



**Australian Government**  

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**National Archives of Australia**

Records Authority  
**Australian Maritime Safety  
Authority**

Job no 2007/00232293

June 2009

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## INTRODUCTION

The Australian Maritime Safety Authority and the National Archives of Australia have developed this Records Authority to set out the requirements for keeping or destroying records for the core business areas of Marine Environment Protection, Maritime and Aviation Search and Rescue, Maritime Regulation, and Maritime Safety. It represents a significant commitment on behalf of Australian Maritime Safety Authority to understand, create and manage the records of its activities.

This Authority is based on the identification and analysis of the business of Australian Maritime Safety Authority. It takes into account the agency's legal and organisational records management requirements, and the interests of stakeholders, the agency and the National Archives of Australia.

This Authority gives Australian Maritime Safety Authority permission under the *Archives Act 1983*, for the destruction, retention or transfer to the National Archives of Australia of the records described. The Authority sets out those records that need to be retained as national archives and the minimum length of time that temporary records need to be kept. Retention periods for these temporary records are based on: an assessment of business needs; broader organisational accountability requirements; and community expectations, and are approved by the National Archives of Australia on the basis of information provided by the agency.

The Australian Maritime Safety Authority may use the following tools to dispose of their records:

- this Records Authority covering its agency specific records;
- general records authorities, such as the Administrative Functions Disposal Authority (AFDA), covering business processes and records common to Australian Government agencies; and
- normal administrative practice (NAP) which allows for the destruction of records where the records are duplicated, unimportant or for short-term use only.

As changes in circumstances may affect future records management 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 records management matters is available from the National Archives' website at [www.naa.gov.au](http://www.naa.gov.au) or by contacting the Agency Service Centre at [recordkeeping@naa.gov.au](mailto:recordkeeping@naa.gov.au) or (02) 6212 3610.

## APPLICATION OF THIS AUTHORITY

1. This Authority replaces Records Disposal Authority (RDA) 1166 (1995) and RDA 1168 (1994). The superseded RDAs can no longer be used by the Australian Maritime Safety Authority (AMSA) to sentence records created on or after the date of issue of this Authority.
2. This Authority should be used in conjunction with the Administrative Functions Disposal Authority (AFDA) issued by the National Archives to cover administrative records common to Australian Government agencies.
3. This Authority includes class 20035 in the MARITIME REGULATION function. This class covers historical records in the custody of the National Archives originating from the Registrar of British Ships and originally in the control of the Australian Customs Service. There is a possibility that similar records remain in ACS offices, or may have been transferred to AMSA. This class should be used only after advice is sought from the National Archives.
4. This Authority should be used in conjunction with general disposal authorities issued by the National Archives that cover other types of records that may be created by the Australian Maritime Safety Authority (AMSA) such as encrypted records and source records that have been copied.
5. 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 how long records need to be kept. Advice on sentencing is available from the National Archives.
6. Where the method of recording 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 core business. The information must be accessible for the period of time prescribed in this Authority. AMSA will need to ensure that any software, hardware or documentation required to enable continuing access to the information is available for the periods prescribed.
7. In general, retention requirements indicate a minimum period for retention. AMSA may extend minimum retention periods if it considers that there is an administrative need to do so, without further reference to the National Archives. Where AMSA believes that its accountability will be substantially compromised because a retention period or periods are not adequate, it should contact the National Archives for review of the retention period.
8. AMSA may destroy certain records without formal authorisation as a normal administrative practice. This usually occurs where the records are duplicated, facilitative or for short-term use only. NAP does not replace the arrangements agreed to in records authorities. Advice and guidance on destroying records as a normal administrative practice is available from the National Archives' website at [www.naa.gov.au](http://www.naa.gov.au).
9. From time to time the National Archives will place a freeze on some groups of records to prevent their destruction. Further information about disposal freezes and whether they affect the application of this Authority is available from the National Archives website at [www.naa.gov.au](http://www.naa.gov.au).
10. Records in the care of the AMSA should be appropriately stored and preserved. AMSA needs to 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 are in the open access period (currently after 30 years).
11. 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.

12. Advice on how to use this Authority is available from the AMSA 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](mailto:recordkeeping@naa.gov.au)

Website: [www.naa.gov.au](http://www.naa.gov.au)

# AUTHORISATION

## RECORDS AUTHORITY

**Person to whom notice of authorisation is given:**

Chief Information Officer  
Australian Maritime Safety Authority  
25 Constitution Avenue, Canberra ACT 2600

**Purpose:**

Authorises arrangements for the disposal of records in accordance with Section 24(2)(b) of the Archives Act 1983

**Application:**

MARINE ENVIRONMENT PROTECTION  
MARITIME AND AVIATION SEARCH AND RESCUE  
MARITIME REGULATION  
MARITIME SAFETY

This authorisation gives permission for the destruction, retention or transfer to the National Archives of Australia of the records described. The authority will apply only if these actions take place with the consent of the agency responsible for the core business documented in the records.

**Authorising Officer**



Ross Gibbs  
Director-General  
National Archives of Australia

**Date of issue:**

3 June 2009.



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## MARINE ENVIRONMENT PROTECTION

The function of protecting the marine environment from pollution from ships and other environmental damage. Includes management of a national plan to combat sea pollution, managing the national emergency towage program, coordination of training for national plan and emergency towage participants, responding to marine pollution incidents, and investigating apparent breaches of compliance with environment protection legislation. Also includes promoting community awareness of maritime pollution through education programs.

[For acquisition and disposal of equipment related to the national plan to combat pollution, use AFDA - EQUIPMENT & STORES - Acquisition; and AFDA - EQUIPMENT & STORES - Disposal.]

### 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
16841	Final versions of addresses presented to support the marine environment protection function.	Destroy 7 years after initial presentation
16842	Working papers documenting the development of presentations supporting the marine environment protection function.  Includes: - request for presentation, speech, etc. - research documentation - drafts - preparation of textual and audio-visual material	Destroy 1 year after first presentation of material

### Advice

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

*For Ministerials and responses to questions raised in Parliament, use AFDA - GOVERNMENT RELATIONS*

Entry	Description of records	Disposal action
16843	Records documenting the receipt and provision of advice on the marine environment protection function. Includes provision of advice for applications for dumping at sea.	Destroy 6 years after receipt or provision of advice

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[For acquisition and disposal of equipment related to the national plan to combat pollution, use AFDA - EQUIPMENT & STORES - Acquisition; and AFDA - EQUIPMENT & STORES - Disposal.]

### Agreements

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

Entry	Description of records	Disposal action
16844	<p>Memoranda of Understanding between the Australian Government and other countries, agencies, states and organisations on oil pollution preparedness and response. Includes inter-governmental agreements, master service contracts and major service level agreements to ensure effective operation of Australia's National Plan to Combat Pollution of the Sea by Oil and Other Noxious and Hazardous Substances.</p> <p><i>[For records relating to National Plan Committees, use MARINE ENVIRONMENT PROTECTION - Committees.</i></p> <p><i>For development and finalisation of the National Plan contingency plans, use MARINE ENVIRONMENT PROTECTION - Planning.]</i></p>	Retain as national archives
16845	Adoption of agreements or amendments to International Conventions related to marine environment protection. e.g. International Convention for the Prevention of Pollution from Ships (MARPOL).	Retain as national archives
16846	<p>Records documenting the making and signing of other agreements relating to the marine environment protection function. Includes:</p> <ul style="list-style-type: none"> <li>- the establishment, maintenance and review of agreements</li> <li>- final versions of agreements supporting the marine environment protection function</li> <li>- supporting documentation</li> </ul>	Destroy 7 years after expiry or other termination of agreement

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[For acquisition and disposal of equipment related to the national plan to combat pollution, use AFDA - EQUIPMENT & STORES - Acquisition; and AFDA - EQUIPMENT & STORES - Disposal.]

### 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, record keeping audits, skills audits, system audits and quality assurance audits.

Entry	Description of records	Disposal action
19554	Final versions of internal and external audit reports relating to the marine environment protection function. Includes: <ul style="list-style-type: none"> <li>- equipment audits under the National Plan</li> <li>- audits of the aerial dispersant capability contract</li> <li>- audits of the emergency towage contracts</li> <li>- audits of returns submitted by Australian companies in relation to contributions to the International Oil Pollution Compensation (IOPC) Fund</li> </ul>	Destroy 5 years after action completed
19555	Records documenting the planning and conduct of internal and external audits relating to the marine environment protection activity. Includes: <ul style="list-style-type: none"> <li>- liaison with the auditing body</li> <li>- minutes of meetings</li> <li>- notes taken at opening and exit interviews</li> <li>- draft reports</li> <li>- comments</li> </ul>	Destroy 2 years after action completed

### Authorisation

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

Entry	Description of records	Disposal action
19556	Delegations of power to organisational staff to authorise administrative action relating to the marine environment protection function. Includes power to issue directions.	Destroy 7 years after delegation expires

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[For acquisition and disposal of equipment related to the national plan to combat pollution, use AFDA - EQUIPMENT & STORES - Acquisition; and AFDA - EQUIPMENT & STORES - Disposal.]

### Authorisation - Continued

Entry	Description of records	Disposal action
19557	Records documenting the authorisation of certain environment protection conditions and activities. Includes assessment of applications and the giving or withholding of permission for: <ul style="list-style-type: none"> <li>- Appointment of analysts and inspectors</li> <li>- Appointment of Commonwealth environmental and scientific coordinators</li> <li>- Issue of civil liability certificates and related correspondence</li> </ul>	Destroy 7 years after delegation expires
19558	Authorisations for administrative actions relating to the marine environment protection function.	Destroy 7 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 AFDA - STRATEGIC MANAGEMENT - Committees.*

Entry	Description of records	Disposal action
19559	Records of committees formed to ensure effective operation of Australia's National Plan to Combat Pollution of the Sea by Oil and Other Noxious and Hazardous Substances. Includes National Plan committees, the National Plan Operations Group and related working groups. Includes: <ul style="list-style-type: none"> <li>- documents establishing the committee or working group</li> <li>- final versions of minutes</li> <li>- reports</li> <li>- recommendations</li> <li>- supporting documents such as briefing papers and discussion papers</li> </ul> <p><i>[For records relating to National Plan international and inter-governmental agreements, use MARINE ENVIRONMENT PROTECTION - Agreements.</i></p> <p><i>For development and finalisation of the National Plan contingency plans, use MARINE ENVIRONMENT PROTECTION - Planning.]</i></p>	Retain as national archives

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[For acquisition and disposal of equipment related to the national plan to combat pollution, use AFDA - EQUIPMENT & STORES - Acquisition; and AFDA - EQUIPMENT & STORES - Disposal.]

### Committees - Continued

Entry	Description of records	Disposal action
19854	<p>Records of high-level external committees formed to consider matters relating to the marine environment protection function, where the agency provides the secretariat, is the Commonwealth's main representative, or plays a significant role. Includes:</p> <ul style="list-style-type: none"> <li>- documents establishing the committee</li> <li>- agendas</li> <li>- final versions of minutes</li> <li>- reports</li> <li>- recommendations</li> <li>- supporting documents such as briefing papers and discussion papers.</li> </ul>	Retain as national archives
19560	<p>Records of other internal and external committees formed to consider matters relating to the marine environment protection function. Includes:</p> <ul style="list-style-type: none"> <li>- documents establishing the committee</li> <li>- final versions of minutes</li> <li>- reports</li> <li>- recommendations</li> <li>- supporting documents such as briefing papers and discussion papers</li> </ul>	Destroy 5 years after action completed
19855	<p>Working papers documenting the administrative arrangements made for the conduct of external high-level committees which consider matters relating to the marine environment protection function.</p>	Destroy 5 years after action completed
19561	<p>Working papers documenting the conduct and administration of other committees which consider matters relating to the marine environment protection function. Includes:</p> <ul style="list-style-type: none"> <li>- agendas</li> <li>- notices of meetings</li> <li>- draft minutes</li> </ul>	Destroy when reference ceases

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[For acquisition and disposal of equipment related to the national plan to combat pollution, use AFDA - EQUIPMENT & STORES - Acquisition; and AFDA - EQUIPMENT & STORES - Disposal.]

### 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
19562	Records documenting arrangements for conferences sponsored by the organisation and supporting the marine environment protection function. Includes: <ul style="list-style-type: none"> <li>- program development</li> <li>- arranging speakers</li> <li>- arranging attendance and registrations</li> <li>- venue bookings</li> <li>- catering</li> <li>- unpublished proceedings, reports, speeches and papers</li> <li>- reports on conduct of conferences</li> </ul>	Destroy 3 years after conference is held
19563	Records documenting the attendance of staff at conferences arranged by other organisations. Includes: <ul style="list-style-type: none"> <li>- completed conference registration forms</li> <li>- programs and conference promotion material</li> <li>- material distributed at conferences</li> <li>- copies of published conference proceedings and official reports</li> <li>- participants' reports</li> </ul>	Destroy when reference ceases

### 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.

Entry	Description of records	Disposal action
19564	Records documenting contract negotiation and management relating to the marine environment protection function. Includes records related to contracts such as the aerial dispersant capability and emergency towage. Includes: <ul style="list-style-type: none"> <li>- minutes of meetings with main stakeholders</li> <li>- draft contract</li> <li>- progress reports</li> <li>- performance and evaluation reports</li> </ul>	Destroy 7 years after completion or other termination of contract

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[For acquisition and disposal of equipment related to the national plan to combat pollution, use AFDA - EQUIPMENT & STORES - Acquisition; and AFDA - EQUIPMENT & STORES - Disposal.]

### Education Programs

The activities associated with developing education resources and programs for the purpose of raising awareness, increasing knowledge and facilitating learning about maritime matters, such as maritime safety, marine environment protection and maritime and aviation search and rescue.

Includes reviewing material and updating content if necessary.

*For the development of training materials and for providing training services to individuals, community groups, industry and other government agencies, use MARINE ENVIRONMENT PROTECTION - Training services.*

*For the evaluation of education programs, materials and resources, use MARINE ENVIRONMENT PROTECTION - Evaluation.*

*For production and dissemination of educational material, use AFDA - PUBLICATION – Production, and AFDA - PUBLICATION – Distribution*

Entry	Description of records	Disposal action
19565	Master copy of educational material developed to support the marine environment protection function.	Destroy 5 years after action completed
19566	Records documenting the development of educational material to support the marine environment protection function. Includes research, working papers, comments and drafts.	Destroy 2 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.

*For participation in or submissions to formal inquiries including Royal Commissions, Parliamentary and Ombudsman's inquiries, use AFDA - GOVERNMENT RELATIONS - Inquiries.*

Entry	Description of records	Disposal action
19975	Records documenting the handling of enquiries relating to the marine environment protection function.  <i>[For enquiries received from the general public about the agency's programs, products and services, use AFDA - COMMUNITY RELATIONS - Enquiries.]</i>	Destroy 2 years after action completed

### Evaluation

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



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[For acquisition and disposal of equipment related to the national plan to combat pollution, use AFDA - EQUIPMENT & STORES - Acquisition; and AFDA - EQUIPMENT & STORES - Disposal.]

### Evaluation - Continued

Includes systems analysis and ongoing monitoring.

