



Australian Government

National Archives of Australia

Records Authority
**Fisheries Research and Development
Corporation**

9 May 2007

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INTRODUCTION

The Fisheries Research and Development Corporation (FRDC) and the National Archives of Australia have developed this Records Authority to set out the requirements for the retention or destruction of records for the two functions of the FRDC: Board Administration, and Fisheries Research and Development Management. It represents a significant commitment on behalf of the FRDC to understand, create and manage the records of its activities.

This Authority uses a classification scheme based on an analysis of the FRDC's functions. It takes into account the FRDC's legal and organisational recordkeeping requirements, and the interests of stakeholders of both the FRDC and the National Archives. It provides a framework that may be used as a guide when creating and managing records that document the Board Administration and the Fisheries Research and Development Management functions.

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 National Archives or in accordance with a normal administrative practice of which the Archives does not disapprove.

This Authority gives the FRDC the permission, required under the Archives Act, for the destruction or other disposal of the records described. The records are grouped into classes that set out if they are to be retained as national archives or, alternatively, state the minimum length of time that they need to be kept and whether, after this time, they can be destroyed. Retention periods are based on an assessment of business needs, broader organisational accountability requirements and community expectations.

As changes in circumstances may affect future recordkeeping requirements, the periodic review of this Authority is recommended. All amendments must be approved by the National Archives.

Advice on using this Authority and other recordkeeping matters is available from the National Archives' website at www.naa.gov.au or by contacting the Agency Service Centre at recordkeeping@naa.gov.au or (02) 6212 3610.

AUTHORISATION**RECORDS AUTHORITY****Person to whom notice of
authorisation is given:**

Executive Director
Fisheries Research and Development
Corporation
25 Geils Court
DEAKIN WEST ACT 2600

Purpose:

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

Application:

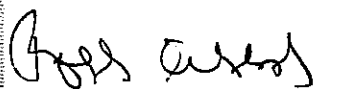
All functional records for the functions of:

- Board Administration
- Fisheries Research and Development Management

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**Date of issue:**

9 May 2007



Ross Gibbs
Director-General
National Archives of Australia

APPLICATION OF THIS AUTHORITY

1. The classes issued in this Records Authority supersede those in Records Disposal Authority (RDA) 1079 and should now be applied to records that meet the class descriptions.
2. RDA 1079 is hereby terminated. It cannot be used to destroy or dispose of records created on or after date of issue of this Authority.
3. This Authority should be used in conjunction with the Administrative Functions Disposal Authority (AFDA) issued by the National Archives to cover housekeeping and other administrative records common to most Commonwealth agencies.
4. 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 sentencers to determine the appropriate disposal action for the records. Advice on sentencing is available from the National Archives.
5. Records already sentenced under RDA 1079 do not need to be resentenced:
 - provided they are retained for the minimum periods set out in the relevant superseding classes, or
 - unless they are already sentenced as 'retain permanently' using a previous RDA and fall within the scope of this Authority.
6. Where the method of recording the information changes (for example from a manual 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 this Authority. The FRDC will need to ensure that any software, hardware or documentation required to enable continuing access to the data is available for the periods prescribed.
7. In general, retention requirements indicate a minimum period for retention. The FRDC may extend minimum retention periods if it considers that there is an administrative need to do so. Where the FRDC believes that its accountability will be substantially compromised because a retention period or periods are not adequate, it should contact the National Archives for a review of the retention period.
8. 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 Authority, please contact the National Archives.
9. Records in the care of the FRDC must be appropriately stored and preserved. The FRDC must meet this obligation to ensure that the records remain authentic and accessible over time. Under section 31 of the Archives Act 1983, access arrangements are required for records that become available to the public after thirty years.
10. Appropriate arrangements should 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.
11. Advice on how to use this Authority is available from the FRDC's records manager. If there are problems with the application of the authority that cannot be resolved, please contact the National Archives.

CONTACT INFORMATION

For assistance with this Authority or for advice on other recordkeeping matters, please contact National Archives' Agency Service Centre.

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

BOARD ADMINISTRATION

The function of administering the activities of the organisation's board. Includes authorising the funding of fisheries research and development projects, providing advice and conducting board meetings.

For the activities associated with managing the committees of the organisation's board, use STRATEGIC MANAGEMENT – Committees.

For the reporting of board decisions, deliberations and activities, use STRATEGIC MANAGEMENT – Reporting.

Board 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 |
|--------------------|---|--|
| Class no. 13622 | Records documenting the receipt and provision of advice by the board on issues that are controversial, attract media or parliamentary scrutiny, or require ministerial involvement. | Retain as national archives |
| Class no. 13623 | Records documenting the receipt and provision of routine advice by the board on matters relating to the board administration function. | Destroy 6 years after action completed |
| Class no. 13625 | Working papers relating to the preparation of all advice. | Destroy 2 years after action completed |

Board Authorisations

The activities associated with board approval of fisheries research and development applications and reports that support a case or opinion held by an individual or group. Includes authorising funds to be released for successful research and development applications.

