic arrangements. Includes provision of advice on international macroeconomic issues, forecasting, monitoring and analysing of developments in key global economies, Australia's major trading partners and other economies of interest and enhancing cooperation with economies in the region, active representation and participation in international financial institutions and other forums, provision of financial and technical assistance, and mutual recognition of standards and codes.

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.

For the development and issue of tender documentation including signed contracts resulting from tendering, use INTERNATIONAL ECONOMIC AFFAIRS - Tendering.

Entry	Description of Records	Disposal Action
9004	Records documenting contract management relating to the international economic affairs function. Includes: <ul style="list-style-type: none"> • approvals of payments • reviews of performance • records documenting final signing off of project (Date range: 1990 -)	Destroy 7 years after action completed

Economic Modelling

A mathematical technique used to better understand the relationship between economic variables. Includes preparation of a brief background to the theory and data, establishment of economic identities and their relationships, development of mathematical equations and interpretation of results.

For designing or re-designing of modelling software, use TECHNOLOGY AND TELECOMMUNICATIONS - Application Development.

Entry	Description of Records	Disposal Action
9005	Final versions of Treasury economic modelling systems, as they were adopted. Includes final versions of key macroeconomic relationships and equations. (Date range: 1972 -)	Retain as national archives
9006	Records of model application and its output. Includes: <ul style="list-style-type: none"> • data construction and maintenance • issue data • interpretation of results (Date range: 1972 -)	Destroy 10 years after action completed
9289	Records documenting the development and maintenance of Treasury economic modeling systems. Includes economic modelling systems that were not adopted. (Date range: 1972 -)	Destroy 5 years after action completed
9007	Working papers documenting the development of Treasury modelling systems. Includes drafts of macroeconomic relationships and equations. (Date range: 1972 -)	Destroy 3 years after action completed

INTERNATIONAL ECONOMIC AFFAIRS

The function of development and implementation of policies relating to international economic arrangements. Includes provision of advice on international macroeconomic issues, forecasting, monitoring and analysing of developments in key global economies, Australia's major trading partners and other economies of interest and enhancing cooperation with economies in the region, active representation and participation in international financial institutions and other forums, provision of financial and technical assistance, and mutual recognition of standards and codes.

Enquiries

The activities associated with handling requests for information about the organisation and its services by the general public, agency employees or another organisation.

Entry	Description of Records	Disposal Action
9008	Records documenting the receipt and registration of and responses to enquiries from the public, industry and business relating to the international economic affairs function. (Date range: 1980 -)	Destroy 1 year after action completed

Financial Transactions

The activities associated with the management of Australia's financial obligations with the international financial institutions. Includes processes relating to the general capital increase, maintenance of value transactions and other routine financial matters with these institutions.

Entry	Description of Records	Disposal Action
9009	Records documenting financial transactions between the Treasury and international financial institutions. Includes: <ul style="list-style-type: none"> • briefing notes • minutes providing advice to the Minister(s) • executive minutes • instruments for subscriptions • payment schedules • payment requests • payment authorisations • notifications to the financial management area • minutes to and from the Reserve Bank • reconciliation records (Date range: 1947 -)	Destroy 30 years after action completed
9010	Working papers documenting the development of financial transactions between the Treasury and international financial institutions. (Date range: 1947 -)	Destroy 5 years after action completed

INTERNATIONAL ECONOMIC AFFAIRS

The function of development and implementation of policies relating to international economic arrangements. Includes provision of advice on international macroeconomic issues, forecasting, monitoring and analysing of developments in key global economies, Australia's major trading partners and other economies of interest and enhancing cooperation with economies in the region, active representation and participation in international financial institutions and other forums, provision of financial and technical assistance, and mutual recognition of standards and codes.

Forecasting

The activities associated with predictions as to the future level of economic parameters relating to the economy as a whole or to individual sectors in the economy both domestic and international.

For establishing the scope of a subject matter, identifying and collecting data, and assessing international budgetary, economic and other impacts, use INTERNATIONAL ECONOMIC AFFAIRS - Analysis.

For observing and assessing current and prospective international economic developments, conditions and trends, use INTERNATIONAL ECONOMIC AFFAIRS - Monitoring.

For investigating or enquiring into a subject or area of interest in order to discover facts, principles etc, use INTERNATIONAL ECONOMIC AFFAIRS - Research.

Entry	Description of Records	Disposal Action
9011	Records documenting predictions of future indicators of the economy relating to the international economic affairs function. Includes: <ul style="list-style-type: none"> • forecasting data • forecasting calculations • forecasting analyses • projections • briefing papers (Date range: 1947 -)	Destroy 50 years after action completed

Government Liaison

The activities associated with maintaining regular general contact between the Treasury and other Commonwealth, State, local and international Government agencies. Includes sharing informal advice and discussions, and collaborating on projects that are not joint ventures.

For ad hoc gatherings held to formulate, discuss, up-date or resolve issues and matters pertaining to the management of the Treasury, use INTERNATIONAL ECONOMIC AFFAIRS - Meetings.

For liaison with professional associations, community groups, private sector organisations and professionals in related fields, use INTERNATIONAL ECONOMIC AFFAIRS - Liaison.

Entry	Description of Records	Disposal Action
9012	Records documenting Treasury liaison activities undertaken with Commonwealth, State, local or international Government organisations in relation to the international economic affairs function. Includes collaboration on projects and exchange of information. (Date range: 1947 -)	Destroy 5 years after action completed

INTERNATIONAL ECONOMIC AFFAIRS

The function of development and implementation of policies relating to international economic arrangements. Includes provision of advice on international macroeconomic issues, forecasting, monitoring and analysing of developments in key global economies, Australia's major trading partners and other economies of interest and enhancing cooperation with economies in the region, active representation and participation in international financial institutions and other forums, provision of financial and technical assistance, and mutual recognition of standards and codes.

Legislation

The process of making laws. Includes Local, Commonwealth and overseas Acts, Bills and subsections of Acts, and amendments to each.

Entry	Description of Records	Disposal Action
9013	Records documenting the preparation and passage of legislation related to the international economic affairs function through Parliament. Includes: <ul style="list-style-type: none"> • regulation impact statements • preliminary drafting instructions • proposed bills • exposure drafts • preparation of variations • preparation of the explanatory memorandum • second reading speech (Date range: 1947 -)	Retain as national archives
9276	Records documenting consultations and submissions received regarding legislation related to the international economic affairs function. (Date range: 1947 -)	Destroy 30 years after action completed
9014	Working papers documenting the preparation and passage of legislation through Parliament. (Date range: 1947 -)	Destroy 5 years after action completed

Liaison

The activities associated with maintaining regular general contact between the organisation and professional associations, professionals in related fields, other private sector organisations and community groups. Includes sharing informal advice and discussions, membership of professional associations and collaborating on projects that are not just joint ventures.

For ad hoc gatherings held to formulate, discuss, up-date or resolve issues and matters pertaining to the management of the Treasury, use INTERNATIONAL ECONOMIC AFFAIRS - Meetings.

For liaison with Government agencies, use INTERNATIONAL ECONOMIC AFFAIRS - Government Liaison.

Entry	Description of Records	Disposal Action
9015	Records documenting liaison activities undertaken with professional associations, private sector organisations and community groups, including collaboration on projects and exchange of information. (Date range: 1946 -)	Destroy 5 years after action completed

INTERNATIONAL ECONOMIC AFFAIRS

The function of development and implementation of policies relating to international economic arrangements. Includes provision of advice on international macroeconomic issues, forecasting, monitoring and analysing of developments in key global economies, Australia's major trading partners and other economies of interest and enhancing cooperation with economies in the region, active representation and participation in international financial institutions and other forums, provision of financial and technical assistance, and mutual recognition of standards and codes.

Meetings

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

Entry	Description of Records	Disposal Action
9016	Final version of agenda, minutes and supporting documents tabled at meetings held to support the international economic affairs function. Includes meetings with external agencies. (Date range: 1947 -)	Destroy 10 years after action completed
9017	Working papers, notices of meetings, draft agenda, draft minutes and discussion notes documenting the conduct and administration of meetings held to support the international economic affairs function. Includes meetings with external agencies. (Date range: 1947 -)	Destroy 1 year after action completed

Monitoring

The activities associated with observing and assessing current and prospective economic developments, conditions and trends both domestically and abroad.

For establishing the scope of a subject matter, identifying and collecting data, and assessing budgetary, economic and other impacts, use INTERNATIONAL ECONOMIC AFFAIRS - Analysis.

For predicting future indicators of the international economy, use INTERNATIONAL ECONOMIC AFFAIRS - Forecasting.

For investigating or enquiring into a subject or area of interest in order to discover facts, principles etc, use INTERNATIONAL ECONOMIC AFFAIRS - Research.

Entry	Description of Records	Disposal Action
9018	Records documenting monitoring of economic developments, conditions and trends, including information gathering, research, analysis and assessment of economic conditions. Includes: <ul style="list-style-type: none"> • data on economic conditions and trends • assessments of economic conditions • briefing papers (Date range: 1970 -)	Destroy 10 years after action completed

INTERNATIONAL ECONOMIC AFFAIRS

The function of development and implementation of policies relating to international economic arrangements. Includes provision of advice on international macroeconomic issues, forecasting, monitoring and analysing of developments in key global economies, Australia's major trading partners and other economies of interest and enhancing cooperation with economies in the region, active representation and participation in international financial institutions and other forums, provision of financial and technical assistance, and mutual recognition of standards and codes.

Policy Formulation

The activities associated with proposing, developing, drafting, costing, promulgating and advising on policies. Includes policy reviews.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
9019	<p>Records documenting the formulation or review of major policies relating to the international economic affairs function such as whole of Government policies or policies that lead to introduction of new or significant amendment to legislation or regulation. Includes:</p> <ul style="list-style-type: none"> • policy proposals • policy advice • supporting reports • major drafts • final policy documents • national policy statements • comments made on such policies • Ministerial briefings <p>(Date range: 1947 -)</p>	Retain as national archives
9285	<p>Records documenting consultations and submissions received regarding the formulation or review of major policies relating to the international economic affairs function such as whole of Government policies or policies that lead to introduction of new or significant amendment to legislation or regulation.</p> <p>(Date range: 1947 -)</p>	Destroy 30 years after action completed
9020	<p>Records documenting the formulation or review of minor policies relating to the international economic affairs function such as internal policies or policies that do not lead to introduction of new or significant amendment to legislation or regulation. Includes:</p> <ul style="list-style-type: none"> • policy proposals • policy advice • results of consultations (including submissions received) • supporting reports • major drafts • comments made on such policies • final policy documents • Ministerial briefings <p>(Date range: 1947 -)</p>	Destroy 10 years after action completed

INTERNATIONAL ECONOMIC AFFAIRS

The function of development and implementation of policies relating to international economic arrangements. Includes provision of advice on international macroeconomic issues, forecasting, monitoring and analysing of developments in key global economies, Australia's major trading partners and other economies of interest and enhancing cooperation with economies in the region, active representation and participation in international financial institutions and other forums, provision of financial and technical assistance, and mutual recognition of standards and codes.

Policy Formulation - Continued

The activities associated with proposing, developing, drafting, costing, promulgating and advising on policies. Includes policy reviews.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
9021	Working papers documenting the formulation or review of policy relating to the international economics affairs function. Excludes high-level working papers such as major drafts. (Date range: 1947 -)	Destroy 3 years after action completed
9022	Records documenting policy proposals not proceeded with. Includes supporting documents. (Date range: 1947 -)	Destroy 1 year after action completed

Procedures

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
9023	Manuals, handbooks, directives etc detailing procedures supporting the international economic affairs function. (Date range: 1947 -)	Destroy when procedures are superseded
9024	Records documenting the development of Treasury procedures supporting the international economic affairs function. Includes: <ul style="list-style-type: none"> • drafts • records of consultations • records of testing of procedures • implementation plan (Date range: 1947 -)	Destroy 1 year after production of procedures

INTERNATIONAL ECONOMIC AFFAIRS

The function of development and implementation of policies relating to international economic arrangements. Includes provision of advice on international macroeconomic issues, forecasting, monitoring and analysing of developments in key global economies, Australia's major trading partners and other economies of interest and enhancing cooperation with economies in the region, active representation and participation in international financial institutions and other forums, provision of financial and technical assistance, and mutual recognition of standards and codes.

Reporting

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

Entry	Description of Records	Disposal Action
9025	Master copy of unpublished reports produced in relation to the international economic affairs function that lead to the introduction of new or significant amendment to whole of Government policy, the legislative framework or regulation, or where there was a high level of public interest or controversy. Includes high-level working papers such as major drafts. (Date range: 1947 -)	Retain as national archives
9026	Working papers documenting the development of reports produced in relation to the international economic affairs function that lead to the introduction of new or significant amendment to whole of Government policy, the legislative framework or regulation or where there was a high level of public interest or controversy. Excludes high-level working papers such as major drafts. (Date range: 1947 -)	Destroy 10 years after action completed
9027	Published or unpublished reports, including working papers, produced in relation to the international economic affairs function that did not lead to the introduction of new or significant amendment to whole of Government policy or the legislative and regulatory framework and did not generate a high level of public interest or controversy. Excludes periodic reports. (Date range: 1947 -)	Destroy 10 years after action completed
9028	Periodic internal reports on general administrative matters used to monitor and document recurring activities to support the international economic affairs function such as work progress reports and unit level performance reporting. Includes working papers. (Date range: 1947 -)	Destroy 5 years after action completed
9029	Comments on reports of external agencies relating to the international economic affairs function. (Date range: 1947 -)	Destroy 3 years after action completed
9030	Copies of reports produced in relation to the international economic affairs function. (Date range: 1947 -)	Destroy 1 year after action completed

INTERNATIONAL ECONOMIC AFFAIRS

The function of development and implementation of policies relating to international economic arrangements. Includes provision of advice on international macroeconomic issues, forecasting, monitoring and analysing of developments in key global economies, Australia's major trading partners and other economies of interest and enhancing cooperation with economies in the region, active representation and participation in international financial institutions and other forums, provision of financial and technical assistance, and mutual recognition of standards and codes.

Representatives

The activities associated with the nomination, appointment or resignation of individuals or groups of personnel appointed by the organisation or their co-workers as official representatives to organisations, offices, unions, workers participation committees, councils or groups. Includes organisational legal representatives.

Entry	Description of Records	Disposal Action
9031	Records documenting the nomination, appointment and resignation or termination of staff members from international financial institutions. (Date range: 1948 -)	Destroy 3 years after resignation or termination of employment
9032	Working papers and administrative arrangements supporting the nomination, appointment and resignation or termination of staff members from international financial institutions. (Date range: 1948 -)	Destroy 2 years after action completed

Research

The activities involved in investigating or enquiring into a subject or area of interest in order to discover facts, principles etc. Used to support development of projects, standards, guidelines and the business activities of the organisation in general. Includes following up enquiries relating to organisational programs, projects, working papers, literature searches etc.

For establishing the scope of a subject matter, identifying and collecting data, and assessing budgetary, economic and other impacts, use INTERNATIONAL ECONOMIC AFFAIRS - Analysis.

For predicting future indicators of the international economy, use INTERNATIONAL ECONOMIC AFFAIRS - Forecasting.

For observing and assessing current and prospective international economic developments, conditions and trends, use INTERNATIONAL ECONOMIC AFFAIRS - Monitoring.

Entry	Description of Records	Disposal Action
9033	Records documenting major detailed research carried out to support the international economic affairs function. Includes: <ul style="list-style-type: none"> • research project plan • research data • research reports (Date range: 1970 -)	Destroy 10 years after action completed
9034	Records documenting routine research carried out to support the international economic affairs function. Includes: <ul style="list-style-type: none"> • research project plan • research data • research reports (Date range: 1970 -)	Destroy 1 year after action completed

INTERNATIONAL ECONOMIC AFFAIRS

The function of development and implementation of policies relating to international economic arrangements. Includes provision of advice on international macroeconomic issues, forecasting, monitoring and analysing of developments in key global economies, Australia's major trading partners and other economies of interest and enhancing cooperation with economies in the region, active representation and participation in international financial institutions and other forums, provision of financial and technical assistance, and mutual recognition of standards and codes.

Reviewing

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

Entry	Description of Records	Disposal Action
9035	Records documenting reviews that have far-reaching social or economic implications relating to the international economic affairs function or lead to introduction of new or significant amendment to whole of Government policy, legislation or regulation, including recommendations and advice resulting from such reviews. Includes: <ul style="list-style-type: none"> • scoping study • strategic direction document • research papers • consultations with stakeholders • review reports (Date range: 1901 -)	Retain as national archives
9036	Records documenting reviews that have no far-reaching social or economic implications relating to the international economic affairs function or do not lead to introduction of new or significant amendment to whole of Government policy, legislation or regulation, including recommendations and advice resulting from such reviews. Includes: <ul style="list-style-type: none"> • scoping study • strategic direction document • research papers • consultations with stakeholders • review reports (Date range: 1901 -)	Destroy 10 years after action completed
9037	Working papers documenting all reviews relating to the international economic affairs function. (Date range: 1901 -)	Destroy 10 years after action completed

Technical Assistance

The activities associated with the administration of the provision of technical assistance to foreign countries aiming at improving their economic governance. Includes staff exchanges, training, skill-sharing and the establishment of cooperative relationships with national officers and institutions. Excludes financial aid coordinated by AUSAID.

