



Australian Government

National Archives of Australia

Records Authority
**Department of Industry, Tourism
and Resources**

Job no 2007/307997

29 November 2007

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INTRODUCTION

The Department of Industry, Tourism and Resources (DITR) and the National Archives of Australia have developed this Records Authority to set out the requirements for the retention or destruction of records for the listed functions of the DITR. It represents a significant commitment on behalf of DITR to understand, create and manage the records of its activities.

This Records Authority uses a classification scheme based on an analysis of the business of the agency. It takes into account DITR's legal and organisational recordkeeping requirements, and the interests of stakeholders of both DITR and the National Archives. It provides a framework that may be used as a guide when creating and managing records that document the agency's business.

This Records Authority gives DITR the permission, required under the Archives Act, for the disposal of the records described. The Records Authority sets out those records that need to be retained as national archives and the minimum length of time that other classes of records need to be kept. Retention periods are based on an assessment of business needs, broader organisational accountability requirements and community expectations.

The DITR can use the following tools to dispose of their records:

- this Records Authority covering DITR's agency specific records;
- general disposal authorities, such as the Administrative Functions Disposal Authority (AFDA), that covers functions and records common to every Commonwealth agency; 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 recordkeeping requirements, the periodic review of this Records Authority is recommended. All amendments must be approved by the National Archives.

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

APPLICATION OF THIS AUTHORITY

1. This records authority applies to all functional records controlled by the Department of Industry, Tourism and Resources (DITR), including Commonwealth records created, captured and stored in overseas offices, and with the exception of records that reflect business that is no longer performed including that relating to World War II and postwar reconstruction.
2. Caution should be used when applying this records authority to records of predecessor agencies operating during World War II and the immediate postwar period. DITR should contact the National Archives if there are gaps in coverage, if records that may have archival value have nominal "destroy" disposal actions or if there are other significant differences between the nominal disposal actions and the apparent value of the records.
3. This records authority should be used in conjunction with the Administrative Functions Disposal Authority (AFDA) and general disposal authorities issued by the National Archives to keep or destroy administrative and other records common to most Commonwealth agencies.
4. DITR may also destroy certain records without the formal authorisation as a normal administrative practice. This usually occurs where the records are duplicated, unimportant or for short-term use only. It does not replace the records disposal arrangements agreed to in authorities. Advice and guidance on destroying records as a normal administrative practice is available from the National Archives' website at www.naa.gov.au
5. This records authority should be used in place of previously issued records authorities to sentence records. Records that have been sentenced using previously issued records authorities should be resentenced where this records authority prescribes longer retention periods. This is particularly important in the case of records that previously had been identified as having temporary value and are identified in this records authority as having archival value.
6. This records authority is to be used to sentence records. Sentencing involves the examination of records in order to identify the individual class to which they belong. This process enables sentencers to determine whether to keep or destroy the records. Advice on sentencing is available from the National Archives.
7. During the sentencing of records, DITR may identify significant quantities of records that merit only temporary retention but are nominally covered by broad classes with the action 'Retain as national archives'. This is likely to occur amongst the scientific records which are covered by broad classes, most with "Retain as national archives" actions. In such cases, DITR should contact the National Archives to develop disposal coverage that better reflects the retention requirements.
8. 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 records authority can still be used to sentence the records created, providing the records document the same business.
9. Records in the care of DITR should be appropriately stored and preserved and must be accessible for the period of time prescribed in this records authority. DITR will need to ensure that any software, hardware or documentation required to enable continuing access to the data is available for the periods prescribed. Under section 31 of the Archives Act 1983, access arrangements are required for records that become available to the public after thirty years.
10. In general, retention requirements indicate a minimum period for retention. DITR 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 DITR 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.

11. From time to time the National Archives places "freezes" on the disposal of some groups of records, which places a moratorium on the destruction of these records. If you require further information about disposal freezes and whether they affect the application of this records authority, please contact the National Archives.

12. 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.

13. Advice on how to use this records authority is available from DITR's records manager. If there are problems with the application of the records authority that cannot be resolved, please contact the National Archives.

CONTACT INFORMATION

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

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

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

AUTHORISATION

RECORDS AUTHORITY

Person to whom notice of authorisation is given:

The Secretary
Department of Industry, Tourism and Resources
GPO Box 9839
Canberra ACT 2601

Purpose:

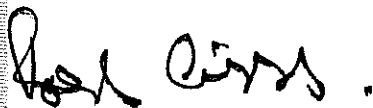
AUTHORISES ARRANGEMENTS FOR THE DISPOSAL OF RECORDS IN ACCORDANCE WITH SECTION 24(2)(b) OF THE ARCHIVES ACT 1983

Application:

All core business records

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

Authorising Officer



Ross Gibbs
Director-General
National Archives of Australia

Date of issue:

29 November 2007

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BUILDING CODE DEVELOPMENT

The function of developing, implementing and monitoring standards and regulations impacting on the Australian building industry. Includes liaison with industry and Commonwealth, State and Territory governments.

For the production and distribution of published guidelines, standards and handbooks, use PUBLICATION.

For workgroup planning meetings, use STRATEGIC MANAGEMENT - Meetings.

For annual business plans, use STRATEGIC MANAGEMENT - Planning.

Accreditation Scheme

The activities associated with the facilitation and management of an accreditation scheme for building products and systems for compliance with the building code of Australia.

For committees that consider the final approval of a product or system, use BUILDING CODE DEVELOPMENT - Committees.

Entry	Description of records	Disposal action
17625	Records documenting the development, review and amendment of rules governing building product certification. Includes rules relating to the Codemark Scheme and submissions and feedback from stakeholders.	Retain as national archives
17626	Records documenting the monitoring of the performance of the joint accrediting body, currently the Joint Accreditation System of Australia and New Zealand (JAS-ANZ). Includes performance reports.	Destroy 15 years after expiry or other termination of the agreement with the accrediting body
17627	Records documenting the granting, withdrawal or suspension of accreditation of building product certification bodies by the joint accrediting body (currently JAS-ANZ). Includes: <ul style="list-style-type: none"> written notifications to the organisation from the accrediting body copies of audit and investigation reports from the accrediting body. 	Destroy 15 years after last action
17628	Records documenting the granting, withdrawal or suspension of certificates of building product conformity by certification bodies. Includes: <ul style="list-style-type: none"> copies of certificates of conformity issued by the certification body written advice regarding suspensions or withdrawals of certificates of conformity. 	Destroy 15 years after last action
17629	Records relating to the allocation of certificate of conformity numbers to certification bodies.	Destroy 15 years after the cessation of the scheme
17630	Master templates of certificates of conformity provided to and used by certification bodies.	Destroy 15 years after superseded
17631	Register of all building product certification bodies.	Destroy 15 years after the cessation of the scheme

BUILDING CODE DEVELOPMENT

The function of developing, implementing and monitoring standards and regulations impacting on the Australian building industry. Includes liaison with industry and Commonwealth, State and Territory governments.

For the production and distribution of published guidelines, standards and handbooks, use PUBLICATION.

For workgroup planning meetings, use STRATEGIC MANAGEMENT - Meetings.

For annual business plans, use STRATEGIC MANAGEMENT - Planning.

Accreditation Scheme - Continued

Entry	Description of records	Disposal action
17632	Register of all certificates of conformity issued by building product certification bodies.	Destroy 15 years after the cessation of the scheme
17633	Records documenting the establishment and management of the building product certification scheme's trademark.	Destroy 5 years after the trademark rights elapse

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
17634	Final versions of addresses delivered to promote or provide information in relation to the building code development function. [For final versions of presentations given by portfolio Ministers and agency heads at government occasions, use GOVERNMENT RELATIONS – Addresses (presentations). For final versions of presentations given by portfolio Ministers and agency heads at other major public occasions, use COMMUNITY RELATIONS – Addresses (presentations). For published presentations, use PUBLICATION.]	Destroy 5 years after the presentation
17635	Records documenting the development of addresses, including working papers and drafts.	Destroy when reference ceases

BUILDING CODE DEVELOPMENT

The function of developing, implementing and monitoring standards and regulations impacting on the Australian building industry. Includes liaison with industry and Commonwealth, State and Territory governments.

For the production and distribution of published guidelines, standards and handbooks, use PUBLICATION.

For workgroup planning meetings, use STRATEGIC MANAGEMENT - Meetings.

For annual business plans, use STRATEGIC MANAGEMENT - Planning.

Advice

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

For legal advice, use LEGAL SERVICES – Advice.

For routine technical enquiries from the public or industry bodies, use BUILDING CODE DEVELOPMENT – Enquiries.

For the provision of external training, use BUILDING CODE DEVELOPMENT – Training Services.

Entry	Description of records	Disposal action
17636	Records documenting the provision or receipt of advice in relation to building code matters that are strategic or precedent setting or are likely to have a far-reaching impact on the building industry, building product safety or the public. Includes advice, such as advisory notices, to the governing body and building industry that indicates the need for a major change to rules, standards or programs; and policy advice or program strategy advice provided to the Minister or government agencies.	Retain as national archives
17637	Records documenting the provision or receipt of advice in relation to building code matters that do not have a far-reaching impact on the building industry, building product safety and the public. Includes advice to the governing body, building industry, or state, territory and local governments on the interpretation of rules and standards. Excludes policy advice or program strategy advice provided to the Minister or government agencies.	Destroy 15 years after action completed

Agreements

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

For indemnity deeds entered into by Commonwealth, States and Territory governments, use LEGAL SERVICES – Agreements.

Entry	Description of records	Disposal action
17638	Records documenting the negotiation, establishment, maintenance and review of significant agreements such as intergovernmental agreements for the national co-ordination of building regulatory reform, innovative research partnership agreements, memorandum of understanding for standards development and international co-operation on product certification. Includes final versions of the agreements.	Retain as national archives

BUILDING CODE DEVELOPMENT

The function of developing, implementing and monitoring standards and regulations impacting on the Australian building industry. Includes liaison with industry and Commonwealth, State and Territory governments.

For the production and distribution of published guidelines, standards and handbooks, use PUBLICATION.

For workgroup planning meetings, use STRATEGIC MANAGEMENT - Meetings.

For annual business plans, use STRATEGIC MANAGEMENT - Planning.

Agreements - Continued

Entry	Description of records	Disposal action
17642	Records documenting the negotiation, establishment, maintenance and review of routine agreements such as agreements with other organisations to conduct joint conferences for the Australian building industry.	Destroy 7 years after expiry or other termination of the agreement

Committees

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

For audit committees, use STRATEGIC MANAGEMENT - Committees.

Entry	Description of records	Disposal action
17643	Records of committees relating to the building code development 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"> • documents establishing the committee • agendas • minutes • reports and supporting documents. 	Retain as national archives
17644	Records of committees relating to building code development function where the agency does not provide the Secretariat, is not the Commonwealth's main representative, or does not play a significant role. Includes: <ul style="list-style-type: none"> • agendas • minutes • reports and supporting documents. 	Destroy 10 years after action completed
18072	Records documenting the conduct and administration of committees which consider matters relating to the building code development function. Includes: <ul style="list-style-type: none"> • notices of meetings • draft minutes • working papers. 	Destroy when reference ceases

BUILDING CODE DEVELOPMENT

The function of developing, implementing and monitoring standards and regulations impacting on the Australian building industry. Includes liaison with industry and Commonwealth, State and Territory governments.

For the production and distribution of published guidelines, standards and handbooks, use PUBLICATION.

For workgroup planning meetings, use STRATEGIC MANAGEMENT - Meetings.

For annual business plans, use STRATEGIC MANAGEMENT - Planning.

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
17645	Final versions of the programs, proceedings, and presentations for industry conferences organised by the agency. Includes conferences organised to discuss regulatory change. [For published agency conference proceedings, use PUBLICATION. For joint conference agreements, use BUILDING CODE DEVELOPMENT - Agreements.]	Destroy 15 years after action completed
17646	Records documenting the administrative arrangements for industry conferences organised by the agency. Includes: <ul style="list-style-type: none"> • publicity • speaker arrangements • registrations • venue and equipment bookings. 	Destroy 7 years after action completed
17647	Participants' reports on attendance at conferences arranged by other organisations.	Destroy 3 years after action completed
17648	Records documenting the attendance of staff at conferences arranged by other organisations. Includes the completed conference registration forms, programs and conference promotion material.	Destroy when reference ceases

Customer Service

The activities associated with the planning, monitoring and evaluation of services provided to customers by the organisation.

Entry	Description of records	Disposal action
17652	Records documenting the establishment and management of customer feedback on an ongoing basis. Includes stakeholder surveys.	Destroy 5 years after last action

BUILDING CODE DEVELOPMENT

The function of developing, implementing and monitoring standards and regulations impacting on the Australian building industry. Includes liaison with industry and Commonwealth, State and Territory governments.

For the production and distribution of published guidelines, standards and handbooks, use PUBLICATION.

For workgroup planning meetings, use STRATEGIC MANAGEMENT - Meetings.

For annual business plans, use STRATEGIC MANAGEMENT - Planning.

Enquiries

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

Entry	Description of records	Disposal action
17653	Records documenting receiving and responding to enquiries relating to the building code development function. Includes help desk enquiries and responses.	Destroy 2 year after last action

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
17654	Final reports documenting the outcomes of evaluation, analysis and assessment of potential or existing initiatives, programs and services relating to the building code development function. Includes program performance statements.	Retain as national archives
17655	Records documenting the planning and conduct of evaluation into initiatives, programs and services relating to the building code development function. Includes: <ul style="list-style-type: none"> • project plans • evaluation criteria • survey instruments • data collected from consultation with stakeholders • data/systems analysis • draft reports containing associated comments and evaluation results. <p>[For records documenting the review and amendment of the building code, use BUILDING CODE DEVELOPMENT – Standards Development.</p> <p>For records documenting the planning, monitoring and evaluation of services provided to customers by the organisation, use BUILDING CODE DEVELOPMENT - Customer Service.</p> <p>For records documenting the evaluation of training services, use BUILDING CODE DEVELOPMENT – Training Services.]</p>	Destroy 10 years after last action

BUILDING CODE DEVELOPMENT

The function of developing, implementing and monitoring standards and regulations impacting on the Australian building industry. Includes liaison with industry and Commonwealth, State and Territory governments.