For the authorisation of fisheries research applications approved by the head of the agency, use FISHERIES RESEARCH AND DEVELOPMENT MANAGEMENT – Evaluation (Research Applications).

| Entry | Description of Records | Disposal Action |
|--------------------|---|--|
| Class no. 13626 | Records documenting authorisations of funds to be released to successful research providers for research and development projects. Includes project administration summaries, project descriptions and budgets. | Destroy 7 years after action completed |
| Class no. 13624 | Delegations of power to agency staff to authorise administrative action in support of processing research and development funding. | Destroy 5 years after action completed |
| Class no. 13627 | Records documenting unsuccessful fisheries research and development proposals. | Destroy 2 years after action completed |

BOARD ADMINISTRATION

The function of administering the activities of the organisation's board. Includes authorising the funding of fisheries research and development projects, providing advice and conducting board meetings.

For the activities associated with managing the committees of the organisation's board, use STRATEGIC MANAGEMENT – Committees.

For the reporting of board decisions, deliberations and activities, use STRATEGIC MANAGEMENT – Reporting.

Board Meetings

The activities involved in discussing, updating, or resolving issues and matters relating to the management of the organisation, etc. Includes arranging board meetings, agenda and the taking of minutes.

For original strategic and operational research and development plans, use FISHERIES RESEARCH AND DEVELOPMENT MANAGEMENT – Planning.

| Entry | Description of Records | Disposal Action |
|--------------------|---|--|
| Class no. 13628 | Final version of signed and approved minutes and supporting documents tabled at meetings of the board. Includes: <ul style="list-style-type: none"> • Reports • Research and development funding applications • Copies of strategic and operational research and development plans • Board performance surveys • Financial statements • Strategy development documentation • Register of common seal. | Retain as national archives |
| Class no. 13629 | Working papers documenting the conduct and administration of meetings of the board. Includes agenda, notices of meetings and draft minutes. | Destroy 2 years after action completed |

Submissions

The preparation and submission of a formal statement (eg report, statistics, etc) supporting a case or opinion held by the organisation which is submitted to another organisation, or within the organisation, for the purpose of either gain or support.

| Entry | Description of Records | Disposal Action |
|--------------------|--|---|
| Class no. 13630 | Submissions made to the Minister and government bodies on controversial research and development issues that impact on the fishing industry. Includes working papers documenting the development of submissions. | Retain as national archives |
| Class no. 13631 | Submissions made to the Minister and government bodies on fisheries and research and development issues which are not controversial. Includes working papers documenting the development of submissions. | Destroy 10 years after action completed |

FISHERIES RESEARCH AND DEVELOPMENT MANAGEMENT

The function of managing fisheries research and development throughout Australia. Includes the activities of planning to achieve outcomes and benefits for stakeholders, negotiating and establishing agreements with research providers, and liaising with stakeholders through fisheries research advisory bodies. Also includes evaluating research and development applications from research providers, issuing, receiving and assessing tenders, and managing the performance of external service provider(s).

For the activities involved in making payments for costs associated with planning and managing fisheries research and development projects, use FINANCIAL MANAGEMENT – Payments.

For the activities involved in managing the organisation's intellectual property, use LEGAL SERVICES – Intellectual Property.

For the activities associated with maintaining and using data that is held in the organisation's web-based electronic information system, use INFORMATION MANAGEMENT – Data Administration.

For the processes involved in producing fisheries research and development results in organisation publications, use PUBLICATION – Production.

Advice

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

For advice provided to a research provider, use FISHERIES RESEARCH AND DEVELOPMENT MANAGEMENT – Research Administration.

| Entry | Description of Records | Disposal Action |
|--------------------|--|--|
| Class no. 13632 | Records documenting the receipt and provision of advice by the agency on issues that are controversial, attract media or parliamentary scrutiny, or require ministerial involvement. | Retain as national archives |
| Class no. 13633 | Records documenting the receipt and provision of routine advice by the agency on matters relating to the fisheries research and development management function. | Destroy 6 years after action completed |
| Class no. 13634 | Working papers relating to the preparation of all advice. | Destroy 2 years after action completed |

FISHERIES RESEARCH AND DEVELOPMENT MANAGEMENT

The function of managing fisheries research and development throughout Australia. Includes the activities of planning to achieve outcomes and benefits for stakeholders, negotiating and establishing agreements with research providers, and liaising with stakeholders through fisheries research advisory bodies. Also includes evaluating research and development applications from research providers, issuing, receiving and assessing tenders, and managing the performance of external service provider(s).

For the activities involved in making payments for costs associated with planning and managing fisheries research and development projects, use FINANCIAL MANAGEMENT – Payments.

For the activities involved in managing the organisation's intellectual property, use LEGAL SERVICES – Intellectual Property.

For the activities associated with maintaining and using data that is held in the organisation's web-based electronic information system, use INFORMATION MANAGEMENT – Data Administration.

For the processes involved in producing fisheries research and development results in organisation publications, use PUBLICATION – Production.

Agreements

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

For the management of research contracts, use FISHERIES RESEARCH AND DEVELOPMENT MANAGEMENT – Research Administration.

For the management of non-research contracts, use FISHERIES RESEARCH AND DEVELOPMENT MANAGEMENT – Contract Management.