Entry	Description of Records	Disposal Action
9038	Records documenting the provision of technical assistance by the Treasury to foreign governments or international agencies. Includes: <ul style="list-style-type: none"> • placements of Treasury officers in overseas Government agencies or organisations • provision of seminars or workshops in Australia • placements in Treasury of overseas Government officers (Date range: 1999 -)	Destroy 10 years after action completed

INTERNATIONAL ECONOMIC AFFAIRS

The function of development and implementation of policies relating to international economic arrangements. Includes provision of advice on international macroeconomic issues, forecasting, monitoring and analysing of developments in key global economies, Australia's major trading partners and other economies of interest and enhancing cooperation with economies in the region, active representation and participation in international financial institutions and other forums, provision of financial and technical assistance, and mutual recognition of standards and codes.

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.

Entry	Description of Records	Disposal Action
9039	Records documenting the development and issue of tender documentation. Includes: <ul style="list-style-type: none"> • statement of requirements • request for proposals • expressions of interest • requests for tender • draft contracts (Date range: 1990 -)	Destroy 7 years after tender process completed
9040	Evaluation of tenders received against selection criteria. Includes: <ul style="list-style-type: none"> • arrangements for carrying out the evaluation process • evaluation report • recommendations • final report • public notices (Date range: 1990 -)	Destroy 7 years after tender process completed
9041	Records documenting post-offer negotiations and due diligence checks. (Date range: 1990 -)	Destroy 7 years after tender process completed
9042	Records of unsuccessful tenders or a tender process where there has been no suitable tender or where the tendering process has discontinued. Includes submissions, notification of outcome and reports on debriefing sessions. (Date range: 1990 -)	Destroy 2 years after tender process completed or decision made not to continue with tender process
9043	Signed contracts under seal resulting from tenders and supporting records: Australian Capital Territory. (Date range: 1990 -)	Destroy 12 years after completion or other termination of contract
9044	Simple signed contracts and agreements resulting from tenders. Includes supporting records. (Date range: 1990 -)	Destroy 7 years after completion or other termination of contract
9045	Tender and contract registers. (Date range: 1990 -)	Destroy 7 years after last entry

MARKETS REGULATION

The function of developing and implementing policies, strategies, legislative frameworks and reforms to ensure effective financial systems and markets and sound corporate practices. Includes activities associated with provision of advice to Government, Ministers and various Government agencies on specific issues, including Ministerial consent advice, consultations with stakeholders, liaison between the Department and State and Territory Government agencies, industry, business, lobby groups, monitoring of the developments and trends in markets and financial systems and policy formulation in areas such as prudential supervision, corporate governance, competition and trade practices, reforms in key infrastructure sectors, industry self-regulation etc. Also includes provision of consumer information, development and review of mandatory standards for general consumer products, licensing of smokeless tobacco, administration of product safety, resolving takeover disputes and provision of ad hoc financial assistance to policyholders or members of failed insurance companies and superannuation funds.

Addresses (presentations)

The activity of giving addresses for training, professional, community relations or sales purposes. Includes speeches and multi-media presentations.

Entry	Description of Records	Disposal Action
9046	Final versions of addresses relating to major new initiatives or highly significant changes to the markets regulation function presented by officials, such as Treasury Ministers, the Secretary and other staff at public or Government occasions. Includes multi-media presentation aids. (Date range: 1901 -)	Retain as national archives
9047	Final versions of addresses relating to minor new initiatives or changes of lesser significance to the markets regulation function presented by officials, such as Treasury Ministers, the Secretary and other staff at public or Government occasions. Includes multi-media presentation aids. (Date range: 1901 -)	Destroy 6 years after action completed
9048	Working papers documenting the preparation of all addresses related to the markets regulation function. Includes: <ul style="list-style-type: none"> • requests for input into Ministerial speeches • quality monitoring • comments • clearances • draft versions (Date range: 1901 -)	Destroy 1 year after action completed

MARKETS REGULATION

The function of developing and implementing policies, strategies, legislative frameworks and reforms to ensure effective financial systems and markets and sound corporate practices. Includes activities associated with provision of advice to Government, Ministers and various Government agencies on specific issues, including Ministerial consent advice, consultations with stakeholders, liaison between the Department and State and Territory Government agencies, industry, business, lobby groups, monitoring of the developments and trends in markets and financial systems and policy formulation in areas such as prudential supervision, corporate governance, competition and trade practices, reforms in key infrastructure sectors, industry self-regulation etc. Also includes provision of consumer information, development and review of mandatory standards for general consumer products, licensing of smokeless tobacco, administration of product safety, resolving takeover disputes and provision of ad hoc financial assistance to policyholders or members of failed insurance companies and superannuation funds.

Advice

The activities associated with offering opinions by or to the organisation as to an action or judgement. Includes the process of advising.

For Ministerial consent advice, use MARKETS REGULATION - Statutory Advice.

For policy advising, use MARKETS REGULATION - Policy Formulation.

For responses to Ministerials and responses to questions raised in Parliament, use GOVERNMENT RELATIONS - Representations.

Entry	Description of Records	Disposal Action
9049	<p>Advice provided to or received from the Treasurer, other Treasury Ministers, Treasury Executive, Government agencies and other bodies relating to the markets regulation function that leads to significant changes to the legislative or policy framework, or where there was a high level of public interest or controversy. Includes:</p> <ul style="list-style-type: none"> • briefing notes (includes background briefs and question time briefs) • minutes providing advice to the Minister(s) • minutes providing coordination comments to other business units within Treasury and Treasury portfolio agencies • high-level working papers such as major drafts <p>(Date range: 1901 -)</p>	Retain as national archives
9050	<p>Advice provided to or received from the Treasurer, other Treasury Ministers, Treasury Executive, Government agencies and other bodies relating to the markets regulation function on routine matters that did not lead to significant changes to the legislative or policy framework and did not generate a high level of public interest or controversy. Includes:</p> <ul style="list-style-type: none"> • briefing notes (includes background briefs and question time briefs) • minutes providing advice to the Minister(s) • minutes providing coordination comments to other business units within Treasury and Treasury portfolio agencies <p>(Date range: 1901 -)</p>	Destroy 10 years after action completed

MARKETS REGULATION

The function of developing and implementing policies, strategies, legislative frameworks and reforms to ensure effective financial systems and markets and sound corporate practices. Includes activities associated with provision of advice to Government, Ministers and various Government agencies on specific issues, including Ministerial consent advice, consultations with stakeholders, liaison between the Department and State and Territory Government agencies, industry, business, lobby groups, monitoring of the developments and trends in markets and financial systems and policy formulation in areas such as prudential supervision, corporate governance, competition and trade practices, reforms in key infrastructure sectors, industry self-regulation etc. Also includes provision of consumer information, development and review of mandatory standards for general consumer products, licensing of smokeless tobacco, administration of product safety, resolving takeover disputes and provision of ad hoc financial assistance to policyholders or members of failed insurance companies and superannuation funds.

Advice - Continued

The activities associated with offering opinions by or to the organisation as to an action or judgement. Includes the process of advising.

For Ministerial consent advice, use MARKETS REGULATION - Statutory Advice.

For policy advising, use MARKETS REGULATION - Policy Formulation.

For responses to Ministerials and responses to questions raised in Parliament, use GOVERNMENT RELATIONS - Representations.

Entry	Description of Records	Disposal Action
9051	Working papers documenting the development of all advice provided to the Treasurer, other Treasury Ministers, Treasury Executive, Government agencies and other bodies relating to the markets regulation function. Excludes high-level working papers such as major drafts of advice that leads to significant changes to the legislative or policy framework, or where there was a high level of public interest or controversy. (Date range: 1901 -)	Destroy 3 years after action completed

MARKETS REGULATION

The function of developing and implementing policies, strategies, legislative frameworks and reforms to ensure effective financial systems and markets and sound corporate practices. Includes activities associated with provision of advice to Government, Ministers and various Government agencies on specific issues, including Ministerial consent advice, consultations with stakeholders, liaison between the Department and State and Territory Government agencies, industry, business, lobby groups, monitoring of the developments and trends in markets and financial systems and policy formulation in areas such as prudential supervision, corporate governance, competition and trade practices, reforms in key infrastructure sectors, industry self-regulation etc. Also includes provision of consumer information, development and review of mandatory standards for general consumer products, licensing of smokeless tobacco, administration of product safety, resolving takeover disputes and provision of ad hoc financial assistance to policyholders or members of failed insurance companies and superannuation funds.

Committees

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

For audit committees, use STRATEGIC MANAGEMENT - Committees.

For international committees, councils, working groups, such as the Organisation for Economic Cooperation and Development (OECD), Asia-Pacific Economic Cooperation (APEC) etc, use INTERNATIONAL ECONOMIC AFFAIRS - Committees.

Entry	Description of Records	Disposal Action
9052	Records of committees (internal or external) formed to consider matters relating to the markets regulation function that lead to the introduction of new or significant amendment to whole of Government policy, the legislative framework or regulation, where Treasury provides the secretariat, is the Commonwealth's main representative, or plays a significant role. Includes: <ul style="list-style-type: none"> • documents establishing the committee • appointment of committee members • agendas • minutes • reports • recommendations • supporting documents such as briefing and discussion papers • high-level working papers such as major drafts (Date range: 1901 -)	Retain as national archives
9053	Records of committees (internal or external) formed to consider matters relating to the markets regulation function that do not lead to the introduction of new or significant amendment to whole of Government policy, the legislative framework or regulation, or where Treasury does not provide the secretariat, is not the Commonwealth's main representative, or does not play a significant role. Includes: <ul style="list-style-type: none"> • documents establishing the committee • appointment of committee members • agendas • minutes • reports • recommendations • supporting documents such as briefing and discussion papers (Date range: 1901 -)	Destroy 5 years after action completed

MARKETS REGULATION

The function of developing and implementing policies, strategies, legislative frameworks and reforms to ensure effective financial systems and markets and sound corporate practices. Includes activities associated with provision of advice to Government, Ministers and various Government agencies on specific issues, including Ministerial consent advice, consultations with stakeholders, liaison between the Department and State and Territory Government agencies, industry, business, lobby groups, monitoring of the developments and trends in markets and financial systems and policy formulation in areas such as prudential supervision, corporate governance, competition and trade practices, reforms in key infrastructure sectors, industry self-regulation etc. Also includes provision of consumer information, development and review of mandatory standards for general consumer products, licensing of smokeless tobacco, administration of product safety, resolving takeover disputes and provision of ad hoc financial assistance to policyholders or members of failed insurance companies and superannuation funds.

Committees - Continued

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

For audit committees, use STRATEGIC MANAGEMENT - Committees.

For international committees, councils, working groups, such as the Organisation for Economic Cooperation and Development (OECD), Asia-Pacific Economic Cooperation (APEC) etc, use INTERNATIONAL ECONOMIC AFFAIRS - Committees.

Entry	Description of Records	Disposal Action
9054	Working papers documenting the conduct and administration of all committees formed to consider matters relating to the markets regulation function. Excludes high-level working papers such as major drafts of reports that lead to the introduction of new or significant amendment to whole of Government policy, the legislative framework or regulation. Includes: <ul style="list-style-type: none"> • draft agendas • draft minutes • notices of meetings (Date range: 1901 -)	Destroy 3 years after action completed
9055	Records documenting routine arrangements supporting all committees relating to the markets regulation function. Includes: <ul style="list-style-type: none"> • arrangements for dates and times of meetings • venue bookings • seating and room arrangements • catering arrangements (Date range: 1901 -)	Destroy 3 years after action completed

MARKETS REGULATION

The function of developing and implementing policies, strategies, legislative frameworks and reforms to ensure effective financial systems and markets and sound corporate practices. Includes activities associated with provision of advice to Government, Ministers and various Government agencies on specific issues, including Ministerial consent advice, consultations with stakeholders, liaison between the Department and State and Territory Government agencies, industry, business, lobby groups, monitoring of the developments and trends in markets and financial systems and policy formulation in areas such as prudential supervision, corporate governance, competition and trade practices, reforms in key infrastructure sectors, industry self-regulation etc. Also includes provision of consumer information, development and review of mandatory standards for general consumer products, licensing of smokeless tobacco, administration of product safety, resolving takeover disputes and provision of ad hoc financial assistance to policyholders or members of failed insurance companies and superannuation funds.

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.

Entry	Description of Records	Disposal Action
9056	Records documenting Treasury compliance with mandatory or optional standards or with statutory requirements relating to the markets regulation function, including compliance with the requirements of the Government's regulatory authority. Includes: <ul style="list-style-type: none"> • compliance guidelines • implementation and review schedules • compliance reports • working papers (Date range: 1997 -)	Destroy 7 years after action completed

Conferences

The activities involved in arranging or attending conferences held either by the organisation or by other organisations. Includes registrations, publicity and reports of participants etc.

Entry	Description of Records	Disposal Action
9057	Records documenting arrangements for Treasury conferences held in relation to the markets regulation function. Includes: <ul style="list-style-type: none"> • program development • arranging speakers • promotion • managing registrations • venue bookings (Date range: 1901 -)	Destroy 3 years after action completed
9058	Reports assessing the conduct of Treasury conferences held in relation to the markets regulation function. (Date range: 1901 -)	Destroy 3 years after action completed
9059	Copies of unpublished proceedings, reports, speeches and papers from Treasury conferences held in relation to the markets regulation function. Includes presentations by Treasury staff. (Date range: 1901 -)	Destroy 3 years after action completed

MARKETS REGULATION

The function of developing and implementing policies, strategies, legislative frameworks and reforms to ensure effective financial systems and markets and sound corporate practices. Includes activities associated with provision of advice to Government, Ministers and various Government agencies on specific issues, including Ministerial consent advice, consultations with stakeholders, liaison between the Department and State and Territory Government agencies, industry, business, lobby groups, monitoring of the developments and trends in markets and financial systems and policy formulation in areas such as prudential supervision, corporate governance, competition and trade practices, reforms in key infrastructure sectors, industry self-regulation etc. Also includes provision of consumer information, development and review of mandatory standards for general consumer products, licensing of smokeless tobacco, administration of product safety, resolving takeover disputes and provision of ad hoc financial assistance to policyholders or members of failed insurance companies and superannuation funds.

Conferences - Continued

The activities involved in arranging or attending conferences held either by the organisation or by other organisations. Includes registrations, publicity and reports of participants etc.

Entry	Description of Records	Disposal Action
9060	Treasury participants' reports concerning conferences arranged by other organisations in relation to the markets regulation function. (Date range: 1901 -)	Destroy 3 years after action completed
9061	Records documenting the attendance of Treasury staff at conferences arranged by other organisations in relation to the markets regulation function. Includes: <ul style="list-style-type: none"> • completed conference registration forms • programs • conference promotion material (Date range: 1901 -)	Destroy 1 year after action completed
9062	Copies of published conference proceedings and official reports received from conferences arranged by other organisations in relation to the markets regulation function. (Date range: 1901 -)	Destroy 1 year after action completed

MARKETS REGULATION

The function of developing and implementing policies, strategies, legislative frameworks and reforms to ensure effective financial systems and markets and sound corporate practices. Includes activities associated with provision of advice to Government, Ministers and various Government agencies on specific issues, including Ministerial consent advice, consultations with stakeholders, liaison between the Department and State and Territory Government agencies, industry, business, lobby groups, monitoring of the developments and trends in markets and financial systems and policy formulation in areas such as prudential supervision, corporate governance, competition and trade practices, reforms in key infrastructure sectors, industry self-regulation etc. Also includes provision of consumer information, development and review of mandatory standards for general consumer products, licensing of smokeless tobacco, administration of product safety, resolving takeover disputes and provision of ad hoc financial assistance to policyholders or members of failed insurance companies and superannuation funds.

Consultations

The processes involved in formal consultations with key interest groups such as the public, industry groups and other Government agencies. Includes releasing discussion papers, preparing programs, making transcripts and summarising findings.

For regular general contact with professional associations, professionals in related fields, other private sector organisations and community groups, use MARKETS REGULATION - Liaison.

For regular general contact with other Government agencies, use MARKETS REGULATION - Government Liaison.

For ad hoc gatherings held to formulate, discuss, up-date or resolve issues and matters pertaining to the management of the Treasury, use MARKETS REGULATION - Meetings.

For consultations and submissions received regarding legislation, use MARKETS REGULATION - Legislation.

For consultations and submissions received regarding policy, use MARKETS REGULATION - Policy Formulation.