For the production and distribution of published guidelines, standards and handbooks, use PUBLICATION.

For workgroup planning meetings, use STRATEGIC MANAGEMENT - Meetings.

For annual business plans, use STRATEGIC MANAGEMENT - Planning.

Evaluation - Continued

Entry	Description of records	Disposal action
17790	Records documenting requests for the evaluation of products or systems for compliance with building standards, where the evaluation finds the products or systems to be compliant. Includes: <ul style="list-style-type: none">• Japanese building standard evaluation requests• consultation notes• applications• test arrangements and results• correspondence with external stakeholders such as Japanese building authorities• evaluation reports.	Destroy 75 years after the product ceases to be in use
17791	Records documenting requests for the evaluation of products or systems for compliance with building standards, where the evaluation finds the products or systems to be non-compliant. Includes: <ul style="list-style-type: none">• Japanese building standard evaluation requests• consultation notes• applications• test arrangements and results• correspondence with external stakeholders such as Japanese building authorities• evaluation reports.	Destroy 3 years after last action

BUILDING CODE DEVELOPMENT

The function of developing, implementing and monitoring standards and regulations impacting on the Australian building industry. Includes liaison with industry and Commonwealth, State and Territory governments.

For the production and distribution of published guidelines, standards and handbooks, use PUBLICATION.

For workgroup planning meetings, use STRATEGIC MANAGEMENT - Meetings.

For annual business plans, use STRATEGIC MANAGEMENT - Planning.

Government Liaison

The activities associated with maintaining regular general contact between the organisation and other government agencies. Includes sharing informal advice and discussions and collaborating on projects that are not joint ventures.

For policy advice or program strategy advice provided to the Minister or government agencies, use BUILDING CODE DEVELOPMENT – Advice.

Entry	Description of records	Disposal action
17656	<p>Records documenting routine liaison with other government agencies. Includes records of contact such as file notes on informal advice and discussions, routine correspondence, and contact lists.</p> <p>[For records documenting advice, other than policy advice or program strategy advice, to government agencies, use GOVERNMENT RELATIONS – Advice.</p> <p>For records of government committees, use BUILDING CODE DEVELOPMENT – Committees.</p> <p>For records documenting liaison with government agencies in relation to the management of agreements, use BUILDING CODE DEVELOPMENT – Agreements.</p> <p>For records documenting liaison with government agencies in relation to the development of building standards and codes, use BUILDING CODE DEVELOPMENT – Standards Development.</p> <p>For periodic and statistical reports provided to government agencies in relation building code development matters, use BUILDING CODE DEVELOPMENT – Reporting.</p> <p>For records documenting government relations that are NOT regular ongoing contact covered by other functions, use GOVERNMENT RELATIONS.]</p>	Destroy 5 years after last action

BUILDING CODE DEVELOPMENT

The function of developing, implementing and monitoring standards and regulations impacting on the Australian building industry. Includes liaison with industry and Commonwealth, State and Territory governments.

For the production and distribution of published guidelines, standards and handbooks, use PUBLICATION.

For workgroup planning meetings, use STRATEGIC MANAGEMENT - Meetings.

For annual business plans, use STRATEGIC MANAGEMENT - Planning.

Liaison

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

For the provision of formal advice, use BUILDING CODE DEVELOPMENT - Advice

Entry	Description of records	Disposal action
17658	<p>Records documenting routine liaison with industry stakeholders. Includes records of contact such as file notes on informal advice and discussions, routine correspondence, and contact lists.</p> <p>[For records documenting routine liaison with other government agencies, use BUILDING CODE DEVELOPMENT – Government Liaison.</p> <p>For records documenting liaison with stakeholders during building code and standards development, use BUILDING CODE DEVELOPMENT – Standards Development.</p> <p>For records documenting liaison with stakeholders in relation to accreditation scheme management, use BUILDING CODE DEVELOPMENT – Accreditation Scheme.]</p>	Destroy 5 years after last action

Marketing

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

For the production of marketing publications such as brochures, use PUBLICATION - Production.

Entry	Description of records	Disposal action
17659	<p>Records documenting the promotion of building code development programs, schemes and projects. Includes:</p> <ul style="list-style-type: none"> • advertisements • artwork for promotional events • correspondence with artwork designers. <p>[For media releases, use COMMUNITY RELATIONS – Media Relations.]</p>	Destroy 7 years after last action or one year after the completion of the project being promoted, whichever is the longer
17660	Records documenting the development and management of the agency's marketing plans relating to the building code development function. Includes research and final plans.	Destroy 5 years after the plan is superseded

BUILDING CODE DEVELOPMENT

The function of developing, implementing and monitoring standards and regulations impacting on the Australian building industry. Includes liaison with industry and Commonwealth, State and Territory governments.

For the production and distribution of published guidelines, standards and handbooks, use PUBLICATION.

For workgroup planning meetings, use STRATEGIC MANAGEMENT - Meetings.

For annual business plans, use STRATEGIC MANAGEMENT - Planning.

Meetings

The activities associated with ad hoc 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
17662	Records documenting workgroup meetings relating to the building code development function.	Destroy 5 years after last action

Planning

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

For the arrangement of national industry summits to discuss work plans, use BUILDING CODE DEVELOPMENT – Conferences.

Entry	Description of records	Disposal action
17663	Final versions of plans that set precedents and strategic direction for regulating and informing the building industry. Includes: <ul style="list-style-type: none"> work programs for the development and implementation of building regulatory reforms and services to assist the building industry inputs from industry in relation to work plans. [For annual and strategic business plans, use STRATEGIC MANAGEMENT – Planning. For published plans, use PUBLICATION.]	Retain as national archives
17664	Records documenting the development of strategic and precedent setting plans, including drafts, external stakeholder feedback and background research.	Destroy 10 years after last action
17665	Final versions of routine operational plans relating to the building code development function.	Destroy 1 year after last action
17666	Records documenting the development of routine operational plans, including drafts, comments and background research.	Destroy when reference ceases

BUILDING CODE DEVELOPMENT

The function of developing, implementing and monitoring standards and regulations impacting on the Australian building industry. Includes liaison with industry and Commonwealth, State and Territory governments.

For the production and distribution of published guidelines, standards and handbooks, use PUBLICATION.

For workgroup planning meetings, use STRATEGIC MANAGEMENT - Meetings.

For annual business plans, use STRATEGIC MANAGEMENT - Planning.

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.

For the development of building industry policy framework, excluding policy advice or program strategy advice provided to the Minister or government agencies, use INDUSTRY SUPPORT AND DEVELOPMENT – Industry Policy.

For policy advice or program strategy advice provided to the Minister or government agencies, use BUILDING CODE DEVELOPMENT - Advice.

Entry	Description of records	Disposal action
17667	Final versions of the agency's internal policies relating to the building code development function. [For records documenting the development of building industry programs, use INDUSTRY SUPPORT AND DEVELOPMENT – Program Development.]	Destroy 10 years after the policy is superseded
17668	Records documenting the development of the agency's internal policies, including drafts, comments and background research.	Destroy when reference ceases

Procedures

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

Entry	Description of records	Disposal action
17669	Final versions of the agency's internal procedures relating to the building code development function.	Destroy 10 years after the policy is superseded
17670	Records documenting the development of the agency's internal procedures, including drafts, comments and background research.	Destroy when reference ceases

BUILDING CODE DEVELOPMENT

The function of developing, implementing and monitoring standards and regulations impacting on the Australian building industry. Includes liaison with industry and Commonwealth, State and Territory governments.

For the production and distribution of published guidelines, standards and handbooks, use PUBLICATION.

For workgroup planning meetings, use STRATEGIC MANAGEMENT - Meetings.

For annual business plans, use STRATEGIC MANAGEMENT - Planning.

Public Reaction

The process of handling public reaction to an organisation's policies or services. Includes anonymous letters, letters of complaint and letters of congratulations or appreciation received from the public.

For feedback solicited from customers, including customer surveys, use BUILDING CODE DEVELOPMENT – Customer Service.

Entry	Description of records	Disposal action
17671	<p>Records documenting public reaction to significant strategies and policies of the agency such as those associated with major building regulation reform.</p> <p>[For records documenting public stakeholder feedback and submissions on the development, review and amendment of the building code and associated standards and guidelines, use BUILDING CODE DEVELOPMENT – Standards Development.</p> <p>For records documenting public stakeholder feedback and submissions on the development, review and amendment of rules governing building product certification – use BUILDING CODE DEVELOPMENT – Accreditation Scheme.</p> <p>For records documenting public stakeholder feedback and submissions relating to the evaluation of initiatives, programs and services relating to the building code development function, use BUILDING CODE DEVELOPMENT – Evaluation.]</p>	Destroy 10 years after last action
17672	Records documenting public reaction to routine operational matters such as the availability of published information.	Destroy 1 year after last action

BUILDING CODE DEVELOPMENT

The function of developing, implementing and monitoring standards and regulations impacting on the Australian building industry. Includes liaison with industry and Commonwealth, State and Territory governments.

For the production and distribution of published guidelines, standards and handbooks, use PUBLICATION.

For workgroup planning meetings, use STRATEGIC MANAGEMENT - Meetings.

For annual business plans, use STRATEGIC MANAGEMENT - Planning.

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
17673	<p>Final versions of the agency's strategic periodic and statistical reports relating to the building code development function.</p> <p>Includes:</p> <ul style="list-style-type: none"> • reports to management • reports to building industry related committees and groups. <p>[For annual reports to Federal, State and Territory ministers responsible for building regulation, use GOVERNMENT RELATIONS - Reporting.</p> <p>For research reports, use BUILDING CODE DEVELOPMENT – Research.</p> <p>For published reports, use PUBLICATION.]</p>	Destroy 10 years after last action
17674	Final versions of routine operational reports such as internal monthly reports.	Destroy 1 year after last action
17675	Records documenting the development of reports including working papers and drafts.	Destroy 1 year after last action

Research

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

For the establishment and maintenance of co-operative research partnership agreements, use BUILDING CODE DEVELOPMENT – Agreements.

For the publication of research reports, use PUBLICATION.

Entry	Description of records	Disposal action
17676	Records documenting the conduct of formal research projects relating to the building code development function such as those relating to construction innovation. Includes proposals, findings and reports of research either conducted or commissioned by the agency.	Retain as national archives

BUILDING CODE DEVELOPMENT

The function of developing, implementing and monitoring standards and regulations impacting on the Australian building industry. Includes liaison with industry and Commonwealth, State and Territory governments.

For the production and distribution of published guidelines, standards and handbooks, use PUBLICATION.

For workgroup planning meetings, use STRATEGIC MANAGEMENT - Meetings.

For annual business plans, use STRATEGIC MANAGEMENT - Planning.

Research - Continued

Entry	Description of records	Disposal action
17677	Records documenting the provision of financial and intellectual assistance to student research projects (eg student research scholarships). Includes applications and associated correspondence.	Destroy 7 years after last action

Standards Development

The process of developing industry or organisational benchmarks for services and processes.

For the development of building product certification rules, use BUILDING CODE DEVELOPMENT – Accreditation Scheme.

For the publication of building codes, standards and guidelines, use PUBLICATION.

Entry	Description of records	Disposal action
17678	Records documenting the development, review and amendment of the building code and associated standards and guidelines. Includes: <ul style="list-style-type: none"> • proposals, including Proposals for Change • Regulatory Impact Statements, including Preliminary Impact Assessments • major release drafts • results of formal consultation with stakeholders • feedback and submissions from stakeholders • approvals • final versions • register of variations and amendments. <p>[For records of subscriptions to agency publications, including building codes, use PUBLICATION – Distribution.</p> <p>For records documenting the development and review of rules associated with accreditation schemes, use BUILDING CODE DEVELOPMENT – Accreditation Scheme.]</p>	Retain as national archives
17679	Internal documents relating to the development and amendment of the building code. Records include: <ul style="list-style-type: none"> • working drafts • background research • rough drafts. 	Destroy 2 years after the release of the final version

BUILDING CODE DEVELOPMENT

The function of developing, implementing and monitoring standards and regulations impacting on the Australian building industry. Includes liaison with industry and Commonwealth, State and Territory governments.

For the production and distribution of published guidelines, standards and handbooks, use PUBLICATION.

For workgroup planning meetings, use STRATEGIC MANAGEMENT - Meetings.

For annual business plans, use STRATEGIC MANAGEMENT - Planning.

Training Services

The activities associated with providing external training by staff of the organisation to others. Includes education campaigns, lectures, courses, seminars and workshops.

For the production and distribution of educational publications for the building industry, use PUBLICATION.

For cadetship placements within the agency, use PERSONNEL – Employment Conditions.

For internal staff training use STAFF DEVELOPMENT – Training.

Entry	Description of records	Disposal action
17685	Final versions of programs and presentations developed for industry awareness seminars conducted by the agency. Includes seminars organised to inform stakeholders of regulatory change. [For published training material, use PUBLICATION.]	Destroy 15 years after last action
17686	Records documenting the administrative arrangements for industry awareness seminars conducted by the agency. Includes: <ul style="list-style-type: none"> • publicity • registrations • venue and equipment bookings. 	Destroy 7 years after action completed
17687	Register of building code related training courses delivered by industry associations and the tertiary sector.	Destroy when superseded
17688	Final versions of training and awareness material developed for delivery by the building and construction industry in training courses. Includes: <ul style="list-style-type: none"> • resource kits • handouts • training instructions • overheads. [For published training material, use PUBLICATION.]	Destroy 10 years after superseded or when the training material is no longer relevant
17689	Records documenting the development and review of training material. Includes drafts and feedback.	Destroy when reference ceases

BUSINESS INFORMATION ACCESS

The function of facilitating and providing Australian businesses with a single point of access to aggregated information from all levels of Government in Australia to assist them to plan, start and run their businesses. Includes access through online services; the aggregation and syndication of content; the development and management of websites; liaison and consultation with industry; and marketing.