For joint venture agreements or contracts, use FISHERIES RESEARCH AND DEVELOPMENT MANAGEMENT – Joint Ventures.

| Entry | Description of Records | Disposal Action |
|--------------------|---|---|
| Class no. 13635 | Records documenting agreements with research providers such as confidentiality agreements, review agreements, specific project and funding agreements. Includes records documenting the negotiation, establishment, maintenance and review of agreements with research providers. Also includes: <ul style="list-style-type: none"> • Final versions of agreement, schedules etc • Contract variations • Amended schedules | Destroy 20 years after agreement expires or is superseded |
| Class no. 13636 | Records documenting Memoranda of Understanding (MOUs) with the fisheries research and development industry. Includes records documenting the negotiation, establish, maintenance and review of MOUs. | Destroy 7 years after agreement expires or is superseded |
| Class No. 13637 | Records documenting other agreements supporting the function of fisheries and research development management. Includes records documenting the negotiation, establishment, maintenance and review of all other agreements. | Destroy 7 years after agreement expires or is superseded |

FISHERIES RESEARCH AND DEVELOPMENT MANAGEMENT

The function of managing fisheries research and development throughout Australia. Includes the activities of planning to achieve outcomes and benefits for stakeholders, negotiating and establishing agreements with research providers, and liaising with stakeholders through fisheries research advisory bodies. Also includes evaluating research and development applications from research providers, issuing, receiving and assessing tenders, and managing the performance of external service provider(s).

For the activities involved in making payments for costs associated with planning and managing fisheries research and development projects, use FINANCIAL MANAGEMENT – Payments.

For the activities involved in managing the organisation's intellectual property, use LEGAL SERVICES – Intellectual Property.

For the activities associated with maintaining and using data that is held in the organisation's web-based electronic information system, use INFORMATION MANAGEMENT – Data Administration.

For the processes involved in producing fisheries research and development results in organisation publications, use PUBLICATION – Production.

Audit

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

| Entry | Description of Records | Disposal Action |
|--------------------|--|--|
| Class no. 13638 | Final internal and external audit reports relating to the fisheries research and development management function. Includes project audit reports. | Destroy 7 years after action completed |
| Class no. 13644 | Records documenting the planning and conduct of internal and external audits relating to the fisheries research and development management function. Includes: <ul style="list-style-type: none"> • Audit arrangements • Minutes of meetings • Draft reports. | Destroy 3 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.

| Entry | Description of Records | Disposal Action |
|--------------------|--|---|
| Class no. 13639 | Records of internal committees formed to consider specific matters in support of the fisheries research and development management function. Includes: <ul style="list-style-type: none"> • Documents establishing the committee • Final versions of minutes • Reports • Proposals • Supporting documentation such as briefing and discussion papers. | Destroy 10 years after action completed |

FISHERIES RESEARCH AND DEVELOPMENT MANAGEMENT

The function of managing fisheries research and development throughout Australia. Includes the activities of planning to achieve outcomes and benefits for stakeholders, negotiating and establishing agreements with research providers, and liaising with stakeholders through fisheries research advisory bodies. Also includes evaluating research and development applications from research providers, issuing, receiving and assessing tenders, and managing the performance of external service provider(s).

For the activities involved in making payments for costs associated with planning and managing fisheries research and development projects, use FINANCIAL MANAGEMENT – Payments.

For the activities involved in managing the organisation's intellectual property, use LEGAL SERVICES – Intellectual Property.

For the activities associated with maintaining and using data that is held in the organisation's web-based electronic information system, use INFORMATION MANAGEMENT – Data Administration.

For the processes involved in producing fisheries research and development results in organisation publications, use PUBLICATION – Production.

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 |
|--------------------|--|--|
| Class no. 13640 | Records of external or inter-agency committees formed to consider national fisheries research and development related matters where the agency is the lead agency. Includes: <ul style="list-style-type: none"> • Documents establishing the committee • Appointment of members • Copies of minutes and reports • Supporting documentation such as briefing and discussion papers. | Destroy 10 years after action completed |
| Class no. 13641 | Records of external or inter-agency committees formed to consider national fisheries research and development related matters where the agency is a member. Includes: <ul style="list-style-type: none"> • Documents establishing the committee • Appointment of members • Copies of minutes and reports • Supporting documentation such as briefing and discussion papers. | Destroy 5 years after action completed |
| Class no. 13642 | Records documenting the nomination, appointment and resignation from and/or termination of staff members on research and development selection committees. | Destroy 3 years after end of appointment |

FISHERIES RESEARCH AND DEVELOPMENT MANAGEMENT

The function of managing fisheries research and development throughout Australia. Includes the activities of planning to achieve outcomes and benefits for stakeholders, negotiating and establishing agreements with research providers, and liaising with stakeholders through fisheries research advisory bodies. Also includes evaluating research and development applications from research providers, issuing, receiving and assessing tenders, and managing the performance of external service provider(s).

For the activities involved in making payments for costs associated with planning and managing fisheries research and development projects, use FINANCIAL MANAGEMENT – Payments.

For the activities involved in managing the organisation’s intellectual property, use LEGAL SERVICES – Intellectual Property.

For the activities associated with maintaining and using data that is held in the organisation’s web-based electronic information system, use INFORMATION MANAGEMENT – Data Administration.

For the processes involved in producing fisheries research and development results in organisation publications, use PUBLICATION – Production.