Entry	Description of Records	Disposal Action
9063	Records documenting consultations with the public, industry groups etc. Includes: <ul style="list-style-type: none"> • reference material • discussion papers • consultation programs • transcript of consultations • summaries of transcripts • correspondence received during the consultation process (Date range: 1986 -)	Destroy 20 years after action completed
9064	Working papers documenting administrative arrangements supporting consultations relating to the markets regulation function. Includes: <ul style="list-style-type: none"> • arrangements for dates and times of meetings • venue bookings • seating and room arrangements (Date range: 1986 -)	Destroy 2 years after action completed

MARKETS REGULATION

The function of developing and implementing policies, strategies, legislative frameworks and reforms to ensure effective financial systems and markets and sound corporate practices. Includes activities associated with provision of advice to Government, Ministers and various Government agencies on specific issues, including Ministerial consent advice, consultations with stakeholders, liaison between the Department and State and Territory Government agencies, industry, business, lobby groups, monitoring of the developments and trends in markets and financial systems and policy formulation in areas such as prudential supervision, corporate governance, competition and trade practices, reforms in key infrastructure sectors, industry self-regulation etc. Also includes provision of consumer information, development and review of mandatory standards for general consumer products, licensing of smokeless tobacco, administration of product safety, resolving takeover disputes and provision of ad hoc financial assistance to policyholders or members of failed insurance companies and superannuation funds.

Consumer Information

The activities associated with the development and implementation of information resources for consumers and business.

For content of Websites, design and production of publications, use PUBLICATION - Production.

For development of software and databases, use TECHNOLOGY AND TELECOMMUNICATIONS - Application Development.

For financial management, evaluation and reporting on programs, use MARKETS REGULATION - Program Management.

For the development and issue of tender documentation including signed contracts resulting from tendering, use MARKETS REGULATION - Tendering.

For management of contracts, use MARKETS REGULATION - Contracting out.

Entry	Description of Records	Disposal Action
9065	Records documenting the development and implementation of information resources for consumers and business. Includes: <ul style="list-style-type: none"> • records of consultations with business, consumers and the Treasurer • information strategies • Ministerial approvals (Date range: 1998 -)	Destroy 5 years after action completed

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 the development and issue of tender documentation including signed contracts resulting from tendering, use MARKETS REGULATION - Tendering.

Entry	Description of Records	Disposal Action
9066	Records documenting contract management relating to the markets regulation function. Includes: <ul style="list-style-type: none"> • approvals of payments • reviews of performance • records documenting final signing off of project (Date range: 1981 -)	Destroy 7 years after completion or other termination of the contract

MARKETS REGULATION

The function of developing and implementing policies, strategies, legislative frameworks and reforms to ensure effective financial systems and markets and sound corporate practices. Includes activities associated with provision of advice to Government, Ministers and various Government agencies on specific issues, including Ministerial consent advice, consultations with stakeholders, liaison between the Department and State and Territory Government agencies, industry, business, lobby groups, monitoring of the developments and trends in markets and financial systems and policy formulation in areas such as prudential supervision, corporate governance, competition and trade practices, reforms in key infrastructure sectors, industry self-regulation etc. Also includes provision of consumer information, development and review of mandatory standards for general consumer products, licensing of smokeless tobacco, administration of product safety, resolving takeover disputes and provision of ad hoc financial assistance to policyholders or members of failed insurance companies and superannuation funds.

Dispute Resolution

The processes associated with resolving disputes about takeover bids during the lifetime of those bids and the review of certain decisions by the securities and investments regulating authority in relation to takeover bids.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
9067	Records documenting dispute resolutions in relation to takeover bids. Includes the following records submitted to or created by the dispute resolution forum for takeover bids. Includes: <ul style="list-style-type: none">• applications• submissions and rebuttals• other evidence• decisions of the forum• Gazettal of decisions• reasons for decisions (Date range: 1991 -)	Retain as national archives

Enquiries

The activities associated with handling requests for information about the organisation and its services by the general public, agency employees or another organisation.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
9068	Records documenting the receipt and registration of and responses to enquiries from the public, industry and business relating to the markets regulation function. (Date range: 1901 -)	Destroy 1 year after action completed

MARKETS REGULATION

The function of developing and implementing policies, strategies, legislative frameworks and reforms to ensure effective financial systems and markets and sound corporate practices. Includes activities associated with provision of advice to Government, Ministers and various Government agencies on specific issues, including Ministerial consent advice, consultations with stakeholders, liaison between the Department and State and Territory Government agencies, industry, business, lobby groups, monitoring of the developments and trends in markets and financial systems and policy formulation in areas such as prudential supervision, corporate governance, competition and trade practices, reforms in key infrastructure sectors, industry self-regulation etc. Also includes provision of consumer information, development and review of mandatory standards for general consumer products, licensing of smokeless tobacco, administration of product safety, resolving takeover disputes and provision of ad hoc financial assistance to policyholders or members of failed insurance companies and superannuation funds.

Financial Assistance

The activities associated with consideration and processing of applications from policyholders or members of failed insurance companies and superannuation funds for financial assistance or compensation.

For the financial management, evaluation and reporting on funding of the assistance, use MARKETS REGULATION - Program Management.

For payments of individual claims, use FINANCIAL MANAGEMENT - Payments.

Entry	Description of Records	Disposal Action
9069	Records documenting granting of financial assistance to eligible applicants. Includes: <ul style="list-style-type: none"> • applications to the Minister • recommendations and advice to the Minister • requests to the prudential regulatory authority for advice • Ministerial determinations and approvals (Date range: 2001 -)	Destroy 10 years after action completed
9070	Records documenting unsuccessful applications for financial assistance. Includes: <ul style="list-style-type: none"> • applications to the Minister • recommendations and advice to the Minister • requests to the prudential regulatory authority for advice • Ministerial determinations (Date range: 2001 -)	Destroy 5 years after action completed

MARKETS REGULATION

The function of developing and implementing policies, strategies, legislative frameworks and reforms to ensure effective financial systems and markets and sound corporate practices. Includes activities associated with provision of advice to Government, Ministers and various Government agencies on specific issues, including Ministerial consent advice, consultations with stakeholders, liaison between the Department and State and Territory Government agencies, industry, business, lobby groups, monitoring of the developments and trends in markets and financial systems and policy formulation in areas such as prudential supervision, corporate governance, competition and trade practices, reforms in key infrastructure sectors, industry self-regulation etc. Also includes provision of consumer information, development and review of mandatory standards for general consumer products, licensing of smokeless tobacco, administration of product safety, resolving takeover disputes and provision of ad hoc financial assistance to policyholders or members of failed insurance companies and superannuation funds.

Government Liaison

The activities associated with maintaining regular general contact between the Treasury and other Commonwealth, State, local and international Government agencies. Includes sharing informal advice and discussions, and collaborating on projects that are not joint ventures.

For consultation and public debates with industry, business, public, and professional associations where official discussions papers are released, use MARKETS REGULATION - Consultations.

For liaison with professional associations, community groups, private sector organisations and professionals in related fields, use MARKETS REGULATION - Liaison.

For ad hoc gatherings held to formulate, discuss, up-date or resolve issues and matters pertaining to the management of the Treasury, use MARKETS REGULATION - Meetings.

Entry	Description of Records	Disposal Action
9071	Records documenting Treasury liaison activities undertaken with International, Commonwealth, State or local Government organisations in relation to the markets regulation function. Includes collaboration on projects and exchange of information. (Date range: 1901 -)	Destroy 5 years after action completed

Legislation

The process of making laws. Includes Local, State, Commonwealth and overseas Acts, Bills and subsections of Acts, and amendments to each.

Entry	Description of Records	Disposal Action
9072	Records documenting the preparation and passage of legislation related to the markets regulation function through Parliament. Includes: <ul style="list-style-type: none"> • regulation impact statements • preliminary drafting instructions • proposed bills • exposure drafts • preparation of variations • preparation of the explanatory memorandum • second reading speech (Date range: 1909 -)	Retain as national archives

MARKETS REGULATION

The function of developing and implementing policies, strategies, legislative frameworks and reforms to ensure effective financial systems and markets and sound corporate practices. Includes activities associated with provision of advice to Government, Ministers and various Government agencies on specific issues, including Ministerial consent advice, consultations with stakeholders, liaison between the Department and State and Territory Government agencies, industry, business, lobby groups, monitoring of the developments and trends in markets and financial systems and policy formulation in areas such as prudential supervision, corporate governance, competition and trade practices, reforms in key infrastructure sectors, industry self-regulation etc. Also includes provision of consumer information, development and review of mandatory standards for general consumer products, licensing of smokeless tobacco, administration of product safety, resolving takeover disputes and provision of ad hoc financial assistance to policyholders or members of failed insurance companies and superannuation funds.

Legislation - Continued

The process of making laws. Includes Local, State, Commonwealth and overseas Acts, Bills and subsections of Acts, and amendments to each.

Entry	Description of Records	Disposal Action
9277	Records documenting consultations and submissions received regarding legislation related to the markets regulation function. (Date range: 1909 -)	Destroy 30 years after action completed
9073	Working papers documenting the preparation and passage of legislation through Parliament. (Date range: 1909 -)	Destroy 5 years after action completed

Liaison

The activities associated with maintaining regular general contact between the organisation and professional associations, professionals in related fields, other private sector organisations and community groups. Includes sharing informal advice and discussions, membership of professional associations and collaborating on projects that are not joint ventures.

For consultation and public debates with industry, business, public, and professional associations where official discussions papers are released, use MARKETS REGULATION - Consultations.

For liaison with Government agencies, use MARKETS REGULATION - Government Liaison.

For ad hoc gatherings held to formulate, discuss, up-date or resolve issues and matters pertaining to the management of the Treasury, use MARKETS REGULATION - Meetings.

Entry	Description of Records	Disposal Action
9074	Records documenting liaison activities undertaken with professional associations, private sector organisations and community groups, including collaboration on projects and exchange of information. (Date range: 1901 -)	Destroy 5 years after action completed

MARKETS REGULATION

The function of developing and implementing policies, strategies, legislative frameworks and reforms to ensure effective financial systems and markets and sound corporate practices. Includes activities associated with provision of advice to Government, Ministers and various Government agencies on specific issues, including Ministerial consent advice, consultations with stakeholders, liaison between the Department and State and Territory Government agencies, industry, business, lobby groups, monitoring of the developments and trends in markets and financial systems and policy formulation in areas such as prudential supervision, corporate governance, competition and trade practices, reforms in key infrastructure sectors, industry self-regulation etc. Also includes provision of consumer information, development and review of mandatory standards for general consumer products, licensing of smokeless tobacco, administration of product safety, resolving takeover disputes and provision of ad hoc financial assistance to policyholders or members of failed insurance companies and superannuation funds.

Licensing

The activities associated with issuing import permits for goods, which are the subject of a permanent ban under trade practices legislation such as the Trade Practices Act.

Entry	Description of Records	Disposal Action
9075	Records documenting the issue of import permits for goods, which are the subject of a permanent ban under legislation such as Trade Practices Act. Includes applications for permits to import smokeless tobacco products and Ministerial permissions and permits. (Date range: 2000 -)	Destroy 2 years after permit expires
9076	Register of applications. (Date range: 2000 -)	Destroy 2 years after last entry

Mandatory Standards

The processes associated with the development and review of safety and information standards for general consumer products.

For recalls, bans or investigations of consumer products, use MARKETS REGULATION - Product Safety.

Entry	Description of Records	Disposal Action
9077	Records documenting the declaration of mandatory product safety and information standards, including the development, introduction and review of standards. Includes: <ul style="list-style-type: none"> • records of consultations with stakeholders • regulation impact statement • drafts of standards • endorsement by Ministers • approval notice from the Minister (Date range: 1974 -)	Destroy 10 years after standard is superseded

MARKETS REGULATION

The function of developing and implementing policies, strategies, legislative frameworks and reforms to ensure effective financial systems and markets and sound corporate practices. Includes activities associated with provision of advice to Government, Ministers and various Government agencies on specific issues, including Ministerial consent advice, consultations with stakeholders, liaison between the Department and State and Territory Government agencies, industry, business, lobby groups, monitoring of the developments and trends in markets and financial systems and policy formulation in areas such as prudential supervision, corporate governance, competition and trade practices, reforms in key infrastructure sectors, industry self-regulation etc. Also includes provision of consumer information, development and review of mandatory standards for general consumer products, licensing of smokeless tobacco, administration of product safety, resolving takeover disputes and provision of ad hoc financial assistance to policyholders or members of failed insurance companies and superannuation funds.

Meetings

The activities associated with adhoc gatherings held to formulate, discuss, update or resolve issues and matters pertaining to managing the section, Department, or organisation as a whole. Includes arrangements, agenda, taking of minutes etc. Excludes committee meetings.

For consultations or public debates with industry, business, public, and professional associations where official discussions papers are released, use MARKETS REGULATION - Consultations.

Entry	Description of Records	Disposal Action
9078	Final version of agenda, minutes and supporting documents tabled at meetings held to support the markets regulation function. Includes meetings with external agencies. (Date range: 1901 -)	Destroy 10 years after action completed
9079	Working papers, notices of meetings, draft agenda, draft minutes and discussion notes documenting the conduct and administration of meetings held to support the markets regulation function. Includes meetings with external agencies. (Date range: 1901 -)	Destroy 1 year after action completed

Monitoring

The activities associated with observing and assessing current and prospective economic developments, conditions and trends both domestically and abroad.

Entry	Description of Records	Disposal Action
9080	Records documenting monitoring of economic developments, conditions and trends, including information gathering, research, analysis and assessment of economic conditions. Includes: <ul style="list-style-type: none"> • data on economic conditions and trends • assessments of economic conditions • briefing papers (Date range: 1959 -)	Destroy 10 years after action completed

MARKETS REGULATION

The function of developing and implementing policies, strategies, legislative frameworks and reforms to ensure effective financial systems and markets and sound corporate practices. Includes activities associated with provision of advice to Government, Ministers and various Government agencies on specific issues, including Ministerial consent advice, consultations with stakeholders, liaison between the Department and State and Territory Government agencies, industry, business, lobby groups, monitoring of the developments and trends in markets and financial systems and policy formulation in areas such as prudential supervision, corporate governance, competition and trade practices, reforms in key infrastructure sectors, industry self-regulation etc. Also includes provision of consumer information, development and review of mandatory standards for general consumer products, licensing of smokeless tobacco, administration of product safety, resolving takeover disputes and provision of ad hoc financial assistance to policyholders or members of failed insurance companies and superannuation funds.

Policy Formulation

The activities associated with proposing, developing, drafting, costing, promulgating and advising on policies. Includes policy reviews.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
9081	Records documenting the formulation or review of major policies relating to the markets regulation function such as whole of Government policies or policies that lead to the introduction of new or significant amendment to legislation or regulations or significantly affect financial systems, markets, corporate practices or consumer issues. Includes: <ul style="list-style-type: none"> • policy proposals • policy advice • research papers • supporting reports • major drafts • final policy documents • national policy statements • comments made on such policies • Ministerial briefings (Date range: 1901 -)	Retain as national archives
9286	Records documenting consultations and submissions received regarding the formulation or review of major policies relating to the markets regulation function such as whole of Government policies or policies that lead to the introduction of new or significant amendment to legislation or regulations or significantly affect financial systems, markets, corporate practices or consumer issues. (Date range: 1901 -)	Destroy 30 years after action completed

MARKETS REGULATION

The function of developing and implementing policies, strategies, legislative frameworks and reforms to ensure effective financial systems and markets and sound corporate practices. Includes activities associated with provision of advice to Government, Ministers and various Government agencies on specific issues, including Ministerial consent advice, consultations with stakeholders, liaison between the Department and State and Territory Government agencies, industry, business, lobby groups, monitoring of the developments and trends in markets and financial systems and policy formulation in areas such as prudential supervision, corporate governance, competition and trade practices, reforms in key infrastructure sectors, industry self-regulation etc. Also includes provision of consumer information, development and review of mandatory standards for general consumer products, licensing of smokeless tobacco, administration of product safety, resolving takeover disputes and provision of ad hoc financial assistance to policyholders or members of failed insurance companies and superannuation funds.

Policy Formulation - Continued

The activities associated with proposing, developing, drafting, costing, promulgating and advising on policies. Includes policy reviews.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
9082	Records documenting the formulation or review of minor policies relating to the markets regulation function such as internal policies or policies that do not lead to the introduction of new or significant amendment to legislation or regulation or do not significantly affect financial systems, markets, corporate practices or consumer issues. Includes: <ul style="list-style-type: none"> • policy proposals • policy advice • research papers • results of consultations (including submissions received) • supporting reports • major drafts • comments made on such policies • final policy documents • Ministerial briefings (Date range: 1901 -)	Destroy 10 years after action completed
9083	Working papers documenting the formulation or review of all policies relating to the markets regulation function. Excludes high-level working papers such as major drafts. (Date range: 1901 -)	Destroy 3 years after action completed
9084	Records documenting policy proposals not proceeded with relating to the markets regulation function. Includes supporting documents. (Date range: 1901 -)	Destroy 1 year after action completed

MARKETS REGULATION

The function of developing and implementing policies, strategies, legislative frameworks and reforms to ensure effective financial systems and markets and sound corporate practices. Includes activities associated with provision of advice to Government, Ministers and various Government agencies on specific issues, including Ministerial consent advice, consultations with stakeholders, liaison between the Department and State and Territory Government agencies, industry, business, lobby groups, monitoring of the developments and trends in markets and financial systems and policy formulation in areas such as prudential supervision, corporate governance, competition and trade practices, reforms in key infrastructure sectors, industry self-regulation etc. Also includes provision of consumer information, development and review of mandatory standards for general consumer products, licensing of smokeless tobacco, administration of product safety, resolving takeover disputes and provision of ad hoc financial assistance to policyholders or members of failed insurance companies and superannuation funds.