Entry	Description of records	Disposal action
19567	Records documenting the evaluation and testing of proposed marine environment protection equipment.	Destroy 15 years after action completed
19568	Records documenting the evaluation and ongoing monitoring of other maritime environment protection related programs and services.	Destroy 5 years after action completed

### Implementation

The activities associated with carrying out or putting into action, plans, policies, procedures or instructions, all of which could be internally or externally driven. Includes manual or automated databases, applications or systems, but excludes installation of equipment. Also includes monitoring to ensure the implementation goes according to schedule and that standards are met and includes first aid treatment.

Entry	Description of records	Disposal action
19569	Records documenting the implementation of plans, policies and procedures developed to support the marine environment protection function. Includes implementation of contracted arrangements such as emergency towage arrangements and the aerial dispersant capability.	Destroy 7 years after action completed

### Litigation

The activities involved in managing lawsuits or legal proceedings between the agency and the other parties in a court or other tribunal. Includes briefs for counsel; copies of documents required by or lodged with a court; consultation with the Attorney-General's Department and other agencies; and records documenting compliance with court instructions, eg subpoenas and discovery orders.

*For appeals to decisions made, use MARITIME REGULATION - Appeals (decisions).*

*For subpoenas and discovery orders, use AFDA - INFORMATION MANAGEMENT - Enquiries.*

Entry	Description of records	Disposal action
19570	Records documenting litigation matters that: <ul style="list-style-type: none"> <li>- set a precedent</li> <li>- lead to a change in policy</li> <li>- relate to issues of national significance</li> <li>- relate to issues of public controversy</li> <li>- result in appeals to the Federal or High Court</li> </ul>	Retain as national archives

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[For acquisition and disposal of equipment related to the national plan to combat pollution, use AFDA - EQUIPMENT & STORES - Acquisition; and AFDA - EQUIPMENT & STORES - Disposal.]

### Litigation - Continued

Entry	Description of records	Disposal action
19571	Records documenting other litigation matters relating to the marine environment protection function.	Destroy 50 years after action ceases

### 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
19572	Final version of minutes and supporting documents tabled at meetings held to support the marine environment protection function.  <i>[For records relating to National Plan working groups, use MARINE ENVIRONMENT PROTECTION - Committees.]</i>	Destroy 15 years after date of meeting
19573	Working papers documenting the conduct and administration of meetings held to support the marine environment protection function. Includes: - venue booking - notification of meeting - agenda - draft minutes - minute corrections/modifications - apologies	Destroy when reference ceases

### 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
19574	National Plan contingency plans. Includes final versions of plans and working papers used to develop them.  <i>[For records relating to National Plan international and inter-governmental agreements, use MARINE ENVIRONMENT PROTECTION - Agreements.</i>  <i>For records relating to National Plan Committees, use MARINE ENVIRONMENT PROTECTION - Committees.]</i>	Retain as national archives

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[For acquisition and disposal of equipment related to the national plan to combat pollution, use AFDA - EQUIPMENT & STORES - Acquisition; and AFDA - EQUIPMENT & STORES - Disposal.]

### Planning - Continued

Entry	Description of records	Disposal action
19575	Final versions of other plans supporting the marine environment protection function.	Destroy 5 years after plan is superseded
19576	Working papers used to develop plans supporting the marine environment protection function.	Destroy 1 year after adoption of the final plan

### 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
19577	Records documenting the development and establishment of policies supporting the marine environment protection function that are of major significance to the maritime industry or have a high government or public profile. Includes: <ul style="list-style-type: none"> <li>- policy proposals</li> <li>- research papers</li> <li>- results of consultations</li> <li>- supporting reports</li> <li>- major drafts</li> <li>- final policy documents</li> </ul>	Retain as national archives
19578	Records documenting the development and establishment of policies supporting the marine environment protection function that are not of major significance to the maritime industry and do not have a high government or public profile. Includes: <ul style="list-style-type: none"> <li>- policy proposals</li> <li>- research papers</li> <li>- results of consultations</li> <li>- supporting reports</li> <li>- major drafts</li> <li>- final policy documents</li> </ul>	Destroy 7 years after policy is superseded
19579	Working papers documenting the development of policies supporting the marine environment protection function.	Destroy 3 years after promulgation of the new policy

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[For acquisition and disposal of equipment related to the national plan to combat pollution, use AFDA - EQUIPMENT & STORES - Acquisition; and AFDA - EQUIPMENT & STORES - Disposal.]

### Pollution Incident Investigations

The activities involved in investigating pollution incidents with a view to prosecution under relevant legislation. Includes conducting interviews, collecting and analysing evidence and forwarding potential prosecution documentation to the relevant authority (currently the Commonwealth Director of Public Prosecutions).

*For assisting with pollution-related prosecutions conducted by relevant authorities (currently the Commonwealth Director of Public Prosecutions), use MARINE ENVIRONMENT PROTECTION - Litigation.*

*For participation in or submissions to formal inquiries including Royal Commissions, Parliamentary and Ombudsman's inquiries, use AFDA - GOVERNMENT RELATIONS - Inquiries.*

Entry	Description of records	Disposal action
19580	<p>Records documenting the management of investigations into pollution incidents including those involving major oil or chemical spills, extensive loss of or damage to wildlife, significant legal action, or incidents resulting in considerable public interest or controversy, that set a precedent, lead to a change in policy, relate to issues of national significance or result in appeals to the Federal or High Court.</p> <p>Records include:</p> <ul style="list-style-type: none"> <li>- notification of incident</li> <li>- request for investigation</li> <li>- interviews, statements</li> <li>- investigation reports</li> <li>- photographs, video</li> <li>- forensic evidence</li> <li>- test reports</li> <li>- evidence register</li> <li>- documents detailing complaints on the way the investigation was carried out.</li> </ul> <p><i>[For initial management of a pollution incident, use MARINE ENVIRONMENT PROTECTION – Pollution Incident Response.</i></p> <p><i>For cases that proceed to litigation, use MARINE ENVIRONMENT PROTECTION - Litigation.]</i></p>	Retain as national archives

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[For acquisition and disposal of equipment related to the national plan to combat pollution, use AFDA - EQUIPMENT & STORES - Acquisition; and AFDA - EQUIPMENT & STORES - Disposal.]

### Pollution Incident Investigations - Continued

Entry	Description of records	Disposal action
19582	<p>Records documenting the management of investigations into pollution incidents involving substantial coordination and/or cost involvement that do not result in a prosecution. Includes:</p> <ul style="list-style-type: none"> <li>- notification of incident</li> <li>- request for investigation</li> <li>- interviews, statements</li> <li>- investigation reports</li> <li>- photographs, video</li> <li>- forensic evidence</li> <li>- test reports</li> <li>- evidence register</li> <li>- documents detailing complaints on the way the investigation was carried out</li> </ul>	Destroy 30 years after last action
19583	<p>Records documenting the management of other pollution incident investigations.</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>- notification of incident</li> <li>- request for investigation</li> <li>- copies of notices issued</li> <li>- interviews, statements</li> <li>- investigation reports</li> <li>- photographs, video</li> <li>- forensic evidence</li> <li>- test reports</li> <li>- evidence register</li> <li>- documents detailing complaints on the way the investigation was carried out</li> </ul>	Destroy 10 years after last action

## MARINE ENVIRONMENT PROTECTION

The function of protecting the marine environment from pollution from ships and other environmental damage. Includes management of a national plan to combat sea pollution, managing the national emergency towage program, coordination of training for national plan and emergency towage participants, responding to marine pollution incidents, and investigating apparent breaches of compliance with environment protection legislation. Also includes promoting community awareness of maritime pollution through education programs.

[For acquisition and disposal of equipment related to the national plan to combat pollution, use AFDA - EQUIPMENT & STORES - Acquisition; and AFDA - EQUIPMENT & STORES - Disposal.]

### Pollution Incident Response

The activities associated with responding to marine pollution incidents, such as oil spills and other hazardous substances. Includes the receipt and evaluation of requests for assistance coordinating responses and assessing outcomes.

*For post-incident and management duties falling under Receivers of Wreck, use MARITIME REGULATION - Wrecks and Salvage Management.*

Entry	Description of records	Disposal action
19584	<p>Pollution incident records documenting events of political, legal or historical significance, or resulting in changes to policy, procedures or equipment. Includes:</p> <ul style="list-style-type: none"> <li>- notification of incident</li> <li>- related logs</li> <li>- aircraft flight data/vessel tasking data</li> <li>- correspondence between pollution control parties</li> <li>- cost recovery records</li> <li>- Powers of Intervention directions</li> </ul>	Retain as national archives
19585	<p>Records documenting the management of pollution incidents involving major oil or chemical spills, extensive loss of or damage to wildlife, significant legal action, or incidents resulting in considerable public interest. Includes:</p> <ul style="list-style-type: none"> <li>- notification of incident</li> <li>- related logs</li> <li>- aircraft flight data/vessel tasking data</li> <li>- correspondence between pollution control parties</li> <li>- cost recovery records</li> <li>- Powers of Intervention directions</li> </ul>	Destroy 80 years after last action
19586	<p>Records documenting the management of pollution incidents involving substantial coordination and/or cost involvement. Includes:</p> <ul style="list-style-type: none"> <li>- notification of incident</li> <li>- related logs</li> <li>- aircraft flight data / vessel tasking data</li> <li>- correspondence between pollution control parties</li> <li>- cost recovery records</li> <li>- Powers of Intervention directions</li> </ul>	Destroy 30 years after last action

## MARINE ENVIRONMENT PROTECTION

The function of protecting the marine environment from pollution from ships and other environmental damage. Includes management of a national plan to combat sea pollution, managing the national emergency towage program, coordination of training for national plan and emergency towage participants, responding to marine pollution incidents, and investigating apparent breaches of compliance with environment protection legislation. Also includes promoting community awareness of maritime pollution through education programs.

[For acquisition and disposal of equipment related to the national plan to combat pollution, use AFDA - EQUIPMENT & STORES - Acquisition; and AFDA - EQUIPMENT & STORES - Disposal.]

### Pollution Incident Response - Continued

Entry	Description of records	Disposal action
19587	Records documenting other pollution incidents. Includes notifications of incidents where minimal or no further action was required.	Destroy 10 years after last action
19588	Short term operational records including aircraft availability status reports and aircraft logs unrelated to incidents.	Destroy 2 years after action completed

### Procedures

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

Entry	Description of records	Disposal action
19589	Master set of agency manuals, handbooks, directives, etc detailing procedures supporting the marine environment protection function.	Destroy 5 years after procedures are superseded
19590	Records documenting the development of procedures supporting the marine environment protection function.	Destroy 1 year after procedures are approved
19591	Copies of manuals, handbooks, directives, etc	Destroy when reference ceases

### 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
19592	Final versions of reports issued by the Chief Executive Officer or agency Board that concern controversial issues or result in major changes to marine environment protection policy, programs or operations.	Retain as national archives
19593	Final versions of reports issued by the Chief Executive Officer or agency Board that do not concern controversial issues or do not result in major changes to marine environment protection policy, programs or operations.	Destroy 7 years after issue of report

## MARINE ENVIRONMENT PROTECTION

The function of protecting the marine environment from pollution from ships and other environmental damage. Includes management of a national plan to combat sea pollution, managing the national emergency towage program, coordination of training for national plan and emergency towage participants, responding to marine pollution incidents, and investigating apparent breaches of compliance with environment protection legislation. Also includes promoting community awareness of maritime pollution through education programs.

[For acquisition and disposal of equipment related to the national plan to combat pollution, use AFDA - EQUIPMENT & STORES - Acquisition; and AFDA - EQUIPMENT & STORES - Disposal.]

### Reporting - Continued

Entry	Description of records	Disposal action
19594	Final versions of other reports received or produced to support the marine environment protection function. Includes: <ul style="list-style-type: none"> <li>- reports and returns and related correspondence relating to Contributions to the International Oil Pollution Compensation (IOPC) Fund</li> <li>- reports and related correspondence re Inadequate Waste Reception Facilities</li> <li>- statistical reports</li> <li>- discussion papers</li> <li>- surveys</li> </ul>	Destroy 5 years after action completed
19595	Working papers documenting the development of reports supporting the marine environment function.	Destroy 2 years after issue of report

### 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
19596	Records documenting research carried out to support the marine environment protection function.	Destroy 7 years after completion of results or report

### 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
19597	Final versions of review relating to the marine environment protection function.	Destroy 7 years after completion of review



## MARINE ENVIRONMENT PROTECTION

The function of protecting the marine environment from pollution from ships and other environmental damage. Includes management of a national plan to combat sea pollution, managing the national emergency towage program, coordination of training for national plan and emergency towage participants, responding to marine pollution incidents, and investigating apparent breaches of compliance with environment protection legislation. Also includes promoting community awareness of maritime pollution through education programs.

[For acquisition and disposal of equipment related to the national plan to combat pollution, use AFDA - EQUIPMENT & STORES - Acquisition; and AFDA - EQUIPMENT & STORES - Disposal.]

### Reviewing - Continued

Entry	Description of records	Disposal action
19598	<p>Working papers relating to review of programs and operations supporting the marine environment protection function.</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>- request for review</li> <li>- arrangements for interviews and surveys</li> <li>- reference material</li> <li>- interview and survey documentation</li> <li>- draft review document</li> <li>- comments received.</li> </ul>	Destroy 2 years after completion of review

### Risk Management

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

Entry	Description of records	Disposal action
19599	Records documenting risk management relating to the marine environment protection function. Includes records covering each stage of the process, treatment schedules and action plans.	Destroy 7 years after action completed

### Stakeholder Liaison

The activities associated with maintaining regular contact with stakeholders, including government agencies, professional associations, professionals in related fields, private sector organisations and community groups. Includes sharing advice, holding discussions and collaborating on projects.

Entry	Description of records	Disposal action
19600	<p>Records documenting contact and collaboration on marine environment protection issues with professional maritime associations, representative groups, industry organisations and the public.</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>- contact lists</li> <li>- correspondence between the organisation and stakeholders</li> </ul> <p><i>[For presentations to stakeholders, use MARINE ENVIRONMENT PROTECTION – Addresses (presentations).]</i></p> <p><i>[For records of meetings with stakeholders, use MARINE ENVIRONMENT PROTECTION – Meetings.]</i></p>	Destroy 3 years after action completed

## MARINE ENVIRONMENT PROTECTION

The function of protecting the marine environment from pollution from ships and other environmental damage. Includes management of a national plan to combat sea pollution, managing the national emergency towage program, coordination of training for national plan and emergency towage participants, responding to marine pollution incidents, and investigating apparent breaches of compliance with environment protection legislation. Also includes promoting community awareness of maritime pollution through education programs.

[For acquisition and disposal of equipment related to the national plan to combat pollution, use AFDA - EQUIPMENT & STORES - Acquisition; and AFDA - EQUIPMENT & STORES - Disposal.]