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 |
|--------------------|--|---|
| Class no. 13643 | Working papers documenting the administrative arrangements of all committees. Includes: <ul style="list-style-type: none"> • Agenda • Notices of meetings • Draft minutes • Facilities bookings. | Destroy 2 years after action completed. |

FISHERIES RESEARCH AND DEVELOPMENT MANAGEMENT

The function of managing fisheries research and development throughout Australia. Includes the activities of planning to achieve outcomes and benefits for stakeholders, negotiating and establishing agreements with research providers, and liaising with stakeholders through fisheries research advisory bodies. Also includes evaluating research and development applications from research providers, issuing, receiving and assessing tenders, and managing the performance of external service provider(s).

For the activities involved in making payments for costs associated with planning and managing fisheries research and development projects, use FINANCIAL MANAGEMENT – Payments.

For the activities involved in managing the organisation's intellectual property, use LEGAL SERVICES – Intellectual Property.

For the activities associated with maintaining and using data that is held in the organisation's web-based electronic information system, use INFORMATION MANAGEMENT – Data Administration.

For the processes involved in producing fisheries research and development results in organisation publications, use PUBLICATION – Production.

Contract Extension Facilitation

The processes involved in facilitating the extension of research project outcomes following completion of the original project. Includes assessing options for the adoption of a research outcome, promotional and educational activities.

For the receipt and processing of licenses for use of research and development research outcomes, use FISHERIES AND RESEARCH DEVELOPMENT MANAGEMENT – Licensing.

For the administration of funding arrangements with research providers, use FISHERIES RESEARCH AND DEVELOPMENT MANAGEMENT – Research Administration.

For the publication of research outcomes, use PUBLICATION.

For payments to external consultants, contractors or vendors use, FINANCIAL MANAGEMENT – Payments.

| | | |
|--------------------|---|--|
| Class no. 13646 | Records documenting the further promotion and adoption of fisheries research and development project outcomes. Includes records of the post project review, viability assessments and those documenting the initiation of further actions, such as publishing recipe cards etc. | Destroy 5 years after action completed |
|--------------------|---|--|

FISHERIES RESEARCH AND DEVELOPMENT MANAGEMENT

The function of managing fisheries research and development throughout Australia. Includes the activities of planning to achieve outcomes and benefits for stakeholders, negotiating and establishing agreements with research providers, and liaising with stakeholders through fisheries research advisory bodies. Also includes evaluating research and development applications from research providers, issuing, receiving and assessing tenders, and managing the performance of external service provider(s).

For the activities involved in making payments for costs associated with planning and managing fisheries research and development projects, use FINANCIAL MANAGEMENT – Payments.

For the activities involved in managing the organisation's intellectual property, use LEGAL SERVICES – Intellectual Property.

For the activities associated with maintaining and using data that is held in the organisation's web-based electronic information system, use INFORMATION MANAGEMENT – Data Administration.

For the processes involved in producing fisheries research and development results in organisation publications, use PUBLICATION – Production.

Contract Management

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 payments to external consultants, contractors or vendors use, FINANCIAL MANAGEMENT – Payments.

For the management of research contracts, use FISHERIES RESEARCH AND DEVELOPMENT MANAGEMENT – Research Administration.

| Entry | Description of Records | Disposal Action |
|--------------------|--|---|
| Class no. 13647 | Records documenting the management of contracts supporting the fisheries research and development management function. Includes: <ul style="list-style-type: none"> • Minutes of meetings with main stakeholders • Performance and evaluation reports. | Destroy 7 years after completion or termination of contract |

Enquiries

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

| Entry | Description of Records | Disposal Action |
|--------------------|---|--|
| Class no. 13648 | Records documenting the handling of enquiries relating to the fisheries research and development management function. | Destroy 2 years after action completed |

FISHERIES RESEARCH AND DEVELOPMENT MANAGEMENT

The function of managing fisheries research and development throughout Australia. Includes the activities of planning to achieve outcomes and benefits for stakeholders, negotiating and establishing agreements with research providers, and liaising with stakeholders through fisheries research advisory bodies. Also includes evaluating research and development applications from research providers, issuing, receiving and assessing tenders, and managing the performance of external service provider(s).

For the activities involved in making payments for costs associated with planning and managing fisheries research and development projects, use FINANCIAL MANAGEMENT – Payments.

For the activities involved in managing the organisation's intellectual property, use LEGAL SERVICES – Intellectual Property.

For the activities associated with maintaining and using data that is held in the organisation's web-based electronic information system, use INFORMATION MANAGEMENT – Data Administration.

For the processes involved in producing fisheries research and development results in organisation publications, use PUBLICATION – Production.

Evaluation (Research Applications)

The process of determining the viability and suitability of funding applications submitted by research providers to the organisation for fisheries research and development projects. Excludes applications where funding is authorised by the board.

For the authorisation of applications approved by the board, use BOARD ADMINISTRATION – Authorisations.