For the technical elements related to this function and other Departmental online strategies and processes, including website security management, use TECHNOLOGY & TELECOMMUNICATIONS.

For the development of industry programs, use INDUSTRY SUPPORT AND DEVELOPMENT – Program Development.

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
17756	Final versions of addresses delivered to promote or provide information in relation to business information access services. [For final versions of presentations given by portfolio Ministers and agency heads at government occasions, use GOVERNMENT RELATIONS – Addresses (presentations).]	Destroy 5 years after the presentation
17757	Records documenting the development of addresses, including drafts and working papers.	Destroy when reference ceases

Advice

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

For legal advice, use LEGAL SERVICES – Advice.

Entry	Description of records	Disposal action
17758	Records documenting the provision or receipt of routine advice concerning business information access opportunities and services. Excludes policy advice or program strategy advice provided to the Minister or government agencies.	Destroy 5 years after action completed
18438	Records documenting the development or provision of policy advice or program strategy advice for the Minister or government agencies.	Retain as national archives

Agreements

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

Entry	Description of records	Disposal action
17759	Records documenting the negotiation, establishment, maintenance and review of routine agreements such as those with businesses and government agencies for website content. Includes final versions of the agreements.	Destroy 7 years after expiry or other termination of the agreement

BUSINESS INFORMATION ACCESS

The function of facilitating and providing Australian businesses with a single point of access to aggregated information from all levels of Government in Australia to assist them to plan, start and run their businesses. Includes access through online services; the aggregation and syndication of content; the development and management of websites; liaison and consultation with industry; and marketing.

For the technical elements related to this function and other Departmental online strategies and processes, including website security management, use TECHNOLOGY & TELECOMMUNICATIONS.

For the development of industry programs, use INDUSTRY SUPPORT AND DEVELOPMENT – Program Development.

Committees

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

Entry	Description of records	Disposal action
17760	Records of committees relating to the business information access 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"> • documents establishing the committee • agendas • minutes • reports and supporting documents. 	Retain as national archives
17761	Records of committees relating to the business information access function where the agency does not provide the Secretariat, is not the Commonwealth's main representative, or does not play a significant role. Includes: <ul style="list-style-type: none"> • agendas • minutes • reports and supporting documents. 	Destroy 5 years after action completed

Conferences

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

Entry	Description of records	Disposal action
17762	Participants' reports on conferences arranged by other organisations.	Destroy 3 years after action completed
17763	Records documenting the attendance of staff at conferences arranged by other organisations. Includes the completed conference registration forms, programs and conference promotion material.	Destroy when reference ceases

BUSINESS INFORMATION ACCESS

The function of facilitating and providing Australian businesses with a single point of access to aggregated information from all levels of Government in Australia to assist them to plan, start and run their businesses. Includes access through online services; the aggregation and syndication of content; the development and management of websites; liaison and consultation with industry; and marketing.

For the technical elements related to this function and other Departmental online strategies and processes, including website security management, use TECHNOLOGY & TELECOMMUNICATIONS.

For the development of industry programs, use INDUSTRY SUPPORT AND DEVELOPMENT – Program Development.

Customer Service

The activities associated with the planning, monitoring and evaluation of services provided to customers by the organisation.

For the evaluation of existing or potential business information access programs and services, use BUSINESS INFORMATION ACCESS – Evaluation.

For help desk enquiries, use BUSINESS INFORMATION ACCESS - Enquiries.

Entry	Description of records	Disposal action
17764	Records documenting the establishment and management of customer feedback on an ongoing basis. Includes feedback forms and comments and suggestions from customers.	Destroy 5 years after last action

Enquiries

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

Entry	Description of records	Disposal action
17765	Records documenting receiving and responding to enquiries relating to the business information access function. Includes help desk enquiries and responses.	Destroy 5 years after last action

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
17766	Final reports documenting the outcomes of analysis and assessment of potential or existing business information access programs and services. [For records documenting the establishment of business information access programs, use INDUSTRY SUPPORT AND DEVELOPMENT – Program Development.]	Disposal not authorised
17767	Records documenting the planning and conduct of evaluation projects and surveys. Includes: <ul style="list-style-type: none"> • project plans • evaluation criteria • survey instruments. 	Destroy 10 years after last action

BUSINESS INFORMATION ACCESS

The function of facilitating and providing Australian businesses with a single point of access to aggregated information from all levels of Government in Australia to assist them to plan, start and run their businesses. Includes access through online services; the aggregation and syndication of content; the development and management of websites; liaison and consultation with industry; and marketing.

For the technical elements related to this function and other Departmental online strategies and processes, including website security management, use TECHNOLOGY & TELECOMMUNICATIONS.

For the development of industry programs, use INDUSTRY SUPPORT AND DEVELOPMENT – Program Development.

Exhibitions

The activities associated with using organisational material in mounted displays for the purpose of informing or educating the viewer, or promoting the activities, services, projects or programs of the organisation.

For the production of exhibition brochures and other handouts, use PUBLICATION.

Entry	Description of records	Disposal action
17768	Records documenting the management of exhibitions relating to the business information access function. Includes: <ul style="list-style-type: none"> • plans • briefs/design specifications, and • records of arrangements (eg transport arrangements). 	Destroy 5 years after last action

Financial Assistance (Grants and Funding)

The activity of providing financial assistance to other organisations. Includes the provision of grants to support designated activities and achieve aims and objectives that are consistent with Government policy and funding, including subsidies, given or otherwise provided as part of a State or Territory and Commonwealth funding agreement. Also includes the evaluation of applications and the preparation of agreements relating to the provision of the grants and funds.

Entry	Description of records	Disposal action
17769	Records documenting the receipt, assessment and approval of successful applications for funding assistance relating to the business information access function. Records include: <ul style="list-style-type: none"> • applications • letters of commitment • approvals • correspondence • funding agreement. 	Destroy 7 years after funding agreement has expired or otherwise terminated
17770	Records documenting the receipt and assessment of unsuccessful applications for funding assistance.	Destroy 3 years after last action

BUSINESS INFORMATION ACCESS

The function of facilitating and providing Australian businesses with a single point of access to aggregated information from all levels of Government in Australia to assist them to plan, start and run their businesses. Includes access through online services; the aggregation and syndication of content; the development and management of websites; liaison and consultation with industry; and marketing.

For the technical elements related to this function and other Departmental online strategies and processes, including website security management, use TECHNOLOGY & TELECOMMUNICATIONS.

For the development of industry programs, use INDUSTRY SUPPORT AND DEVELOPMENT – Program Development.

Government Liaison

The activities associated with maintaining regular general contact between the organisation and other government agencies. Includes sharing informal advice and discussions and collaborating on projects that are not joint ventures.

For policy advice or program strategy advice provided to the Minister or government agencies, use BUSINESS INFORMATION ACCESS – Advice.

Entry	Description of records	Disposal action
17771	<p>Records documenting routine contact with other government agencies. Includes contact lists.</p> <p>[For records documenting advice, other than policy advice or program strategy advice, to government agencies, use GOVERNMENT RELATIONS - Advice.</p> <p>For records documenting liaison with government agencies in relation to the management of agreements, use BUSINESS INFORMATION ACCESS – Agreements.</p> <p>For records of government committees, use BUSINESS INFORMATION ACCESS – Committees.</p> <p>For data collected from government agencies during evaluation projects, use BUSINESS INFORMATION ACCESS - Evaluation.</p> <p>For records documenting government relations that are NOT regular ongoing contact covered by other functions, use GOVERNMENT RELATIONS.]</p>	Destroy 5 years after last action

Liaison

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

For the provision of formal advice, use BUSINESS INFORMATION ACCESS - Advice.

Entry	Description of records	Disposal action
17772	<p>Records documenting routine contact with industry stakeholders. Includes contact lists.</p> <p>[For records documenting advice to the business community, use BUSINESS INFORMATION ACCESS - Advice.</p> <p>For records documenting liaison with business in relation to the management of agreements, use BUSINESS INFORMATION ACCESS – Agreements.</p> <p>For data collected from business during evaluation projects, use BUSINESS INFORMATION ACCESS - Evaluation.]</p>	Destroy 5 years after last action

BUSINESS INFORMATION ACCESS

The function of facilitating and providing Australian businesses with a single point of access to aggregated information from all levels of Government in Australia to assist them to plan, start and run their businesses. Includes access through online services; the aggregation and syndication of content; the development and management of websites; liaison and consultation with industry; and marketing.

For the technical elements related to this function and other Departmental online strategies and processes, including website security management, use TECHNOLOGY & TELECOMMUNICATIONS.

For the development of industry programs, use INDUSTRY SUPPORT AND DEVELOPMENT – Program Development.

Marketing

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

For market research undertaken to evaluate programs and services, use BUSINESS INFORMATION ACCESS – Evaluation.

Entry	Description of records	Disposal action
17773	Records documenting the development and management of the agency's marketing plans relating to the business information access function.	Destroy 5 years after the plan is superseded

Planning

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

For marketing plans, use BUSINESS INFORMATION ACCESS – Marketing.

Entry	Description of records	Disposal action
17774	Final versions of agency plans that are likely to have widespread impact on the government and community. Includes strategies for the development and implementation of business information access programs such as business entry point stakeholder management and syndication strategies.	Retain as national archives
17775	Final versions of routine operational plans relating to the business information access function.	Destroy 5 years after last action
17776	Records documenting the development of plans, including drafts, comments and background research.	Destroy when reference ceases

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.

For the development of government policy relating to business information access, excluding policy advice or program strategy advice provided to the Minister or government agencies, use INDUSTRY SUPPORT AND DEVELOPMENT – Industry Policy.

For policy advice or program strategy advice provided to the Minister or other government agencies, use BUSINESS INFORMATION ACCESS - Advice.

Entry	Description of records	Disposal action
17777	Final versions of internal policies relating to the business information access function.	Destroy 7 years after the policy is superseded

BUSINESS INFORMATION ACCESS

The function of facilitating and providing Australian businesses with a single point of access to aggregated information from all levels of Government in Australia to assist them to plan, start and run their businesses. Includes access through online services; the aggregation and syndication of content; the development and management of websites; liaison and consultation with industry; and marketing.

For the technical elements related to this function and other Departmental online strategies and processes, including website security management, use TECHNOLOGY & TELECOMMUNICATIONS.

For the development of industry programs, use INDUSTRY SUPPORT AND DEVELOPMENT – Program Development.

Procedures

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

Entry	Description of records	Disposal action
17778	Final versions of procedures relating to the business information access function.	Destroy 7 years after the procedure is superseded
18692	Records documenting the development of procedures relating to the business information access function.	Destroy 1 year after procedures are approved and released

Public Reaction

The process of handling public reaction to an organisation's policies or services. Includes anonymous letters, letters of complaint and letters of congratulations or appreciation received from the public.

For feedback solicited from customers, use BUSINESS INFORMATION ACCESS – Customer Service.

Entry	Description of records	Disposal action
17779	Records documenting public reaction in relation to business information access programs and services. Includes agency responses.	Destroy 5 years after last action

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
17780	Final versions of the agency's strategic periodical and statistical reports to external stakeholders. Includes regular reports to external committees and business groups. [For reports of program and service evaluation, use BUSINESS INFORMATION ACCESS - Evaluation. For reporting to the Minister, Senate committees and other government agencies, use GOVERNMENT RELATIONS – Reporting.]	Destroy 10 years after last action
17781	Final versions of internal reports such as periodic reports to management.	Destroy 5 years after last action
17782	Records documenting the development of reports, including drafts, comments and background research.	Destroy when reference ceases

BUSINESS INFORMATION ACCESS

The function of facilitating and providing Australian businesses with a single point of access to aggregated information from all levels of Government in Australia to assist them to plan, start and run their businesses. Includes access through online services; the aggregation and syndication of content; the development and management of websites; liaison and consultation with industry; and marketing.

For the technical elements related to this function and other Departmental online strategies and processes, including website security management, use TECHNOLOGY & TELECOMMUNICATIONS.

For the development of industry programs, use INDUSTRY SUPPORT AND DEVELOPMENT – Program Development.

Website Management

The activity of developing and managing the day-to-day operations of whole of government websites. Includes website application development and website security.

For the management of public responses to information published on web sites, use BUSINESS INFORMATION ACCESS - Public Reaction.

For the creation of procedures, guidelines or operating manuals for operating web sites, use BUSINESS INFORMATION ACCESS - Procedures.

Entry	Description of records	Disposal action
17783	Records documenting the registration of the website domain name. Includes approval and notification of renewal.	Destroy 7 years after last action
17784	Records documenting business information access website management. Includes: <ul style="list-style-type: none"> • site designs • test results • results of periodic operational, accuracy and currency checks. [For snapshots of websites, use PUBLICATION – Production.]	Destroy 5 years after last action

ENERGY AND MINERAL RESOURCES

The function of developing policies for the sustainable use and management of energy and mineral resources (fossil fuels, renewable energy sources and minerals), and associated infrastructure. Includes: the development and maintenance of the regulatory framework applicable to the use and exploitation of energy and mineral resources; administering programs to evaluate resource consumption and exploitation practices; and regulating and supporting industries that realise the economic potential of energy and mineral resources. Also includes the development and administration of legislation and regulations; the granting of licences, leases and permits; oversight of exploration and mapping activities; the promotion of industry partnerships including with traditional owners; liaising and negotiating in international arenas; research; monitoring compliance with standards, regulations and risk management procedures; and land rehabilitation and environmental issues.

For the development and regulation of other industries, use INDUSTRY SUPPORT AND DEVELOPMENT.