### 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
19601	Records documenting the development and issue of tender documentation. Includes Statement of Requirements, Requests for Proposals, Expressions of Interest, Requests for Tender (RFT) and draft contract.	Destroy 7 years after tender process completed
19602	Evaluation of tenders received against selection criteria. Includes records documenting arrangements for carrying out the evaluation process, evaluation report, recommendations, final report, and public notices.	Destroy 7 years after tender process completed
19603	Records documenting post-offer negotiations and due diligence checks.	Destroy 7 years after tender process completed
19604	Records of unsuccessful tenders or a tender process where there is no suitable bidder, or where the tender process has been discontinued. Includes submissions, notification or outcome and reports on debriefing sessions.	Destroy 2 years after tender process completed or decision made not to continue with the tender
19605	Tender and contract registers.	Destroy 7 years after last entry
20047	Signed simple contracts and agreements resulting from tenders and supporting records.	Destroy 7 years after completion or other termination of contract
19606	Signed contracts under seal prior to 15 November 2005 resulting from tenders and supporting records: Western Australia. Includes the successful tender documentation.	Destroy 21 years after completion or other termination of contract
19607	Signed contracts under seal resulting from tenders and supporting records: Victoria and South Australia. Includes the successful tender documentation.	Destroy 15 years after completion or other termination of contract
19608	Signed contracts under seal resulting from tenders and supporting records: New South Wales, Western Australia (from 15 November 2005), Queensland, Tasmania, Australian Capital Territory, and Northern Territory. Includes the successful tender documentation.	Destroy 12 years after completion or other termination of contract

## MARINE ENVIRONMENT PROTECTION

The function of protecting the marine environment from pollution from ships and other environmental damage. Includes management of a national plan to combat sea pollution, managing the national emergency towage program, coordination of training for national plan and emergency towage participants, responding to marine pollution incidents, and investigating apparent breaches of compliance with environment protection legislation. Also includes promoting community awareness of maritime pollution through education programs.

[For acquisition and disposal of equipment related to the national plan to combat pollution, use AFDA - EQUIPMENT & STORES - Acquisition; and AFDA - EQUIPMENT & STORES - Disposal.]

### Training Services

The activities associated with managing and providing training services to individuals, community groups, industry and government agencies to enable them to have an understanding of specific maritime matters. Includes developing training materials and conducting workshops.

*For managing the provision of training services for agency staff, use AFDA - STAFF DEVELOPMENT - Training.*

*For the development of education resources and programs for public awareness, use MARINE ENVIRONMENT PROTECTION - Education Programs.*

*For the evaluation of training services, use MARINE ENVIRONMENT PROTECTION - Evaluation.*

Entry	Description of records	Disposal action
19609	<p>Master set of pollution response training material for training and workshops run by the agency, including National Plan and emergency towage training.</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>- programs</li> <li>- lecture notes</li> <li>- hand-outs</li> <li>- films and videos.</li> </ul> <p><i>[For publishing training material, use AFDA - PUBLICATION - Production.]</i></p>	Destroy 30 years after last action
19610	Records documenting formal assessment of attendees.	Destroy 30 years after issue of qualification
19611	Records documenting formal grievances lodged by individuals who did not receive the accreditation expected.	Destroy 6 years after action completed
19612	<p>Records detailing administrative arrangements for training programs and workshops run by the agency. Includes:</p> <ul style="list-style-type: none"> <li>- processing applications</li> <li>- venue bookings</li> <li>- hire of equipment</li> <li>- catering</li> <li>- copies of financial records.</li> </ul> <p><i>[For staff training aimed at updating skills and knowledge to support the training services function, use AFDA - STAFF DEVELOPMENT - Training.]</i></p>	Destroy 2 years after action completed

## MARINE ENVIRONMENT PROTECTION

The function of protecting the marine environment from pollution from ships and other environmental damage. Includes management of a national plan to combat sea pollution, managing the national emergency towage program, coordination of training for national plan and emergency towage participants, responding to marine pollution incidents, and investigating apparent breaches of compliance with environment protection legislation. Also includes promoting community awareness of maritime pollution through education programs.

[For acquisition and disposal of equipment related to the national plan to combat pollution, use AFDA - EQUIPMENT & STORES - Acquisition; and AFDA - EQUIPMENT & STORES - Disposal.]

### Training Services - Continued

<b>Entry</b>	<b>Description of records</b>	<b>Disposal action</b>
19613	Working papers documenting the development of training material for training and workshops run by the agency.	Destroy 1 year after training material is produced
19614	Copies of training materials.	Destroy when reference ceases

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## MARITIME AND AVIATION SEARCH AND RESCUE

The function of providing a national search and rescue service by detecting, locating and rescuing persons in maritime and aviation distress situations. Includes the receipt and evaluation of requests for assistance through a rescue coordination centre, coordinating responses and assessing outcomes. Also includes administering Australia's ship reporting system, developing education programs and providing training services.

[For acquisition and disposal of equipment related to the national plan to combat pollution, use AFDA - EQUIPMENT & STORES - Acquisition and AFDA - EQUIPMENT & STORES - Disposal.]

### 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
19615	Final versions of address presented to support the search and rescue function.	Destroy 7 years after initial presentation
19616	Working papers documenting the development of presentations supporting the search and rescue function. Includes: <ul style="list-style-type: none"> <li>- request for presentation, speech, etc.</li> <li>- research documentation drafts</li> <li>- preparation of textual and audio-visual material</li> </ul>	Destroy 1 year after first presentation of material

### Advice

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

[For Ministerials and responses to questions raised in Parliament, use GOVERNMENT RELATIONS]

Entry	Description of records	Disposal action
19617	Records documenting the receipt and provision of advice on search and rescue related issues. Includes: <ul style="list-style-type: none"> <li>- advice to Coastwatch on ship locations</li> <li>- advice to seafarers on SAR emergency contact members</li> <li>- notifications for use of flares, rockets or shells in non-distress situation</li> </ul>	Destroy 6 years after receipt or provision of advice

### Agreements

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

Entry	Description of records	Disposal action
19618	Adoption of agreements, amendments, to international conventions related to search and rescue e.g. International Convention on Maritime Search and Rescue.	Retain as national archives
19619	Records documenting the making and signing of other search and rescue-related agreements. Includes: <ul style="list-style-type: none"> <li>- the establishment, maintenance and review of agreements</li> <li>- final versions of agreements supporting the search and rescue function</li> <li>- supporting documentation</li> </ul>	Destroy 7 years after expiry or other termination of the agreement

## MARITIME AND AVIATION SEARCH AND RESCUE

The function of providing a national search and rescue service by detecting, locating and rescuing persons in maritime and aviation distress situations. Includes the receipt and evaluation of requests for assistance through a rescue coordination centre, coordinating responses and assessing outcomes. Also includes administering Australia's ship reporting system, developing education programs and providing training services.

### 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, record keeping audits, skills audits, system audits and quality assurance audits.

Entry	Description of records	Disposal action
19620	Final internal and external audit reports relating to the search and rescue function. Includes: <ul style="list-style-type: none"> <li>- audits of search and rescue equipment stockpiles</li> <li>- audits of maintenance performed by the maintenance contractor</li> </ul>	Destroy 5 years after action completed
19621	Records documenting the planning and conduct of internal and external audits relating to the search and rescue function. Includes: <ul style="list-style-type: none"> <li>- liaison with the auditing body</li> <li>- minutes of meetings</li> <li>- notes taken at opening and exit interviews</li> <li>- draft report</li> <li>- comments</li> </ul>	Destroy 2 years after action completed

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### Authorisation

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

Entry	Description of records	Disposal action
19978	Delegations of power to organisational staff to authorise action relating to the search and rescue function.	Destroy 7 years after delegation expires
19979	Authorisations of activities related to the search and rescue function.	Destroy 7 years after action completed

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## MARITIME AND AVIATION SEARCH AND RESCUE

The function of providing a national search and rescue service by detecting, locating and rescuing persons in maritime and aviation distress situations. Includes the receipt and evaluation of requests for assistance through a rescue coordination centre, coordinating responses and assessing outcomes. Also includes administering Australia's ship reporting system, developing education programs and providing training services.

### 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 AFDA - STRATEGIC MANAGEMENT - Committees.*

<b>Entry</b>	<b>Description of records</b>	<b>Disposal action</b>
19622	Records of high level external committees formed to consider matters relating to the search and rescue function, where the agency provides the Secretariat, is the Commonwealth's main representative, or plays a significant role. Includes: <ul style="list-style-type: none"> <li>- documents establishing the committee</li> <li>- agendas</li> <li>- final versions of minutes</li> <li>- reports</li> <li>- recommendations</li> <li>- supporting documents such as briefing papers and discussion papers.</li> </ul>	Retain as national archives
19623	Working papers documenting the administrative arrangements made for the conduct of external high-level committees which consider matters relating to the search and rescue function.	Destroy 5 years after action completed
19624	Records of other internal and external committees formed to consider matters relating to the search and rescue function. Includes: <ul style="list-style-type: none"> <li>- documents establishing the committee</li> <li>- final version of minutes</li> <li>- reports</li> <li>- recommendations</li> <li>- supporting documents such as briefing papers and discussion papers.</li> </ul>	Destroy 5 years after action completed
19625	Working papers documenting the conduct and administration of other committees which consider matters relating to the search and rescue function. Includes: <ul style="list-style-type: none"> <li>- agendas</li> <li>- notices of meetings</li> <li>- draft minutes</li> </ul>	Destroy when reference ceases

## MARITIME AND AVIATION SEARCH AND RESCUE

The function of providing a national search and rescue service by detecting, locating and rescuing persons in maritime and aviation distress situations. Includes the receipt and evaluation of requests for assistance through a rescue coordination centre, coordinating responses and assessing outcomes. Also includes administering Australia's ship reporting system, developing education programs and providing training services.

### 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
19626	Records documenting arrangements for conferences sponsored by the organisation and supporting the search and rescue function. Includes: - program development - arranging speakers - arranging attendance and registrations - venue bookings - catering - unpublished proceedings, reports, speeches and papers - reports on conduct of conferences	Destroy 3 years after conference is held
19627	Records documenting the attendance of staff at conferences arranged by other organisations. Includes: - completed conference registration forms - programs and conference promotion material - material distributed at conferences - copies of published conference proceedings and official reports - participants' reports	Destroy when reference ceases

### 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.

Entry	Description of records	Disposal action
19628	Records documenting contract negotiation and management relating to the search and rescue function. Includes: - minutes of meetings with main stakeholders - draft contract - progress reports - performance and evaluation reports	Destroy 7 years after completion or other termination of contract



## MARITIME AND AVIATION SEARCH AND RESCUE

The function of providing a national search and rescue service by detecting, locating and rescuing persons in maritime and aviation distress situations. Includes the receipt and evaluation of requests for assistance through a rescue coordination centre, coordinating responses and assessing outcomes. Also includes administering Australia's ship reporting system, developing education programs and providing training services.

### Education Programs

The activities associated with developing education resources and programs for the purpose of raising awareness, increasing knowledge and facilitating learning about maritime matters, such as maritime safety, marine environment protection and maritime and aviation search and rescue.

Includes reviewing material and updating content if necessary.

*For the development of training materials and for providing training services to individuals, community groups, industry and other government agencies, use MARITIME AND AVIATION SEARCH AND RESCUE - Training Services.*

*For the evaluation of education programs, materials and resources, use MARITIME AND AVIATION SEARCH AND RESCUE - Evaluation.*

*For production and dissemination of educational material, use AFDA - PUBLICATION - Production, and AFDA - PUBLICATION - Distribution*

Entry	Description of records	Disposal action
19629	Master copy of educational material developed to support the search and rescue function.	Destroy 5 years after action completed
19630	Records documenting the development of educational material to support the search and rescue function. Includes research, working papers, comments and drafts.	Destroy 2 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.

*For participation in or submissions to formal inquiries including Royal Commissions, Parliamentary and Ombudsman's inquiries, use AFDA - GOVERNMENT RELATIONS - Inquiries.*

Entry	Description of records	Disposal action
19974	Records documenting the handling of enquiries relating to the search and rescue function. <i>[For enquiries received from the general public about the agency's programs, products and services, use AFDA - COMMUNITY RELATIONS - Enquiries.]</i>	Destroy 2 years after action completed

### Evaluation

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

Includes systems analysis and ongoing monitoring.

Entry	Description of records	Disposal action
19631	Records documenting the evaluation and testing of proposed search and rescue equipment.	Destroy 15 years after action completed
19632	Records documenting the evaluation and ongoing monitoring of other search and rescue related programs and services.	Destroy 5 years after action completed

## MARITIME AND AVIATION SEARCH AND RESCUE

The function of providing a national search and rescue service by detecting, locating and rescuing persons in maritime and aviation distress situations. Includes the receipt and evaluation of requests for assistance through a rescue coordination centre, coordinating responses and assessing outcomes. Also includes administering Australia's ship reporting system, developing education programs and providing training services.

[For acquisition and disposal of equipment related to the national plan to combat pollution, use AFDA - EQUIPMENT & STORES - Acquisition and AFDA - EQUIPMENT & STORES - Disposal.]

### Implementation

The activities associated with carrying out or putting into action, plans, policies, procedures or instructions, all of which could be internally or externally driven. Includes manual or automated databases, applications or systems, but excludes installation of equipment. Also includes monitoring to ensure the implementation goes according to schedule and that standards are met and includes first aid treatment.

Entry	Description of records	Disposal action
19633	Records documenting the implementation of plans, policies and procedures developed to support the search and rescue function. Includes implementation of contracted arrangements such as provision of search and rescue aircraft.  <i>[For implementation of emergency towage arrangements, use MARINE ENVIRONMENT PROTECTION - Implementation.]</i>	Destroy 7 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
19634	Final version of minutes and supporting documents tabled at meetings held to support the search and rescue function.	Destroy 3 years after date of meeting
19635	Working papers documenting the conduct and administration of meetings held to support the search and rescue function. Includes: <ul style="list-style-type: none"> <li>- venue bookings</li> <li>- notification of meetings</li> <li>- agendas</li> <li>- draft minutes</li> <li>- minute corrections / modifications</li> <li>- apologies</li> </ul>	Destroy when reference ceases

### 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
19649	Final version of plans supporting the search and rescue function.	Destroy 5 years after plan is superseded

## MARITIME AND AVIATION SEARCH AND RESCUE

The function of providing a national search and rescue service by detecting, locating and rescuing persons in maritime and aviation distress situations. Includes the receipt and evaluation of requests for assistance through a rescue coordination centre, coordinating responses and assessing outcomes. Also includes administering Australia's ship reporting system, developing education programs and providing training services.

[For acquisition and disposal of equipment related to the national plan to combat pollution, use AFDA - EQUIPMENT & STORES - Acquisition and AFDA - EQUIPMENT & STORES - Disposal.]

### Planning - Continued

Entry	Description of records	Disposal action
19650	Working papers used to develop plans supporting the search and rescue function.	Destroy 1 year after adoption of the final plan

### 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
19636	Records documenting the development and establishment of policies supporting the search and rescue function that are of major significance to the maritime industry or have a high government or public profile. Includes: <ul style="list-style-type: none"> <li>- policy proposals</li> <li>- research papers</li> <li>- results of consultations</li> <li>- supporting reports</li> <li>- major drafts</li> <li>- final policy documents</li> </ul>	Retain as national archives
19637	Records documenting the development and establishment of policies supporting the search and rescue function that are not of major significance to the maritime industry and do not have a high government or public profile. Includes: <ul style="list-style-type: none"> <li>- policy proposals</li> <li>- research papers</li> <li>- results of consultations</li> <li>- supporting reports</li> <li>- major drafts</li> <li>- final policy documents</li> </ul>	Destroy 7 years after policy is superseded
19638	Working papers documenting the development of policies supporting the search and rescue function.	Destroy 3 years after promulgation of the new policy

## MARITIME AND AVIATION SEARCH AND RESCUE

The function of providing a national search and rescue service by detecting, locating and rescuing persons in maritime and aviation distress situations. Includes the receipt and evaluation of requests for assistance through a rescue coordination centre, coordinating responses and assessing outcomes. Also includes administering Australia's ship reporting system, developing education programs and providing training services.