For the administration of research funding contracts, use RESEARCH AND DEVELOPMENT MANAGEMENT – Research Administration.

| Entry | Description of Records | Disposal Action |
|--------------------|--|--|
| Class no. 13649 | Records documenting successful funding applications. Includes project administration approvals, summaries, project descriptions and budgets. Includes records documenting authorisations of funds to be released to successful research providers for research and development projects. | Destroy 7 years after action completed |
| Class no. 13650 | Records documenting unsuccessful funding applications. Includes project administration summaries, project descriptions and budgets. | Destroy 2 years after action completed |

FISHERIES RESEARCH AND DEVELOPMENT MANAGEMENT

The function of managing fisheries research and development throughout Australia. Includes the activities of planning to achieve outcomes and benefits for stakeholders, negotiating and establishing agreements with research providers, and liaising with stakeholders through fisheries research advisory bodies. Also includes evaluating research and development applications from research providers, issuing, receiving and assessing tenders, and managing the performance of external service provider(s).

For the activities involved in making payments for costs associated with planning and managing fisheries research and development projects, use FINANCIAL MANAGEMENT – Payments.

For the activities involved in managing the organisation's intellectual property, use LEGAL SERVICES – Intellectual Property.

For the activities associated with maintaining and using data that is held in the organisation's web-based electronic information system, use INFORMATION MANAGEMENT – Data Administration.

For the processes involved in producing fisheries research and development results in organisation publications, use PUBLICATION – Production.

Joint Ventures

The activities involved in managing joint operations between departments, either within the organisation or with other organisations, or with the government, where there is a contract, joint contribution of funds and/or time. Also includes private sector ventures with public sector organisations, and co-research or collaboration between inter-departmental units, departments or organisations.

For the management of research contracts which are not joint ventures, use FISHERIES RESEARCH AND DEVELOPMENT MANAGEMENT – Research Administration.

| Entry | Description of Records | Disposal Action |
|--------------------|--|---|
| Class no. 13651 | Final signed version of joint ventures agreements or contracts of major significance to the agency, the Commonwealth and the fishing industry. Includes those that: <ul style="list-style-type: none"> • Involve the use of new or innovative techniques that provide or increase economic, environmental and social benefits to the fisheries industry and/or to the people of Australia • Involve eminent researchers • Have potential major impacts on the fishing industry, society or human health • Have an association with a specific theme and /or geographical area that is likely to be meaningful to communities and therefore of significant research interest. | Retain as national archives |
| Class no. 13652 | Working papers relating to the negotiation, establishment and management of joint venture agreements of major significance. | Destroy 10 years after completion or termination of agreement or contract |
| Class no. 13653 | Final versions of other joint venture agreements or contracts. | Destroy 7 years after completion or termination of agreement or contract |

FISHERIES RESEARCH AND DEVELOPMENT MANAGEMENT

The function of managing fisheries research and development throughout Australia. Includes the activities of planning to achieve outcomes and benefits for stakeholders, negotiating and establishing agreements with research providers, and liaising with stakeholders through fisheries research advisory bodies. Also includes evaluating research and development applications from research providers, issuing, receiving and assessing tenders, and managing the performance of external service provider(s).

For the activities involved in making payments for costs associated with planning and managing fisheries research and development projects, use FINANCIAL MANAGEMENT – Payments.

For the activities involved in managing the organisation's intellectual property, use LEGAL SERVICES – Intellectual Property.

For the activities associated with maintaining and using data that is held in the organisation's web-based electronic information system, use INFORMATION MANAGEMENT – Data Administration.

For the processes involved in producing fisheries research and development results in organisation publications, use PUBLICATION – Production.

Joint Ventures - Continued

The activities involved in managing joint operations between departments, either within the organisation or with other organisations, or with the government, where there is a contract, joint contribution of funds and/or time. Also includes private sector ventures with public sector organisations, and co-research or collaboration between inter-departmental units, departments or organisations.

For the management of research contracts which are not joint ventures, use FISHERIES RESEARCH AND DEVELOPMENT MANAGEMENT – Research Administration.

| Entry | Description of Records | Disposal Action |
|--------------------|--|--|
| Class no. 13654 | Working papers relating to the establishment and negotiations and management of other joint venture agreements or contracts. | Destroy 7 years after completion or termination of agreement or contract |

Liaison

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

For formal advising, use FISHERIES RESEARCH AND DEVELOPMENT MANAGEMENT – Advice.

For liaison through committees, use FISHERIES RESEARCH AND DEVELOPMENT MANAGEMENT – Committees.

For liaison through meetings, use FISHERIES RESEARCH AND DEVELOPMENT MANAGEMENT – Meetings.

| Entry | Description of Records | Disposal Action |
|--------------------|--|--|
| Class no. 13655 | Records documenting liaison activities undertaken with non-government fisheries stakeholders. Includes informal collaboration and exchange of information. | Destroy 3 years after action completed |

FISHERIES RESEARCH AND DEVELOPMENT MANAGEMENT

The function of managing fisheries research and development throughout Australia. Includes the activities of planning to achieve outcomes and benefits for stakeholders, negotiating and establishing agreements with research providers, and liaising with stakeholders through fisheries research advisory bodies. Also includes evaluating research and development applications from research providers, issuing, receiving and assessing tenders, and managing the performance of external service provider(s).

For the activities involved in making payments for costs associated with planning and managing fisheries research and development projects, use FINANCIAL MANAGEMENT – Payments.

For the activities involved in managing the organisation's intellectual property, use LEGAL SERVICES – Intellectual Property.

For the activities associated with maintaining and using data that is held in the organisation's web-based electronic information system, use INFORMATION MANAGEMENT – Data Administration.