Procedures

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

Entry	Description of Records	Disposal Action
9085	Manuals, handbooks, directives etc detailing procedures supporting the markets regulation function. (Date range: 1901 -)	Destroy when procedures are superseded
9086	Records documenting the development of Treasury procedures supporting the markets regulation function. Includes: <ul style="list-style-type: none"> • drafts • records of consultations • implementation plan (Date range: 1901 -)	Destroy 1 year after production of procedures

Product Safety

The processes associated with the administration of legislation concerning product safety. Includes product recall notifications, product bans and investigations of allegedly hazardous or potentially unsafe products.

For the development and review of safety and information standards for general consumer products, use MARKETS REGULATION - Mandatory Standards.

Entry	Description of Records	Disposal Action
9087	Records documenting the administration of product recalls, including notifications, monitoring and audits. Includes: <ul style="list-style-type: none"> • Ministerial briefs • Ministerial approvals • product recall notices • reports on monitoring of recalls • assessments of responses to recalls • recall audit reports (Date range: 1974 -)	Destroy 15 years after action completed

MARKETS REGULATION

The function of developing and implementing policies, strategies, legislative frameworks and reforms to ensure effective financial systems and markets and sound corporate practices. Includes activities associated with provision of advice to Government, Ministers and various Government agencies on specific issues, including Ministerial consent advice, consultations with stakeholders, liaison between the Department and State and Territory Government agencies, industry, business, lobby groups, monitoring of the developments and trends in markets and financial systems and policy formulation in areas such as prudential supervision, corporate governance, competition and trade practices, reforms in key infrastructure sectors, industry self-regulation etc. Also includes provision of consumer information, development and review of mandatory standards for general consumer products, licensing of smokeless tobacco, administration of product safety, resolving takeover disputes and provision of ad hoc financial assistance to policyholders or members of failed insurance companies and superannuation funds.

Product Safety - Continued

The processes associated with the administration of legislation concerning product safety. Includes product recall notifications, product bans and investigations of allegedly hazardous or potentially unsafe products.

For the development and review of safety and information standards for general consumer products, use MARKETS REGULATION - Mandatory Standards.

Entry	Description of Records	Disposal Action
9088	Records documenting the administration of product bans, including identification of safety problem or hazard, assessment of safety problem or hazard, coordination of product testing and ban notifications. Includes: <ul style="list-style-type: none"> • Ministerial briefs • Ministerial approvals • product ban notices • advice to or from the consumer regulatory body (Date range: 1974 -)	Destroy 15 years after action completed
9089	Records documenting the administration of investigations of allegedly hazardous or potentially unsafe products, including establishment of investigations, advice on investigations, coordination of and reports of investigations. Includes: <ul style="list-style-type: none"> • Ministerial briefs • Ministerial approvals • product investigation notices • advice to or from the consumer regulatory body (Date range: 1974 -)	Destroy 15 years after action completed

MARKETS REGULATION

The function of developing and implementing policies, strategies, legislative frameworks and reforms to ensure effective financial systems and markets and sound corporate practices. Includes activities associated with provision of advice to Government, Ministers and various Government agencies on specific issues, including Ministerial consent advice, consultations with stakeholders, liaison between the Department and State and Territory Government agencies, industry, business, lobby groups, monitoring of the developments and trends in markets and financial systems and policy formulation in areas such as prudential supervision, corporate governance, competition and trade practices, reforms in key infrastructure sectors, industry self-regulation etc. Also includes provision of consumer information, development and review of mandatory standards for general consumer products, licensing of smokeless tobacco, administration of product safety, resolving takeover disputes and provision of ad hoc financial assistance to policyholders or members of failed insurance companies and superannuation funds.

Program Management

The activities associated with the establishment, management, review and closure of programs. Includes development of frameworks, accountability oversight, operational planning, budgeting, expenditure monitoring and reporting.

For the development and issue of tender documentation including signed contracts resulting from tendering, use MARKETS REGULATION - Tendering.

For management of contracts, use MARKETS REGULATION - Contracting out.

For development of program policies, use MARKETS REGULATION - Policy Formulation.

Entry	Description of Records	Disposal Action
9090	Records documenting the establishment, management, review and closure of programs. Includes: <ul style="list-style-type: none"> • Parliamentary and Ministerial approvals • program frameworks • progress reports • reviews of program operations • internal audits of programs (Date range: 2001 -)	Destroy 10 years after action completed

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.

Entry	Description of Records	Disposal Action
9091	Master copy of unpublished reports produced in relation to the markets regulation function that lead to the introduction of new or significant amendment to whole of Government policy, the legislative framework or regulation, or where there was a high level of public interest or controversy. Includes high-level working papers such as major drafts. (Date range: 1901 -)	Retain as national archives

MARKETS REGULATION

The function of developing and implementing policies, strategies, legislative frameworks and reforms to ensure effective financial systems and markets and sound corporate practices. Includes activities associated with provision of advice to Government, Ministers and various Government agencies on specific issues, including Ministerial consent advice, consultations with stakeholders, liaison between the Department and State and Territory Government agencies, industry, business, lobby groups, monitoring of the developments and trends in markets and financial systems and policy formulation in areas such as prudential supervision, corporate governance, competition and trade practices, reforms in key infrastructure sectors, industry self-regulation etc. Also includes provision of consumer information, development and review of mandatory standards for general consumer products, licensing of smokeless tobacco, administration of product safety, resolving takeover disputes and provision of ad hoc financial assistance to policyholders or members of failed insurance companies and superannuation funds.

Reporting - Continued

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.

Entry	Description of Records	Disposal Action
9092	Working papers documenting the development of reports produced in relation to the markets regulation function that lead to the introduction of new or significant amendment to whole of Government policy, the legislative framework or regulation or where there was a high level of public interest or controversy. Excludes high-level working papers such as major drafts. (Date range: 1901 -)	Destroy 10 years after action completed
9093	Published or unpublished reports, including working papers, produced in relation to the markets regulation function that do not lead to the introduction of new or significant amendment to whole of Government policy, the legislative framework or regulation and did not generate a high level of public interest or controversy. Excludes periodic reports. (Date range: 1901 -)	Destroy 10 years after action completed
9094	Periodic internal reports on general administrative matters used to monitor and document recurring activities to support the markets regulation function such as work progress reports against business and work plans and unit level performance reporting. Includes working papers. (Date range: 1901 -)	Destroy 5 years after action completed
9095	Comments on reports of external agencies relating to the markets regulation function. (Date range: 1901 -)	Destroy 3 years after action completed
9096	Copies of reports associated with the markets regulation function. (Date range: 1901 -)	Destroy 1 year after action completed

MARKETS REGULATION

The function of developing and implementing policies, strategies, legislative frameworks and reforms to ensure effective financial systems and markets and sound corporate practices. Includes activities associated with provision of advice to Government, Ministers and various Government agencies on specific issues, including Ministerial consent advice, consultations with stakeholders, liaison between the Department and State and Territory Government agencies, industry, business, lobby groups, monitoring of the developments and trends in markets and financial systems and policy formulation in areas such as prudential supervision, corporate governance, competition and trade practices, reforms in key infrastructure sectors, industry self-regulation etc. Also includes provision of consumer information, development and review of mandatory standards for general consumer products, licensing of smokeless tobacco, administration of product safety, resolving takeover disputes and provision of ad hoc financial assistance to policyholders or members of failed insurance companies and superannuation funds.

Research

The activities involved in investigating or enquiring into a subject or area of interest in order to discover facts, principles etc. Used to support development of projects, standards, guidelines etc and the business activities of the organisation in general. Includes following up enquiries relating to organisational programs, projects, working papers, literature searches etc.

Entry	Description of Records	Disposal Action
9097	Records documenting major detailed research carried out to support the markets regulation function. Includes: <ul style="list-style-type: none"> • research project plan • research data • research reports (Date range: 1901 -)	Destroy 7 years after action completed
9098	Records documenting routine research carried out to support the markets regulation function. Includes: <ul style="list-style-type: none"> • research project plan • research data • research reports (Date range: 1901 -)	Destroy 1 year after action completed

MARKETS REGULATION

The function of developing and implementing policies, strategies, legislative frameworks and reforms to ensure effective financial systems and markets and sound corporate practices. Includes activities associated with provision of advice to Government, Ministers and various Government agencies on specific issues, including Ministerial consent advice, consultations with stakeholders, liaison between the Department and State and Territory Government agencies, industry, business, lobby groups, monitoring of the developments and trends in markets and financial systems and policy formulation in areas such as prudential supervision, corporate governance, competition and trade practices, reforms in key infrastructure sectors, industry self-regulation etc. Also includes provision of consumer information, development and review of mandatory standards for general consumer products, licensing of smokeless tobacco, administration of product safety, resolving takeover disputes and provision of ad hoc financial assistance to policyholders or members of failed insurance companies and superannuation funds.

Reviewing

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

Entry	Description of Records	Disposal Action
9099	Records documenting reviews that have far-reaching social or economic implications relating to the markets regulation function, including recommendations and advice resulting from such reviews. Includes: <ul style="list-style-type: none"> • scoping study • strategic direction document • research papers • consultations with stakeholders • recommendations • review reports (Date range: 1901 -)	Retain as national archives
9100	Records documenting reviews that have no far-reaching social or economic implications relating to the markets regulation function, including recommendations and advice resulting from reviews. Includes: <ul style="list-style-type: none"> • scoping study • strategic direction document • research papers • consultations with stakeholders • recommendations • review reports (Date range: 1901 -)	Destroy 10 years after action completed
9101	Working papers documenting all reviews relating to the markets regulation function. (Date range: 1901 -)	Destroy 10 years after action completed

MARKETS REGULATION

The function of developing and implementing policies, strategies, legislative frameworks and reforms to ensure effective financial systems and markets and sound corporate practices. Includes activities associated with provision of advice to Government, Ministers and various Government agencies on specific issues, including Ministerial consent advice, consultations with stakeholders, liaison between the Department and State and Territory Government agencies, industry, business, lobby groups, monitoring of the developments and trends in markets and financial systems and policy formulation in areas such as prudential supervision, corporate governance, competition and trade practices, reforms in key infrastructure sectors, industry self-regulation etc. Also includes provision of consumer information, development and review of mandatory standards for general consumer products, licensing of smokeless tobacco, administration of product safety, resolving takeover disputes and provision of ad hoc financial assistance to policyholders or members of failed insurance companies and superannuation funds.

Statutory Advice

The activities associated with provision of advice in relation to statutory Ministerial powers. Includes approvals, issue of interim orders, consents and certifications.

For briefings, offering of opinions as to an action or judgement not related to Ministerial powers, use MARKETS REGULATION - Advice.

For briefing notes such as background briefs, question time briefs (QTBs), Ministerial statements etc, use MARKETS REGULATION - Advice.

Entry	Description of Records	Disposal Action
9102	Records documenting provision of advice in relation to statutory Ministerial powers with respect to approvals, issue of interim orders, consents and certifications. Includes: <ul style="list-style-type: none"> • applications to the Minister(s) • consultations with stakeholders • Ministerial briefs • Ministerial determinations • notices of Ministerial determinations (Date range: 1959 -)	Destroy 20 years after action completed
9103	Working papers documenting provision of advice in relation to statutory Ministerial powers. (Date range: 1959 -)	Destroy 10 years after action completed

MARKETS REGULATION

The function of developing and implementing policies, strategies, legislative frameworks and reforms to ensure effective financial systems and markets and sound corporate practices. Includes activities associated with provision of advice to Government, Ministers and various Government agencies on specific issues, including Ministerial consent advice, consultations with stakeholders, liaison between the Department and State and Territory Government agencies, industry, business, lobby groups, monitoring of the developments and trends in markets and financial systems and policy formulation in areas such as prudential supervision, corporate governance, competition and trade practices, reforms in key infrastructure sectors, industry self-regulation etc. Also includes provision of consumer information, development and review of mandatory standards for general consumer products, licensing of smokeless tobacco, administration of product safety, resolving takeover disputes and provision of ad hoc financial assistance to policyholders or members of failed insurance companies and superannuation funds.

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.

Entry	Description of Records	Disposal Action
9104	Records documenting the development and issue of tender documentation. Includes: <ul style="list-style-type: none"> • statement of requirements • request for proposals • expressions of interest • requests for tender • draft contracts (Date range: 1981 -)	Destroy 7 years after tender process completed
9105	Evaluation of tenders received against selection criteria. Includes: <ul style="list-style-type: none"> • arrangements for carrying out the evaluation process • evaluation report • recommendations • final report • public notices (Date range: 1981 -)	Destroy 7 years after tender process completed
9106	Records documenting post-offer negotiations and due diligence checks. (Date range: 1981 -)	Destroy 7 years after tender process completed
9107	Records of unsuccessful tenders or a tender process where there has been no suitable tender or where the tendering process has discontinued. Includes: <ul style="list-style-type: none"> • submissions • notification of outcome • reports on debriefing sessions (Date range: 1981 -)	Destroy 2 years after tender process completed or decision made not to continue with tender process
9108	Signed contracts under seal resulting from tenders and supporting records: Western Australia. (Date range: 1981 -)	Destroy 20 years after completion or other termination of contract

MARKETS REGULATION

The function of developing and implementing policies, strategies, legislative frameworks and reforms to ensure effective financial systems and markets and sound corporate practices. Includes activities associated with provision of advice to Government, Ministers and various Government agencies on specific issues, including Ministerial consent advice, consultations with stakeholders, liaison between the Department and State and Territory Government agencies, industry, business, lobby groups, monitoring of the developments and trends in markets and financial systems and policy formulation in areas such as prudential supervision, corporate governance, competition and trade practices, reforms in key infrastructure sectors, industry self-regulation etc. Also includes provision of consumer information, development and review of mandatory standards for general consumer products, licensing of smokeless tobacco, administration of product safety, resolving takeover disputes and provision of ad hoc financial assistance to policyholders or members of failed insurance companies and superannuation funds.

Tendering - Continued

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.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
9109	Signed contracts under seal resulting from tenders and supporting records: Victoria and South Australia. (Date range: 1981 -)	Destroy 15 years after completion or other termination of contract
9110	Signed contracts under seal resulting from tenders and supporting records: New South Wales, Queensland, Tasmania, Australian Capital Territory, and Northern Territory. (Date range: 1981 -)	Destroy 12 years after completion or other termination of contract
9111	Signed simple contracts and agreements resulting from tenders and supporting documents. (Date range: 1981 -)	Destroy 7 years after action completed
9112	Tender and contract registers. (Date range: 1981 -)	Destroy 7 years after last entry

PORTFOLIO GOVERNANCE

The function of supporting and coordinating governance arrangements of Treasury's portfolio bodies. Includes agreements on work arrangements, appointments, advice, accountability, performance and setting up reviews and coordination of budgets and levies. Also includes work planning, reporting and regular review of their operations.

Accountability Monitoring

The activities associated with the establishment, maintenance, monitoring and review of accountability arrangements with Portfolio agencies.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
9113	Records documenting the establishment, maintenance, monitoring and review of accountability arrangements with portfolio agencies. (Date range: 1959 -)	Destroy 15 years after action completed
9114	Working papers documenting the development of the establishment, maintenance and review of accountability arrangements with portfolio arrangements. (Date range: 1959 -)	Destroy 15 years after action completed

Advice

The activities associated with offering opinions by or to the organisation as to an action or judgement. Includes the process of advising.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
9115	Advice provided to or received from the Treasurer, other Treasury Ministers, Treasury Executive, Government agencies and other bodies relating to the portfolio governance function. Includes: <ul style="list-style-type: none"> • briefing notes (includes background briefs and question time briefs) • minutes providing advice to the Minister(s) • minutes providing coordination comments to other business units within Treasury and Treasury portfolio agencies (Date range: 1959 -)	Destroy 10 years after action completed
9116	Working papers documenting the development of advice provided to the Treasurer, other Treasury Ministers, Treasury Executive, Government agencies and other bodies relating to the portfolio governance function. (Date range: 1959 -)	Destroy 3 years after action completed

PORTFOLIO GOVERNANCE

The function of supporting and coordinating governance arrangements of Treasury's portfolio bodies. Includes agreements on work arrangements, appointments, advice, accountability, performance and setting up reviews and coordination of budgets and levies. Also includes work planning, reporting and regular review of their operations.

Agreements

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

Entry	Description of Records	Disposal Action
9117	Final versions of agreements with portfolio agencies. (Date range: 1959 -)	Destroy 10 years after expiry or other termination of agreement
9118	Records documenting the negotiations, establishment, maintenance and review of agreements with portfolio agencies. (Date range: 1959 -)	Destroy 10 years after expiry or other termination of agreement

Appointments

The activities associated with administrative support given to the Minister or Governor General in the process of making formal appointments to support portfolio responsibilities. Includes assessing applications, making recommendations for appointments and determining the terms and conditions of appointment.