### Procedures

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

Entry	Description of records	Disposal action
19639	Master set of agency manuals, handbooks, directives, etc detailing procedures supporting the search and rescue function.	Destroy 5 years after procedures are superseded
19640	Records documenting the development of procedures supporting the search and rescue function.	Destroy 1 year after procedures are approved
19641	Copies of manuals, handbooks, directives, etc.	Destroy when reference ceases

### 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 activities related to the Ship Reporting System, use MARITIME AND AVIATION SEARCH AND RESCUE - Ship Reporting.*

Entry	Description of records	Disposal action
19642	Final versions of reports issued by the Chief Executive Officer or agency Board that concern controversial issues or result in major changes to search and rescue policy, programs or operations.	Retain as national archives
19643	Final versions of reports issued by the Chief Executive Officer or agency Board that do not concern controversial issues or do not result in major changes to search and rescue policy, programs or operations.	Destroy 7 years after issue of report
19644	Final versions of other reports received or produced to support the search and rescue function. Includes: <ul style="list-style-type: none"> <li>- statistical reports</li> <li>- discussion papers</li> <li>- surveys</li> </ul>	Destroy 5 years after action completed
19645	Final version of periodic internal reports on general administrative matters relating to the search and rescue function. Includes summary reports and work progress reports.	Destroy 3 years after action completed

## MARITIME AND AVIATION SEARCH AND RESCUE

The function of providing a national search and rescue service by detecting, locating and rescuing persons in maritime and aviation distress situations. Includes the receipt and evaluation of requests for assistance through a rescue coordination centre, coordinating responses and assessing outcomes. Also includes administering Australia's ship reporting system, developing education programs and providing training services.

### Reporting - Continued

Entry	Description of records	Disposal action
19646	Working papers documenting the development of reports supporting the search and rescue function. Includes: - drafts - comments received	Destroy 2 years after issue of report

### 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
19647	Final versions of reviews relating to the search and rescue function.	Destroy 7 years after completion of review
19648	Working papers relating to review of programs and operations supporting the search and rescue function. Includes: - request for review - arrangements for interviews and surveys - reference material - interview and survey documentation - draft review document - comments received	Destroy 2 years after completion of review

### Risk Management

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

Entry	Description of records	Disposal action
19651	Records documenting risk management relating to the search and rescue function. Includes records covering each stage of the process, treatment schedules and action plans.	Destroy 7 years after action completed

## MARITIME AND AVIATION SEARCH AND RESCUE

The function of providing a national search and rescue service by detecting, locating and rescuing persons in maritime and aviation distress situations. Includes the receipt and evaluation of requests for assistance through a rescue coordination centre, coordinating responses and assessing outcomes. Also includes administering Australia's ship reporting system, developing education programs and providing training services.

### Search and Rescue Incident Response

The activities associated with responding to incidents, such as maritime and aviation distress situations, where rescue coordination centre facilities and personnel are involved. Includes the receipt and evaluation of requests for assistance, coordinating responses and assessing outcomes. Also includes submissions to related coronial investigations if required.

*For investigations on potential breaches of compliance with legislation, marine orders, national and international standards, use MARITIME REGULATION - Marine Investigations.*

*For post-incident and management duties falling under Receivers of Wreck, use MARITIME REGULATION - Wrecks and Salvage Management.*

*For the activity of registering communication equipment, use MARITIME SAFETY - Distress Beacon Registration.*

Entry	Description of records	Disposal action
19652	Folders of narrative incident summaries / Incident Registers narrative records.	Retain as national archives
19653	Search and rescue incident records documenting events of political, legal or historical significance requiring rescue coordination centre assistance or involvement, or resulting in changes to policy, procedures or equipment. Includes related logs, search and rescue aircraft flight data where applicable, and submissions to related coronial investigations if required.	Retain as national archives
19654	Search and rescue incident records documenting unsolved incidents involving loss of vessel or aircraft where persons deemed missing. Includes related logs, search and rescue aircraft flight data where applicable, and submissions to related coronial investigations.	Retain as national archives
19655	Search and rescue incident records relating to incidents involving fatalities and/or substantial coordination and/or cost involvement or complaints made about operations conducted by the rescue coordination centre. Includes related logs, search and rescue aircraft flight data where applicable, and submissions to related coronial investigations if required.	Destroy 30 years after last action
19656	Search and rescue logs/phone logs/voice recorder logs/message tapes	Destroy 30 years after last action
19657	Search and rescue incident records relating to incidents involving minor or no coordination and/or cost involvement of the rescue coordination centre.	Destroy 10 years after last action
19658	Short term operational records including aircraft availability status reports unrelated to incidents.	Destroy 2 years after action completed

## MARITIME AND AVIATION SEARCH AND RESCUE

The function of providing a national search and rescue service by detecting, locating and rescuing persons in maritime and aviation distress situations. Includes the receipt and evaluation of requests for assistance through a rescue coordination centre, coordinating responses and assessing outcomes. Also includes administering Australia's ship reporting system, developing education programs and providing training services.

### Ship Reporting

The activities associated with administering a ship reporting system and monitoring ships within the Australian Search and Rescue zone. Includes the receipt of ship travel reports and the management of Australia's segment of a satellite distress beacon detection scheme.

*For all other reports relating to this function, use MARITIME AND AVIATION SEARCH AND RESCUE - Reporting.*

*For operational activities associated with the satellite distress beacon detection scheme, use AFDA - TECHNOLOGY & TELECOMMUNICATIONS - Operations.*

Entry	Description of records	Disposal action
19659	Records associated with COSPAS-SARSAT Operations	Destroy 7 years after action ceases
19660	Records relating to ship reporting and monitoring including: <ul style="list-style-type: none"> <li>- sailing plans</li> <li>- position and deviation reports</li> <li>- final reports and reports of leaving prescribed areas</li> </ul>	Destroy 2 years after action completed

### Stakeholder Liaison

The activities associated with maintaining regular contact with stakeholders, including government agencies, professional associations, professionals in related fields, private sector organisations and community groups. Includes sharing advice, holding discussions and collaborating on projects.

Entry	Description of records	Disposal action
19661	Records documenting contact and collaboration on search and rescue issues with professional maritime associations, representative groups, industry organisations and the public. <p>Includes:</p> <ul style="list-style-type: none"> <li>- contact lists</li> <li>- correspondence between the organisation and stakeholders</li> </ul> <p><i>[For presentations to stakeholders, use MARITIME AND AVIATION SEARCH AND RESCUE – Addresses (presentations).</i></p> <p><i>For records of meetings with stakeholders, use MARITIME AND AVIATION SEARCH AND RESCUE – Meetings.]</i></p>	Destroy 5 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
19662	Records documenting the development and issue of tender documentation. Includes Statement of Requirements, Requests for Proposals, Expressions of Interest, Requests for Tender (RFT) and draft contract.	Destroy 7 years after tender process completed

## MARITIME AND AVIATION SEARCH AND RESCUE

The function of providing a national search and rescue service by detecting, locating and rescuing persons in maritime and aviation distress situations. Includes the receipt and evaluation of requests for assistance through a rescue coordination centre, coordinating responses and assessing outcomes. Also includes administering Australia's ship reporting system, developing education programs and providing training services.

[For acquisition and disposal of equipment related to the national plan to combat pollution, use AFDA - EQUIPMENT & STORES - Acquisition and AFDA - EQUIPMENT & STORES - Disposal.]

### Tendering - Continued

Entry	Description of records	Disposal action
19663	Evaluation of tenders received against selection criteria. Includes records documenting arrangements for carrying out the evaluation process, evaluation report, recommendations, final report and public notices.	Destroy 7 years after tender process completed
19664	Records documenting post-offer negotiations and due diligence checks.	Destroy 7 years after tender process completed
19665	Records of unsuccessful tenders or a tender process where there is no suitable bidder, or where the tender process has been discontinued. Includes submissions, notification of outcome and reports on debriefing sessions.	Destroy 2 years after tender process completed or decision made not to continue with the tender
19666	Tender and contract registers.	Destroy 7 years after last entry
19667	Signed simple contracts and agreements resulting from tenders and supporting records	Destroy 7 years after completion or other termination of contract
19668	Signed contracts under seal prior to 15 November 2005 resulting from tenders and supporting records: Western Australia. Includes the successful tender documentation.	Destroy 21 years after completion or other termination of contract
19669	Signed contracts under seal resulting from tenders and supporting records: Victoria and South Australia. Includes the successful tender documentation.	Destroy 15 years after completion or other termination of contract
19670	Signed contracts under seal resulting from tenders and supporting records: New South Wales, Western Australia (from 15 November 2005), Queensland, Tasmania, Australian Capital Territory, and Northern Territory. Includes the successful tender documentation.	Destroy 12 years after completion or other termination of contract



## MARITIME AND AVIATION SEARCH AND RESCUE

The function of providing a national search and rescue service by detecting, locating and rescuing persons in maritime and aviation distress situations. Includes the receipt and evaluation of requests for assistance through a rescue coordination centre, coordinating responses and assessing outcomes. Also includes administering Australia's ship reporting system, developing education programs and providing training services.

[For acquisition and disposal of equipment related to the national plan to combat pollution, use AFDA - EQUIPMENT & STORES - Acquisition and AFDA - EQUIPMENT & STORES - Disposal.]

### Training Services

The activities associated with managing and providing training services to individuals, community groups, industry and government agencies to enable them to have an understanding of specific maritime matters. Includes developing training materials and conducting workshops.

*For managing the provision of training services for agency staff, use AFDA - STAFF DEVELOPMENT - Training.*

*For the development of education resources and programs for public awareness, use MARITIME AND AVIATION SEARCH AND RESCUE - Education Programs.*

*For the evaluation of training services, use MARITIME AND AVIATION SEARCH AND RESCUE - Evaluation.*

Entry	Description of records	Disposal action
19671	<p>Master set of search and rescue training material for training and workshops run by the agency. Includes:</p> <ul style="list-style-type: none"> <li>- programs</li> <li>- lecture notes</li> <li>- hand-outs</li> <li>- films and videos</li> </ul> <p><i>[For publishing training material, use AFDA - PUBLICATION - Production.]</i></p>	Destroy 30 years after last action
19672	Records documenting the formal assessment of attendees.	Destroy 30 years after issue of qualification
19673	Records documenting formal grievances lodged by individuals who did not receive the accreditation expected.	Destroy 6 years after action completed
19674	Records documenting the marketing of the agency's training services function. Includes master copy of promotional material, research, working papers and comments and drafts.	Destroy 3 years after action completed
19675	<p>Records detailing administrative arrangements for training programs and workshops run by the agency. Includes:</p> <ul style="list-style-type: none"> <li>- processing applications</li> <li>- venue bookings</li> <li>- hire of equipment</li> <li>- catering</li> <li>- copies of financial records</li> </ul> <p><i>[For staff training aimed at updating skills and knowledge to support the training services function, use AFDA - STAFF DEVELOPMENT - Training.]</i></p>	Destroy 2 years after action completed

## MARITIME AND AVIATION SEARCH AND RESCUE

The function of providing a national search and rescue service by detecting, locating and rescuing persons in maritime and aviation distress situations. Includes the receipt and evaluation of requests for assistance through a rescue coordination centre, coordinating responses and assessing outcomes. Also includes administering Australia's ship reporting system, developing education programs and providing training services.

[For acquisition and disposal of equipment related to the national plan to combat pollution, use AFDA - EQUIPMENT & STORES - Acquisition and AFDA - EQUIPMENT & STORES - Disposal.]

### Training Services - Continued

<b>Entry</b>	<b>Description of records</b>	<b>Disposal action</b>
19676	Working papers documenting the development of training materials for training and workshops run by the agency.	Destroy 1 year after training material is produced
19677	Copies of training materials.	Destroy when reference ceases

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## MARITIME REGULATION

The function of developing Australia's maritime regulatory framework for maritime safety and marine environmental protection through formulating legislation such as marine orders and regulations. Includes assessing and certification of seafarer qualifications and maritime training, and administering the licensing system for all coastal pilots. Includes managing the Australian register of ships through activities such as registering and establishing ownership of relevant ships. Also includes enforcing operational standards for ships in Australian waters by conducting ship inspections and marine investigations under 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
19775	Final versions of addresses presented to support the maritime regulation function.	Destroy 7 years after initial presentation
19776	Working papers documenting the development of presentations supporting the maritime regulation function. Includes: <ul style="list-style-type: none"> <li>- request for presentation, speech, etc</li> <li>- research documentation</li> <li>- drafts</li> <li>- preparation of textual and audio-visual material.</li> </ul>	Destroy 1 year after first presentation of material

### Advice

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

*For Ministerials and responses to questions raised in Parliament, use AFDA - GOVERNMENT RELATIONS*

Entry	Description of records	Disposal action
19777	Records documenting the receipt and provision of advice on maritime legislation, policies, procedures and requirements. Includes: <ul style="list-style-type: none"> <li>- technical advice about ship structures</li> <li>- expert advice on seafarer qualifications, safe manning, ship certification and survey requirements.</li> </ul> <p><i>[For the provision of advice to government, use AFDA - GOVERNMENT RELATIONS - Advice.</i></p> <p><i>For legal advice on the maritime regulation function, use AFDA - LEGAL SERVICES - Advice.]</i></p>	Destroy 6 years after receipt or provision of advice

## MARITIME REGULATION

The function of developing Australia's maritime regulatory framework for maritime safety and marine environmental protection through formulating legislation such as marine orders and regulations. Includes assessing and certification of seafarer qualifications and maritime training, and administering the licensing system for all coastal pilots. Includes managing the Australian register of ships through activities such as registering and establishing ownership of relevant ships. Also includes enforcing operational standards for ships in Australian waters by conducting ship inspections and marine investigations under relevant legislation.

### Agreements

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

Entry	Description of records	Disposal action
19778	Records documenting the making and signing of agreements that support the maritime regulation function, including agreements with overseas countries re maritime qualification certification. Includes: <ul style="list-style-type: none"> <li>- the negotiation, review, maintenance and amendment of agreements</li> <li>- final versions of agreements supporting the maritime regulation function</li> <li>- supporting documentation</li> </ul>	Destroy 7 years after expiry or other termination of agreement

### Appeals (decisions)

The activities involved in the process of appeals against decisions by application to a higher authority.

Entry	Description of records	Disposal action
19779	Records documenting appeals against agency decisions made as part of the maritime regulation function where the outcome: <ul style="list-style-type: none"> <li>- sets a precedent</li> <li>- leads to a change in policy</li> <li>- relates to issues of national significance</li> <li>- relates to issues of public controversy</li> <li>- results in appeals to the Federal or High Court other than the Administrative Appeals Tribunal.</li> </ul>	Retain as national archives
19780	Records documenting appeals. Includes internal reviews and appeals to the Administrative Appeals Tribunal against agency decisions made as part of the maritime regulation function.	Destroy 7 years after appeal process is finalised or terminated

## MARITIME REGULATION

The function of developing Australia's maritime regulatory framework for maritime safety and marine environmental protection through formulating legislation such as marine orders and regulations. Includes assessing and certification of seafarer qualifications and maritime training, and administering the licensing system for all coastal pilots. Includes managing the Australian register of ships through activities such as registering and establishing ownership of relevant ships. Also includes enforcing operational standards for ships in Australian waters by conducting ship inspections and marine investigations under relevant legislation.