For the processes involved in producing fisheries research and development results in organisation publications, use PUBLICATION – Production.

Licensing

The process of receiving and assessing applications from the public for licences to access final research reports. Includes approval, registration, issue, refusal and cancellation of licences.

For processing licence fees, use FINANCIAL MANAGEMENT – Accounting.

| Entry | Description of Records | Disposal Action |
|--------------------|---|---|
| Class no. 13656 | Records documenting the processes involved in issuing licences to external parties for the purchase of final reports prepared by research providers. Includes the cancellation of licences. | Destroy 7 years after licence expires or is superseded or cancelled |
| Class no. 13657 | Records documenting refusals to issue licences to external parties for the purchase of final reports prepared by research providers. | Destroy 2 years after action completed |

Meetings

The activities associated with ad hoc gatherings held to formulate, discuss, update or resolve issues and matters pertaining to 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 |
|--------------------|--|--|
| Class no. 13658 | Final version of minutes and attachments tabled at meetings held in support of the fisheries research and development management function. Includes meetings with external agencies. | Destroy 3 years after action completed |
| Class no. 13659 | Working papers documenting the conduct and administration of meetings held to support the fisheries research and development management function. Includes agendas, notices of meetings and draft minutes. | Destroy when reference ceases |

FISHERIES RESEARCH AND DEVELOPMENT MANAGEMENT

The function of managing fisheries research and development throughout Australia. Includes the activities of planning to achieve outcomes and benefits for stakeholders, negotiating and establishing agreements with research providers, and liaising with stakeholders through fisheries research advisory bodies. Also includes evaluating research and development applications from research providers, issuing, receiving and assessing tenders, and managing the performance of external service provider(s).

For the activities involved in making payments for costs associated with planning and managing fisheries research and development projects, use FINANCIAL MANAGEMENT – Payments.

For the activities involved in managing the organisation's intellectual property, use LEGAL SERVICES – Intellectual Property.

For the activities associated with maintaining and using data that is held in the organisation's web-based electronic information system, use INFORMATION MANAGEMENT – Data Administration.

For the processes involved in producing fisheries research and development results in organisation publications, use PUBLICATION – Production.

Planning

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

For overall planning to achieve corporate objectives, use STRATEGIC MANAGEMENT – Planning.

For copies of research and development plans submitted to the board, use BOARD MANAGEMENT – Board Meetings.

| Entry | Description of Records | Disposal Action |
|--------------------|---|---|
| Class no. 13660 | Final version of strategic research and development plans formulated in support of the fisheries research and development management function. | Destroy 15 years after action completed |
| Class no. 13661 | Final version of operational research and development plans formulated in support of the fisheries research and development management function. | Destroy 6 years after action completed |
| Class no. 13662 | Final version of other plans formulated to support the fisheries research and development management function. | Destroy 2 years after action completed |
| Class no. 13663 | Records documenting the development of all plans formulated to support the fisheries research and development management function. Includes input into plans, comments received and drafts. | Destroy 1 year after action completed |
| Class no. 13664 | Copies of all plans formulated to support the fisheries research and development management function. | Destroy when reference ceases |

FISHERIES RESEARCH AND DEVELOPMENT MANAGEMENT

The function of managing fisheries research and development throughout Australia. Includes the activities of planning to achieve outcomes and benefits for stakeholders, negotiating and establishing agreements with research providers, and liaising with stakeholders through fisheries research advisory bodies. Also includes evaluating research and development applications from research providers, issuing, receiving and assessing tenders, and managing the performance of external service provider(s).

For the activities involved in making payments for costs associated with planning and managing fisheries research and development projects, use FINANCIAL MANAGEMENT – Payments.

For the activities involved in managing the organisation's intellectual property, use LEGAL SERVICES – Intellectual Property.

For the activities associated with maintaining and using data that is held in the organisation's web-based electronic information system, use INFORMATION MANAGEMENT – Data Administration.

For the processes involved in producing fisheries research and development results in organisation publications, use PUBLICATION – Production.

Policy

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

| Entry | Description of Records | Disposal Action |
|--------------------|--|--|
| Class no. 13665 | Records documenting the establishment and development of fisheries research and development policies that have far reaching social, environmental, economic and political implications. Includes: <ul style="list-style-type: none"> • Policy proposals • Research papers • Results of consultations • Supporting reports • Final policy documents • National policy statements • Major drafts. | Retain as national archives |
| Class no. 13666 | Records documenting the establishment and development of routine fisheries research and development policies that do not have far reaching social, environmental or political implications. | Destroy 5 years after promulgation of new policy |
| Class no. 13667 | Working papers supporting the establishment and development of all policies relating to the fisheries research and development management function. | Destroy 2 years after promulgation of new policy |
| Class no. 13668 | Copies of policy documents and supporting papers. | Destroy when reference ceases |

FISHERIES RESEARCH AND DEVELOPMENT MANAGEMENT

The function of managing fisheries research and development throughout Australia. Includes the activities of planning to achieve outcomes and benefits for stakeholders, negotiating and establishing agreements with research providers, and liaising with stakeholders through fisheries research advisory bodies. Also includes evaluating research and development applications from research providers, issuing, receiving and assessing tenders, and managing the performance of external service provider(s).