Advice

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

Entry	Description of records	Disposal action
17723	<p>Records documenting strategic, controversial or precedent setting advice relating to the energy and mineral resources function, given or received by the agency on matters with far-reaching social, health, economic or national implications for the agency, Australian industry, international operations or the public. Includes advice concerning:</p> <ul style="list-style-type: none"> • long-term energy and mineral resources facilities and operations • high-impact or controversial practices such as the export of uranium or rough cut diamonds • the rights of indigenous communities, and • long-term environmental measures. <p>Also includes policy advice, program strategy advice, or strategic advice on action agendas provided to the Minister or government agencies.</p> <p>Records include:</p> <ul style="list-style-type: none"> • requests for advice • background information • annotated drafts • final version of advice • advice and briefings received from other organisations. <p>[For records documenting legal advice, use LEGAL SERVICES - Advice.</p> <p>For records documenting advice given or received in relation to specific exploration permits, use ENERGY AND MINERAL RESOURCES – Exploration Permits.</p> <p>For records documenting advice given or received in relation to specific licensing applications, use ENERGY AND MINERAL RESOURCES – Licensing.</p> <p>For published advisory reports such as fact sheets, use PUBLICATION.]</p>	Retain as national archives

ENERGY AND MINERAL RESOURCES

The function of developing policies for the sustainable use and management of energy and mineral resources (fossil fuels, renewable energy sources and minerals), and associated infrastructure. Includes: the development and maintenance of the regulatory framework applicable to the use and exploitation of energy and mineral resources; administering programs to evaluate resource consumption and exploitation practices; and regulating and supporting industries that realise the economic potential of energy and mineral resources. Also includes the development and administration of legislation and regulations; the granting of licences, leases and permits; oversight of exploration and mapping activities; the promotion of industry partnerships including with traditional owners; liaising and negotiating in international arenas; research; monitoring compliance with standards, regulations and risk management procedures; and land rehabilitation and environmental issues.

For the development and regulation of other industries, use INDUSTRY SUPPORT AND DEVELOPMENT.

Advice - Continued

Entry	Description of records	Disposal action
17726	<p>Records documenting advice relating to the energy and mineral resources function, given or received by the agency on matters with no far-reaching social, health, economic or national implications for the agency, Australian industry, foreign investors or the public. Such advice would include routine clarification of program obligations to companies.</p> <p>Includes:</p> <ul style="list-style-type: none">• requests for advice• background information• annotated drafts• final version of advice• advice and briefings received from other organisations. <p>Excludes policy advice, program strategy advice, or strategic advice on action agendas provided to the Minister or government agencies.</p>	Destroy 7 years after last action

ENERGY AND MINERAL RESOURCES

The function of developing policies for the sustainable use and management of energy and mineral resources (fossil fuels, renewable energy sources and minerals), and associated infrastructure. Includes: the development and maintenance of the regulatory framework applicable to the use and exploitation of energy and mineral resources; administering programs to evaluate resource consumption and exploitation practices; and regulating and supporting industries that realise the economic potential of energy and mineral resources. Also includes the development and administration of legislation and regulations; the granting of licences, leases and permits; oversight of exploration and mapping activities; the promotion of industry partnerships including with traditional owners; liaising and negotiating in international arenas; research; monitoring compliance with standards, regulations and risk management procedures; and land rehabilitation and environmental issues.

For the development and regulation of other industries, use INDUSTRY SUPPORT AND DEVELOPMENT.

Agreements

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

Entry	Description of records	Disposal action
17729	<p>Records documenting the negotiation, establishment, maintenance and review of agreements relating to the energy and mineral resources function that are:</p> <ul style="list-style-type: none"> • between the Commonwealth and international parties or national governments (or their agencies) such as bilateral energy memoranda of understanding with other countries; • between the Commonwealth and indigenous communities or representatives; or • high level, significant or controversial between the Commonwealth, and States, Territories or private domestic parties, such as government regulatory responsibility arrangements and partnership agreements with industry bodies. <p>Includes:</p> <ul style="list-style-type: none"> • negotiations and consultations • meeting notes • expert opinions • recommendations and decisions • stakeholder comments • drafts • final signed agreements. <p>[For records documenting grant and funding agreements, use ENERGY AND MINERAL RESOURCES – Financial Assistance (Grants and Funding).]</p>	Retain as national archives

ENERGY AND MINERAL RESOURCES

The function of developing policies for the sustainable use and management of energy and mineral resources (fossil fuels, renewable energy sources and minerals), and associated infrastructure. Includes: the development and maintenance of the regulatory framework applicable to the use and exploitation of energy and mineral resources; administering programs to evaluate resource consumption and exploitation practices; and regulating and supporting industries that realise the economic potential of energy and mineral resources. Also includes the development and administration of legislation and regulations; the granting of licences, leases and permits; oversight of exploration and mapping activities; the promotion of industry partnerships including with traditional owners; liaising and negotiating in international arenas; research; monitoring compliance with standards, regulations and risk management procedures; and land rehabilitation and environmental issues.

For the development and regulation of other industries, use INDUSTRY SUPPORT AND DEVELOPMENT.

Agreements - Continued

Entry	Description of records	Disposal action
17730	Records documenting the negotiation, establishment, maintenance and review of routine agreements relating to the energy and mineral resources function such as agreements with external parties for the agency's provision of training services. Includes: <ul style="list-style-type: none"> • negotiations and consultations • meeting notes • expert opinions • recommendations and decisions • stakeholder comments • drafts • final signed agreements. 	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
18357	Records documenting the agency's involvement in requests for reviews and appeals of decisions relating to the energy and mineral resources function, including those made to tribunals such as the Administrative Appeals Tribunal. Includes: <ul style="list-style-type: none"> • notification of appeal • examination into grounds of appeal • reports for legal counsel decisions and • outcomes/ decisions. <p>[For records documenting internal reviews of decisions, use ENERGY AND MINERAL RESOURCES – Reviews (decisions).]</p>	Retain as national archives

ENERGY AND MINERAL RESOURCES

The function of developing policies for the sustainable use and management of energy and mineral resources (fossil fuels, renewable energy sources and minerals), and associated infrastructure. Includes: the development and maintenance of the regulatory framework applicable to the use and exploitation of energy and mineral resources; administering programs to evaluate resource consumption and exploitation practices; and regulating and supporting industries that realise the economic potential of energy and mineral resources. Also includes the development and administration of legislation and regulations; the granting of licences, leases and permits; oversight of exploration and mapping activities; the promotion of industry partnerships including with traditional owners; liaising and negotiating in international arenas; research; monitoring compliance with standards, regulations and risk management procedures; and land rehabilitation and environmental issues.

For the development and regulation of other industries, use INDUSTRY SUPPORT AND DEVELOPMENT.

Audit

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

Entry	Description of records	Disposal action
18358	<p>Records documenting the planning and conduct of audits relating to the energy and mineral resources function that have involved:</p> <ul style="list-style-type: none"> • hazardous or radioactive materials or practices with long-term environmental or safety implications; • investigations into the practices of regulatory bodies; • contentious or litigious matters and/or matters which provide evidence of a precedent. <p>Records include:</p> <ul style="list-style-type: none"> • compliance standards • compliance assessment checks • meeting notes • draft audit reports containing stakeholder and internal staff comments • final reports. 	Retain as national archives
18359	<p>Records documenting the planning and conduct of other internal and external audits relating to the energy and mineral resources function. Records include:</p> <ul style="list-style-type: none"> • compliance standards • compliance assessment checks • meeting notes • draft audit reports containing stakeholder and internal staff comments • final reports. <p>[For records documenting audits of the agency's own operations, use the relevant administrative function, eg FINANCIAL MANAGEMENT – Audit or STRATEGIC MANAGEMENT – Audit.</p>	Destroy 25 years after action completed
	<p>For records documenting desk audits undertaken to monitor compliance with energy efficiency programs, use ENERGY AND MINERAL RESOURCES – Compliance Monitoring.]</p>	

ENERGY AND MINERAL RESOURCES

The function of developing policies for the sustainable use and management of energy and mineral resources (fossil fuels, renewable energy sources and minerals), and associated infrastructure. Includes: the development and maintenance of the regulatory framework applicable to the use and exploitation of energy and mineral resources; administering programs to evaluate resource consumption and exploitation practices; and regulating and supporting industries that realise the economic potential of energy and mineral resources. Also includes the development and administration of legislation and regulations; the granting of licences, leases and permits; oversight of exploration and mapping activities; the promotion of industry partnerships including with traditional owners; liaising and negotiating in international arenas; research; monitoring compliance with standards, regulations and risk management procedures; and land rehabilitation and environmental issues.

For the development and regulation of other industries, use INDUSTRY SUPPORT AND DEVELOPMENT.

Committees

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

For audit committees, use STRATEGIC MANAGEMENT - Committees.

Entry	Description of records	Disposal action
18360	Records of committees, including task forces and boards, relating to the energy and mineral resources function, where the agency provides Secretariat support, is the Commonwealth's main representative, or plays a significant role. Such committees include the National Investment Framework Interdepartmental Committee, national biotechnology events committees, and information and communications technology events and marketing committee. Records include: <ul style="list-style-type: none"> • documents establishing the committee • agendas • final versions of minutes • reports and supporting documentation. 	Retain as national archives
18361	Records of committees relating to the energy and mineral resources function where the agency does not provide Secretariat support, is not the Commonwealth's main representative, or does not play a significant role. Includes: <ul style="list-style-type: none"> • documents establishing the committee • agendas • minutes • reports and supporting documents. 	Destroy 7 years after action completed
18362	Records documenting the administration of committees relating to the energy and mineral resources function. Includes: <ul style="list-style-type: none"> • notice of meetings • draft minutes • venue bookings • catering arrangements • details of member remuneration. <p>[For financial transaction records associated with committee administration, use FINANCIAL MANAGEMENT.]</p>	Destroy 7 years after action completed

ENERGY AND MINERAL RESOURCES

The function of developing policies for the sustainable use and management of energy and mineral resources (fossil fuels, renewable energy sources and minerals), and associated infrastructure. Includes: the development and maintenance of the regulatory framework applicable to the use and exploitation of energy and mineral resources; administering programs to evaluate resource consumption and exploitation practices; and regulating and supporting industries that realise the economic potential of energy and mineral resources. Also includes the development and administration of legislation and regulations; the granting of licences, leases and permits; oversight of exploration and mapping activities; the promotion of industry partnerships including with traditional owners; liaising and negotiating in international arenas; research; monitoring compliance with standards, regulations and risk management procedures; and land rehabilitation and environmental issues.

For the development and regulation of other industries, use INDUSTRY SUPPORT AND DEVELOPMENT.

Compliance Monitoring

The activities associated with monitoring compliance with mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements. Includes compliance with legislation.

Entry	Description of records	Disposal action
18363	<p>Records documenting assistance provided to resolve disputes between distributors, wholesalers or retailers about the supply of motor fuel in Australia with far-reaching social, health, industry, economic, national or international implications or are the subject of widespread public debate or controversy. Includes cases that may result in changes to policy or regulations. Records include:</p> <ul style="list-style-type: none"> • initial dispute enquiries • notices of dispute • notifications of supply shortfalls and interruptions • non-binding dispute resolution determinations • reports of non-compliance. <p>[For non-compliance reports included in the annual reports of the agency, use GOVERNMENT RELATIONS – Reporting.]</p>	Retain as national archives
18368	<p>Records documenting assistance provided to resolve disputes between distributors, wholesalers or retailers about the supply of motor fuel in Australia that DO NOT have far-reaching social, health, industry, economic, national or international implications and are NOT the subject of widespread public debate or controversy. Includes:</p> <ul style="list-style-type: none"> • initial dispute enquiries • notices of dispute • notifications of supply shortfalls and interruptions • non-binding dispute resolution determinations • reports of non-compliance. 	Destroy 7 years after last action

ENERGY AND MINERAL RESOURCES

The function of developing policies for the sustainable use and management of energy and mineral resources (fossil fuels, renewable energy sources and minerals), and associated infrastructure. Includes: the development and maintenance of the regulatory framework applicable to the use and exploitation of energy and mineral resources; administering programs to evaluate resource consumption and exploitation practices; and regulating and supporting industries that realise the economic potential of energy and mineral resources. Also includes the development and administration of legislation and regulations; the granting of licences, leases and permits; oversight of exploration and mapping activities; the promotion of industry partnerships including with traditional owners; liaising and negotiating in international arenas; research; monitoring compliance with standards, regulations and risk management procedures; and land rehabilitation and environmental issues.

For the development and regulation of other industries, use INDUSTRY SUPPORT AND DEVELOPMENT.

Compliance Monitoring - Continued

Entry	Description of records	Disposal action
18369	<p>Records documenting monitoring undertaken by the agency in relation to industry compliance with mandatory energy and mineral resources legislative requirements. Includes compliance by petroleum retail marketing sites. Excludes compliance with the agency's energy efficiency opportunities program.</p> <p>[For the review and amendment of petroleum legislation including regulations, use ENERGY AND MINERAL RESOURCES – Legislation.</p> <p>For records documenting the monitoring of compliance with export requirements, use ENERGY AND MINERAL RESOURCES – Export Control.</p> <p>For records documenting the monitoring of compliance with exploration permit conditions, use ENERGY AND MINERAL RESOURCES – Exploration Permits.</p> <p>For records documenting the monitoring of compliance with licence conditions, use ENERGY AND MINERAL RESOURCES – Licensing.]</p>	Retain as national archives

ENERGY AND MINERAL RESOURCES

The function of developing policies for the sustainable use and management of energy and mineral resources (fossil fuels, renewable energy sources and minerals), and associated infrastructure. Includes: the development and maintenance of the regulatory framework applicable to the use and exploitation of energy and mineral resources; administering programs to evaluate resource consumption and exploitation practices; and regulating and supporting industries that realise the economic potential of energy and mineral resources. Also includes the development and administration of legislation and regulations; the granting of licences, leases and permits; oversight of exploration and mapping activities; the promotion of industry partnerships including with traditional owners; liaising and negotiating in international arenas; research; monitoring compliance with standards, regulations and risk management procedures; and land rehabilitation and environmental issues.