### 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, record keeping audits, skills audits, system audits and quality assurance audits.

Entry	Description of records	Disposal action
19781	Final internal and external audit reports relating to the maritime regulation function. Includes: - audits of classification societies - audits of maritime training institutions and courses - safety management (ISM Code) audits and issue of ISM Code Documents of Compliance - coastal pilotage audits	Destroy 7 years after action completed
19782	Records documenting the planning and conduct of internal and external audits relating to the maritime regulation function. Includes: - liaison with the auditing body - minutes of meetings - notes taken at opening and exit interviews - draft report - comments	Destroy 3 years after action completed

### Authorisation

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

*For authorisation to detain ships, use MARITIME REGULATION - Ship Detention.*

Entry	Description of records	Disposal action
19783	Delegations of power to organisational staff to authorise administrative action relating to the maritime regulation function.	Destroy 7 years after delegation expires

## MARITIME REGULATION

The function of developing Australia's maritime regulatory framework for maritime safety and marine environmental protection through formulating legislation such as marine orders and regulations. Includes assessing and certification of seafarer qualifications and maritime training, and administering the licensing system for all coastal pilots. Includes managing the Australian register of ships through activities such as registering and establishing ownership of relevant ships. Also includes enforcing operational standards for ships in Australian waters by conducting ship inspections and marine investigations under relevant legislation.

### Authorisation - Continued

Entry	Description of records	Disposal action
19784	Records documenting the authorisation of certain maritime based conditions and activities. Includes assessment of applications and the giving or withholding of permission for: <ul style="list-style-type: none"> <li>- Appointment of superintendents and Medical Inspectors of Seamen</li> <li>- Approval of classification certificates and classification societies</li> <li>- Authorisation for search of ships by police officers</li> <li>- Approval of manning-related equivalentents and exemptions</li> <li>- Issue of single voyage permits</li> <li>- Rulings concerning manning</li> <li>- Repatriation of distressed Australian seafarers</li> </ul>	Destroy 7 years after delegation expires
19785	Authorisation for administrative actions relating to the maritime regulation function.	Destroy 7 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 AFDA - STRATEGIC MANAGEMENT - Committees.*

Entry	Description of records	Disposal action
19786	Marine Council records relating to seafarer disciplinary matters, 1953-1998. Includes: <ul style="list-style-type: none"> <li>- Records of the appointment of Council members</li> <li>- Minutes</li> <li>- Reports to the relevant minister</li> <li>- Review of disciplinary issues</li> </ul>	Retain as national archives

## MARITIME REGULATION

The function of developing Australia's maritime regulatory framework for maritime safety and marine environmental protection through formulating legislation such as marine orders and regulations. Includes assessing and certification of seafarer qualifications and maritime training, and administering the licensing system for all coastal pilots. Includes managing the Australian register of ships through activities such as registering and establishing ownership of relevant ships. Also includes enforcing operational standards for ships in Australian waters by conducting ship inspections and marine investigations under relevant legislation.

### Committees - Continued

Entry	Description of records	Disposal action
19787	<p>Records of high-level external committees formed to consider matters relating to the maritime regulation function, where the agency provides the Secretariat, is the Commonwealth's main representative, or plays a significant role. Includes:</p> <ul style="list-style-type: none"> <li>- documents establishing the committee</li> <li>- agendas</li> <li>- final versions of minutes</li> <li>- reports</li> <li>- recommendations</li> <li>- supporting documents such as briefing papers and discussion papers.</li> </ul>	Retain as national archives
19788	<p>Working papers documenting the administrative arrangements made for the conduct of external high-level committees which consider matters relating to the maritime regulation function.</p>	Destroy 5 years after action completed
19789	<p>Records of other internal and external committees formed to consider matters relating to the maritime regulation function where the agency does not provide the Secretariat, is not the Commonwealth's main representative, and plays only a minor role. Includes:</p> <ul style="list-style-type: none"> <li>- documents establishing the committee</li> <li>- final versions of minutes</li> <li>- reports</li> <li>- recommendations</li> <li>- supporting documents such as briefing papers and discussion papers.</li> </ul>	Destroy 5 years after action completed
19790	<p>Working papers documenting the conduct and administration of other committees which consider matters relating to the maritime regulation function.</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>- agendas</li> <li>- notices of meetings</li> <li>- draft minutes</li> </ul>	Destroy when reference ceases

## MARITIME REGULATION

The function of developing Australia's maritime regulatory framework for maritime safety and marine environmental protection through formulating legislation such as marine orders and regulations. Includes assessing and certification of seafarer qualifications and maritime training, and administering the licensing system for all coastal pilots. Includes managing the Australian register of ships through activities such as registering and establishing ownership of relevant ships. Also includes enforcing operational standards for ships in Australian waters by conducting ship inspections and marine investigations under relevant legislation.

### 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
19791	<p>Records documenting arrangements for conferences sponsored by the organisation and supporting the maritime regulation function.</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>- program development</li> <li>- arranging speakers</li> <li>- arranging attendance and registrations</li> <li>- venue bookings</li> <li>- catering</li> <li>- unpublished proceedings, reports, speeches and papers</li> <li>- reports on conduct of conferences</li> </ul> <p><i>[For the printing and publication of conference proceedings and reports, use AFDA - PUBLICATION - Production.]</i></p>	Destroy 3 years after conference is held
19792	<p>Records documenting the attendance of staff at conferences arranged by other organisations. Includes:</p> <ul style="list-style-type: none"> <li>- completed conference registration forms</li> <li>- programs and conference promotion material</li> <li>- material distributed at conferences</li> <li>- copies of published conference proceedings and official reports</li> <li>- participants reports</li> </ul>	Destroy when reference ceases



## MARITIME REGULATION

The function of developing Australia's maritime regulatory framework for maritime safety and marine environmental protection through formulating legislation such as marine orders and regulations. Includes assessing and certification of seafarer qualifications and maritime training, and administering the licensing system for all coastal pilots. Includes managing the Australian register of ships through activities such as registering and establishing ownership of relevant ships. Also includes enforcing operational standards for ships in Australian waters by conducting ship inspections and marine investigations under relevant legislation.

### 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.

Entry	Description of records	Disposal action
19793	Records documenting contract negotiation and management relating to the maritime regulation function. Includes memoranda of understanding with survey authorities / classification societies. Includes: <ul style="list-style-type: none"> <li>- minutes of meetings with main stakeholders</li> <li>- draft contract</li> <li>- progress reports</li> <li>- performance and evaluation reports.</li> </ul>	Destroy 7 years after completion or other termination of 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.

*For participation in or submissions to formal inquiries including Royal Commissions, Parliamentary and Ombudsman's inquiries, use AFDA - GOVERNMENT RELATIONS - Inquiries.*

Entry	Description of records	Disposal action
19794	Records documenting the handling of enquiries relating to the maritime regulation function.  <i>[For enquiries received from the general public about the agency's programs, products and services, use AFDA - COMMUNITY RELATIONS - Enquiries.]</i>	Destroy 2 years after action completed

### Evaluation

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

Includes systems analysis and ongoing monitoring.

Entry	Description of records	Disposal action
19795	Records documenting the evaluation and ongoing monitoring of other maritime regulation programs and services.	Destroy 5 years after action completed
19796	Records documenting the evaluation of marine qualification training courses to ensure their compliance with legislated requirements.	Destroy 6 years after course is superseded

## MARITIME REGULATION

The function of developing Australia's maritime regulatory framework for maritime safety and marine environmental protection through formulating legislation such as marine orders and regulations. Includes assessing and certification of seafarer qualifications and maritime training, and administering the licensing system for all coastal pilots. Includes managing the Australian register of ships through activities such as registering and establishing ownership of relevant ships. Also includes enforcing operational standards for ships in Australian waters by conducting ship inspections and marine investigations under relevant legislation.

### Implementation

The activities associated with carrying out or putting into action, plans, policies, procedures or instructions, all of which could be internally or externally driven. Includes manual or automated databases, applications or systems, but excludes installation of equipment. Also includes monitoring to ensure the implementation goes according to schedule and that standards are met and includes first aid treatment.

<b>Entry</b>	<b>Description of records</b>	<b>Disposal action</b>
19921	Records documenting the implementation of plans, policies, procedures and standards in support of the maritime regulation function. Includes implementation of marine orders, the ISM Code and other ship safety measures.	Destroy 7 years after action completed

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## MARITIME REGULATION

The function of developing Australia's maritime regulatory framework for maritime safety and marine environmental protection through formulating legislation such as marine orders and regulations. Includes assessing and certification of seafarer qualifications and maritime training, and administering the licensing system for all coastal pilots. Includes managing the Australian register of ships through activities such as registering and establishing ownership of relevant ships. Also includes enforcing operational standards for ships in Australian waters by conducting ship inspections and marine investigations under relevant legislation.

### Legislation

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

*Note: This activity covers Marine Orders (delegated maritime legislation) and maritime regulations.*

*For implementing published legislation, use MARITIME REGULATION - Implementation.*

*For advising the shipping industry of changes to legislation, use MARITIME SAFETY - Marine Notices.*

Entry	Description of records	Disposal action
19798	<p>Records documenting the preparation and passage of the organisation's legislation through Parliament. Includes:</p> <ul style="list-style-type: none"> <li>- preliminary drafting instructions</li> <li>- proposed bills</li> <li>- records documenting consultation with relevant stakeholders</li> <li>- records documenting consultation with relevant government agencies (currently the Office of Regulatory Review)</li> <li>- preparation of the Regulatory Impact Statement if required</li> <li>- authorisation by the Chief Executive Officer or agency Board</li> <li>- gazettal</li> <li>- parliamentary tabling</li> </ul> <p><i>[For records documenting the development of the legislative requirements, use AFDA - STRATEGIC MANAGEMENT - Legislation.</i></p> <p><i>For advice provided to Cabinet, the portfolio Minister and other government agencies on proposed legislation, use AFDA - GOVERNMENT RELATIONS - Advice.</i></p> <p><i>For submissions relating to legislative proposals to the portfolio Minister and to Cabinet, use AFDA - GOVERNMENT RELATIONS - Submissions.</i></p> <p><i>For legal advice received on the interpretation of legislation and legislation proposals, use AFDA - LEGAL SERVICES - Advice.]</i></p>	Retain as national archives
19799	Copies of legislation and supporting papers	Destroy when reference ceases

## MARITIME REGULATION

The function of developing Australia's maritime regulatory framework for maritime safety and marine environmental protection through formulating legislation such as marine orders and regulations. Includes assessing and certification of seafarer qualifications and maritime training, and administering the licensing system for all coastal pilots. Includes managing the Australian register of ships through activities such as registering and establishing ownership of relevant ships. Also includes enforcing operational standards for ships in Australian waters by conducting ship inspections and marine investigations under relevant legislation.

### Litigation

The activities involved in managing lawsuits or legal proceedings between the agency and the other parties in a court or other tribunal. Includes briefs for counsel; copies of documents required by or lodged with a court; consultation with the Attorney-General's Department and other agencies; and records documenting compliance with court instructions, eg subpoenas and discovery orders.

*For appeals (through the Commonwealth Director of Public Prosecutions) to decisions made in relation to Marine Orders, use MARITIME REGULATION - Appeals (decisions).*

*For subpoenas and discovery orders, use AFDA – INFORMATION MANAGEMENT - Enquiries.*

Entry	Description of records	Disposal action
19800	Records documenting litigation matters that: <ul style="list-style-type: none"> <li>- set a precedent</li> <li>- lead to a change in policy</li> <li>- relate to issues of national significance</li> <li>- relate to issues of public controversy</li> <li>- result in appeals to the Federal or High Court</li> </ul>	Retain as national archives
19801	Records documenting other litigation matters.	Destroy 7 years after action ceases

## MARITIME REGULATION

The function of developing Australia's maritime regulatory framework for maritime safety and marine environmental protection through formulating legislation such as marine orders and regulations. Includes assessing and certification of seafarer qualifications and maritime training, and administering the licensing system for all coastal pilots. Includes managing the Australian register of ships through activities such as registering and establishing ownership of relevant ships. Also includes enforcing operational standards for ships in Australian waters by conducting ship inspections and marine investigations under relevant legislation.

### Marine Investigations

The activities involved in investigating apparent breaches of compliance with legislation and national and international standards, marine orders etc. Includes conducting interviews, collecting and analysing evidence and forwarding potential prosecution documentation to the relevant authority (currently the Commonwealth Director of Public Prosecutions). Also includes submissions to related coronial investigations if required.

*For investigations concerning pollution incidents, use MARINE ENVIRONMENT PROTECTION - Pollution Incident Investigations.*

*For assisting with prosecutions resulting from marine investigations, use MARITIME REGULATION - Litigation.*

*For participation in or submissions to formal inquiries including Royal Commissions, Parliamentary and Ombudsman's inquiries, use AFDA - GOVERNMENT RELATIONS - Inquiries.*

*For detaining of ships for non-compliance, use MARITIME REGULATION - Ship Detention.*

Entry	Description of records	Disposal action
19802	<p>Records documenting the management of investigations into maritime incidents and accidents involving fatalities, serious injuries, dangerous occurrences, major property damage or incidents resulting in considerable public interest (such as the incident involving the rescue performed by the MV Tampa) that set a precedent, lead to a change in policy, relate to issues of national significance or result in appeals to the Federal or High Court.</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>- notification of incident</li> <li>- request for investigation</li> <li>- interviews, statements</li> <li>- investigation reports</li> <li>- photographs, video</li> <li>- forensic evidence</li> <li>- engineering test reports</li> <li>- evidence register</li> <li>- documents detailing complaints on the way the investigation was carried out</li> <li>- submissions to related coronial investigations if required.</li> </ul> <p><i>[For initial management of an incident where a ship is wrecked, stranded or in distress, use MARITIME AND AVIATION SEARCH AND RESCUE – Search and Rescue Incident Response.</i></p> <p><i>For initial management of an incident where management of actual or potential marine pollution is required, use MARINE ENVIRONMENT PROTECTION – Pollution Incident Response.]</i></p>	Retain as national archives

## MARITIME REGULATION

The function of developing Australia's maritime regulatory framework for maritime safety and marine environmental protection through formulating legislation such as marine orders and regulations. Includes assessing and certification of seafarer qualifications and maritime training, and administering the licensing system for all coastal pilots. Includes managing the Australian register of ships through activities such as registering and establishing ownership of relevant ships. Also includes enforcing operational standards for ships in Australian waters by conducting ship inspections and marine investigations under relevant legislation.