For the activities involved in making payments for costs associated with planning and managing fisheries research and development projects, use FINANCIAL MANAGEMENT – Payments.

For the activities involved in managing the organisation's intellectual property, use LEGAL SERVICES – Intellectual Property.

For the activities associated with maintaining and using data that is held in the organisation's web-based electronic information system, use INFORMATION MANAGEMENT – Data Administration.

For the processes involved in producing fisheries research and development results in organisation publications, use PUBLICATION – Production.

Procedures

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

| Entry | Description of Records | Disposal Action |
|--------------------|--|---|
| Class no. 13669 | Master set of manuals, handbooks, directives, etc detailing procedures supporting the fisheries research and development management function. Includes research and development funding criteria guidelines. | Destroy 7 years after procedures are superseded |
| Class no. 13670 | Records documenting the development of procedures supporting the fisheries research and development management function. | Destroy 1 year after production of procedures |
| Class no. 13671 | Copies of manuals, handbooks, directives, etc. | Destroy when reference ceases |

Reporting

The process 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 reporting by Board members, use STRATEGIC MANAGEMENT – Reporting.

For final research reports, use FISHERIES RESEARCH AND DEVELOPMENT MANAGEMENT – Research Administration.

| Entry | Description of Records | Disposal Action |
|--------------------|---|--|
| Class no. 13672 | Final version of formal internal reports and reports made to external organisations relating to the fisheries research and development management function. | Destroy 5 years after action completed |

FISHERIES RESEARCH AND DEVELOPMENT MANAGEMENT

The function of managing fisheries research and development throughout Australia. Includes the activities of planning to achieve outcomes and benefits for stakeholders, negotiating and establishing agreements with research providers, and liaising with stakeholders through fisheries research advisory bodies. Also includes evaluating research and development applications from research providers, issuing, receiving and assessing tenders, and managing the performance of external service provider(s).

For the activities involved in making payments for costs associated with planning and managing fisheries research and development projects, use FINANCIAL MANAGEMENT – Payments.

For the activities involved in managing the organisation's intellectual property, use LEGAL SERVICES – Intellectual Property.

For the activities associated with maintaining and using data that is held in the organisation's web-based electronic information system, use INFORMATION MANAGEMENT – Data Administration.

For the processes involved in producing fisheries research and development results in organisation publications, use PUBLICATION – Production.

Reporting - Continued

The process 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 reporting by Board members, use STRATEGIC MANAGEMENT – Reporting.

For final research reports, use FISHERIES RESEARCH AND DEVELOPMENT MANAGEMENT – Research Administration.

| Entry | Description of Records | Disposal Action |
|--------------------|---|--|
| Class no. 13673 | Working papers documenting the development of all reports. Includes drafts and comments received. | Destroy 2 years after action completed |
| Class no. 13674 | Responses to requests for comments on reports of external organisations relating to the fisheries research and development management function. | Destroy 2 years after action completed |
| Class no. 13675 | Copies of reports relating to the fisheries research and development management function. | Destroy when reference ceases |

FISHERIES RESEARCH AND DEVELOPMENT MANAGEMENT

The function of managing fisheries research and development throughout Australia. Includes the activities of planning to achieve outcomes and benefits for stakeholders, negotiating and establishing agreements with research providers, and liaising with stakeholders through fisheries research advisory bodies. Also includes evaluating research and development applications from research providers, issuing, receiving and assessing tenders, and managing the performance of external service provider(s).

For the activities involved in making payments for costs associated with planning and managing fisheries research and development projects, use FINANCIAL MANAGEMENT – Payments.

For the activities involved in managing the organisation's intellectual property, use LEGAL SERVICES – Intellectual Property.

For the activities associated with maintaining and using data that is held in the organisation's web-based electronic information system, use INFORMATION MANAGEMENT – Data Administration.

For the processes involved in producing fisheries research and development results in organisation publications, use PUBLICATION – Production.

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 |
|--------------------|--|--|
| Class no. 13676 | Records documenting the nomination, appointment and resignation from and/or termination of agency representatives on external organisations. | Destroy 3 years after end of appointment |

Research Administration

The activities involved in administering research funding contracts. Includes funding arrangements with research providers, periodic reporting on research undertaken and the final research report.

For the management of joint venture research funding contracts, use FISHERIES RESEARCH AND DEVELOPMENT MANAGEMENT – Joint Ventures.

For the management of arrangements with non-research service providers, use FISHERIES RESEARCH AND DEVELOPMENT MANAGEMENT – Contract Management.

For non-specific project outcomes, use FISHERIES RESEARCH AND DEVELOPMENT MANAGEMENT – Contract Extension Facilitation.

| Entry | Description of Records | Disposal Action |
|--------------------|--|--|
| Class no. 13677 | Final research reports received from research providers. | Retain as national archives |
| Class no. 13678 | Records documenting the administration of research conducted under contract. Includes: <ul style="list-style-type: none"> • Minutes of meetings with research providers • Evaluation reports • Milestone reports from research providers. | Destroy 15 years after completion or other termination of contract |

FISHERIES RESEARCH AND DEVELOPMENT MANAGEMENT

The function of managing fisheries research and development throughout Australia. Includes the activities of planning to achieve outcomes and benefits for stakeholders, negotiating and establishing agreements with research providers, and liaising with stakeholders through fisheries research advisory bodies. Also includes evaluating research and development applications from research providers, issuing, receiving and assessing tenders, and managing the performance of external service provider(s).