Entry	Description of Records	Disposal Action
9119	Records documenting the appointment of persons to portfolio agencies by the Secretary, Minister or Governor-General. Includes: <ul style="list-style-type: none"> • briefings to Secretary, Minister or Governor-General • applications • selection procedures • approvals • letters of appointment • copies of resignations and acknowledgements (Date range: 1959 -)	Destroy 6 years after end of appointment
9120	Records of terms and conditions of employment, including employment contracts. (Date range: 1959 -)	Destroy 6 years after end of appointment

PORTFOLIO GOVERNANCE

The function of supporting and coordinating governance arrangements of Treasury's portfolio bodies. Includes agreements on work arrangements, appointments, advice, accountability, performance and setting up reviews and coordination of budgets and levies. Also includes work planning, reporting and regular review of their operations.

Budgetary and Levy Coordination

The activities associated with the setting, review and coordination of regulatory budgets and associated industry levies. Includes investigation of levy setting options, consultations with stakeholders and making recommendations for the set up of the amount of levies.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
9121	Records documenting the supervisory levy setting, coordination and monitoring of the budgets and industry levies administered by portfolio agencies. Includes budget estimates for portfolio agencies. (Date range: 1987 -)	Destroy 15 years after action completed
9122	Records documenting the review of levies including negotiations and consultations with stakeholders. (Date range: 1987 -)	Destroy 15 years after action completed
9123	Records documenting spending progress or revenue collection by portfolio agencies against budget allocations. (Date range: 1987 -)	Destroy 5 years after action completed
9124	Records documenting the input by portfolio agencies to budget and levy estimates. Includes records of consultations between Treasury and portfolio agencies (Date range: 1987 -)	Destroy 5 years after action completed
9125	Background papers used for the production of portfolio agency budget and levy estimates. (Date range: 1987 -)	Destroy 5 years after action completed

PORTFOLIO GOVERNANCE

The function of supporting and coordinating governance arrangements of Treasury's portfolio bodies. Includes agreements on work arrangements, appointments, advice, accountability, performance and setting up reviews and coordination of budgets and levies. Also includes work planning, reporting and regular review of their operations.

Committees

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

For original records of committees, use relevant portfolio body records disposal authorities.

For audit committees, use STRATEGIC MANAGEMENT - Committees.

Entry	Description of Records	Disposal Action
9271	<p>Copies of records of committees (internal or external) formed to consider matters relating to the portfolio governance function and held by Treasury for reference. Includes:</p> <ul style="list-style-type: none"> • documents establishing the committee • documents relating to the appointment of committee members • agendas • minutes • reports • recommendations • supporting documents such as briefing and discussion papers • working papers <p>(Date range: 1959 -)</p>	Destroy 10 years after action completed

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 the development and issue of tender documentation including signed contracts resulting from tendering, use PORTFOLIO GOVERNANCE - Tendering.

Entry	Description of Records	Disposal Action
9126	<p>Records documenting contract management relating to the portfolio governance function. Includes:</p> <ul style="list-style-type: none"> • approvals of payments • reviews of performance • records documenting final signing off of project <p>(Date range: 1980 -)</p>	Destroy 7 years after action completed

PORTFOLIO GOVERNANCE

The function of supporting and coordinating governance arrangements of Treasury's portfolio bodies. Includes agreements on work arrangements, appointments, advice, accountability, performance and setting up reviews and coordination of budgets and levies. Also includes work planning, reporting and regular review of their operations.

Government Liaison

The activities associated with maintaining regular general contact between the Treasury and other Commonwealth, State, local and international Government agencies. Includes sharing informal advice and discussions, and collaborating on projects that are not joint ventures.

For ad hoc gatherings held to formulate, discuss, up-date or resolve issues and matters pertaining to the management of the Treasury, use PORTFOLIO GOVERNANCE - Meetings.

Entry	Description of Records	Disposal Action
9127	Records documenting Treasury liaison activities undertaken with Commonwealth, State, local or international Government organisations in relation to the portfolio governance function. Includes collaboration on projects and exchange of information. (Date range: 1959 -)	Destroy 5 years after action completed

Meetings

The activities associated with adhoc gatherings held to formulate, discuss, update or resolve issues and matters pertaining to managing the section, Department, or organisation as a whole. Includes arrangements, agenda, taking of minutes etc. Excludes committee meetings.

Entry	Description of Records	Disposal Action
9128	Final version of agenda, minutes and supporting documents tabled at meetings held to support the portfolio governance function. Includes meetings with external agencies. (Date range: 1959 -)	Destroy 10 years after action completed
9129	Working papers, notices of meetings, draft agenda, draft minutes and discussion notes documenting the conduct and administration of meetings held to support the portfolio governance function. Includes meetings with external agencies. (Date range: 1959 -)	Destroy 1 year after action completed

PORTFOLIO GOVERNANCE

The function of supporting and coordinating governance arrangements of Treasury's portfolio bodies. Includes agreements on work arrangements, appointments, advice, accountability, performance and setting up reviews and coordination of budgets and levies. Also includes work planning, reporting and regular review of their operations.

Planning

The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.

Entry	Description of Records	Disposal Action
9130	Final version of plans relating to the portfolio governance function that lead to major changes to the arrangements with portfolio agencies, or the introduction of new or significant amendment to legislation or regulation. Includes plans to re-structure the portfolio. (Date range: 1987 -)	Retain as national archives
9131	Final version of plans relating to the portfolio governance function that do not lead to major changes to the arrangements with portfolio agencies, or the introduction of new or significant amendment to legislation or regulation. (Date range: 1987 -)	Destroy 5 years after plan is superseded
9132	Working papers documenting the development of all plans relating to the portfolio governance function. Includes: <ul style="list-style-type: none"> • input into plans • comments received • drafts (Date range: 1987 -)	Destroy 3 years after action completed

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.

Entry	Description of Records	Disposal Action
9133	Reports, including working papers, produced in relation to the portfolio governance function. Excludes periodic internal reports on general administrative matters. (Date range: 1959 -)	Destroy 10 years after action completed
9134	Periodic internal reports on general administrative matters used to monitor and document recurring activities to support the portfolio governance function such as work progress reports and unit level performance reporting. Includes working papers. (Date range: 1959 -)	Destroy 5 years after action completed

PORTFOLIO GOVERNANCE

The function of supporting and coordinating governance arrangements of Treasury's portfolio bodies. Includes agreements on work arrangements, appointments, advice, accountability, performance and setting up reviews and coordination of budgets and levies. Also includes work planning, reporting and regular review of their operations.

Reporting - Continued

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.

Entry	Description of Records	Disposal Action
9135	Comments on reports of external agencies relating to the portfolio governance function. (Date range: 1959 -)	Destroy 3 years after action completed
9136	Copies of reports produced in relation to the portfolio governance function. (Date range: 1959 -)	Destroy 1 year 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.

Entry	Description of Records	Disposal Action
9137	Records documenting reviews relating to the portfolio governance function that lead to significant changes to the arrangements with portfolio agencies or the legislative and regulatory framework. Includes: <ul style="list-style-type: none"> • scoping study • strategic direction document • research papers • consultations with stakeholders • review reports • recommendations • advice resulting from reviews (Date range: 1959 -)	Retain as national archives
9138	Records documenting reviews relating to the portfolio governance function that do not lead to significant changes to the arrangements with portfolio agencies or the legislative and regulatory framework. Includes: <ul style="list-style-type: none"> • scoping study • strategic direction document • research papers • consultations with stakeholders • review reports • recommendations • advice resulting from reviews (Date range: 1959 -)	Destroy 10 years after action completed
9139	Working papers documenting all reviews relating to the portfolio governance function. (Date range: 1959 -)	Destroy 10 years after action completed

PORTFOLIO GOVERNANCE

The function of supporting and coordinating governance arrangements of Treasury's portfolio bodies. Includes agreements on work arrangements, appointments, advice, accountability, performance and setting up reviews and coordination of budgets and levies. Also includes work planning, reporting and regular review of their operations.

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.

Entry	Description of Records	Disposal Action
9140	Records documenting the development and issue of tender documentation. Includes: <ul style="list-style-type: none"> • statement of requirements • request for proposals • expressions of interest • requests for tender • draft contracts (Date range: 1980 -)	Destroy 7 years after tender process completed
9141	Evaluation of tenders received against selection criteria. Includes: <ul style="list-style-type: none"> • arrangements for carrying out the evaluation process • evaluation report • recommendations • final report • public notices (Date range: 1980 -)	Destroy 7 years after tender process completed
9142	Records documenting post-offer negotiations and due diligence checks. (Date range: 1980 -)	Destroy 7 years after tender process completed
9143	Records of unsuccessful tenders or a tender process where there has been no suitable tender or where the tendering process has discontinued. Includes: <ul style="list-style-type: none"> • submissions • notification of outcome • reports on debriefing sessions (Date range: 1980 -)	Destroy 2 years after tender process completed or decision made not to continue with tender process

PORTFOLIO GOVERNANCE

The function of supporting and coordinating governance arrangements of Treasury's portfolio bodies. Includes agreements on work arrangements, appointments, advice, accountability, performance and setting up reviews and coordination of budgets and levies. Also includes work planning, reporting and regular review of their operations.

Tendering - Continued

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.

Entry	Description of Records	Disposal Action
9144	Signed contracts under seal resulting from tenders and supporting records: Western Australia. (Date range: 1980 -)	Destroy 20 years after completion or other termination of contract
9145	Signed contracts under seal resulting from tenders and supporting records: Victoria and South Australia. (Date range: 1980 -)	Destroy 15 years after completion or other termination of contract
9146	Signed contracts under seal resulting from tenders and supporting records: New South Wales, Queensland, Tasmania, Australian Capital Territory, and Northern Territory. (Date range: 1980 -)	Destroy 12 years after completion or other termination of contract
9147	Signed simple contracts and agreements resulting from tenders and supporting documents. (Date range: 1980 -)	Destroy 7 years after action completed
9148	Tender and contract registers. (Date range: 1980 -)	Destroy 7 years after last entry

REVIEWS AND INQUIRIES COORDINATION

The function of administering formal reviews and inquiries on behalf of the Government. Includes carrying out research, provision of advice, receiving submissions, consultations with stakeholders and issuing reports. Also includes coordination of appointments of members, advertising, relations with media and providing ongoing secretariat support.

Addresses (presentations)

The activity of giving addresses for training, professional, community relations or sales purposes. Includes speeches and multi-media presentations.

Entry	Description of Records	Disposal Action
9149	Final versions of addresses relating to major new initiatives or highly significant changes to the reviews and inquiries coordination function presented by officials, such as Treasury Ministers, heads and members of reviews or inquiries, the Secretary and other staff at public or Government occasions. Includes multi-media presentation aids. (Date range: 1935 -)	Retain as national archives
9150	Final versions of addresses relating to minor new initiatives or changes of lesser significance to the reviews and inquiries coordination function presented by officials, such as Treasury Ministers, heads and members of reviews or inquiries, the Secretary and other staff at public or Government occasions. Includes multi-media presentation aids. (Date range: 1935 -)	Destroy 6 years after action completed
9151	Working papers documenting the preparation of addresses related to the reviews and inquiries coordination function. Includes: <ul style="list-style-type: none">• requests for input into speeches• quality monitoring• comments• clearances• draft versions (Date range: 1935 -)	Destroy 1 year after action completed

REVIEWS AND INQUIRIES COORDINATION

The function of administering formal reviews and inquiries on behalf of the Government. Includes carrying out research, provision of advice, receiving submissions, consultations with stakeholders and issuing reports. Also includes coordination of appointments of members, advertising, relations with media and providing ongoing secretariat support.

Advice

The activities associated with offering opinions by or to the organisation as to an action or judgement. Includes the process of advising.

Entry	Description of Records	Disposal Action
9152	<p>Advice provided to or received from the Treasurer, other Treasury Ministers, Treasury Executive and members of reviews or inquiries that leads to new or significant amendment to whole of Government policy, legislation or regulation, or where there was a high level of public interest or controversy. Includes:</p> <ul style="list-style-type: none"> • briefing notes (including background briefs and question time briefs) • minutes providing advice to the Minister(s) • minutes providing coordination comments to other business units within Treasury and Treasury portfolio agencies • Government responses to inquiry or report recommendations • high-level working papers such as major drafts <p>(Date range: 1935 -)</p>	Retain as national archives
9153	<p>Advice provided to or received from the Treasurer, other Treasury Ministers, Treasury Executive and members of reviews or inquiries that do not lead to new or significant amendment to whole of Government policy, legislation or regulation and did not generate a high level of public interest or controversy. Includes:</p> <ul style="list-style-type: none"> • briefing notes (includes background briefs and question time briefs) • minutes providing advice to the Minister(s) • minutes providing coordination comments to other business units within Treasury and Treasury portfolio agencies <p>(Date range: 1935 -)</p>	Destroy 10 years after action completed
9154	<p>Working papers documenting the development of all advice provided to the Treasurer, other Treasury Ministers, Treasury Executive and members of reviews or inquiries. Excludes high-level working papers such as major drafts of advice that leads to new or significant amendment to whole of Government policy, legislation or regulation or where there was a high level of public interest or controversy.</p> <p>(Date range: 1935 -)</p>	Destroy 3 years after action completed

REVIEWS AND INQUIRIES COORDINATION

The function of administering formal reviews and inquiries on behalf of the Government. Includes carrying out research, provision of advice, receiving submissions, consultations with stakeholders and issuing reports. Also includes coordination of appointments of members, advertising, relations with media and providing ongoing secretariat support.

Appointments

The activities associated with administrative support given to the Minister or Governor General in the process of making formal appointments to support portfolio responsibilities. Includes assessing applications, making recommendations for appointments and determining the terms and conditions of appointment.

Entry	Description of Records	Disposal Action
9155	Records documenting the appointment by the Secretary, Minister or Governor-General of persons to reviews or inquiries. Includes: <ul style="list-style-type: none"> • briefings to Secretary, Minister or Governor-General • applications • selection procedures • approvals • letters of appointment (Date range: 1935 -)	Destroy 3 years after end of appointment
9156	Records of terms and conditions of employment, including employment contracts. (Date range: 1935 -)	Destroy 3 years after end of appointment

Arrangements

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

Entry	Description of Records	Disposal Action
9157	Records documenting arrangements for members of a review or inquiry to undertake an official journey or trip. Includes arrangements for obtaining passports or visas. (Date range: 1935 -)	Destroy 2 years after action completed
9158	Records documenting arrangements for consultations held in relation to the reviews and inquiries coordination function. Includes: <ul style="list-style-type: none"> • travel and delivery bookings • accommodation and venue bookings • venue arrangements • itineraries (Date range: 1935 -)	Destroy 2 years after action completed

REVIEWS AND INQUIRIES COORDINATION

The function of administering formal reviews and inquiries on behalf of the Government. Includes carrying out research, provision of advice, receiving submissions, consultations with stakeholders and issuing reports. Also includes coordination of appointments of members, advertising, relations with media and providing ongoing secretariat support.

Committees

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

For audit committees, use STRATEGIC MANAGEMENT - Committees.

Entry	Description of Records	Disposal Action
9159	<p>Records of committees (internal or external) formed to consider matters relating to the reviews and inquiries coordination function that lead to the introduction of new or significant amendment to whole of Government policy, legislation or regulation, where Treasury provides the secretariat, is the Commonwealth's main representative, or plays a significant role. Includes:</p> <ul style="list-style-type: none"> • documents establishing the committee • documents relating to the appointment of committee members • agendas • minutes • reports • recommendations • supporting documents such as briefing and discussion papers • high-level working papers such as major drafts of reports <p>(Date range: 1935 -)</p>	Retain as national archives
9160	<p>Records of all committees (internal or external) formed to consider matters relating to the reviews and inquiries coordination function that do not lead to the introduction of new or significant amendment to whole of Government policy, legislation or regulation, or where Treasury does not provide the secretariat, is not the Commonwealth's main representative, or does not play a significant role. Includes:</p> <ul style="list-style-type: none"> • documents establishing the committee • documents relating to the appointment of committee members • agendas • minutes • reports • recommendations • supporting documents such as briefing and discussion papers <p>(Date range: 1935 -)</p>	Destroy 5 years after action completed

REVIEWS AND INQUIRIES COORDINATION

The function of administering formal reviews and inquiries on behalf of the Government. Includes carrying out research, provision of advice, receiving submissions, consultations with stakeholders and issuing reports. Also includes coordination of appointments of members, advertising, relations with media and providing ongoing secretariat support.

Committees - Continued

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

For audit committees, use STRATEGIC MANAGEMENT - Committees.

Entry	Description of Records	Disposal Action
9161	Working papers documenting the conduct and administration of all committees formed to consider matters relating to the reviews and inquiries coordination function. Excludes high-level working papers such as major drafts of reports that lead to the introduction of new or significant amendment to whole of Government policy, legislation or regulation. Includes: <ul style="list-style-type: none"> • draft agendas • draft minutes • notices of meetings (Date range: 1935 -)	Destroy 3 years after action completed
9162	Records documenting routine arrangements supporting committees relating to the reviews and enquiries coordination function. Includes: <ul style="list-style-type: none"> • arrangements for dates and times of meetings • venue bookings • seating and room arrangements • catering arrangements (Date range: 1935 -)	Destroy 3 years after action completed

REVIEWS AND INQUIRIES COORDINATION

The function of administering formal reviews and inquiries on behalf of the Government. Includes carrying out research, provision of advice, receiving submissions, consultations with stakeholders and issuing reports. Also includes coordination of appointments of members, advertising, relations with media and providing ongoing secretariat support.