For the development and regulation of other industries, use INDUSTRY SUPPORT AND DEVELOPMENT.

Compliance Monitoring - Continued

Entry	Description of records	Disposal action
18370	<p>Records documenting industry participation in and compliance with the agency's energy efficiency opportunity program and associated requirements. Includes:</p> <ul style="list-style-type: none"> • enquiries regarding the program • industry applications for registration and supporting documentation • industry applications for deregistration • industry assessment and reporting schedules • records of compliance checks, meetings and visits • reports of compliance and verification action taken by the agency. <p>[For the published public register of program participants, use PUBLICATION.</p> <p>For records documenting the development of the energy efficiency program, use ENERGY AND MINERAL RESOURCES – Program Development.</p> <p>For records documenting the evaluation of the progress and success of the energy efficiency program, use ENERGY AND MINERAL RESOURCES – Evaluation.</p> <p>For records of appeals against compliance and verification decisions taken by the agency, use ENERGY AND MINERAL RESOURCES – Appeals (decisions).</p> <p>For records of internal review of compliance and verification decisions taken by the agency, use ENERGY AND MINERAL RESOURCES – Reviews (decisions).</p> <p>For records of legal action taken in relation to non-compliance with legislative requirements, use LEGAL SERVICES – Litigation.</p> <p>For records documenting broad monitoring of industry developments and activities, use ENERGY AND MINERAL RESOURCES – Industry Monitoring.</p> <p>For records documenting the compliance monitoring of specific companies in relation to financial assistance administered by the agency, use ENERGY AND MINERAL RESOURCES – Financial Assistance (Grants and Funding).</p> <p>For records documenting the compliance monitoring of specific companies in relation to taxation concession entitlements, use ENERGY AND MINERAL RESOURCES – Industry Entitlements.]</p>	Retain as national archives

ENERGY AND MINERAL RESOURCES

The function of developing policies for the sustainable use and management of energy and mineral resources (fossil fuels, renewable energy sources and minerals), and associated infrastructure. Includes: the development and maintenance of the regulatory framework applicable to the use and exploitation of energy and mineral resources; administering programs to evaluate resource consumption and exploitation practices; and regulating and supporting industries that realise the economic potential of energy and mineral resources. Also includes the development and administration of legislation and regulations; the granting of licences, leases and permits; oversight of exploration and mapping activities; the promotion of industry partnerships including with traditional owners; liaising and negotiating in international arenas; research; monitoring compliance with standards, regulations and risk management procedures; and land rehabilitation and environmental issues.

For the development and regulation of other industries, use INDUSTRY SUPPORT AND DEVELOPMENT.

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.

For the agency's sponsorship of industry conferences conducted by external parties, use INDUSTRY SUPPORT AND DEVELOPMENT – Marketing.

Entry	Description of records	Disposal action
18371	Final versions of the programs, proceedings, and presentations for energy and mineral resources related conferences and roundtables organised by the agency. [For published agency conference proceedings, use PUBLICATION. For records of gatherings convened for formal consultation with industry, use ENERGY AND MINERAL RESOURCES - Consultation.]	Retain as national archives
18372	Records documenting the administrative arrangements for industry conferences organised by the agency and relating to the energy and mineral resources function. Includes: <ul style="list-style-type: none"> • publicity, advertising and sponsorship • speaker arrangements • registrations • venue, catering and equipment bookings. [For records documenting the agency's sponsorship of industry conferences conducted by external parties, use ENERGY AND MINERAL RESOURCES – Marketing.]	Destroy 7 years after action completed
18373	Participants' reports on attendance at conferences arranged by other organisations and relating to the energy and mineral resources function.	Destroy 3 years after action completed
18374	Records documenting the attendance of staff at conferences arranged by other organisations and relating to the energy and mineral resources function. Includes the completed conference registration forms, programs and conference promotion material.	Destroy when reference ceases

ENERGY AND MINERAL RESOURCES

The function of developing policies for the sustainable use and management of energy and mineral resources (fossil fuels, renewable energy sources and minerals), and associated infrastructure. Includes: the development and maintenance of the regulatory framework applicable to the use and exploitation of energy and mineral resources; administering programs to evaluate resource consumption and exploitation practices; and regulating and supporting industries that realise the economic potential of energy and mineral resources. Also includes the development and administration of legislation and regulations; the granting of licences, leases and permits; oversight of exploration and mapping activities; the promotion of industry partnerships including with traditional owners; liaising and negotiating in international arenas; research; monitoring compliance with standards, regulations and risk management procedures; and land rehabilitation and environmental issues.

For the development and regulation of other industries, use INDUSTRY SUPPORT AND DEVELOPMENT.

Conservation

The activities involved in the preservation, protection, maintenance, restoration and enhancement of properties, including buildings and land, and information resources and artefacts.

Entry	Description of records	Disposal action
18375	<p>Records documenting the conservation of properties of national interest such as uranium mining sites. Includes:</p> <ul style="list-style-type: none"> • environmental impact studies, including the impact on the rights and entitlements of indigenous communities • conservation reports • treatment reports • condition reports • drawings • photographs, and other audio-visual media. <p>[For records documenting the development of industry policy in relation to environmental conservation matters, use ENERGY AND MINERAL RESOURCES – Industry Policy.</p> <p>For records documenting the provision of advice to the Minister, other government agencies, or industry on conservation matters, use ENERGY AND MINERAL RESOURCES – Advice.]</p>	Retain as national archives
18376	Records documenting the collection of money from industry to support mine site rehabilitation. Includes details of agreements between industry and government jurisdictions, financial calculations and authorities.	Disposal not authorised

ENERGY AND MINERAL RESOURCES

The function of developing policies for the sustainable use and management of energy and mineral resources (fossil fuels, renewable energy sources and minerals), and associated infrastructure. Includes: the development and maintenance of the regulatory framework applicable to the use and exploitation of energy and mineral resources; administering programs to evaluate resource consumption and exploitation practices; and regulating and supporting industries that realise the economic potential of energy and mineral resources. Also includes the development and administration of legislation and regulations; the granting of licences, leases and permits; oversight of exploration and mapping activities; the promotion of industry partnerships including with traditional owners; liaising and negotiating in international arenas; research; monitoring compliance with standards, regulations and risk management procedures; and land rehabilitation and environmental issues.

For the development and regulation of other industries, use INDUSTRY SUPPORT AND DEVELOPMENT.

Consultation

The activities associated with exchanging views on a given topic or topics. Includes dialogues, discussions, talks, workshops, forums and other forms of consultation on various issues, including as a way of informing, and providing development assistance to others in relation to these issues.

Entry	Description of records	Disposal action
18377	<p>Records documenting formal consultations and discussions with other agencies, organisations or groups, including indigenous communities or their representatives, and relating to the energy and mineral resources function. Includes:</p> <ul style="list-style-type: none"> • proceedings and reports • stakeholder surveys • list of those consulted. <p>[For records of ministerial advice resulting from consultation, use ENERGY AND MINERAL RESOURCES – Advice.</p> <p>For records documenting consultative committees and councils, use ENERGY AND MINERAL RESOURCES – Committees.</p> <p>For records documenting conference arrangement and attendance, use ENERGY AND MINERAL RESOURCES - Conferences.</p> <p>For records documenting stakeholder consultation in relation to the development of new legislation, use ENERGY AND MINERAL RESOURCES - Legislation.</p> <p>For records documenting consultations in relation to the development of new programs, use ENERGY AND MINERAL RESOURCES– Program Development.</p> <p>For records documenting consultations in relation to the development of new government policy, use ENERGY AND MINERAL RESOURCES – Industry Policy.</p> <p>For stakeholder submissions received in relation to the granting of exploration permits, use ENERGY AND MINERAL RESOURCES – Exploration Permits.</p> <p>For stakeholder submissions received in relation to the granting of licences, use ENERGY AND MINERAL RESOURCES – Licensing.</p> <p>For records of stakeholder consultation and meetings relating to export control, use ENERGY AND MINERAL RESOURCES – Export Control.</p> <p>For records documenting informal consultation with government contacts, use ENERGY AND MINERAL RESOURCES – Government Liaison or the specific activity to which the consultation relates.</p> <p>For records documenting informal consultation with non-government contacts, use ENERGY AND MINERAL RESOURCES – Liaison or the specific activity to which the consultation relates.]</p>	Retain as national archives

ENERGY AND MINERAL RESOURCES

The function of developing policies for the sustainable use and management of energy and mineral resources (fossil fuels, renewable energy sources and minerals), and associated infrastructure. Includes: the development and maintenance of the regulatory framework applicable to the use and exploitation of energy and mineral resources; administering programs to evaluate resource consumption and exploitation practices; and regulating and supporting industries that realise the economic potential of energy and mineral resources. Also includes the development and administration of legislation and regulations; the granting of licences, leases and permits; oversight of exploration and mapping activities; the promotion of industry partnerships including with traditional owners; liaising and negotiating in international arenas; research; monitoring compliance with standards, regulations and risk management procedures; and land rehabilitation and environmental issues.

For the development and regulation of other industries, use INDUSTRY SUPPORT AND DEVELOPMENT.

Consultation - Continued

Entry	Description of records	Disposal action
18378	Records documenting administrative arrangements for the consultation, including venue hire and catering.	Destroy 7 years after last action

Data Collecting

The activities involved in the gathering of data on a particular topic or topics, from respondents, whether directly by census or sample survey, or indirectly as an administrative by-product or from another collection.

Entry	Description of records	Disposal action
18379	Data collected, assessed and verified in order to monitor and evaluate specific energy and mineral resources programs such as the energy efficiency opportunities program, and uranium sales.	Disposal not authorised
18380	Summary records facilitating the management of data that has been collected to support the energy and mineral resources function. [For records documenting the evaluation of agency programs, use ENERGY AND MINERAL RESOURCES - Evaluation. For records documenting the broad monitoring of industry developments and activity, use ENERGY AND MINERAL RESOURCES – Industry Monitoring. For records documenting compliance monitoring in relation to mandatory requirements, use ENERGY AND MINERAL RESOURCES – Compliance Monitoring.]	Disposal not authorised
18381	Data collected, assessed and verified in order to monitor and analyse specific aspects of the energy and mineral resources industry. Includes data from company surveys, petroleum statistics and other administrative sources. Excludes data collected in relation to energy and mineral resources programs developed by the agency, and uranium sales.	Destroy 7 years after last action

ENERGY AND MINERAL RESOURCES

The function of developing policies for the sustainable use and management of energy and mineral resources (fossil fuels, renewable energy sources and minerals), and associated infrastructure. Includes: the development and maintenance of the regulatory framework applicable to the use and exploitation of energy and mineral resources; administering programs to evaluate resource consumption and exploitation practices; and regulating and supporting industries that realise the economic potential of energy and mineral resources. Also includes the development and administration of legislation and regulations; the granting of licences, leases and permits; oversight of exploration and mapping activities; the promotion of industry partnerships including with traditional owners; liaising and negotiating in international arenas; research; monitoring compliance with standards, regulations and risk management procedures; and land rehabilitation and environmental issues.

For the development and regulation of other industries, use INDUSTRY SUPPORT AND DEVELOPMENT.

Economic and Financial Analysis

The activity of examining and analysing financial and economic information relating to Australian firms and the economy generally, and documenting findings from that activity. Includes financial and economic forecasts, results of financial and economic analyses, and statements of findings.

Entry	Description of records	Disposal action
18382	<p>Records documenting the collection and analysis of financial information relating to the energy and mineral resources function. Includes:</p> <ul style="list-style-type: none"> • financial data collection • analytical reports • financial forecasts • trend analysis reports • statement of findings. <p>[For records documenting advice provided to the Minister or government as a result of the analysis, use ENERGY AND MINERAL RESOURCES – Advice.</p> <p>For records documenting the monitoring of various trends within the energy and mineral resources industry, use ENERGY AND MINERAL RESOURCES – Industry Monitoring.</p> <p>For records of formal energy and mineral resources industry research and studies, use ENERGY AND MINERAL RESOURCES – Research.</p> <p>For records documenting the analysis of the economic and financial impact of energy and mineral resources industry policy proposals, use ENERGY AND MINERAL RESOURCES – Industry Policy.</p> <p>For records documenting the analysis of the economic and financial impact of legislation, use ENERGY AND MINERAL RESOURCES – Legislation.</p> <p>For records documenting the analysis of the economic and financial position of companies during assessment of exploration permit bids, use ENERGY AND MINERAL RESOURCES – Exploration Permits.]</p>	Destroy 7 years after last action

ENERGY AND MINERAL RESOURCES

The function of developing policies for the sustainable use and management of energy and mineral resources (fossil fuels, renewable energy sources and minerals), and associated infrastructure. Includes: the development and maintenance of the regulatory framework applicable to the use and exploitation of energy and mineral resources; administering programs to evaluate resource consumption and exploitation practices; and regulating and supporting industries that realise the economic potential of energy and mineral resources. Also includes the development and administration of legislation and regulations; the granting of licences, leases and permits; oversight of exploration and mapping activities; the promotion of industry partnerships including with traditional owners; liaising and negotiating in international arenas; research; monitoring compliance with standards, regulations and risk management procedures; and land rehabilitation and environmental issues.

For the development and regulation of other industries, use INDUSTRY SUPPORT AND DEVELOPMENT.