For the activities involved in making payments for costs associated with planning and managing fisheries research and development projects, use FINANCIAL MANAGEMENT – Payments.

For the activities involved in managing the organisation's intellectual property, use LEGAL SERVICES – Intellectual Property.

For the activities associated with maintaining and using data that is held in the organisation's web-based electronic information system, use INFORMATION MANAGEMENT – Data Administration.

For the processes involved in producing fisheries research and development results in organisation publications, use PUBLICATION – Production.

Reviewing

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

For reviewing agreements, use FISHERIES RESEARCH AND DEVELOPMENT MANAGEMENT – Agreements.

For reviewing the adoption of a research outcome, use FISHERIES RESEARCH AND DEVELOPMENT – Contract Extension Facilitation.

| Entry | Description of Records | Disposal Action |
|--------------------|---|---|
| Class no. 13679 | Records documenting reviews into the way the fisheries research and development management function is conducted. Includes: <ul style="list-style-type: none"> • Request for review • Terms of reference • Consultations with stakeholders • Recommendations • Final report. | Destroy 10 years after action completed |
| Class no. 13680 | Working papers, including draft reports, developed in support of reviewing activities. | Destroy 1 year after action completed |

FISHERIES RESEARCH AND DEVELOPMENT MANAGEMENT

The function of managing fisheries research and development throughout Australia. Includes the activities of planning to achieve outcomes and benefits for stakeholders, negotiating and establishing agreements with research providers, and liaising with stakeholders through fisheries research advisory bodies. Also includes evaluating research and development applications from research providers, issuing, receiving and assessing tenders, and managing the performance of external service provider(s).

For the activities involved in making payments for costs associated with planning and managing fisheries research and development projects, use FINANCIAL MANAGEMENT – Payments.

For the activities involved in managing the organisation's intellectual property, use LEGAL SERVICES – Intellectual Property.

For the activities associated with maintaining and using data that is held in the organisation's web-based electronic information system, use INFORMATION MANAGEMENT – Data Administration.

For the processes involved in producing fisheries research and development results in organisation publications, use PUBLICATION – Production.

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.

For research funding contracts and agreements, use FISHERIES RESEARCH AND DEVELOPMENT MANAGEMENT – Agreements.

| Entry | Description of Records | Disposal Action |
|--------------------|---|--|
| Class no. 13681 | Records documenting the development and issue of tender documentation. Includes: <ul style="list-style-type: none"> • Statement of requirements • Requests for proposals • Expressions of interest • Requests for tender • Draft contract. | Destroy 7 years after tender process completed |
| Class no. 13682 | Assessment of tenders received against selection criteria, Includes records documenting arrangements for carrying out the assessment process, assessment report, recommendations, final report and public notices. | Destroy 7 years after tender process completed |
| Class no. 13683 | Records documenting post-offer negotiations and due diligence checks. | Destroy 7 years after tender process completed |
| Class no. 13684 | Signed agreements and contracts under seal and supporting records: New South Wales, Queensland, Tasmania, Australian Capital Territory, Northern Territory. | Destroy 12 years after completion or other termination of contract |
| Class no. 13685 | Signed agreements and contracts under seal and supporting records: Western Australia. | Destroy 20 years after completion or other termination of contract |

FISHERIES RESEARCH AND DEVELOPMENT MANAGEMENT

The function of managing fisheries research and development throughout Australia. Includes the activities of planning to achieve outcomes and benefits for stakeholders, negotiating and establishing agreements with research providers, and liaising with stakeholders through fisheries research advisory bodies. Also includes evaluating research and development applications from research providers, issuing, receiving and assessing tenders, and managing the performance of external service provider(s).

For the activities involved in making payments for costs associated with planning and managing fisheries research and development projects, use FINANCIAL MANAGEMENT – Payments.

For the activities involved in managing the organisation's intellectual property, use LEGAL SERVICES – Intellectual Property.

For the activities associated with maintaining and using data that is held in the organisation's web-based electronic information system, use INFORMATION MANAGEMENT – Data Administration.

For the processes involved in producing fisheries research and development results in organisation publications, use PUBLICATION – Production.

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.

For research funding contracts and agreements, use FISHERIES RESEARCH AND DEVELOPMENT MANAGEMENT – Agreements.

| Entry | Description of Records | Disposal Action |
|--------------------|--|---|
| Class no. 13686 | Signed agreements and contracts under seal and supporting records: Victoria and South Australia. | Destroy 15 years after completion or other termination of contract |
| Class no. 13687 | Signed simple contracts and agreements resulting from tenders and supporting records. | Destroy 7 years after completion or other termination of contract |
| Class no. 13688 | Contract register. | Destroy 7 years after last entry |
| Class no. 13689 | Tender register. | Destroy 7 years after last entry |
| Class no. 13690 | Records of unsuccessful tenders or a tender process where there has been no suitable bidder or where the tender process has been discontinued. Includes: <ul style="list-style-type: none"> • Submissions • Notification of outcome • Reports on debriefing sessions. | Destroy 2 years after tender process completed or decision made not to continue with tender process |