Conferences

The activities involved in arranging or attending conferences held either by the organisation or by other organisations. Includes registrations, publicity and reports of participants etc.

Entry	Description of Records	Disposal Action
9163	Records documenting arrangements for Treasury conferences held in relation to the reviews and inquiries coordination function. Includes: <ul style="list-style-type: none"> • program development • arranging speakers • promotion • managing registrations • venue bookings (Date range: 1935 -)	Destroy 3 years after action completed
9164	Reports assessing the conduct of Treasury conferences held in relation to the reviews and inquiries coordination function. (Date range: 1935 -)	Destroy 3 years after action completed
9165	Copies of unpublished proceedings, reports, speeches and papers from Treasury conferences held in relation to the reviews and inquiries coordination function. Includes presentations by Treasury staff. (Date range: 1935 -)	Destroy 3 years after action completed
9166	Treasury participants' reports concerning conferences arranged by other organisations in relation to the reviews and inquiries coordination function. (Date range: 1935 -)	Destroy 3 years after action completed
9167	Records documenting the attendance of Treasury staff at conferences arranged by other organisations in relation to the reviews and inquiries coordination function. Includes <ul style="list-style-type: none"> • completed conference registration forms • programs • conference promotion material (Date range: 1935 -)	Destroy 1 year after action completed
9168	Copies of published conference proceedings and official reports received from conferences arranged by other organisations in relation to the reviews and inquiries coordination function. (Date range: 1935 -)	Destroy 1 year after action completed

REVIEWS AND INQUIRIES COORDINATION

The function of administering formal reviews and inquiries on behalf of the Government. Includes carrying out research, provision of advice, receiving submissions, consultations with stakeholders and issuing reports. Also includes coordination of appointments of members, advertising, relations with media and providing ongoing secretariat support.

Consultations

The processes involved in formal consultations with key interest groups such as the public, industry groups and other Government agencies. Includes releasing discussion papers, preparing programs, making transcripts and summarising findings.

For regular general contact with professional associations, professionals in related fields, other private sector organisations and community groups, use REVIEWS AND INQUIRIES COORDINATION - Liaison.

For regular general contact with other Government agencies, use REVIEWS AND INQUIRIES COORDINATION - Government Liaison.

For ad hoc gatherings held to formulate, discuss, up-date or resolve issues and matters pertaining to the management of the Treasury, use REVIEWS AND INQUIRIES COORDINATION - Meetings.

Entry	Description of Records	Disposal Action
9169	Records documenting consultations with stakeholders such as the public, industry groups etc. Includes: <ul style="list-style-type: none"> • reference material • discussion papers • consultation programs • transcript of consultations • summaries of transcripts • correspondence received during the consultation process (Date range: 1935 -)	Destroy 10 years after action completed
9170	Working papers documenting administrative arrangements supporting consultations relating to the reviews and inquiries coordination function. Includes: <ul style="list-style-type: none"> • arrangements for dates and times of meetings • venue bookings • seating and room arrangements (Date range: 1935 -)	Destroy 2 years after action completed

REVIEWS AND INQUIRIES COORDINATION

The function of administering formal reviews and inquiries on behalf of the Government. Includes carrying out research, provision of advice, receiving submissions, consultations with stakeholders and issuing reports. Also includes coordination of appointments of members, advertising, relations with media and providing ongoing secretariat support.

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 the development and issue of tender documentation including signed contracts resulting from tendering, use REVIEWS AND INQUIRIES COORDINATION - Tendering.

Entry	Description of Records	Disposal Action
9171	Records documenting contract management relating to the reviews and inquiries coordination function. Includes: <ul style="list-style-type: none"> • approvals of payments • reviews of performance • records documenting final signing off of project (Date range: 1993 -)	Destroy 7 years after action completed

Enquiries

The activities associated with handling requests for information about the organisation and its services by the general public, agency employees or another organisation.

Entry	Description of Records	Disposal Action
9172	Records documenting the receipt and registration of and responses to enquiries from the public, industry and business. (Date range: 1935 -)	Destroy 1 year after action completed

REVIEWS AND INQUIRIES COORDINATION

The function of administering formal reviews and inquiries on behalf of the Government. Includes carrying out research, provision of advice, receiving submissions, consultations with stakeholders and issuing reports. Also includes coordination of appointments of members, advertising, relations with media and providing ongoing secretariat support.

Government Liaison

The activities associated with maintaining regular general contact between the Treasury and other Commonwealth, State, local and international Government agencies. Includes sharing informal advice and discussions, and collaborating on projects that are not joint ventures.

For consultation and public debates with industry, business, public, and professional associations where official discussions papers are released, use REVIEWS AND INQUIRIES COORDINATION - Consultations.

For liaison with professional associations, community groups, private sector organisations and professionals in related fields, use REVIEWS AND INQUIRIES COORDINATION - Liaison.

For ad hoc gatherings held to formulate, discuss, up-date or resolve issues and matters pertaining to the management of the Treasury, use REVIEWS AND INQUIRIES COORDINATION - Meetings.

Entry	Description of Records	Disposal Action
9173	Records documenting Treasury liaison activities undertaken with Commonwealth, State, local or international Government organisations in relation to the reviews and inquiries coordination function. Includes collaboration on projects and exchange of information. (Date range: 1935 -)	Destroy 5 years after action completed

Liaison

The activities associated with maintaining regular general contact between the organisation and professional associations, professionals in related fields, other private sector organisations and community groups. Includes sharing informal advice and discussions, membership of professional associations and collaborating on projects that are not joint ventures.

For consultation and public debates with industry, business, public, and professional associations where official discussions papers are released, use REVIEWS AND INQUIRIES COORDINATION - Consultations.

For liaison with Government agencies, use REVIEWS AND INQUIRIES COORDINATION - Government Liaison.

For ad hoc gatherings held to formulate, discuss, up-date or resolve issues and matters pertaining to the management of the Treasury, use REVIEWS AND INQUIRIES COORDINATION - Meetings.

Entry	Description of Records	Disposal Action
9174	Records documenting liaison activities undertaken with professional associations, private sector organisations and community groups, including collaboration on projects and exchange of information. (Date range: 1935 -)	Destroy 5 years after action completed

REVIEWS AND INQUIRIES COORDINATION

The function of administering formal reviews and inquiries on behalf of the Government. Includes carrying out research, provision of advice, receiving submissions, consultations with stakeholders and issuing reports. Also includes coordination of appointments of members, advertising, relations with media and providing ongoing secretariat support.

Marketing

The process of analysing, creating and selling products and services. Includes market research, sales forecasting, advertising, media releases, promotion, pricing and product evaluation.

For content of websites, design and production of publications, use PUBLICATION - Production.

Entry	Description of Records	Disposal Action
9175	Records documenting marketing of a review or inquiry. Includes records covering arrangements for advertising campaigns and promotional material. (Date range: 1935 -)	Destroy 3 years after action completed

Media Relations

The activities associated with establishing a relationship between the media and the organisation. Includes cultivating media contacts, coordinating access to the media, authorizing and issuing press releases and briefings, and organising media interviews.

Entry	Description of Records	Disposal Action
9176	Records documenting administrative arrangements with the media. Includes: <ul style="list-style-type: none"> • copies of media releases • issuing of media releases • organising media interviews • transcripts of interviews • providing information and assistance to support media coverage (Date range: 1935 -)	Destroy 3 years after action completed
9177	Reference copies of media items specifically relating to a review or inquiry. Includes newscuttings, transcripts and electronic items. (Date range: 1935 -)	Destroy after review or inquiry ceases

REVIEWS AND INQUIRIES COORDINATION

The function of administering formal reviews and inquiries on behalf of the Government. Includes carrying out research, provision of advice, receiving submissions, consultations with stakeholders and issuing reports. Also includes coordination of appointments of members, advertising, relations with media and providing ongoing secretariat support.

Meetings

The activities associated with adhoc gatherings held to formulate, discuss, update or resolve issues and matters pertaining to managing the section, Department, or organisation as a whole. Includes arrangements, agenda, taking of minutes etc. Excludes committee meetings.

For consultation and public debates with industry, business, public, and professional associations where official discussions papers are released, use REVIEWS AND INQUIRIES COORDINATION - Consultations.

Entry	Description of Records	Disposal Action
9178	Final version of agenda, minutes and supporting documents tabled at meetings held to support the reviews and inquiries coordination function. Includes meetings with external agencies. (Date range: 1935 -)	Destroy 10 years after action completed
9179	Working papers documenting the conduct and administration of all meetings. Includes: <ul style="list-style-type: none"> • draft agenda • draft minutes • notices of meetings • discussion notes (Date range: 1935 -)	Destroy 1 year after action completed

Planning

The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.

Entry	Description of Records	Disposal Action
9180	Final version of plans relating to the reviews and inquiries coordination function. (Date range: 1935 -)	Destroy 5 years after action completed
9181	Working papers documenting the development of plans relating to the reviews and inquiries coordination function. Includes: <ul style="list-style-type: none"> • input into plans • comments received • drafts (Date range: 1935 -)	Destroy 3 years after action completed
9182	Copies of plans relating to the reviews and inquiries coordination function. (Date range: 1935 -)	Destroy when review or inquiry ceases

REVIEWS AND INQUIRIES COORDINATION

The function of administering formal reviews and inquiries on behalf of the Government. Includes carrying out research, provision of advice, receiving submissions, consultations with stakeholders and issuing reports. Also includes coordination of appointments of members, advertising, relations with media and providing ongoing secretariat support.

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.

Entry	Description of Records	Disposal Action
9183	Master copy of unpublished reports produced in relation to the reviews and inquiries coordination function that lead to the introduction of new or significant amendment to whole of Government policy, the legislative framework or regulation, or where there was a high level of public interest or controversy. Includes high-level working papers such as major drafts. (Date range: 1935 -)	Retain as national archives
9184	Working papers documenting the development of reports produced in relation to the reviews and inquiries coordination function that lead to the introduction of new or significant amendment to whole of Government policy, the legislative framework or regulation or where there was a high level of public interest or controversy. Excludes high-level working papers such as major drafts. (Date range: 1935 -)	Destroy 10 years after action completed
9185	Published or unpublished reports, including working papers, produced in relation to the reviews and inquiries coordination function that do not recommend changes to whole of Government policy or the legislative and regulatory framework. Excludes periodic reports. (Date range: 1935 -)	Destroy 10 years after action completed
9186	Periodic internal reports on general administrative matters used to monitor and document recurring activities to support the reviews and inquiries coordination function such as work progress reports and unit level performance reporting. Includes working papers. (Date range: 1935 -)	Destroy 5 years after action completed
9187	Comments on reports of external agencies relating to the reviews and inquiries coordination function. (Date range: 1935 -)	Destroy 3 years after action completed
9188	Copies of reports produced in relation to the reviews and inquiries coordination function. (Date range: 1935 -)	Destroy 1 year after action completed

REVIEWS AND INQUIRIES COORDINATION

The function of administering formal reviews and inquiries on behalf of the Government. Includes carrying out research, provision of advice, receiving submissions, consultations with stakeholders and issuing reports. Also includes coordination of appointments of members, advertising, relations with media and providing ongoing secretariat support.

Research

The activities involved in investigating or enquiring into a subject or area of interest in order to discover facts, principles etc. Used to support development of projects, standards, guidelines etc and the business activities of the organisation in general. Includes following up enquiries relating to organisational programs, projects, working papers, literature searches etc.

Entry	Description of Records	Disposal Action
9189	Records documenting major detailed research carried out to support the reviews and inquiries coordination function. Includes: <ul style="list-style-type: none"> • research project plan • research data • research reports (Date range: 1935 -)	Retain as national archives
9190	Records documenting routine research carried out to support the reviews and inquiries coordination function. Includes: <ul style="list-style-type: none"> • research project plan • research data • research reports (Date range: 1935 -)	Destroy 1 year after action completed

Review and Inquiry Submissions

The activities associated with inviting and receiving formal statements that are submitted to the review and inquiry area. Includes summaries of submissions.

Entry	Description of Records	Disposal Action
9191	Submissions made to the Treasury in relation to a review or inquiry. Includes summaries of submissions and working papers documenting the development of submission summaries. (Date range: 1901 -)	Retain as national archives
9192	Administrative records supporting calls by a review or an inquiry for submissions. (Date range: 1901 -)	Destroy 1 year after action completed

REVIEWS AND INQUIRIES COORDINATION

The function of administering formal reviews and inquiries on behalf of the Government. Includes carrying out research, provision of advice, receiving submissions, consultations with stakeholders and issuing reports. Also includes coordination of appointments of members, advertising, relations with media and providing ongoing secretariat support.

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.

Entry	Description of Records	Disposal Action
9193	Records documenting the development and issue of tender documentation. Includes: <ul style="list-style-type: none"> • statement of requirements • request for proposals • expressions of interest • requests for tender • draft contracts (Date range: 1993 -)	Destroy 7 years after tender process completed
9194	Evaluation of tenders received against selection criteria. Includes: <ul style="list-style-type: none"> • arrangements for carrying out the evaluation process • evaluation report • recommendations • final report • public notices (Date range: 1993 -)	Destroy 7 years after tender process completed
9195	Records documenting post-offer negotiations and due diligence checks. (Date range: 1993 -)	Destroy 7 years after tender process completed
9196	Records of unsuccessful tenders or a tender process where there has been no suitable tender or where the tendering process has discontinued. Includes: <ul style="list-style-type: none"> • submissions • notification of outcome • reports on debriefing sessions (Date range: 1993 -)	Destroy 2 years after tender process completed or decision made not to continue with tender process

REVIEWS AND INQUIRIES COORDINATION

The function of administering formal reviews and inquiries on behalf of the Government. Includes carrying out research, provision of advice, receiving submissions, consultations with stakeholders and issuing reports. Also includes coordination of appointments of members, advertising, relations with media and providing ongoing secretariat support.

Tendering - Continued

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.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
9197	Signed contracts under seal resulting from tenders and supporting records: Western Australia. (Date range: 1993 -)	Destroy 20 years after completion or other termination of contract
9198	Signed contracts under seal resulting from tenders and supporting records: Victoria and South Australia. (Date range: 1993 -)	Destroy 15 years after completion or other termination of contract
9199	Signed contracts under seal resulting from tenders and supporting records: New South Wales, Queensland, Tasmania, Australian Capital Territory, and Northern Territory. (Date range: 1993 -)	Destroy 12 years after completion or other termination of contract
9200	Signed simple contracts and agreements resulting from tenders and supporting documents. (Date range: 1993 -)	Destroy 7 years after action completed
9201	Tender and contract registers. (Date range: 1993 -)	Destroy 7 years after last entry

TAXATION AND INCOME SUPPORT

The function of developing, designing and implementing legislation and policies relating to national and international taxation, retirement income systems and income support systems. Includes activities associated with provision of advice to Government, Ministers and other Government agencies on specific issues, analysis of taxation payments arrangements and key features of retirement income system, review and evaluation of business tax systems and international tax arrangements, monitoring the operation of business tax regimes, consultations with stakeholders, liaison between the Department and other Government agencies, industry and business, reporting of tax expenditures and negotiating tax treaties. Also includes economic modelling, revenue forecasting and management of ad hoc programs resulting from taxation reforms.

Addresses (presentations)

The activity of giving addresses for training, professional, community relations or sales purposes. Includes speeches and multi-media presentations.

Entry	Description of Records	Disposal Action
9202	Final versions of addresses relating to major new initiatives or highly significant changes to the taxation and income support function presented by officials, such as Treasury Ministers, the Secretary and other staff at public or Government occasions. Includes multi-media presentation aids. (Date range: 1901 -)	Retain as national archives
9203	Final versions of addresses relating to minor new initiatives or changes of lesser significance to the taxation and income support function presented by officials, such as Treasury Ministers, the Secretary and other staff at public or Government occasions. Includes multi-media presentation aids. (Date range: 1901 -)	Destroy 6 years after action completed
9204	Working papers documenting the preparation of addresses related to the taxation and income support function. Includes: <ul style="list-style-type: none"> • requests for input into Ministerial speeches • quality monitoring • comments • clearances • draft versions (Date range: 1901 -)	Destroy 1 year after action completed

TAXATION AND INCOME SUPPORT

The function of developing, designing and implementing legislation and policies relating to national and international taxation, retirement income systems and income support systems. Includes activities associated with provision of advice to Government, Ministers and other Government agencies on specific issues, analysis of taxation payments arrangements and key features of retirement income system, review and evaluation of business tax systems and international tax arrangements, monitoring the operation of business tax regimes, consultations with stakeholders, liaison between the Department and other Government agencies, industry and business, reporting of tax expenditures and negotiating tax treaties. Also includes economic modelling, revenue forecasting and management of ad hoc programs resulting from taxation reforms.

Advice

The activities associated with offering opinions by or to the organisation as to an action or judgement. Includes the process of advising.

For policy advising, use TAXATION AND INCOME SUPPORT - Policy Formulation.