Enquiries

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

Entry	Description of records	Disposal action
18383	<p>Records documenting receiving and responding to routine enquiries relating to the energy and mineral resources function. Includes help desk enquiries and responses.</p> <p>[For petroleum industry dispute resolution enquiries, use ENERGY AND MINERAL RESOURCES – Compliance Monitoring.</p> <p>For records documenting enquiries received in relation to energy efficiency opportunity program participation, use ENERGY AND MINERAL RESOURCES – Compliance Monitoring.</p> <p>For records documenting policy advice or program strategy advice provided in response to enquiries from the Minister or government agencies, use ENERGY AND MINERAL RESOURCES - Advice.]</p>	Destroy 2 years after last action

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
18384	<p>Final reports documenting the outcomes of evaluation, review, analysis and assessment of potential or existing initiatives, programs and services relating to the energy and mineral resources function. Includes:</p> <ul style="list-style-type: none"> • action agenda evaluation reports • program performance statements, and • results of consultation with stakeholders, including indigenous communities or their representatives. 	Retain as national archives

ENERGY AND MINERAL RESOURCES

The function of developing policies for the sustainable use and management of energy and mineral resources (fossil fuels, renewable energy sources and minerals), and associated infrastructure. Includes: the development and maintenance of the regulatory framework applicable to the use and exploitation of energy and mineral resources; administering programs to evaluate resource consumption and exploitation practices; and regulating and supporting industries that realise the economic potential of energy and mineral resources. Also includes the development and administration of legislation and regulations; the granting of licences, leases and permits; oversight of exploration and mapping activities; the promotion of industry partnerships including with traditional owners; liaising and negotiating in international arenas; research; monitoring compliance with standards, regulations and risk management procedures; and land rehabilitation and environmental issues.

For the development and regulation of other industries, use INDUSTRY SUPPORT AND DEVELOPMENT.

Evaluation - Continued

Entry	Description of records	Disposal action
18385	<p>Records documenting the planning and conduct of evaluation into initiatives, programs and services relating to the energy and mineral resources function. Includes:</p> <ul style="list-style-type: none"> • project plans • evaluation criteria • survey instruments • data collected from consultation with stakeholders • data/systems analysis • draft reports containing associated comments and evaluation results. <p>[For records documenting the collection of data in accordance with legislative or other agency requirements, use ENERGY AND MINERAL RESOURCES – Data Collecting.]</p>	Destroy 10 years after last action

Exploration Permits

The activities associated with giving approval for organisations to explore for natural resources. Includes the receipt and processing of applications, and the renewal of permits.

For the issue of licences, including production licences and pipeline licences, use ENERGY AND MINERAL RESOURCES - Licensing.

Entry	Description of records	Disposal action
18386	<p>Records documenting the application and renewal of permits for offshore petroleum exploration areas that proceed to the identification of a petroleum pool. Includes:</p> <ul style="list-style-type: none"> • assessment criteria • applications • winning bid recommendations • records of assessment panel interviews • stakeholder submissions received in relation to proposed exploration licences and permits • results of consultation with indigenous communities or their representatives • permits • records of company defaults • notification of refusals to renew permits • notification of cancellation or other termination of permits • summary records. 	Retain as national archives

ENERGY AND MINERAL RESOURCES

The function of developing policies for the sustainable use and management of energy and mineral resources (fossil fuels, renewable energy sources and minerals), and associated infrastructure. Includes: the development and maintenance of the regulatory framework applicable to the use and exploitation of energy and mineral resources; administering programs to evaluate resource consumption and exploitation practices; and regulating and supporting industries that realise the economic potential of energy and mineral resources. Also includes the development and administration of legislation and regulations; the granting of licences, leases and permits; oversight of exploration and mapping activities; the promotion of industry partnerships including with traditional owners; liaising and negotiating in international arenas; research; monitoring compliance with standards, regulations and risk management procedures; and land rehabilitation and environmental issues.

For the development and regulation of other industries, use INDUSTRY SUPPORT AND DEVELOPMENT.

Exploration Permits - Continued

Entry	Description of records	Disposal action
18387	<p>Records documenting the application and renewal of permits for offshore petroleum exploration areas that do not proceed. Includes:</p> <ul style="list-style-type: none"> • assessment criteria • applications • records of assessment panel interviews • stakeholder submissions received in relation to proposed exploration licences and permits • records of company defaults • notification of refusals to grant or renew permits • notification of cancellation or other termination of permits • unsuccessful bids • summary records. <p>Excludes consultation with indigenous communities or their representatives.</p> <p>[For records documenting the payment of permit fees, use FINANCIAL MANAGEMENT.</p> <p>For records documenting the development of exploration bid assessment criteria and associated guidelines, use ENERGY AND MINERAL RESOURCES – Procedures.</p> <p>For records of consultations with indigenous communities or their representatives where the applications for permits do not proceed, use ENERGY AND MINERAL RESOURCES - Consultation.</p> <p>For records documenting the identification and launch of petroleum acreage, use ENERGY AND MINERAL RESOURCES – Petroleum Acreage Determination.</p> <p>For applications and renewals of permits that result in an appeal process, use ENERGY AND MINERAL RESOURCES – Appeals (decisions).]</p>	Destroy 7 years after last action

ENERGY AND MINERAL RESOURCES

The function of developing policies for the sustainable use and management of energy and mineral resources (fossil fuels, renewable energy sources and minerals), and associated infrastructure. Includes: the development and maintenance of the regulatory framework applicable to the use and exploitation of energy and mineral resources; administering programs to evaluate resource consumption and exploitation practices; and regulating and supporting industries that realise the economic potential of energy and mineral resources. Also includes the development and administration of legislation and regulations; the granting of licences, leases and permits; oversight of exploration and mapping activities; the promotion of industry partnerships including with traditional owners; liaising and negotiating in international arenas; research; monitoring compliance with standards, regulations and risk management procedures; and land rehabilitation and environmental issues.

For the development and regulation of other industries, use INDUSTRY SUPPORT AND DEVELOPMENT.

Exploration Permits - Continued

Entry	Description of records	Disposal action
18388	Records documenting consultation with the agency in relation to the application and renewal of other permits for exploration activities which are regulated within state and territory jurisdictions. Includes: <ul style="list-style-type: none"> • correspondence from state and territory authorities • results of consultation with indigenous communities or their representatives • agency advice and recommendations. 	Retain as national archives

Export Control

The activities associated with monitoring and regulating the export of goods and services from Australia. Includes the issuing of export permits or approvals.

For the development of export control procedures, use ENERGY AND MINERAL RESOURCES - Procedures.

Entry	Description of records	Disposal action
18389	Records documenting the assessment of applications for the export of restricted products from Australia such as radioactive substances and waste, and rough cut diamonds. Includes: <ul style="list-style-type: none"> • applications and requests • supporting statements from applicants • results of stakeholder consultations • impact statements and risk assessments • management and Ministerial approvals • conditional and long-term export permits • Kimberley Process Certificates • exporter converter reconciliation reports • investigations of breaches • notification of permit revocations • public reaction • summary records. 	Retain as national archives

[For records documenting public reaction to other energy and mineral resources policies and programs, use ENERGY AND MINERAL RESOURCES – Public Reaction.]

ENERGY AND MINERAL RESOURCES

The function of developing policies for the sustainable use and management of energy and mineral resources (fossil fuels, renewable energy sources and minerals), and associated infrastructure. Includes: the development and maintenance of the regulatory framework applicable to the use and exploitation of energy and mineral resources; administering programs to evaluate resource consumption and exploitation practices; and regulating and supporting industries that realise the economic potential of energy and mineral resources. Also includes the development and administration of legislation and regulations; the granting of licences, leases and permits; oversight of exploration and mapping activities; the promotion of industry partnerships including with traditional owners; liaising and negotiating in international arenas; research; monitoring compliance with standards, regulations and risk management procedures; and land rehabilitation and environmental issues.

For the development and regulation of other industries, use INDUSTRY SUPPORT AND DEVELOPMENT.

Financial Assistance (Grants and Funding)

The activity of providing financial assistance to other organisations. Includes the provision of grants to support designated activities and achieve aims and objectives that are consistent with Government policy and funding, including subsidies, given or otherwise provided as part of a State or Territory and Commonwealth funding agreement. Also includes the evaluation of applications and the preparation of agreements relating to the provision of the grants and funds.

Entry	Description of records	Disposal action
18390	<p>Records documenting the receipt, assessment and approval of successful grant and funding applications relating to the energy and mineral resources function that have far-reaching social, health, industry, economic, national or international implications or have been the subject of widespread public debate or controversy. Includes financial assistance provided for the development of long-term energy and mineral resource facilities, and subsidies for ethanol production, liquefied petroleum gas (LPG) and petroleum products freight. Records include:</p> <ul style="list-style-type: none"> • initial inquiry forms and advice regarding grants and financial assistance • applications • letters of commitment • assessment reports and recommendations • authorisations • progress reports from recipients • final acquittal reports • financial statements • correspondence • grant/funding agreement/contract • compliance audit/visit reports. 	Retain as national archives

ENERGY AND MINERAL RESOURCES

The function of developing policies for the sustainable use and management of energy and mineral resources (fossil fuels, renewable energy sources and minerals), and associated infrastructure. Includes: the development and maintenance of the regulatory framework applicable to the use and exploitation of energy and mineral resources; administering programs to evaluate resource consumption and exploitation practices; and regulating and supporting industries that realise the economic potential of energy and mineral resources. Also includes the development and administration of legislation and regulations; the granting of licences, leases and permits; oversight of exploration and mapping activities; the promotion of industry partnerships including with traditional owners; liaising and negotiating in international arenas; research; monitoring compliance with standards, regulations and risk management procedures; and land rehabilitation and environmental issues.

For the development and regulation of other industries, use INDUSTRY SUPPORT AND DEVELOPMENT.

Financial Assistance (Grants and Funding) - Continued

Entry	Description of records	Disposal action
18391	<p>Records documenting the receipt, assessment and approval of successful applications for financial assistance relating to the energy and mineral resources function that DO NOT have far-reaching social, health, industry, economic, national or international implications, and have NOT been the subject of widespread public debate or controversy. Records include:</p> <ul style="list-style-type: none"> • initial inquiry forms and advice regarding grants • applications • letters of commitment • assessment reports and recommendations • authorisations • progress reports from recipients • final acquittal reports • financial statements • correspondence • grant/funding agreement/contract • compliance audit/visit reports. <p>[For records documenting the provision of tax incentives to industry, use ENERGY AND MINERAL RESOURCES – Industry Entitlements.</p> <p>For records documenting the development of the agency's energy and mineral resources industry grants and funding programs, use ENERGY AND MINERAL RESOURCES – Program Development.</p> <p>For records documenting inter-agency memorandum of understanding to jointly fund programs, use ENERGY AND MINERAL RESOURCES - Agreements.]</p>	Destroy 10 years after last action

ENERGY AND MINERAL RESOURCES

The function of developing policies for the sustainable use and management of energy and mineral resources (fossil fuels, renewable energy sources and minerals), and associated infrastructure. Includes: the development and maintenance of the regulatory framework applicable to the use and exploitation of energy and mineral resources; administering programs to evaluate resource consumption and exploitation practices; and regulating and supporting industries that realise the economic potential of energy and mineral resources. Also includes the development and administration of legislation and regulations; the granting of licences, leases and permits; oversight of exploration and mapping activities; the promotion of industry partnerships including with traditional owners; liaising and negotiating in international arenas; research; monitoring compliance with standards, regulations and risk management procedures; and land rehabilitation and environmental issues.

For the development and regulation of other industries, use INDUSTRY SUPPORT AND DEVELOPMENT.

Financial Assistance (Grants and Funding) - Continued

Entry	Description of records	Disposal action
18392	<p>Records documenting the receipt and assessment of unsuccessful financial assistance applications relating to the energy and mineral resources function. Includes:</p> <ul style="list-style-type: none">• initial inquiry forms and advice regarding grants• applications (including withdrawn applications)• letters of commitment• assessment reports and recommendations• correspondence. <p>[For records documenting appeals of financial assistance decisions, use ENERGY AND MINERAL RESOURCES – Appeals (decisions).</p> <p>For records documenting internal reviews of grant decisions, use ENERGY AND MINERAL RESOURCES – Reviews (decisions).]</p>	Destroy 7 years after last action

ENERGY AND MINERAL RESOURCES

The function of developing policies for the sustainable use and management of energy and mineral resources (fossil fuels, renewable energy sources and minerals), and associated infrastructure. Includes: the development and maintenance of the regulatory framework applicable to the use and exploitation of energy and mineral resources; administering programs to evaluate resource consumption and exploitation practices; and regulating and supporting industries that realise the economic potential of energy and mineral resources. Also includes the development and administration of legislation and regulations; the granting of licences, leases and permits; oversight of exploration and mapping activities; the promotion of industry partnerships including with traditional owners; liaising and negotiating in international arenas; research; monitoring compliance with standards, regulations and risk management procedures; and land rehabilitation and environmental issues.

For the development and regulation of other industries, use INDUSTRY SUPPORT AND DEVELOPMENT.

Government Liaison

The activities associated with maintaining regular general contact between the organisation and other government agencies. Includes sharing informal advice and discussions and collaborating on projects that are not joint ventures.

For policy advice or program strategy advice provided to the Minister or government agencies, use ENERGY AND MINERAL RESOURCES – Advice.