### Marine Investigations - Continued

Entry	Description of records	Disposal action
20048	<p>Records documenting the management of investigations into maritime incidents and accidents involving fatalities, serious injuries, dangerous occurrences or major property damage that do not set a precedent, do not lead to a change in policy, are not of major significance to the maritime industry and do not have a high government or public profile.</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>- notification of incident</li> <li>- request for investigation</li> <li>- interviews, statements</li> <li>- investigation reports</li> <li>- photographs, video</li> <li>- forensic evidence</li> <li>- engineering test reports</li> <li>- evidence register</li> <li>- documents detailing complaints on the way the investigation was carried out</li> <li>- submissions to related coronial investigations if required</li> </ul>	Destroy 30 years after last action
19804	<p>Records documenting the management of other investigations. Includes:</p> <ul style="list-style-type: none"> <li>- notification of incident</li> <li>- request for investigation</li> <li>- copies of notices issued including Provisional Improvement Notices</li> <li>- interviews, statements</li> <li>- investigation reports</li> <li>- photographs, video</li> <li>- forensic evidence</li> <li>- engineering test reports</li> <li>- evidence register</li> <li>- documents detailing complaints on the way the investigation was carried out</li> </ul>	Destroy 10 years after last action
19805	Incident report notification forms not requiring further investigation.	Destroy 7 years after action completed

## MARITIME REGULATION

The function of developing Australia's maritime regulatory framework for maritime safety and marine environmental protection through formulating legislation such as marine orders and regulations. Includes assessing and certification of seafarer qualifications and maritime training, and administering the licensing system for all coastal pilots. Includes managing the Australian register of ships through activities such as registering and establishing ownership of relevant ships. Also includes enforcing operational standards for ships in Australian waters by conducting ship inspections and marine investigations under relevant legislation.

### Maritime Standards Compliance

The activities associated with the application of standards to the maritime industry and enforcement of those standards. Includes assessment of compliance against regulations, the issuing of Coastal Pilotage licenses and certification of maritime qualifications.

*For Coastal Pilotage audits, use MARITIME REGULATION – Audit*

*For inspection of ships for non-compliance with legislative requirements, use MARITIME REGULATION - Ship Inspections*

*For deficiency reports resulting from inspections and for detaining of ships for non-compliance, use MARITIME REGULATION - Ship Detention.*

Entry	Description of records	Disposal action
19806	Official log-books for ships and records of agreement between Master and Seafarer re engagement (Articles of Agreement)	Retain as national archives
19807	Records documenting the issue of Documents of Compliance in relation to Coastal Pilotage and the issue of Coastal Pilotage licenses. Includes applications, renewals, endorsements, refusals, cancellations, withdrawals and suspensions.	Destroy 7 years after issue or refusal of license or document
19808	Records documenting the assessment of applications for the certification of maritime qualifications for crew members on Australian ships.  Includes: - applications - supporting documentation - results of tests - notice of decision - notation of certificate exemptions, variations, conditions, endorsements, etc - changes to details of certificates - cancellation, suspension or withdrawal of certificates - records documenting unsatisfactory medical fitness of applicants  <i>[For agreements with overseas countries in regard to certificates of recognition, use MARITIME REGULATION - Agreements.]</i>	Destroy 7 years after last action
19809	Copies of satisfactory certificates of fitness and related medical reports.	Destroy 3 years from date of medical examination

## MARITIME REGULATION

The function of developing Australia's maritime regulatory framework for maritime safety and marine environmental protection through formulating legislation such as marine orders and regulations. Includes assessing and certification of seafarer qualifications and maritime training, and administering the licensing system for all coastal pilots. Includes managing the Australian register of ships through activities such as registering and establishing ownership of relevant ships. Also includes enforcing operational standards for ships in Australian waters by conducting ship inspections and marine investigations under relevant legislation.

### Maritime Standards Compliance - Continued

Entry	Description of records	Disposal action
19810	Records relating to the opening and closing of Articles of Agreement and log-books.	Destroy 3 years after action completed
19811	Radio log-books	Destroy 2 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
19812	Final version of minutes and supporting documents tabled at meetings held to support the maritime regulation function.	Destroy 3 years after date of meeting
19813	Working papers documenting the conduct and administration of meetings held to support the maritime regulation function. Includes: <ul style="list-style-type: none"> <li>- venue booking</li> <li>- notification of meeting</li> <li>- agenda</li> <li>- draft minutes</li> <li>- minute corrections/modifications</li> <li>- apologies</li> </ul>	Destroy when reference ceases

### 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
19814	Final version of plans supporting the maritime regulation function. Includes plans for development and review of marine orders.	Destroy 5 years after plan is superseded
19815	Working papers used to develop plans supporting the maritime regulation function.	Destroy 1 year after adoption of the final plan



## MARITIME REGULATION

The function of developing Australia's maritime regulatory framework for maritime safety and marine environmental protection through formulating legislation such as marine orders and regulations. Includes assessing and certification of seafarer qualifications and maritime training, and administering the licensing system for all coastal pilots. Includes managing the Australian register of ships through activities such as registering and establishing ownership of relevant ships. Also includes enforcing operational standards for ships in Australian waters by conducting ship inspections and marine investigations under relevant legislation.

### 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
19816	Records documenting the development and establishment of policies supporting the maritime regulation function that are of major significance to the maritime industry or have a high government or public profile, such as the Great Barrier Reef compulsory pilotage policy. Includes: <ul style="list-style-type: none"> <li>- policy proposals</li> <li>- research papers</li> <li>- results of consultations</li> <li>- supporting reports</li> <li>- major drafts</li> <li>- final policy documents</li> </ul>	Retain as national archives
19817	Records documenting the development and establishment of policies supporting the maritime regulation function that are not of major significance to the maritime industry and do not have a high government or public profile. Includes: <ul style="list-style-type: none"> <li>- policy proposals</li> <li>- research papers</li> <li>- results of consultations</li> <li>- supporting reports</li> <li>- major drafts</li> <li>- final policy documents</li> </ul>	Destroy 10 years after policy is superseded
19818	Working papers documenting the development of policies supporting the maritime regulation function.	Destroy 3 years after promulgation of the new policy

### Procedures

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

Entry	Description of records	Disposal action
19819	Master set of manuals, handbooks, directives etc detailing procedures supporting the maritime regulation function.	Destroy 5 years after procedures are superseded

## MARITIME REGULATION

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### Procedures - Continued

Entry	Description of records	Disposal action
19820	Records documenting the development of procedures supporting the maritime regulation function.	Destroy 1 year after procedures are approved
19821	Copies of manuals, handbooks, directives, etc	Destroy when reference ceases

### 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 reports from ship masters in relation to births, deaths, disappearances, injuries and illnesses, use MARITIME REGULATION - Marine Investigations.*

*For Ship Inspection Reports, use MARITIME REGULATION - Ship Inspections.*

*For the reporting of hazards and obstacles, use MARITIME SAFETY - Navigation Warning Management.*

Entry	Description of records	Disposal action
19822	Final versions of reports issued by the Chief Executive Officer or agency Board that concern controversial issues or result in major changes to policy, programs or operations.	Retain as national archives
19823	Final versions of reports issued by the Chief Executive Officer or agency Board that do not concern controversial issues or do not result in major changes to policy, programs or operations.	Destroy 7 years after issue of report
19824	Final versions of other reports received or produced to support the maritime regulation function. Includes: <ul style="list-style-type: none"> <li>- reports of maritime transport or offshore facility security incidents</li> <li>- statistical reports</li> <li>- discussion papers</li> <li>- surveys</li> <li>- reports on investigations conducted by manufacturers</li> </ul>	Destroy 7 years after issue of report

## MARITIME REGULATION

The function of developing Australia's maritime regulatory framework for maritime safety and marine environmental protection through formulating legislation such as marine orders and regulations. Includes assessing and certification of seafarer qualifications and maritime training, and administering the licensing system for all coastal pilots. Includes managing the Australian register of ships through activities such as registering and establishing ownership of relevant ships. Also includes enforcing operational standards for ships in Australian waters by conducting ship inspections and marine investigations under relevant legislation.

### Reporting - Continued

Entry	Description of records	Disposal action
19825	Working papers documenting the development of reports supporting the maritime regulation function. Includes: <ul style="list-style-type: none"> <li>- drafts</li> <li>- comments received</li> </ul> <p><i>[For Annual Reports, use AFDA - STRATEGIC MANAGEMENT - Reporting.</i></p> <p><i>For annual financial statements, use AFDA - FINANCIAL MANAGEMENT - Financial Statements.]</i></p>	Destroy 2 years after issue of report

### 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
19826	Records documenting research carried out to support the maritime regulation function.	Destroy 7 years after completion of results or report

### 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
19827	Records documenting a review of programs and operations supporting the maritime regulation function. Includes: <ul style="list-style-type: none"> <li>- documents establishing the review</li> <li>- final report</li> <li>- action plan</li> </ul>	Destroy 7 years after action completed
19828	Working papers relating to review of programs and operations supporting the maritime regulation function. Includes: <ul style="list-style-type: none"> <li>- request for review</li> <li>- arrangements for interviews and surveys</li> <li>- reference material</li> <li>- interview and survey documentation</li> <li>- draft review document</li> <li>- comments received.</li> </ul>	Destroy 2 years after completion of review

## MARITIME REGULATION

The function of developing Australia's maritime regulatory framework for maritime safety and marine environmental protection through formulating legislation such as marine orders and regulations. Includes assessing and certification of seafarer qualifications and maritime training, and administering the licensing system for all coastal pilots. Includes managing the Australian register of ships through activities such as registering and establishing ownership of relevant ships. Also includes enforcing operational standards for ships in Australian waters by conducting ship inspections and marine investigations under relevant legislation.

### Risk Management

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

Entry	Description of records	Disposal action
19829	Records documenting risk management relating to the maritime regulation function. Includes records covering each stage of the process, treatment schedules and action plans.	Destroy 7 years after action completed.

### Ship Detention

The activities associated with the detaining of ships for non-compliance with codes, standards, regulations and legislative requirements under Commonwealth jurisdiction to which the maritime industry is subject.

*For inspection of ships for non-compliance with legislative requirements, use MARITIME REGULATION - Ship Inspections.*

*For prosecutions involving ship detention, use MARITIME REGULATION - Litigation.*

Entry	Description of records	Disposal action
19830	Records relating to detention or provisional detention of non-compliant ships. Includes: <ul style="list-style-type: none"> <li>- unseaworthy substandard ship reports where detention results</li> <li>- deficiency reports where detention results</li> <li>- notifications to owners or survey authorities/classification societies</li> </ul> <p><i>[For investigating possible breaches of compliance with legislation and standards not relating to pollution incidents, use MARITIME REGULATION – Marine Investigations.</i></p> <p><i>For investigating possible breaches in relation to pollution incidents, use MARINE ENVIRONMENT PROTECTION - Marine Investigations.]</i></p>	Retain for 25 years or 5 years after the ship ceases service, whichever is the later

## MARITIME REGULATION

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### Ship Inspections

The activity of conducting ship inspections to ensure and monitor compliance with legislative requirements and relevant standards. Includes issuing of appropriate certificates.

*For deficiency reports resulting from inspections and for detaining of ships for non-compliance, use MARITIME REGULATION - Ship Detention.*

*For investigating possible breaches of compliance with legislation and standards not relating to pollution incidents, use MARITIME REGULATION - Marine Investigations.*

*For investigating possible breaches in relation to pollution incidents, use MARINE ENVIRONMENT PROTECTION - Marine Investigations.*

*For control records such as a register of certificates issued for safety and seaworthiness of ships and equipment, use AFDA - INFORMATION MANAGEMENT - Control.*

Entry	Description of records	Disposal action
19831	Records relating to permanent structures of ships. Includes: <ul style="list-style-type: none"> <li>- Construction certification including plans, approval of or amendment to</li> <li>- Assignment of load line including stability</li> <li>- Structure, fittings, appliances - approval of or amendment to</li> <li>- Tonnage measurement records</li> <li>- Initial surveys regarding approval of structures or modifications and exemptions issued</li> <li>- Initial surveys of marine radios, including approvals and exemptions issued</li> </ul>	Retain as national archives
19832	Records relating to safety measures. Includes: <ul style="list-style-type: none"> <li>- Approvals and exemptions related to single voyage or safety issues</li> <li>- Carriage and Loading of Cargoes including cargo handling and stowage for dangerous goods, livestock, bulk cargo</li> <li>- Copies of certification for safety and seaworthiness</li> <li>- Crew accommodation</li> <li>- Importation/Exportation of ships - notification of and/or approval</li> <li>- Manning requirements</li> <li>- Marine radio survey forms other than initial survey</li> <li>- Ship survey and inspection reports</li> <li>- Towage proposals, inspections and permits</li> <li>- Unseaworthy substandard ship reports where no detention results</li> </ul>	Destroy 5 years after action completed

## MARITIME REGULATION

The function of developing Australia's maritime regulatory framework for maritime safety and marine environmental protection through formulating legislation such as marine orders and regulations. Includes assessing and certification of seafarer qualifications and maritime training, and administering the licensing system for all coastal pilots. Includes managing the Australian register of ships through activities such as registering and establishing ownership of relevant ships. Also includes enforcing operational standards for ships in Australian waters by conducting ship inspections and marine investigations under relevant legislation.

### Ship Inspections - Continued

Entry	Description of records	Disposal action
19833	Loading notifications and report forms. Includes: - notices of intention to load or discharge grain, livestock etc - ship arrival reports	Destroy 2 years after action completed

### Shipping Registration

The activities associated with the registration of ships in Australia, granting Australian nationality to ships and establishing ownership of ships under the relevant legislation (currently the Shipping Registration Act 1981). Includes maintaining the Australian Register of Ships.

Entry	Description of records	Disposal action
19834	Registers of ship registration, including the current Australian Register of Ships.	Retain as national archives
19835	Applications for ship registrations and notification of amendments and updates.	Retain for 80 years from initial registration
19836	Requests for copies and extracts of ship registrations from Australian ship registers.	Destroy 3 years after action completed
20035	Historic colonial and pre 1978 records created by the Registrar of British Ships supporting registration and transaction, alterations etc, subsequent to registration.	Retain as national archives

### Stakeholder Liaison

The activities associated with maintaining regular contact with stakeholders, including government agencies, professional associations, professionals in related fields, private sector organisations and community groups. Includes sharing advice, holding discussions and collaborating on projects.

Entry	Description of records	Disposal action
19837	Records documenting contact and collaboration on maritime regulation issues with professional maritime associations, representative groups, industry organisations and the public. Includes: - contact lists - correspondence between the organisation and stakeholders <i>[For presentations to stakeholders, use MARITIME REGULATION – Addresses (presentations). For records of meetings with stakeholders, use MARITIME REGULATION – Meetings.]</i>	Destroy 5 years after action completed

## MARITIME REGULATION

The function of developing Australia's maritime regulatory framework for maritime safety and marine environmental protection through formulating legislation such as marine orders and regulations. Includes assessing and certification of seafarer qualifications and maritime training, and administering the licensing system for all coastal pilots. Includes managing the Australian register of ships through activities such as registering and establishing ownership of relevant ships. Also includes enforcing operational standards for ships in Australian waters by conducting ship inspections and marine investigations under relevant legislation.