Entry	Description of Records	Disposal Action
9205	<p>Advice provided to or received from the Treasurer, other Treasury Ministers, Treasury Executive, Government agencies and other bodies relating to the taxation and income support function that lead to new or significant amendment to whole of Government policy, legislation or regulation, or where there was a high level of public interest or controversy. Includes:</p> <ul style="list-style-type: none"> • briefing notes (including background briefs and question time briefs) • minutes providing advice to the Minister(s) • minutes providing coordination comments to other business units within Treasury and Treasury portfolio agencies • Government responses to inquiry or report recommendations • high-level working papers such as major drafts <p>(Date range: 1901 -)</p>	Retain as national archives
9206	<p>Advice provided to or received from the Treasurer, other Treasury Ministers, Treasury Executive, Government agencies and other bodies relating to the taxation and income support function that does not lead to new or significant amendment to whole of Government policy, legislation or regulation and did not generate a high level of public interest or controversy. Includes:</p> <ul style="list-style-type: none"> • briefing notes (includes background briefs and question time briefs) • minutes providing advice to the Minister(s) • minutes providing coordination comments to other business units within Treasury and Treasury portfolio agencies <p>(Date range: 1901 -)</p>	Destroy 10 years after action completed

TAXATION AND INCOME SUPPORT

The function of developing, designing and implementing legislation and policies relating to national and international taxation, retirement income systems and income support systems. Includes activities associated with provision of advice to Government, Ministers and other Government agencies on specific issues, analysis of taxation payments arrangements and key features of retirement income system, review and evaluation of business tax systems and international tax arrangements, monitoring the operation of business tax regimes, consultations with stakeholders, liaison between the Department and other Government agencies, industry and business, reporting of tax expenditures and negotiating tax treaties. Also includes economic modelling, revenue forecasting and management of ad hoc programs resulting from taxation reforms.

Advice - Continued

The activities associated with offering opinions by or to the organisation as to an action or judgement. Includes the process of advising.

For policy advising, use TAXATION AND INCOME SUPPORT - Policy Formulation.

Entry	Description of Records	Disposal Action
9207	Working papers documenting the development of all advice provided to the Treasurer, other Treasury Ministers, Treasury Executive, Government agencies and other bodies relating to the taxation and income support function. Excludes high-level working papers such as major drafts of advice that leads to new or significant amendment to whole of Government policy, legislation or regulation or where there was a high level of public interest or controversy. (Date range: 1901 -)	Destroy 3 years after action completed

Agreements

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

For agreements with overseas governments and international financial institutions and forums relating to financial services, commerce, loans, mutual recognition issues etc, use INTERNATIONAL ECONOMIC AFFAIRS - Agreements.

Entry	Description of Records	Disposal Action
9208	Final versions of inter-governmental taxation or superannuation agreements such as agreements with overseas governments relating to double taxation and exemptions from superannuation guarantee charges. Includes records relating to: <ul style="list-style-type: none"> • negotiation of agreements • establishment of agreements • maintenance and review of agreements (Date range: 1953 -)	Retain as national archives
9209	Working papers documenting the development of inter-governmental taxation and superannuation agreements. Includes options papers and draft versions of agreements. (Date range: 1953 -)	Destroy 10 years after action completed

TAXATION AND INCOME SUPPORT

The function of developing, designing and implementing legislation and policies relating to national and international taxation, retirement income systems and income support systems. Includes activities associated with provision of advice to Government, Ministers and other Government agencies on specific issues, analysis of taxation payments arrangements and key features of retirement income system, review and evaluation of business tax systems and international tax arrangements, monitoring the operation of business tax regimes, consultations with stakeholders, liaison between the Department and other Government agencies, industry and business, reporting of tax expenditures and negotiating tax treaties. Also includes economic modelling, revenue forecasting and management of ad hoc programs resulting from taxation reforms.

Analysis

The activities associated with establishing the scope of a subject matter, identifying, collecting and analysing data to compile and report on findings.

For predicting future indicators of the economy, use TAXATION AND INCOME SUPPORT - Forecasting.

For investigating or enquiring into a subject or area of interest in order to discover facts, principles etc, use TAXATION AND INCOME SUPPORT - Research.

Entry	Description of Records	Disposal Action
9210	Records documenting analyses undertaken to support the taxation and income support function. Includes: <ul style="list-style-type: none">• scoping studies papers• data• reports of analysis• working papers (Date range: 1985 -)	Destroy 10 years after action completed

TAXATION AND INCOME SUPPORT

The function of developing, designing and implementing legislation and policies relating to national and international taxation, retirement income systems and income support systems. Includes activities associated with provision of advice to Government, Ministers and other Government agencies on specific issues, analysis of taxation payments arrangements and key features of retirement income system, review and evaluation of business tax systems and international tax arrangements, monitoring the operation of business tax regimes, consultations with stakeholders, liaison between the Department and other Government agencies, industry and business, reporting of tax expenditures and negotiating tax treaties. Also includes economic modelling, revenue forecasting and management of ad hoc programs resulting from taxation reforms.

Committees

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

Entry	Description of Records	Disposal Action
9211	<p>Records of committees (internal or external) formed to consider matters relating to the taxation and income support function that lead to the introduction of new or significant amendment to whole of Government policy, legislation or regulation, where Treasury provides the secretariat, is the Commonwealth's main representative, or plays a significant role. Includes:</p> <ul style="list-style-type: none"> • documents establishing the committee • documents relating to the appointment of committee members • agendas • minutes • reports • recommendations • supporting documents such as briefing and discussion papers • high-level working papers such as major drafts of reports <p>(Date range: 1901 -)</p>	Retain as national archives
9212	<p>Records of all committees (internal or external) formed to consider matters relating to the taxation and income support function that do not lead to the introduction of new or significant amendment to whole of Government policy, legislation or regulation, or where Treasury does not provide the secretariat, is not the Commonwealth's main representative, or does not play a significant role. Includes:</p> <ul style="list-style-type: none"> • documents establishing the committee • documents relating to the appointment of committee members • agendas • minutes • reports • recommendations • supporting documents such as briefing and discussion papers <p>(Date range: 1901 -)</p>	Destroy 5 years after action completed

TAXATION AND INCOME SUPPORT

The function of developing, designing and implementing legislation and policies relating to national and international taxation, retirement income systems and income support systems. Includes activities associated with provision of advice to Government, Ministers and other Government agencies on specific issues, analysis of taxation payments arrangements and key features of retirement income system, review and evaluation of business tax systems and international tax arrangements, monitoring the operation of business tax regimes, consultations with stakeholders, liaison between the Department and other Government agencies, industry and business, reporting of tax expenditures and negotiating tax treaties. Also includes economic modelling, revenue forecasting and management of ad hoc programs resulting from taxation reforms.

Committees - Continued

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

Entry	Description of Records	Disposal Action
9213	Working papers documenting the conduct and administration of all committees formed to consider matters relating to the taxation and income support function. Excludes high-level working papers such as major drafts of reports. Includes: <ul style="list-style-type: none"> • draft agendas • draft minutes • notices of meetings (Date range: 1901 -)	Destroy 3 years after action completed
9214	Records documenting routine arrangements supporting all committees relating to the taxation and income support function. Includes: <ul style="list-style-type: none"> • arrangements for dates and times of meetings • venue bookings • seating and room arrangements • catering arrangements (Date range: 1901 -)	Destroy 3 years after action completed

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.

Entry	Description of Records	Disposal Action
9215	Records documenting Treasury's compliance with mandatory or optional standards or with statutory requirements relating to the taxation and income support function, including compliance with the requirements of the Government's regulatory authority. Includes: <ul style="list-style-type: none"> • compliance guidelines • implementation and review schedules • compliance reports • working papers (Date range: 1997 -)	Destroy 7 years after action completed

TAXATION AND INCOME SUPPORT

The function of developing, designing and implementing legislation and policies relating to national and international taxation, retirement income systems and income support systems. Includes activities associated with provision of advice to Government, Ministers and other Government agencies on specific issues, analysis of taxation payments arrangements and key features of retirement income system, review and evaluation of business tax systems and international tax arrangements, monitoring the operation of business tax regimes, consultations with stakeholders, liaison between the Department and other Government agencies, industry and business, reporting of tax expenditures and negotiating tax treaties. Also includes economic modelling, revenue forecasting and management of ad hoc programs resulting from taxation reforms.

Conferences

The activities involved in arranging or attending conferences held either by the organisation or by other organisations. Includes registrations, publicity and reports of participants etc.

Entry	Description of Records	Disposal Action
9216	Records documenting arrangements for Treasury conferences held in relation to the taxation and income support function. Includes: <ul style="list-style-type: none"> • program development • arranging speakers • promotion • managing registrations • venue bookings (Date range: 1901 -)	Destroy 3 years after action completed
9217	Reports assessing the conduct of Treasury conferences held in relation to the taxation and income support function. (Date range: 1901-)	Destroy 3 years after action completed
9218	Copies of unpublished proceedings, reports, speeches and papers from Treasury conferences held in relation to the taxation and income support function. Includes presentations by Treasury staff. (Date range: 1901 -)	Destroy 3 years after action completed
9219	Treasury participants' reports concerning conferences arranged by other organisations in relation to the taxation and income support function. (Date range: 1901 -)	Destroy 3 years after action completed
9220	Records documenting the attendance of Treasury staff at conferences arranged by other organisations in relation to the taxation and income support function. Includes: <ul style="list-style-type: none"> • completed conference registration forms • programs • conference promotion material (Date range: 1901 -)	Destroy 1 year after action completed
9221	Copies of published conference proceedings and official reports received from conferences arranged by other organisations in relation to the taxation and income support function. (Date range: 1901 -)	Destroy 1 year after action completed

TAXATION AND INCOME SUPPORT

The function of developing, designing and implementing legislation and policies relating to national and international taxation, retirement income systems and income support systems. Includes activities associated with provision of advice to Government, Ministers and other Government agencies on specific issues, analysis of taxation payments arrangements and key features of retirement income system, review and evaluation of business tax systems and international tax arrangements, monitoring the operation of business tax regimes, consultations with stakeholders, liaison between the Department and other Government agencies, industry and business, reporting of tax expenditures and negotiating tax treaties. Also includes economic modelling, revenue forecasting and management of ad hoc programs resulting from taxation reforms.

Consultations

The processes involved in formal consultations with key interest groups such as the public, industry groups and other Government agencies. Includes releasing discussion papers, preparing programs, making transcripts and summarising findings.

For regular general contact with professional associations, professionals in related fields, other private sector organisations and community groups, use TAXATION AND INCOME SUPPORT - Liaison.

For regular general contact with other Government agencies, use TAXATION AND INCOME SUPPORT - Government Liaison.

For ad hoc gatherings held to formulate, discuss, up-date or resolve issues and matters pertaining to the management of the Treasury use TAXATION AND INCOME SUPPORT - Meetings.

For consultations and submissions received regarding legislation, use TAXATION AND INCOME SUPPORT - Legislation.

For consultations and submissions received regarding policy, use TAXATION AND INCOME SUPPORT - Policy Formulation.

Entry	Description of Records	Disposal Action
9222	Records documenting consultations with the public, industry groups etc. Includes: <ul style="list-style-type: none"> • reference material • discussion papers • consultation programs • transcript of consultations • summaries of transcripts • correspondence received during the consultation process (Date range: 1971 -)	Destroy 10 years after action completed
9223	Working papers documenting administrative arrangements supporting consultations relating to the taxation and income support function. Includes: <ul style="list-style-type: none"> • arrangements for dates and times of meetings • venue bookings • seating and room arrangements (Date range: 1971 -)	Destroy 2 years after action completed

TAXATION AND INCOME SUPPORT

The function of developing, designing and implementing legislation and policies relating to national and international taxation, retirement income systems and income support systems. Includes activities associated with provision of advice to Government, Ministers and other Government agencies on specific issues, analysis of taxation payments arrangements and key features of retirement income system, review and evaluation of business tax systems and international tax arrangements, monitoring the operation of business tax regimes, consultations with stakeholders, liaison between the Department and other Government agencies, industry and business, reporting of tax expenditures and negotiating tax treaties. Also includes economic modelling, revenue forecasting and management of ad hoc programs resulting from taxation reforms.

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 the development and issue of tender documentation including signed contracts resulting from tendering, use TAXATION AND INCOME SUPPORT - Tendering.

Entry	Description of Records	Disposal Action
9224	Records documenting contract management relating to the taxation and income support function. Includes: <ul style="list-style-type: none"> • approvals of payments • reviews of performance • records documenting final signing off of project (Date range: 1988 -)	Destroy 7 years after action completed

Economic Modelling

A mathematical technique used to better understand the relationship between economic variables. Includes preparation of a brief background to the theory and data, establishment of economic identities and their relationships, development of mathematical equations and interpretation of results.

For designing or re-designing of modelling software, use TECHNOLOGY AND TELECOMMUNICATIONS - Application Development.

Entry	Description of Records	Disposal Action
9225	Final versions of Treasury economic modelling systems, as they were adopted. Includes final versions of key macroeconomic relationships and equations. (Date range: 1992 -)	Retain as national archives
9226	Records of model application and its output. Includes: <ul style="list-style-type: none"> • data construction and maintenance • issue data • interpretation of results (Date range: 1992 -)	Destroy 10 years after action completed
9290	Records documenting the development and maintenance of Treasury economic modelling systems. Includes economic modelling systems that were not adopted. (Date range: 1992 -)	Destroy 5 years after action completed
9227	Working papers documenting the development of Treasury models. Includes drafts of macroeconomic relationships and equations. (Date range: 1992 -)	Destroy 3 years after action completed

TAXATION AND INCOME SUPPORT

The function of developing, designing and implementing legislation and policies relating to national and international taxation, retirement income systems and income support systems. Includes activities associated with provision of advice to Government, Ministers and other Government agencies on specific issues, analysis of taxation payments arrangements and key features of retirement income system, review and evaluation of business tax systems and international tax arrangements, monitoring the operation of business tax regimes, consultations with stakeholders, liaison between the Department and other Government agencies, industry and business, reporting of tax expenditures and negotiating tax treaties. Also includes economic modelling, revenue forecasting and management of ad hoc programs resulting from taxation reforms.

Education

The activities associated with the development and delivery of education and training programs to external stakeholders such as small business and community sector. Includes cooperation with stakeholders, setting up networks, developing educational and information material and arranging wide access to this information.

For publishing of educational material, including GST related material, use PUBLICATION - Production.

For GST Assist Helpline, use TAXATION AND INCOME SUPPORT - Enquiries.

For the payment of accounts supporting the running of education schemes, use FINANCIAL MANAGEMENT - Accounting and Payments.

Entry	Description of Records	Disposal Action
9228	Master set of training material for education schemes relating to the taxation and income support function. Includes: <ul style="list-style-type: none"> • programs • lecture notes • hand-outs • posters, films and videos (Date range: 1999 -)	Destroy when education scheme is superseded
9229	Records documenting the administration of education schemes relating to the taxation and income support function. (Date range: 1999 -)	Destroy 5 years after action completed
9230	Records documenting administrative arrangements supporting education schemes relating to the taxation and income support function. Includes: <ul style="list-style-type: none"> • venue bookings • hire of equipment • catering • copies of financial records (Date range: 1999 -)	Destroy 2 years after action completed
9231	Working papers documenting the development of education material relating to the taxation and income support function. (Date range: 1999 -)	Destroy 1 year after education material is produced

TAXATION AND INCOME SUPPORT

The function of developing, designing and implementing legislation and policies relating to national and international taxation, retirement income systems and income support systems. Includes activities associated with provision of advice to Government, Ministers and other Government agencies on specific issues, analysis of taxation payments arrangements and key features of retirement income system, review and evaluation of business tax systems and international tax arrangements, monitoring the operation of business tax regimes, consultations with stakeholders, liaison between the Department and other Government agencies, industry and business, reporting of tax expenditures and negotiating tax treaties. Also includes economic modelling, revenue forecasting and management of ad hoc programs resulting from taxation reforms.

Enquiries

The activities associated with handling requests for information about the organisation and its services by the general public, agency employees or another organisation.

Entry	Description of Records	Disposal Action
9232	Records documenting the receipt and registration of and responses to enquiries from the public, industry and business relating to the taxation and income support function such as records of enquiries received by the GST Assist Helpline. (Date range: 1901 -)	Destroy 1 year after action completed

Forecasting

The activities associated with predictions as to the future level of economic parameters relating to the economy as a whole or to individual sectors in the economy both domestic and international.

For revenue forecasting during budget preparation, use COMMONWEALTH BUDGET - Forecasting.

For establishing the scope of a subject matter, identifying and collecting data, and assessing budgetary, economic and other impacts, use TAXATION AND INCOME SUPPORT - Analysis.

For investigating or enquiring into a subject or area of interest in order to discover facts, principles etc, use TAXATION AND INCOME SUPPORT - Research.