Entry	Description of records	Disposal action
18393	<p>Records documenting routine liaison with other government agencies and relating to the energy and mineral resources function. Includes records of contact such as file notes on informal advice and discussions, routine correspondence, and contact lists.</p> <p>[For records documenting advice, other than policy advice or program strategy advice, to ministers or government agencies, use GOVERNMENT RELATIONS – Advice.</p> <p>For records of government committees, use ENERGY AND MINERAL RESOURCES – Committees.</p> <p>For records documenting liaison with government agencies in relation to the management of agreements, use ENERGY AND MINERAL RESOURCES – Agreements.</p> <p>For records documenting liaison with government agencies in relation to appeals, use ENERGY AND MINERAL RESOURCES – Appeals (decisions).</p> <p>For records documenting liaison with government agencies in relation to program development matters, use ENERGY AND MINERAL RESOURCES – Program Development.</p> <p>For records documenting liaison with government agencies in relation to the development of legislation, use ENERGY AND MINERAL RESOURCES – Legislation.</p> <p>For periodic and statistical reports provided to government agencies in relation to energy and mineral resources matters, use ENERGY AND MINERAL RESOURCES – Reporting.</p> <p>For records documenting government relations that are NOT regular ongoing contact covered by other functions, use GOVERNMENT RELATIONS.]</p>	Destroy 7 years after last action

ENERGY AND MINERAL RESOURCES

The function of developing policies for the sustainable use and management of energy and mineral resources (fossil fuels, renewable energy sources and minerals), and associated infrastructure. Includes: the development and maintenance of the regulatory framework applicable to the use and exploitation of energy and mineral resources; administering programs to evaluate resource consumption and exploitation practices; and regulating and supporting industries that realise the economic potential of energy and mineral resources. Also includes the development and administration of legislation and regulations; the granting of licences, leases and permits; oversight of exploration and mapping activities; the promotion of industry partnerships including with traditional owners; liaising and negotiating in international arenas; research; monitoring compliance with standards, regulations and risk management procedures; and land rehabilitation and environmental issues.

For the development and regulation of other industries, use INDUSTRY SUPPORT AND DEVELOPMENT.

Industry Entitlements

The activities associated with providing entitlement benefits to eligible business entities and individuals in the form of duty concession, duty credit, or tax relief.

For the provision of payments in the form of subsidies to manufacturers to reduce prices for products or services, or increase the cost of inputs, competitive applications by non-Government bodies for funding for discrete activities, and other funding measures, use ENERGY AND MINERAL RESOURCES – Financial Assistance (Grants and Funding).

For records documenting the agency's assessment and collection of petroleum related taxes and royalties, use ENERGY AND MINERAL RESOURCES – Petroleum Taxation (Royalties).

Entry	Description of records	Disposal action
18394	<p>Records documenting the receipt, assessment, amendment and revocation of industry entitlements relating to the energy and mineral resources function, such as tax concessions, tariff duty concessions and duty credits, that have far-reaching social, health, industry, economic, national or international implications such as those with potential long-term environmental and safety effects, involving innovative practices or impacting on the rights and entitlements of indigenous communities, or have been the subject of widespread public debate or controversy. Includes:</p> <ul style="list-style-type: none"> • initial inquiry correspondence and advice regarding industry entitlements • meeting notes • correspondence • applications • supporting documents • assessment reports and recommendations (includes successful and unsuccessful applications) • certificates • authorisations • notifications • records of entitlements • registers and ledgers • compliance monitoring data and reports. <p>[For records documenting the development of regulatory guidelines regarding entitlements, use ENERGY AND MINERAL RESOURCES – Legislation.</p> <p>For records documenting appeals of entitlement decisions, use ENERGY AND MINERAL RESOURCES – Appeals (decisions).</p> <p>For records documenting internal reviews of entitlement decisions, use ENERGY AND MINERAL RESOURCES – Reviews (decisions).]</p>	Retain as national archives

ENERGY AND MINERAL RESOURCES

The function of developing policies for the sustainable use and management of energy and mineral resources (fossil fuels, renewable energy sources and minerals), and associated infrastructure. Includes: the development and maintenance of the regulatory framework applicable to the use and exploitation of energy and mineral resources; administering programs to evaluate resource consumption and exploitation practices; and regulating and supporting industries that realise the economic potential of energy and mineral resources. Also includes the development and administration of legislation and regulations; the granting of licences, leases and permits; oversight of exploration and mapping activities; the promotion of industry partnerships including with traditional owners; liaising and negotiating in international arenas; research; monitoring compliance with standards, regulations and risk management procedures; and land rehabilitation and environmental issues.

For the development and regulation of other industries, use INDUSTRY SUPPORT AND DEVELOPMENT.

Industry Entitlements - Continued

Entry	Description of records	Disposal action
18395	<p>Records documenting the receipt, assessment, amendment and revocation of industry entitlements relating to the energy and mineral resources function, such as tax concessions, tariff duty concessions and duty credits, that DO NOT have far-reaching social, health, industry, economic, national or international implications and have NOT been the subject of widespread public debate or controversy. Includes:</p> <ul style="list-style-type: none"> • initial inquiry correspondence and advice regarding industry entitlements • meeting notes • correspondence • applications • supporting documents • assessment reports and recommendations (includes successful and unsuccessful applications) • certificates • authorisations • notifications • records of entitlements • compliance monitoring data and reports. 	Destroy 10 years after last action
18396	Registers and ledgers of industry entitlements relating to the energy and mineral resources function.	Retain as national archives

ENERGY AND MINERAL RESOURCES

The function of developing policies for the sustainable use and management of energy and mineral resources (fossil fuels, renewable energy sources and minerals), and associated infrastructure. Includes: the development and maintenance of the regulatory framework applicable to the use and exploitation of energy and mineral resources; administering programs to evaluate resource consumption and exploitation practices; and regulating and supporting industries that realise the economic potential of energy and mineral resources. Also includes the development and administration of legislation and regulations; the granting of licences, leases and permits; oversight of exploration and mapping activities; the promotion of industry partnerships including with traditional owners; liaising and negotiating in international arenas; research; monitoring compliance with standards, regulations and risk management procedures; and land rehabilitation and environmental issues.

For the development and regulation of other industries, use INDUSTRY SUPPORT AND DEVELOPMENT.

Industry Monitoring

The activities associated with monitoring the activities and performance of, and trends within, secondary or tertiary industries.

For the evaluation of the suitability of potential or existing programs, items of equipment, systems or services in relation to meeting the needs of the given situation, use ENERGY AND MINERAL RESOURCES - Evaluation.

For the provision of advice to the Minister, government agencies or industry, use ENERGY AND MINERAL RESOURCES - Advice.

Entry	Description of records	Disposal action
18397	<p>Final versions of industry monitoring reports and profiles relating to the energy and mineral resources function.</p> <p>[For records documenting formal research into needs and issues affecting industry broadly, use ENERGY AND MINERAL RESOURCES – Research.</p> <p>For records documenting the analysis of current economic issues affecting business and industry, use ENERGY AND MINERAL RESOURCES – Economic and Financial Analysis.</p> <p>For records documenting consultation with industry to determine current issues, use ENERGY AND MINERAL RESOURCES – Consultation.</p> <p>For records documenting the compliance monitoring of specific companies in relation to financial assistance administered by the agency, use ENERGY AND MINERAL RESOURCES – Financial Assistance (Grants and Funding).</p> <p>For records documenting the compliance monitoring of specific companies in relation to taxation concession entitlements, use ENERGY AND MINERAL RESOURCES – Industry Entitlements.</p> <p>For data collected to monitor and assess the energy and mineral resources industry, use ENERGY AND MINERAL RESOURCES – Data Collecting.</p> <p>For records documenting compliance monitoring associated with program and legislative requirements, use ENERGY AND MINERAL RESOURCES – Compliance Monitoring.</p> <p>For records documenting industry monitoring that results in the development of new or changed industry policy, use ENERGY AND MINERAL RESOURCES – Industry Policy.]</p>	Destroy 10 years after last action

ENERGY AND MINERAL RESOURCES

The function of developing policies for the sustainable use and management of energy and mineral resources (fossil fuels, renewable energy sources and minerals), and associated infrastructure. Includes: the development and maintenance of the regulatory framework applicable to the use and exploitation of energy and mineral resources; administering programs to evaluate resource consumption and exploitation practices; and regulating and supporting industries that realise the economic potential of energy and mineral resources. Also includes the development and administration of legislation and regulations; the granting of licences, leases and permits; oversight of exploration and mapping activities; the promotion of industry partnerships including with traditional owners; liaising and negotiating in international arenas; research; monitoring compliance with standards, regulations and risk management procedures; and land rehabilitation and environmental issues.

For the development and regulation of other industries, use INDUSTRY SUPPORT AND DEVELOPMENT.

Industry Monitoring - Continued

Entry	Description of records	Disposal action
18398	Records documenting the monitoring of specific industry activities, performances and trends to develop industry profiles relating to the energy and mineral resources function. Includes: <ul style="list-style-type: none">• data and information collected• notes on meetings and discussions with industry representatives• working analysis and assessment.	Destroy 3 years after last action

ENERGY AND MINERAL RESOURCES

The function of developing policies for the sustainable use and management of energy and mineral resources (fossil fuels, renewable energy sources and minerals), and associated infrastructure. Includes: the development and maintenance of the regulatory framework applicable to the use and exploitation of energy and mineral resources; administering programs to evaluate resource consumption and exploitation practices; and regulating and supporting industries that realise the economic potential of energy and mineral resources. Also includes the development and administration of legislation and regulations; the granting of licences, leases and permits; oversight of exploration and mapping activities; the promotion of industry partnerships including with traditional owners; liaising and negotiating in international arenas; research; monitoring compliance with standards, regulations and risk management procedures; and land rehabilitation and environmental issues.

For the development and regulation of other industries, use INDUSTRY SUPPORT AND DEVELOPMENT.

Industry Policy

The activities associated with developing and establishing decisions, directions, and precedents to support and facilitate the development and growth of, and innovation in, Australian industry and small business.

For the development of internal policies, use ENERGY AND MINERAL RESOURCES - Policy.

For policy advice or program strategy advice provided to the Minister or government agencies, use ENERGY AND MINERAL RESOURCES - Advice.

Entry	Description of records	Disposal action
18399	<p>Records documenting the development of industry policies and program strategies by the agency. Includes:</p> <ul style="list-style-type: none"> • new policy proposals • risk assessments • implementation statements • research and background papers • national strategies and statements such as those for exploration licensing and the petroleum industry • results of consultation with external stakeholders undertaken during the development of policy, including indigenous communities or their representatives • supporting reports and major drafts • final policy. <p>[For records documenting the development of programs as a result of adopted industry policies, use ENERGY AND MINERAL RESOURCES – Program Development.</p> <p>For records documenting formal industry research that could impact on the development of new policies and programs, use ENERGY AND MINERAL RESOURCES - Research.</p> <p>For records of industry consultation that is not part of the policy development process, use ENERGY AND MINERAL RESOURCES – Consultation.]</p>	Retain as national archives

ENERGY AND MINERAL RESOURCES

The function of developing policies for the sustainable use and management of energy and mineral resources (fossil fuels, renewable energy sources and minerals), and associated infrastructure. Includes: the development and maintenance of the regulatory framework applicable to the use and exploitation of energy and mineral resources; administering programs to evaluate resource consumption and exploitation practices; and regulating and supporting industries that realise the economic potential of energy and mineral resources. Also includes the development and administration of legislation and regulations; the granting of licences, leases and permits; oversight of exploration and mapping activities; the promotion of industry partnerships including with traditional owners; liaising and negotiating in international arenas; research; monitoring compliance with standards, regulations and risk management procedures; and land rehabilitation and environmental issues.

For the development and regulation of other industries, use INDUSTRY SUPPORT AND DEVELOPMENT.

Legislation

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

Entry	Description of records	Disposal action
18400	Records documenting the development and amendment of legislation, including subsidiary regulations and disallowable instruments, for energy and mineral resources. Includes: <ul style="list-style-type: none"> • proposals • external stakeholder consultation • risk assessments • regulatory impact statements • final draft amendments. <p>[For records supporting the preparation and passage of agency legislation through Parliament, including drafting instructions, use GOVERNMENT RELATIONS – Legislation.]</p>	Retain as national archives
18401	Records documenting the initial internal preparation of legislation related to energy and mineral resources. Records include: <ul style="list-style-type: none"> • working papers • background research • rough drafts • internal commentary. 	Destroy 10 years after last action

ENERGY AND MINERAL RESOURCES

The function of developing policies for the sustainable use and management of energy and mineral resources (fossil fuels, renewable energy sources and minerals), and associated infrastructure. Includes: the development and maintenance of the regulatory framework applicable to the use and exploitation of energy and mineral resources; administering programs to evaluate resource consumption and exploitation practices; and regulating and supporting industries that realise the economic potential of energy and mineral resources. Also includes the development and administration of legislation and regulations; the granting of licences, leases and permits; oversight of exploration and mapping activities; the promotion of industry partnerships including with traditional owners; liaising and negotiating in international arenas; research; monitoring compliance with standards, regulations and risk management procedures; and land rehabilitation and environmental issues.

For the development and regulation of other industries, use INDUSTRY SUPPORT AND DEVELOPMENT.

Liaison

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

For the provision of formal advice, use ENERGY AND MINERAL RESOURCES - Advice.

Entry	Description of records	Disposal action
18402	<p>Records documenting routine liaison with external stakeholders relating to the energy and mineral resources function. Includes records of contact such as file notes and correspondence and contact lists.</p> <p>[For records documenting routine liaison with other government agencies, use ENERGY AND MINERAL RESOURCES – Government Liaison.</p> <p>For records documenting liaison with stakeholders as part of a formal consultation process, use ENERGY AND MINERAL RESOURCES – Consultation.</p> <p>For records documenting liaison with stakeholders during industry policy development, use ENERGY AND MINERAL RESOURCES – Industry Policy.</p> <p>For records documenting liaison with stakeholders in relation to program development matters, use ENERGY AND MINERAL RESOURCES – Program Development.</p> <p>For records documenting liaison with stakeholders in relation to the development of legislation, use ENERGY AND MINERAL RESOURCES – Legislation.</p> <p>For records documenting liaison with stakeholders during committee meetings, use ENERGY AND MINERAL RESOURCES – Committees.]</p>	Destroy 7 years after action completed

ENERGY AND MINERAL RESOURCES

The function of developing policies for the sustainable use and management of energy and mineral resources (fossil fuels, renewable energy sources and minerals), and associated infrastructure. Includes: the development and maintenance of the regulatory framework applicable to the use and exploitation of energy and mineral resources; administering programs to evaluate resource consumption and exploitation practices; and regulating and supporting industries that realise the economic potential of energy and mineral resources. Also includes the development and administration of legislation and regulations; the granting of licences, leases and permits; oversight of exploration and mapping activities; the promotion of industry partnerships including with traditional owners; liaising and negotiating in international arenas; research; monitoring compliance with standards, regulations and risk management procedures; and land rehabilitation and environmental issues.