### 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.

*For participation in or submissions to formal inquiries including Royal Commissions, Parliamentary and Ombudsman's inquiries, use AFDA - GOVERNMENT RELATIONS - Inquiries.*

Entry	Description of records	Disposal action
19838	Records documenting submissions made to national and international organisations and agencies on the maritime regulation function, concerning controversial issues with far reaching social, economic and international implications.	Retain as national archives
19839	Working papers documenting the development of submissions relating to controversial issues.	Retain as national archives
19840	Submissions made to national and international organisations and agencies on the maritime regulation function concerning other matters of lesser importance with no far reaching impact on the social, economic and international standing of the country.	Destroy 10 years after action completed
19841	Working papers documenting the development of submission on the maritime regulation function, relating to other matters of lesser importance.	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
19842	Records documenting the development and issue of tender documentation. Includes Statement of Requirements, Requests for Proposals, Expressions of Interest, Requests for Tender (RFT) and draft contract.	Destroy 7 years after tender process completed
19843	Evaluation of tenders received against selection criteria. Includes records documenting arrangements for carrying out the evaluation process, evaluation report, recommendations, final report and public notices.	Destroy 7 years after tender process completed
19844	Records documenting post-offer negotiations and due diligence checks.	Destroy 7 years after tender process completed

## MARITIME REGULATION

The function of developing Australia's maritime regulatory framework for maritime safety and marine environmental protection through formulating legislation such as marine orders and regulations. Includes assessing and certification of seafarer qualifications and maritime training, and administering the licensing system for all coastal pilots. Includes managing the Australian register of ships through activities such as registering and establishing ownership of relevant ships. Also includes enforcing operational standards for ships in Australian waters by conducting ship inspections and marine investigations under relevant legislation.

### Tendering - Continued

<b>Entry</b>	<b>Description of records</b>	<b>Disposal action</b>
19845	Records of unsuccessful tenders or a tender process where there is no suitable bidder, or where the tender process has been discontinued. Includes submissions, notification of outcome and reports on debriefing sessions.	Destroy 2 years after tender process completed or decision made not to continue with the tender
19846	Tender and contract registers.	Destroy 7 years after last entry
19847	Signed simple contracts and agreements resulting from tenders and supporting records.	Destroy 7 years after completion or other termination of contract
19848	Signed contracts under seal prior to 15 November 2005 resulting from tenders and supporting records: Western Australia. Includes the successful tender documentation.	Destroy 21 years after completion or other termination of contract
19849	Signed contracts under seal resulting from tenders and supporting records: Victoria and South Australia. Includes the successful tender documentation.	Destroy 15 years after completion or other termination of contract
19850	Signed contracts under seal resulting from tenders and supporting records: New South Wales, Western Australia (from 15 November 2005), Queensland, Tasmania, Australian Capital Territory, and Northern Territory. Includes the successful tender documentation.	Destroy 12 years after completion or other termination of contract



## MARITIME REGULATION

The function of developing Australia's maritime regulatory framework for maritime safety and marine environmental protection through formulating legislation such as marine orders and regulations. Includes assessing and certification of seafarer qualifications and maritime training, and administering the licensing system for all coastal pilots. Includes managing the Australian register of ships through activities such as registering and establishing ownership of relevant ships. Also includes enforcing operational standards for ships in Australian waters by conducting ship inspections and marine investigations under relevant legislation.

### Visits

The activities involved in arranging visits by other organisations, the public and students to the organisation, with a view to inform, educate or promote the services, operation and role of the organisation. Includes arranging visits by staff to other organisations.

Entry	Description of records	Disposal action
19851	Records documenting maritime-related visits made by organisation staff and visits to the organisation by visitors.  Includes: - overseas and external visit proposals - invitations - letters of introduction - travel and accommodation arrangements for visitors - itineraries and programs - visit reports - letters of thanks	Destroy 6 years after date of visit

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### Wrecks and Salvage Management

The activities associated with management of wrecks (under the appointment of Receiver of Wrecks) and salvage operations (under the current International Convention on Salvage) other than incident response activities.

*For initial management of an incident where a ship is wrecked, stranded or in distress, use MARITIME AND AVIATION SEARCH AND RESCUE - Search and Rescue Incident Response.*

*For initial management of an incident where management of actual or potential marine pollution is required, use MARINE ENVIRONMENT PROTECTION - Pollution Incident Response.*

Entry	Description of records	Disposal action
19852	Records relating to salvage and disposal of wrecks where the ship is historically significant, or where historical artefacts are involved, or where the management of its salvage or disposal causes national or international interest.	Retain as national archives
19853	Records relating to salvage and disposal of other wrecks and debris, including buoys and dinghies. Includes: - Claims - Issue, receipt and management of notices re ownership and possession - Salvage and disposal records unrelated to or separate from a search and rescue or pollution incident - Financial records related to wrecks and salvage	Destroy 7 years after action completed

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## MARITIME SAFETY

The function of promoting maritime safety by minimising the risk of shipping incidents.

Includes managing the national network of marine aids to navigation and safety communications and developing operational standards. Also includes managing heritage issues associated with the organisation's marine aids to navigation sites and promoting a safety culture in the maritime industry through education programs.

### Acquisition

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

*For the acquisition of properties of national significance, such as lighthouses through a tendering process, use MARITIME SAFETY - Tendering.*

*For acquisition records relating to properties without national significance, use AFDA - PROPERTY MANAGEMENT - Acquisition; or AFDA - PROPERTY MANAGEMENT - Tendering.*

Entry	Description of records	Disposal action
19678	Records documenting the acquisition of properties of national significance, such as lighthouses. Includes: <ul style="list-style-type: none"> <li>- investigations into and reports on the property</li> <li>- environmental impact assessments</li> <li>- budgetary estimates</li> <li>- cost benefit analyses</li> </ul>	Retain as national archives
19679	Records documenting the acquisition of other aids to navigation where there is no tender or contracting-out process (ie where the cost of the acquisition is below the threshold for tendering or where a purchase is made against a period contract). Includes: <ul style="list-style-type: none"> <li>- formal requests for quotes</li> <li>- orders</li> <li>- handover reports</li> <li>- correspondence relating to the acquisition</li> </ul> <p><i>[For the acquisition of aids to navigation through a tender process, use MARITIME SAFETY - Tendering.</i></p> <p><i>For the assessment of suitability of aids to navigation and the preparation of specifications, use MARITIME SAFETY - Evaluation.</i></p> <p><i>For the acquisition of other equipment, use AFDA - EQUIPMENT &amp; STORES - Acquisition]</i></p>	Destroy 7 years after action ceases
19680	Investigations into acquisition of aids to navigation not proceeded with.	Destroy 2 years after action completed

### 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
19681	Final versions of addresses presented to support the maritime safety function.	Destroy 7 years after initial presentation

## MARITIME SAFETY

The function of promoting maritime safety by minimising the risk of shipping incidents.

Includes managing the national network of marine aids to navigation and safety communications and developing operational standards. Also includes managing heritage issues associated with the organisation's marine aids to navigation sites and promoting a safety culture in the maritime industry through education programs.

### Addresses (presentations) - Continued

Entry	Description of records	Disposal action
19682	Working papers documenting the development of presentations supporting the maritime safety function. Includes: - request for presentation, speech, etc - research documentation - drafts - preparation of textual and audio-visual material	Destroy 1 year after first presentation of material

### Advice

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

*For Ministerials and responses to questions raised in Parliament, use AFDA - GOVERNMENT RELATIONS*

*For providing advice to the shipping and broader boating community in the form of Marine Notices, use MARITIME SAFETY – Marine Notices.*

Entry	Description of records	Disposal action
19683	Records documenting the receipt and provision of advice on maritime safety.	Destroy 6 years after receipt or provision of advice

### Agreements

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

Entry	Description of records	Disposal action
19684	Adoption of agreements, amendments to International Conventions related to maritime safety, e.g. International Convention for the Safety of Life at Sea (SOLAS)	Retain as national archives
19685	Records documenting the making and signing of other maritime safety-related agreements. Includes agreements with the states in regard to management of heritage sites leased by the agency for use as part of the aids to navigation network. Includes: - the establishment, maintenance and review of agreements - final versions of agreements - supporting documentation	Destroy 7 years after expiry or other termination of agreement

## MARITIME SAFETY

The function of promoting maritime safety by minimising the risk of shipping incidents.

Includes managing the national network of marine aids to navigation and safety communications and developing operational standards. Also includes managing heritage issues associated with the organisation's marine aids to navigation sites and promoting a safety culture in the maritime industry through education programs.

### Agreements - Continued

Entry	Description of records	Disposal action
19762	Records documenting loan agreements between the organisation and other agencies in regard to loans of heritage-related items including lighthouse artefacts.	Destroy 7 years after expiry or other termination of agreement

### 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, record keeping audits, skills audits, system audits and quality assurance audits.

Entry	Description of records	Disposal action
19686	Final internal and external audit reports relating to the maritime safety function. Includes: <ul style="list-style-type: none"> <li>- performance audits of the network of navigational aids</li> <li>- audits of shore station operators</li> <li>- maintenance and site audits</li> </ul>	Destroy 5 years after action completed
19687	Records documenting the planning and conduct of internal and external audits relating to the maritime safety function. Includes: <ul style="list-style-type: none"> <li>- liaison with the auditing body</li> <li>- minutes of meetings</li> <li>- notes taken at opening and exit interviews</li> <li>- draft report</li> <li>- comments</li> </ul>	Destroy 2 years after action completed

### Authorisation

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

Entry	Description of records	Disposal action
19688	Delegations of power to organisational staff to authorise action relating to the maritime safety function.	Destroy 7 years after delegation expires
19973	Records documenting the authorisation of non-administrative activities related to the maritime safety function. Includes assessment of applications and the giving or withholding of permission for provision of licences to operate AIS shore stations.	Destroy 7 years after authorisation expires

## MARITIME SAFETY

The function of promoting maritime safety by minimising the risk of shipping incidents.

Includes managing the national network of marine aids to navigation and safety communications and developing operational standards. Also includes managing heritage issues associated with the organisation's marine aids to navigation sites and promoting a safety culture in the maritime industry through education programs.

### Authorisation - Continued

Entry	Description of records	Disposal action
20049	Authorisations for administrative actions relating to the maritime safety function.	Destroy 7 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 AFDA - STRATEGIC MANAGEMENT - Committees.*

*For AMSA Advisory Committee records, use AFDA - STRATEGIC MANAGEMENT - Committees.*

Entry	Description of records	Disposal action
19689	Records of high-level external committees formed to consider matters relating to the maritime safety function, where the agency provides the Secretariat, is the Commonwealth's main representative, or plays a significant role. Includes: <ul style="list-style-type: none"> <li>- documents establishing the committee</li> <li>- agendas</li> <li>- final versions of minutes</li> <li>- reports</li> <li>- recommendations</li> <li>- supporting documents such as briefing papers and discussion papers.</li> </ul>	Retain as national archives
19690	Working papers documenting the administrative arrangements made for the conduct of external high-level committees which consider matters relating to the maritime safety function.	Destroy 5 years after action completed
19691	Records of committees formed to consider the management of properties of national significance, such as lighthouses.	Retain as national archives

## MARITIME SAFETY

The function of promoting maritime safety by minimising the risk of shipping incidents.

Includes managing the national network of marine aids to navigation and safety communications and developing operational standards. Also includes managing heritage issues associated with the organisation's marine aids to navigation sites and promoting a safety culture in the maritime industry through education programs.

### Committees - Continued

Entry	Description of records	Disposal action
19692	Records of other internal and external committees formed to consider other matters relating to the maritime safety function. Includes committees such as the Navigation Services Advisory Committee, the Seacare Committee and records of high level committees attended but not chaired by the agency. Includes: <ul style="list-style-type: none"> <li>- documents establishing the committee</li> <li>- final versions of minutes</li> <li>- reports</li> <li>- recommendations</li> <li>- supporting documents such as briefing papers and discussion papers</li> </ul>	Destroy 5 years after action completed
19693	Working papers documenting the conduct and administration of committees which consider matters relating to the maritime safety function. Includes: <ul style="list-style-type: none"> <li>- agenda</li> <li>- notices of meetings</li> <li>- draft minutes</li> </ul>	Destroy when reference ceases

### 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
19694	Records documenting arrangements for conferences sponsored by the organisation and supporting the maritime safety function. Includes: <ul style="list-style-type: none"> <li>- program development</li> <li>- arranging speakers</li> <li>- arranging attendance and registrations</li> <li>- venue bookings</li> <li>- catering</li> <li>- unpublished proceedings, reports, speeches and papers</li> <li>- reports on conduct of conferences</li> </ul> <p><i>[For the printing and publication of conference proceedings and reports, use AFDA - PUBLICATION - Production.]</i></p>	Destroy 3 years after conference is held

## MARITIME SAFETY

The function of promoting maritime safety by minimising the risk of shipping incidents.

Includes managing the national network of marine aids to navigation and safety communications and developing operational standards. Also includes managing heritage issues associated with the organisation's marine aids to navigation sites and promoting a safety culture in the maritime industry through education programs.

### Conferences - Continued

Entry	Description of records	Disposal action
19696	Records documenting the attendance of staff at conferences arranged by other organisations. Includes: <ul style="list-style-type: none"> <li>- completed conference registration forms</li> <li>- programs and conference promotion material</li> <li>- material distributed at conferences</li> <li>- copies of published conference proceedings and official reports</li> <li>- participants' reports</li> </ul>	Destroy when reference ceases

### Construction

The process of making or building something.

*For tendering of work to support construction activities, use MARITIME SAFETY - Tendering.*

*For managing the performance of contracted-out services to support the construction process, use MARITIME SAFETY - Contracting out.*

*For the planning of construction programs, use MARITIME SAFETY - Planning.*

Entry	Description of records	Disposal action
19697	Records documenting construction activities carried out on properties of national significance, such as lighthouses. Includes: <ul style="list-style-type: none"> <li>- records of consultations (e.g. with owners and local authorities)</li> <li>- specifications</li> <li>- building plans</li> <li>- project management records</li> </ul> <p><i>[For construction carried out on properties without national significance, use AFDA - PROPERTY MANAGEMENT - Construction.]</i></p>	Retain as national archives
19698	Records documenting the in-house construction of other aids to navigation or related equipment.	Destroy 7 years after disposal of asset

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### Contracting Out

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

Entry	Description of records	Disposal action
19699	Records documenting contract negotiation and management relating to the maritime safety function. Includes: <ul style="list-style-type: none"> <li>- minutes of meetings with main stakeholders</li> <li>- draft contract</li> <li>- progress reports</li> <li>- performance and evaluation reports</li> </ul>	Destroy 7 years after completion or other termination of contract

### Disposal

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

Entry	Description of records	Disposal action
19700	Records documenting the disposal of properties of national significance, such as lighthouses. Includes: <ul style="list-style-type: none"> <li>- assessments and investigations</li> <li>- valuation certificates</li> <li>- details of preparation undertaken before disposal ('making good')</li> </ul> <p><i>[For disposal records relating to properties without national significance, use AFDA - PROPERTY MANAGEMENT - Disposal.]</i></p>	Retain as national archives
19701	Records documenting the disposal of other Commonwealth owned aids to navigation. Includes independent valuation certificates verifying that work undertaken on assets was done prior to valuation, written quotes, auction records and routine forms and correspondence relating to the disposal of the aids. <p><i>[For the disposal of aids to navigation by tender, use MARITIME SAFETY - Tendering.</i></p> <p><i>For the disposal of other equipment, use AFDA - EQUIPMENT &amp; STORES - Disposal.]</i></p>	Destroy 7 years after disposal of asset
19702	Records documenting the disposal of special purpose vessels and equipment.	Destroy 7 years after disposal of asset



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### Distress Beacon Registration

The activity of registering distress beacons and communication equipment. Includes issuing of maritime mobile service identity numbers.