Entry	Description of Records	Disposal Action
9233	Records documenting predictions of future indicators of taxation revenue relating to the taxation and income support function. Includes: <ul style="list-style-type: none"> • forecasting data • forecasting calculations • forecasting analyses • projections • briefing papers (Date range: 1901 -)	Destroy 50 years after action completed
9270	Records documenting medium term predictions of general revenue matters. Includes: <ul style="list-style-type: none"> • forecasting data • calculations • forecasting analyses • projections • briefing papers (Date range: 1901 -)	Destroy 10 years after action completed

TAXATION AND INCOME SUPPORT

The function of developing, designing and implementing legislation and policies relating to national and international taxation, retirement income systems and income support systems. Includes activities associated with provision of advice to Government, Ministers and other Government agencies on specific issues, analysis of taxation payments arrangements and key features of retirement income system, review and evaluation of business tax systems and international tax arrangements, monitoring the operation of business tax regimes, consultations with stakeholders, liaison between the Department and other Government agencies, industry and business, reporting of tax expenditures and negotiating tax treaties. Also includes economic modelling, revenue forecasting and management of ad hoc programs resulting from taxation reforms.

Government Liaison

The activities associated with maintaining regular general contact between the Treasury and other Commonwealth, State, local and international Government agencies. Includes sharing informal advice and discussions, and collaborating on projects that are not joint ventures.

For consultation and public debates with industry business, public, and professional associations where official discussions papers are released, use TAXATION AND INCOME SUPPORT - Consultations.

For liaison with professional associations, community groups, private sector organisations and professionals in related fields, use TAXATION AND INCOME SUPPORT - Liaison.

For ad hoc gatherings held to formulate, discuss, up-date or resolve issues and matters pertaining to the management of the Treasury, use TAXATION AND INCOME SUPPORT - Meetings.

Entry	Description of Records	Disposal Action
9234	Records documenting Treasury liaison activities undertaken with Commonwealth, State, local or international Government organisations in relation to the taxation and income support function. Includes collaboration on projects and exchange of information. (Date range: 1901 -)	Destroy 5 years after action completed

Issues Management

The activities of providing information concerning current and emerging issues relating to markets and the economy for information only, on which the Treasury does not take further action. Includes drawing from existing analysis and repackaging and producing requested outcomes.

Entry	Description of Records	Disposal Action
9235	Records relating to information packages on current and emerging issues relating to the taxation and income support function. Includes requests for information and reference material. (Date range: 1996-)	Destroy 5 years after action completed

TAXATION AND INCOME SUPPORT

The function of developing, designing and implementing legislation and policies relating to national and international taxation, retirement income systems and income support systems. Includes activities associated with provision of advice to Government, Ministers and other Government agencies on specific issues, analysis of taxation payments arrangements and key features of retirement income system, review and evaluation of business tax systems and international tax arrangements, monitoring the operation of business tax regimes, consultations with stakeholders, liaison between the Department and other Government agencies, industry and business, reporting of tax expenditures and negotiating tax treaties. Also includes economic modelling, revenue forecasting and management of ad hoc programs resulting from taxation reforms.

Legislation

The process of making laws. Includes Local, State, Commonwealth and overseas Acts, Bills and subsections of Acts, and amendments to each.

Entry	Description of Records	Disposal Action
9236	Records documenting the preparation and passage of legislation related to the taxation and income support function through Parliament. Includes: <ul style="list-style-type: none"> • regulation impact statements • preliminary drafting instructions • proposed bills • exposure drafts • preparation of variations • preparation of the explanatory memorandum • second reading speech (Date range: 1936 -)	Retain as national archives
9278	Records documenting consultations and submissions received regarding legislation related to the taxation and income support function. (Date range: 1936 -)	Destroy 30 years after action completed
9237	Working papers documenting the preparation and passage of legislation through Parliament. (Date range: 1936 -)	Destroy 5 years after action completed

Liaison

The activities associated with maintaining regular general contact between the organisation and professional associations, professionals in related fields, other private sector organisations and community groups. Includes sharing informal advice and discussions, membership of professional associations and collaborating on projects that are not joint ventures.

For consultation and public debates with industry, business, public, and professional associations where official discussions papers are released, use TAXATION AND INCOME SUPPORT - Consultations.

For liaison with Government agencies, use TAXATION AND INCOME SUPPORT - Government Liaison.

For ad hoc gatherings held to formulate, discuss, up-date or resolve issues and matters pertaining to the management of the Treasury, use TAXATION AND INCOME SUPPORT - Meetings.

Entry	Description of Records	Disposal Action
9238	Records documenting liaison activities undertaken with professional associations, private sector organisations and community groups, including collaboration on projects and exchange of information. (Date range: 1901 -)	Destroy 5 years after action completed

TAXATION AND INCOME SUPPORT

The function of developing, designing and implementing legislation and policies relating to national and international taxation, retirement income systems and income support systems. Includes activities associated with provision of advice to Government, Ministers and other Government agencies on specific issues, analysis of taxation payments arrangements and key features of retirement income system, review and evaluation of business tax systems and international tax arrangements, monitoring the operation of business tax regimes, consultations with stakeholders, liaison between the Department and other Government agencies, industry and business, reporting of tax expenditures and negotiating tax treaties. Also includes economic modelling, revenue forecasting and management of ad hoc programs resulting from taxation reforms.

Meetings

The activities associated with adhoc gatherings held to formulate, discuss, update or resolve issues and matters pertaining to managing the section, Treasury, or organisation as a whole. Includes arrangements, agenda, taking of minutes etc. Excludes committee meetings.

For consultation and public debates with industry, business, public, and professional associations where official discussions papers are released, use TAXATION AND INCOME SUPPORT - Consultations.

Entry	Description of Records	Disposal Action
9239	Final version of agenda, minutes and supporting documents tabled at meetings held to support the taxation and income support function. Includes meetings with external agencies. (Date range: 1901 -)	Destroy 10 years after action completed
9240	Working papers, notices of meetings, draft agenda, draft minutes and discussion notes documenting the conduct and administration of meetings held to support the taxation and income support function. Includes meetings with external agencies. (Date range: 1901 -)	Destroy 1 year after action completed

Policy Formulation

The activities associated with proposing, developing, drafting, costing, promulgating and advising on policies. Includes policy reviews.

Entry	Description of Records	Disposal Action
9241	Records documenting the formulation or review of major policies relating to the taxation and income support function such as whole of Government policies, policies that lead to introduction of new or significant amendment to legislation or regulation. Includes: <ul style="list-style-type: none"> • policy proposals • policy advice • supporting reports • major drafts • final policy documents • national policy statements • comments made on such policies • Ministerial briefings (Date range: 1901 -)	Retain as national archives

TAXATION AND INCOME SUPPORT

The function of developing, designing and implementing legislation and policies relating to national and international taxation, retirement income systems and income support systems. Includes activities associated with provision of advice to Government, Ministers and other Government agencies on specific issues, analysis of taxation payments arrangements and key features of retirement income system, review and evaluation of business tax systems and international tax arrangements, monitoring the operation of business tax regimes, consultations with stakeholders, liaison between the Department and other Government agencies, industry and business, reporting of tax expenditures and negotiating tax treaties. Also includes economic modelling, revenue forecasting and management of ad hoc programs resulting from taxation reforms.

Policy Formulation - Continued

The activities associated with proposing, developing, drafting, costing, promulgating and advising on policies. Includes policy reviews.

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
9287	Records documenting consultations and submissions received regarding the formulation or review of major policies relating to the taxation and income support function such as whole of Government policies, policies that lead to introduction of new or significant amendment to legislation or regulation. (Date range: 1901 -)	Destroy 30 years after action completed
9242	Records documenting the formulation or review of minor policies relating to the taxation and income support such as internal policies and policies that do not lead to introduction of new or significant amendment to legislation or regulation. Includes: <ul style="list-style-type: none"> • policy proposals • policy advice • results of consultations (including submissions received) • supporting reports • major drafts • comments made on such policies • final policy documents • Ministerial briefings (Date range: 1901 -)	Destroy 10 years after action completed
9243	Working papers documenting the formulation or review of all policies relating to the taxation and income support function. Excludes high-level working papers such as major drafts. (Date range: 1901 -)	Destroy 3 years after action completed
9244	Records documenting policy proposals not proceeded with relating to the taxation and income support function. Includes supporting documents. (Date range: 1901 -)	Destroy 1 year after action completed

TAXATION AND INCOME SUPPORT

The function of developing, designing and implementing legislation and policies relating to national and international taxation, retirement income systems and income support systems. Includes activities associated with provision of advice to Government, Ministers and other Government agencies on specific issues, analysis of taxation payments arrangements and key features of retirement income system, review and evaluation of business tax systems and international tax arrangements, monitoring the operation of business tax regimes, consultations with stakeholders, liaison between the Department and other Government agencies, industry and business, reporting of tax expenditures and negotiating tax treaties. Also includes economic modelling, revenue forecasting and management of ad hoc programs resulting from taxation reforms.

Procedures

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

Entry	Description of Records	Disposal Action
9245	Manuals, handbooks, directives etc detailing procedures supporting the taxation and income support function. (Date range: 1901 -)	Destroy when procedures are superseded
9246	Records documenting the development of Treasury procedures supporting the taxation and income support function. Includes: <ul style="list-style-type: none"> • drafts • records of consultations • records of testing of procedures • implementation plan (Date range: 1901 -)	Destroy 1 year after production of procedures

Program Management

The activities associated with the establishment, management, review and closure of programs. Includes development of frameworks, accountability oversight, operational planning, budgeting, expenditure monitoring and reporting.

For the development and issue of tender documentation including signed contracts resulting from tendering, use TAXATION AND INCOME SUPPORT - Tendering.

For management of contracts, use TAXATION AND INCOME SUPPORT - Contracting-out.

For development of program policies, use TAXATION AND INCOME SUPPORT - Policy Formulation.

Entry	Description of Records	Disposal Action
9247	Records documenting the establishment, management, review and closure of programs. Includes: <ul style="list-style-type: none"> • Parliamentary and Ministerial approvals • program frameworks • progress reports • reviews of program operations • records of internal audits of programs (Date range: 1999 - 2001)	Destroy 10 years after action completed

TAXATION AND INCOME SUPPORT

The function of developing, designing and implementing legislation and policies relating to national and international taxation, retirement income systems and income support systems. Includes activities associated with provision of advice to Government, Ministers and other Government agencies on specific issues, analysis of taxation payments arrangements and key features of retirement income system, review and evaluation of business tax systems and international tax arrangements, monitoring the operation of business tax regimes, consultations with stakeholders, liaison between the Department and other Government agencies, industry and business, reporting of tax expenditures and negotiating tax treaties. Also includes economic modelling, revenue forecasting and management of ad hoc programs resulting from taxation reforms.

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.

Entry	Description of Records	Disposal Action
9248	Master copy of unpublished reports produced in relation to the taxation and income support function containing recommendations or conclusions that lead to the introduction of new or significant amendment to whole of Government policy, the legislative framework or regulation, or where there was a high level of public interest or controversy. Includes high-level working papers such as major drafts. (Date range: 1901 -)	Retain as national archives
9249	Working papers documenting the development of reports produced in relation to the taxation and income support function containing recommendations or conclusions that lead to the introduction of new or significant amendment to whole of Government policy, the legislative framework or regulation or where there was a high level of public interest or controversy. Excludes high-level working papers such as major drafts. (Date range: 1901 -)	Destroy 10 years after action completed
9250	Published or unpublished reports, including working papers, produced in relation to the taxation and income support function that do not lead to the introduction of new or significant amendment to whole of Government policy or the legislative and regulatory framework. Excludes periodic reports. (Date range: 1901 -)	Destroy 10 years after action completed
9251	Periodic internal reports on general administrative matters used to monitor and document recurring activities to support the taxation and income support function such as work progress reports and unit level performance reporting. Includes working papers. (Date range: 1901 -)	Destroy 5 years after action completed
9252	Comments on reports of external agencies relating to the taxation and income support function. (Date range: 1901 -)	Destroy 5 years after action completed
9253	Copies of reports produced in relation to the taxation and income support function. (Date range: 1901 -)	Destroy when references ceases

TAXATION AND INCOME SUPPORT

The function of developing, designing and implementing legislation and policies relating to national and international taxation, retirement income systems and income support systems. Includes activities associated with provision of advice to Government, Ministers and other Government agencies on specific issues, analysis of taxation payments arrangements and key features of retirement income system, review and evaluation of business tax systems and international tax arrangements, monitoring the operation of business tax regimes, consultations with stakeholders, liaison between the Department and other Government agencies, industry and business, reporting of tax expenditures and negotiating tax treaties. Also includes economic modelling, revenue forecasting and management of ad hoc programs resulting from taxation reforms.

Research

The activities involved in investigating or enquiring into a subjects or area of interest in order to discover facts, principles etc. Used to support development of projects, standards, guidelines etc and the business activities of the organisation in general. Includes following up enquiries relating to organisational programs, projects, working papers, literature searches etc.

For establishing the scope of a subject matter, identifying and collecting data, and assessing budgetary, economic and other impacts, use TAXATION AND INCOME SUPPORT - Analysis.

For predicting future indicators of the economy, use TAXATION AND INCOME SUPPORT - Forecasting.

Entry	Description of Records	Disposal Action
9254	Records documenting major detailed research carried out to support the taxation and income support function. Includes: <ul style="list-style-type: none"> • research project plan • research data • research reports (Date range: 1901 -)	Destroy 10 years after action completed
9255	Records documenting routine research carried out to support the taxation and income support function. Includes: <ul style="list-style-type: none"> • research project plan • research data • research reports (Date range: 1901 -)	Destroy 1 year 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.

Entry	Description of Records	Disposal Action
9256	Records documenting reviews relating to the taxation and income support function that lead to introduction of new or significant amendment to whole of Government policy, legislation or regulation, including recommendations and advice resulting from such reviews. Includes: <ul style="list-style-type: none"> • scoping study • strategic direction document • research papers • consultations with stakeholders • review reports (Date range: 1901 -)	Retain as national archives

TAXATION AND INCOME SUPPORT

The function of developing, designing and implementing legislation and policies relating to national and international taxation, retirement income systems and income support systems. Includes activities associated with provision of advice to Government, Ministers and other Government agencies on specific issues, analysis of taxation payments arrangements and key features of retirement income system, review and evaluation of business tax systems and international tax arrangements, monitoring the operation of business tax regimes, consultations with stakeholders, liaison between the Department and other Government agencies, industry and business, reporting of tax expenditures and negotiating tax treaties. Also includes economic modelling, revenue forecasting and management of ad hoc programs resulting from taxation reforms.

Reviewing

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

Entry	Description of Records	Disposal Action
9257	Records documenting reviews relating to the taxation and income support function that do not lead to introduction of new or significant amendment to whole of Government policy, legislation or regulation, including recommendations and advice resulting from such reviews. Includes: <ul style="list-style-type: none"> • scoping study • strategic direction document • research papers • consultations with stakeholders • review reports (Date range: 1901 -)	Destroy 10 years after action completed
9258	Working papers documenting all reviews relating to the taxation and income support function. (Date range: 1901 -)	Destroy 10 years after action completed

Tendering

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

Entry	Description of Records	Disposal Action
9259	Records documenting the development and issue of tender documentation. Includes: <ul style="list-style-type: none"> • statement of requirements • request for proposals • expressions of interest • requests for tender • draft contracts (Date range: 1988 -)	Destroy 7 years after tender process completed
9260	Evaluation of tenders received against selection criteria. Includes: <ul style="list-style-type: none"> • arrangements for carrying out the evaluation process • evaluation report • recommendations • final report • public notices (Date range: 1988 -)	Destroy 7 years after tender process completed

TAXATION AND INCOME SUPPORT

The function of developing, designing and implementing legislation and policies relating to national and international taxation, retirement income systems and income support systems. Includes activities associated with provision of advice to Government, Ministers and other Government agencies on specific issues, analysis of taxation payments arrangements and key features of retirement income system, review and evaluation of business tax systems and international tax arrangements, monitoring the operation of business tax regimes, consultations with stakeholders, liaison between the Department and other Government agencies, industry and business, reporting of tax expenditures and negotiating tax treaties. Also includes economic modelling, revenue forecasting and management of ad hoc programs resulting from taxation reforms.

Tendering - Continued

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

<i>Entry</i>	<i>Description of Records</i>	<i>Disposal Action</i>
9261	Records documenting post-offer negotiations and due diligence checks. (Date range: 1988 -)	Destroy 7 years after tender process completed
9262	Records of unsuccessful tenders or a tender process where there has been no suitable tender or where the tendering process has discontinued. Includes: <ul style="list-style-type: none"> • submissions • notification of outcome • reports on debriefing sessions (Date range: 1988 -)	Destroy 2 years after tender process completed or decision made not to continue with tender process
9263	Signed contracts under seal resulting from tenders and supporting records: Western Australia. (Date range: 1988 -)	Destroy 20 years after completion or other termination of contract
9264	Signed contracts under seal resulting from tenders and supporting records: Victoria and South Australia. (Date range: 1988 -)	Destroy 15 years after completion or other termination of contract
9265	Signed contracts under seal resulting from tenders and supporting records: New South Wales, Queensland, Tasmania, Australian Capital Territory, and Northern Territory. (Date range: 1988 -)	Destroy 12 years after completion or other termination of contract
9266	Signed simple contracts and agreements resulting from tenders and supporting documents. (Date range: 1988 -)	Destroy 7 years after action completed
9267	Tender and contract registers. (Date range: 1988 -)	Destroy 7 years after last entry