*For licensing of shore-based AIS operators, use MARITIME SAFETY - Authorisation.*

*For the promotion of satellite detection, use MARITIME SAFETY - Education Programs.*

Entry	Description of records	Disposal action
19703	Registers of distress beacon identification, such as the Australian Maritime Mobile Service Identity Register.	Destroy 7 years after last entry
19704	Correspondence related to registration of beacons and communication equipment.	Destroy 7 years after action completed

### Education Programs

The activities associated with developing education resources and programs for the purpose of raising awareness, increasing knowledge and facilitating learning about maritime matters, such as maritime safety, marine environment protection and maritime and aviation search and rescue.

Includes reviewing material and updating content if necessary.

*For production and dissemination of educational material, use AFDA - PUBLICATION – Production, and AFDA - PUBLICATION – Distribution.*

Entry	Description of records	Disposal action
19705	Master copy of educational material developed to support the maritime safety function.	Destroy 5 years after action completed
19706	Records documenting the development of educational material to support the maritime safety function. Includes research, working papers, comments and drafts.	Destroy 2 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.

*For participation in or submissions to formal inquiries including Royal Commissions, Parliamentary and Ombudsman's inquiries, use AFDA - GOVERNMENT RELATIONS - Inquiries.*

Entry	Description of records	Disposal action
19977	Records documenting the handling of enquiries relating to the maritime safety function.	Destroy 2 years after action completed

*[For enquiries received from the general public about the agency's programs, products and services, use AFDA - COMMUNITY RELATIONS - Enquiries.]*

### Evaluation

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

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### Evaluation - Continued

Includes systems analysis and ongoing monitoring.

Entry	Description of records	Disposal action
19710	Records documenting the evaluation and testing of maritime safety equipment and proposed solutions for the aids to navigation network.	Destroy 15 years after action completed
19711	Records documenting the evaluation and ongoing monitoring of other maritime safety related programs and services.	Destroy 5 years after action completed

### Fit-outs

The process of establishing or refurbishing a workplace. Includes painting, floor coverings, furnishings, furniture, partitions/walls fittings and equipment.

Entry	Description of records	Disposal action
19712	Records documenting the fit-outs of properties of national significance such as lighthouses. Includes justification, notification of intent and assessment of obligations. <i>[For fit-outs of other properties, use AFDA - PROPERTY MANAGEMENT - Fit-outs.]</i>	Retain as national archives

### Heritage Management

The activities associated with the management of heritage issues related to the organisation's marine aids to navigation sites, in accordance with relevant legislation. Includes development of heritage-related documentation for sites deemed to have heritage significance. Also includes consultation with relevant stakeholders on heritage matters and the management of heritage records and related objects.

Entry	Description of records	Disposal action
19713	Heritage registers held by the organisation.	Retain as national archives
19714	Plans, maps, engineering and architectural drawings, photos, log books, visitors books and artefacts pertaining to properties of national significance such as lighthouses.	Retain as national archives
19715	Final version of heritage strategies and management plans developed for sites of national significance managed by the organisation.	Retain as national archives
19716	Working papers documenting the development of all heritage strategies and management plans developed for sites of national significance managed by the organisation.	Destroy 3 years after action completed

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### Implementation

The activities associated with carrying out or putting into action, plans, policies, procedures or instructions, all of which could be internally or externally driven. Includes manual or automated databases, applications or systems, but excludes installation of equipment. Also includes monitoring to ensure the implementation goes according to schedule and that standards are met and includes first aid treatment.

Entry	Description of records	Disposal action
19717	Records documenting the implementation of counter-disaster plans after disasters such as fire and floods to property of national significance, such as lighthouses. Includes a copy of the plan implemented in the disaster recovery process.	Retain as national archives
19718	Records documenting the implementation of plans, policies, procedures and standards developed to support the maritime safety function. Includes implementation of contracted arrangements such as the contract for maintenance of the network of navigational aids.	Destroy 7 years after action completed

### Insurance

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

*For insurance for aids to navigation equipment, use AFDA - EQUIPMENT & STORES - Insurance.*

Entry	Description of records	Disposal action
19719	Insurance policies and associated correspondence in relation to insurance of properties of national significance such as lighthouses.  <i>[For insurance relating to other properties, use AFDA - PROPERTY MANAGEMENT - Insurance.]</i>	Destroy 7 years after policy expires

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### Leasing

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

Entry	Description of records	Disposal action
19720	<p>Records documenting the leasing of property, i.e. where the organisation is the lessee, where the property is one of national significance, such as a lighthouse. Includes:</p> <ul style="list-style-type: none"> <li>- space and accommodation assessments</li> <li>- negotiations</li> <li>- cost-benefit analysis</li> <li>- assessments</li> <li>- signed leases</li> </ul> <p><i>[For leasing of other properties, use AFDA - PROPERTY MANAGEMENT - Leasing.]</i></p>	Destroy 7 years after lease expires or is terminated

### Maintenance

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

*[Note: This activity covers inspection and maintenance reports for the national network of aids to navigation.]*

Entry	Description of records	Disposal action
19721	<p>Records documenting major maintenance work carried out on properties of national significance such as lighthouses. Includes structural repairs, alterations, modifications to lightstations, lighting equipment, cargo handling and landing facilities.</p> <p><i>[For the implementation of a counter-disaster plan, use MARITIME SAFETY - Implementation.</i></p> <p><i>For construction work carried out after a disaster, use MARITIME SAFETY - Construction.</i></p> <p><i>For fit-outs carried out after a disaster, use MARITIME SAFETY - Fit-outs.]</i></p>	Retain as national archives
19722	Maintenance records for other navigational aids including beacons, buoys and those related to the exploitation and exploration of offshore resources such as oil platforms, rigs and pipelines.	Destroy 10 years after aid becomes inactive or is removed
19723	Inspection and malfunction reports for lightstations and lighting equipment including cargo handling and landing facilities.	Destroy 7 years after action completed

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### Marine Notices

The activities associated with the production and distribution of marine notices to the shipping industry and broader boating community.

*Note: Marine Notices provide information and advice on issues that may impact on the shipping industry, such as new safety requirements, changes in procedures and to navigation.*

*For activities associated with development of Marine Orders, use MARITIME REGULATION - Legislation.*

*For general maritime safety advice received by or offered by the agency, use MARITIME SAFETY - Advice.*

Entry	Description of records	Disposal action
19725	Master copy of Marine Notices.	Retain as national archives
19726	Records documenting the development of Marine Notices.	Destroy 3 years after withdrawal of Marine Notice

### 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
19727	Final version of minutes and supporting documents tabled at meetings held to support the maritime safety function. Includes meetings with external agencies.	Destroy 7 years after action completed
19728	Working papers documenting the conduct and administration of meetings held to support the maritime safety function. Includes: <ul style="list-style-type: none"> <li>- venue booking</li> <li>- notification of meeting</li> <li>- agenda</li> <li>- draft minutes</li> <li>- minute corrections/modifications</li> <li>- apologies</li> </ul>	Destroy when reference ceases

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### Navigation Warning Management

The activities involved in receiving and disseminating information in the form of warnings in connection with failed navigational aids, and other maritime incidents.

Entry	Description of records	Disposal action
19729	Records relating to alerts issued to shipping including: <ul style="list-style-type: none"> <li>- dangers to navigation</li> <li>- navigational warnings (AUSCOAST / NAVAREA)</li> <li>- COSPAS-SARSAT Local User Terminal (LUT) alerts</li> <li>- alerts relating to tsunamis, cyclones, wreckage in shipping lanes, flares, etc</li> </ul>	Destroy 2 years 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.

*For final versions of plans to support the management of properties of national significance, use MARITIME SAFETY – Heritage Management.*

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

Entry	Description of records	Disposal action
19730	Final version of plans supporting the maritime safety function.	Destroy 5 years after plan is superseded
19731	Working papers used to develop plans supporting the maritime safety function.	Destroy 1 year after adoption of the final plan

### 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
19732	Records documenting the development and establishment of policies supporting the maritime safety function that are of major significance to the maritime industry or have a high government or public profile. Includes: <ul style="list-style-type: none"> <li>- policy proposals</li> <li>- research papers</li> <li>- results of consultations</li> <li>- supporting reports</li> <li>- major drafts</li> <li>- final policy documents</li> </ul>	Retain as national archives

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### Policy - Continued

Entry	Description of records	Disposal action
19733	Records documenting the development and establishment of policies supporting the maritime safety function that are not of major significance to the maritime industry and do not have a high government or public profile. Includes: <ul style="list-style-type: none"> <li>- policy proposals</li> <li>- research papers</li> <li>- results of consultations</li> <li>- supporting reports</li> <li>- major drafts</li> <li>- final policy documents</li> </ul>	Destroy 7 years after policy is superseded
19734	Working papers documenting the development of policies supporting the maritime safety function.	Destroy 3 years after promulgation of the new policy

### Procedures

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

Entry	Description of records	Disposal action
19735	Master set of navigational aid instructions including manuals, handbooks and directives relating to lighthouses.	Retain as national archives
19736	Master set of other manuals, handbooks, directives, etc detailing procedures supporting the maritime safety function.	Destroy 5 years after procedures are superseded
19737	Records documenting the development of procedures supporting the maritime safety function.	Destroy 1 year after procedures are approved
19738	Copies of manuals, handbooks, directives etc	Destroy when reference ceases

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### Reporting

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

*For inspection and maintenance reports for the national network of aids to navigation, use MARITIME SAFETY - Maintenance.*

Entry	Description of records	Disposal action
19739	Final versions of formal internal reports and reports made to external agencies on properties of national significance such as lighthouses.	Retain as national archives
19740	Final versions of reports issued by the Chief Executive Officer or agency Board that concern controversial issues or result in major changes to maritime safety policy, programs or operations.	Retain as national archives
19741	Final versions of reports issued by the Chief Executive Officer or agency Board that do not concern controversial issues or do not result in major changes to maritime safety policy, programs or operations.	Destroy 7 years after issue of report
19742	Final versions of other reports received or produced to support the maritime safety function. Includes: - statistical reports - discussion papers - surveys	Destroy 5 years after action completed
19743	Working papers documenting the development of reports supporting the maritime safety function.	Destroy 2 years after issue of report

### 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
19744	Records documenting research carried out to support the maritime safety function. Includes records on development of conventional and electronic aids to navigation.	Destroy 7 years after completion of results or report



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### Reviewing

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

*Note: This activity covers reviews of aids to navigation around Australia.*

*For reviews of vessel safety based on international standards and delegated maritime legislation, use MARITIME REGULATION - Reviewing.*

Entry	Description of records	Disposal action
19745	Final versions of reviews relating to the maritime safety function.	Destroy 7 years after completion of review
19746	Working papers relating to review of programs and operations supporting the maritime safety function. Includes: <ul style="list-style-type: none"> <li>- request for review</li> <li>- arrangements for interviews and surveys</li> <li>- reference material</li> <li>- interview and survey documentation</li> <li>- draft review document</li> <li>- comments received</li> </ul>	Destroy 2 years after completion of review

### Risk Management

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

Entry	Description of records	Disposal action
20050	Records documenting risk management relating to the maritime safety function. Includes records covering each stage of the process, treatment schedules and action plans.	Destroy 7 years after action completed

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### Security

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

Entry	Description of records	Disposal action
19747	Record documenting major security breaches or incidents (eg which result in the laying of charges) involving properties of national significance, such as lighthouses. Includes: <ul style="list-style-type: none"> <li>- break-ins</li> <li>- unauthorised access</li> <li>- intentional damage</li> <li>- fires</li> <li>- records of investigations</li> <li>- liaison with law-enforcement agencies</li> </ul> <i>[For security breaches relating to other properties, use AFDA - PROPERTY MANAGEMENT - Security.]</i>	Retain as national archives
19748	Reports of maritime transport or offshore facility security incidents.	Destroy 5 years after action completed

### Stakeholder Liaison

The activities associated with maintaining regular contact with stakeholders, including government agencies, professional associations, professionals in related fields, private sector organisations and community groups. Includes sharing advice, holding discussions and collaborating on projects.

Entry	Description of records	Disposal action
19749	Records documenting contact and collaboration on maritime safety issues with professional maritime associations, representative groups, industry organisations and the public. Includes: <ul style="list-style-type: none"> <li>- contact lists</li> <li>- correspondence between the organisation and stakeholders</li> </ul> <i>[For presentations to stakeholders, use MARITIME SAFETY – Addresses (presentations)</i> <i>For records of meetings with stakeholders, use MARITIME SAFETY – Meetings]</i>	Destroy 5 years after action completed

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### Standards Development

The process of developing national maritime safety standards. Includes receiving public submissions and consulting with stakeholders. Also includes revising, varying or revoking existing standards.

*Note: This activity covers the development of standards relating to safety equipment, satellite detection and emergency beacons.*

*For the ongoing monitoring of maritime safety standards, use MARITIME SAFETY - Evaluation.*

*For implementation of maritime safety standards, use MARITIME SAFETY - Implementation.*

Entry	Description of records	Disposal action
19750	Master copy of maritime safety standards developed by the organisation.	Retain as national archives
19751	Records relating to the development of maritime safety standards.	Destroy 3 years after standard is 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
19752	Evaluation of tenders received against selection criteria. Includes records documenting arrangements for carrying out the evaluation process, evaluation reports, recommendations, final reports and public notices.	Destroy 7 years after tender process completed
19753	Records documenting post-offer negotiations and due diligence checks.	Destroy 7 years after tender process completed
19754	Records documenting the development and issue of tender documentation. Includes Statement of Requirements, Requests for Proposals, Expressions of Interest, Requests for Tender (RFT) and draft contract. <i>[For records relating to attended lightstations, ensure that specifications have already been retained. If no other copies exist, use MARITIME SAFETY - Construction.]</i>	Destroy 7 years after tender process completed
19755	Tender and contract registers.	Destroy 7 years after last entry
19756	Signed simple contracts and agreements resulting from tenders and supporting records.	Destroy 7 years after completion or other termination of contract

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### Tendering - Continued

<b>Entry</b>	<b>Description of records</b>	<b>Disposal action</b>
19757	Records of unsuccessful tenders or a tender process where there is no suitable bidder, or where there the tender process has been discontinued. Includes submissions, notification of outcome and reports on debriefing sessions.	Destroy 2 years after tender process completed or decision made not to continue with the tender
19758	Signed contracts under seal prior to 15 November 2005 resulting from tenders and supporting records: Western Australia. Includes the successful tender documentation.	Destroy 21 years after completion or other termination of contract
19760	Signed contracts under seal resulting from tenders and supporting records: Victoria and South Australia. Includes the successful tender documentation.	Destroy 15 years after completion or other termination of contract
19761	Signed contracts under seal resulting from tenders and supporting records: New South Wales, Western Australia (from 15 November 2005), Queensland, Tasmania, Australian Capital Territory, and Northern Territory. Includes the successful tender documentation.	Destroy 12 years after completion or other termination of contact

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