For the development and regulation of other industries, use INDUSTRY SUPPORT AND DEVELOPMENT.

Licensing

The activities associated with issuing a document, contract or agreement giving permission for an individual or entity to do something, or to apply something, with the objective of commercial gain. Includes the revoking or transferring of licences and the maintenance of a register of titles and authorities.

For the issuing of exploration permits, use ENERGY AND MINERAL RESOURCES - Exploration Permits.

Entry	Description of records	Disposal action
18403	<p>Records documenting the management of successful applications for offshore petroleum area retention leases, production licences, infrastructure licences, pipeline licences, prospecting authorities and access authorities. Includes:</p> <ul style="list-style-type: none"> • applications and bids • supporting documentation • submissions received in relation to proposed exploration leases, licences and authorities • assessment criteria • offer documents • notifications of exemptions, variations, suspensions and cancellations. <p>[For records documenting the issue of permits and certificates for the export of restricted products, use ENERGY AND MINERAL RESOURCES – Export Control.]</p>	Retain as national archives
18404	<p>Records documenting unsuccessful applications for offshore petroleum area retention leases, production licences, infrastructure licences, pipeline licences, prospecting authorities and access authorities.</p> <p>[For records documenting appeals against decisions, use ENERGY AND MINERAL RESOURCES – Appeals (decisions).]</p>	Destroy 7 years after last action

ENERGY AND MINERAL RESOURCES

The function of developing policies for the sustainable use and management of energy and mineral resources (fossil fuels, renewable energy sources and minerals), and associated infrastructure. Includes: the development and maintenance of the regulatory framework applicable to the use and exploitation of energy and mineral resources; administering programs to evaluate resource consumption and exploitation practices; and regulating and supporting industries that realise the economic potential of energy and mineral resources. Also includes the development and administration of legislation and regulations; the granting of licences, leases and permits; oversight of exploration and mapping activities; the promotion of industry partnerships including with traditional owners; liaising and negotiating in international arenas; research; monitoring compliance with standards, regulations and risk management procedures; and land rehabilitation and environmental issues.

For the development and regulation of other industries, use INDUSTRY SUPPORT AND DEVELOPMENT.

Marketing

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

For the production of publications, use PUBLICATION - Production.

Entry	Description of records	Disposal action
18405	Records documenting the development and management of the agency's marketing and communications plans relating to the energy and mineral resources function. Includes: <ul style="list-style-type: none"> • background research • major annotated drafts • final plans. 	Destroy 7 years after superseded
18406	Records documenting the promotion of programs or projects relating to the energy and mineral resources function. Includes: <ul style="list-style-type: none"> • advertisements • correspondence associated with promotional events • sponsorship proposals and contracts. 	Destroy 7 years after last action

ENERGY AND MINERAL RESOURCES

The function of developing policies for the sustainable use and management of energy and mineral resources (fossil fuels, renewable energy sources and minerals), and associated infrastructure. Includes: the development and maintenance of the regulatory framework applicable to the use and exploitation of energy and mineral resources; administering programs to evaluate resource consumption and exploitation practices; and regulating and supporting industries that realise the economic potential of energy and mineral resources. Also includes the development and administration of legislation and regulations; the granting of licences, leases and permits; oversight of exploration and mapping activities; the promotion of industry partnerships including with traditional owners; liaising and negotiating in international arenas; research; monitoring compliance with standards, regulations and risk management procedures; and land rehabilitation and environmental issues.

For the development and regulation of other industries, use INDUSTRY SUPPORT AND DEVELOPMENT.

Petroleum Acreage Determination

The activities associated with determining geographical areas and boundaries for the exploration and production of petroleum.

For the promotion and marketing of the petroleum acreage, use ENERGY AND MINERAL RESOURCES - Marketing.

For the processing of applications from companies for retention leases, production licences, and pipeline licences, the issuing of leases and licences, and registration of titles, use ENERGY AND MINERAL RESOURCES - Licensing.

For the issuing of exploration permits to companies, use ENERGY AND MINERAL RESOURCES - Exploration Permits.

Entry	Description of records	Disposal action
18407	<p>Records documenting the release of offshore petroleum acreage. Includes:</p> <ul style="list-style-type: none"> • advice on areas determined for release • records of consultation with industry and other stakeholders, including indigenous communities or their representatives. <p>[For applicant guidelines, use ENERGY AND MINERAL RESOURCES – Procedures.</p> <p>For published information, including brochures, regarding the release, use PUBLICATION.]</p>	Retain as national archives

ENERGY AND MINERAL RESOURCES

The function of developing policies for the sustainable use and management of energy and mineral resources (fossil fuels, renewable energy sources and minerals), and associated infrastructure. Includes: the development and maintenance of the regulatory framework applicable to the use and exploitation of energy and mineral resources; administering programs to evaluate resource consumption and exploitation practices; and regulating and supporting industries that realise the economic potential of energy and mineral resources. Also includes the development and administration of legislation and regulations; the granting of licences, leases and permits; oversight of exploration and mapping activities; the promotion of industry partnerships including with traditional owners; liaising and negotiating in international arenas; research; monitoring compliance with standards, regulations and risk management procedures; and land rehabilitation and environmental issues.

For the development and regulation of other industries, use INDUSTRY SUPPORT AND DEVELOPMENT.

Petroleum Taxation (Royalties)

The activity of assessing, collecting and disbursing offshore petroleum taxation and royalty payments.

Entry	Description of records	Disposal action
18501	<p>Records documenting the assessment and collection of petroleum resources rent tax and royalties. Includes:</p> <ul style="list-style-type: none"> • returns • assessments • instalment statements • notifications • receipts • penalty notices and payments • disbursements. 	Destroy 7 years after last action
	<p>[For reports of compliance audits undertaken in relation to the payment of royalties, use ENERGY AND MINERAL RESOURCES – Audits.</p>	
	<p>For records documenting incentives provided in relation to tax, use ENERGY AND MINERAL RESOURCES – Industry Entitlements.</p>	
	<p>For records documenting appeals against assessment decisions, use ENERGY AND MINERAL RESOURCES – Appeals (decisions).</p>	
	<p>For records documenting reviews of assessment decisions, use ENERGY AND MINERAL RESOURCES – Reviews (decisions).</p>	
	<p>For records documenting petroleum infrastructure licensing, use ENERGY AND MINERAL RESOURCES – Licensing.</p>	
	<p>For records documenting the provision of exploration permits, use ENERGY AND MINERAL RESOURCES – Exploration Permits.</p>	
	<p>For variation reports, use ENERGY AND MINERAL RESOURCES – Reporting.]</p>	

ENERGY AND MINERAL RESOURCES

The function of developing policies for the sustainable use and management of energy and mineral resources (fossil fuels, renewable energy sources and minerals), and associated infrastructure. Includes: the development and maintenance of the regulatory framework applicable to the use and exploitation of energy and mineral resources; administering programs to evaluate resource consumption and exploitation practices; and regulating and supporting industries that realise the economic potential of energy and mineral resources. Also includes the development and administration of legislation and regulations; the granting of licences, leases and permits; oversight of exploration and mapping activities; the promotion of industry partnerships including with traditional owners; liaising and negotiating in international arenas; research; monitoring compliance with standards, regulations and risk management procedures; and land rehabilitation and environmental issues.

For the development and regulation of other industries, use INDUSTRY SUPPORT AND DEVELOPMENT.

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
18408	<p>Records documenting the development of significant plans relating to the energy and mineral resources function such as strategic industry and program implementation action plans. Includes:</p> <ul style="list-style-type: none"> • final plans, including implementation and action plans • background research • communication with stakeholders, including comments and feedback • workshop and consultation notes. <p>[For published plans, use PUBLICATION.</p> <p>For marketing plans and strategies, use ENERGY AND MINERAL RESOURCES - Marketing.</p> <p>For records documenting the development of industry action agenda, use ENERGY AND MINERAL RESOURCES – Program Development.</p> <p>For records documenting the development of broader industry policy strategies and frameworks, use ENERGY AND MINERAL RESOURCES – Industry Policy.]</p>	Retain as national archives
18409	Records documenting the development of operational or service plans relating to the energy and mineral resources function such as stakeholder consultation strategies.	Destroy 10 years after superseded or last action, whichever is the later

ENERGY AND MINERAL RESOURCES

The function of developing policies for the sustainable use and management of energy and mineral resources (fossil fuels, renewable energy sources and minerals), and associated infrastructure. Includes: the development and maintenance of the regulatory framework applicable to the use and exploitation of energy and mineral resources; administering programs to evaluate resource consumption and exploitation practices; and regulating and supporting industries that realise the economic potential of energy and mineral resources. Also includes the development and administration of legislation and regulations; the granting of licences, leases and permits; oversight of exploration and mapping activities; the promotion of industry partnerships including with traditional owners; liaising and negotiating in international arenas; research; monitoring compliance with standards, regulations and risk management procedures; and land rehabilitation and environmental issues.

For the development and regulation of other industries, use INDUSTRY SUPPORT AND DEVELOPMENT.

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.

For the development and establishment of decisions, directions, and precedents to support and facilitate the development and growth of, and innovation in the Australian energy and mineral resources sector, use ENERGY AND MINERAL RESOURCES - Industry Policy.

For the development of government industry policy, excluding policy advice or program strategy advice provided to the Minister or government agencies, use ENERGY AND MINERAL RESOURCES - Industry Policy.

For policy advice or program strategy advice provided to the Minister or government agencies, use ENERGY AND MINERAL RESOURCES - Advice.

Entry	Description of records	Disposal action
18410	Final version of internal agency policies relating to the energy and mineral resources function.	Destroy 7 years after policy is superseded
18411	Records documenting the development or amendment of internal agency policies relating to the energy and mineral resources function. Includes: <ul style="list-style-type: none"> • issue/problem identification • policy amendments • project plan • resource allocation • background research papers • internal consultation and stakeholder needs analysis • feedback and comment by relevant parties • policy approval • policy recommendations ratification. 	Destroy 7 years after policy is approved and released

ENERGY AND MINERAL RESOURCES

The function of developing policies for the sustainable use and management of energy and mineral resources (fossil fuels, renewable energy sources and minerals), and associated infrastructure. Includes: the development and maintenance of the regulatory framework applicable to the use and exploitation of energy and mineral resources; administering programs to evaluate resource consumption and exploitation practices; and regulating and supporting industries that realise the economic potential of energy and mineral resources. Also includes the development and administration of legislation and regulations; the granting of licences, leases and permits; oversight of exploration and mapping activities; the promotion of industry partnerships including with traditional owners; liaising and negotiating in international arenas; research; monitoring compliance with standards, regulations and risk management procedures; and land rehabilitation and environmental issues.

For the development and regulation of other industries, use INDUSTRY SUPPORT AND DEVELOPMENT.

Procedures

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

Entry	Description of records	Disposal action
18412	<p>Final version of procedures supporting the energy and mineral resources function. Includes industry guidelines and internal procedures.</p> <p>[For records documenting the production and dissemination of published industry procedures and guidelines, use PUBLICATION.</p> <p>For records documenting the development of industry guidelines that are regarded as disallowable instruments under legislation, use ENERGY AND MINERAL RESOURCES - Legislation.]</p>	Destroy 7 years after the procedure is superseded
18413	<p>Records documenting the development of procedures, including program procedures and guidelines, relating to the energy and mineral resources function. Includes:</p> <ul style="list-style-type: none"> • procedure requirements, including scope, and jurisdiction • project plan • background research papers, eg information gathered on statutory requirements, standards, professional codes of practice and guidelines • stakeholder consultation notes • draft procedures and associated feedback/comments • approval for procedures. 	Destroy 7 years after procedures are approved and released

ENERGY AND MINERAL RESOURCES

The function of developing policies for the sustainable use and management of energy and mineral resources (fossil fuels, renewable energy sources and minerals), and associated infrastructure. Includes: the development and maintenance of the regulatory framework applicable to the use and exploitation of energy and mineral resources; administering programs to evaluate resource consumption and exploitation practices; and regulating and supporting industries that realise the economic potential of energy and mineral resources. Also includes the development and administration of legislation and regulations; the granting of licences, leases and permits; oversight of exploration and mapping activities; the promotion of industry partnerships including with traditional owners; liaising and negotiating in international arenas; research; monitoring compliance with standards, regulations and risk management procedures; and land rehabilitation and environmental issues.

For the development and regulation of other industries, use INDUSTRY SUPPORT AND DEVELOPMENT.

Program Development

The activities associated with developing programs of work, based on policies or government directions and initiatives. Includes action agendas.

For the development of plans, use ENERGY AND MINERAL RESOURCES - Planning.

Entry	Description of records	Disposal action
18414	<p>Records documenting the design, development, establishment, review and administration of programs and schemes relating to the energy and mineral resources function. Records include:</p> <ul style="list-style-type: none"> • background research and information • consultations with stakeholders • submissions from stakeholders • assessment and selection of action agenda • draft program outlines and objectives • evaluation of program pilots • risk assessments • feedback and comments • final versions of programs and schemes • program participants' contact details • program reports. 	Retain as national archives
	<p>[For action agenda annual status reports and implementation progress reports, use ENERGY AND MINERAL RESOURCES – Reporting.</p>	
	<p>For program implementation action plans, use ENERGY AND MINERAL RESOURCES - Planning.</p>	
	<p>For strategic advice provided to the Minister or government on action agendas use ENERGY AND MINERAL RESOURCES – Advice.</p>	
	<p>For records documenting the development of industry guidelines, use ENERGY AND MINERAL RESOURCES - Procedures.</p>	
	<p>For records documenting the development of industry policy, ENERGY AND MINERAL RESOURCES – Industry Policy.</p>	
	<p>For records documenting the evaluation of programs to determine their performance and ongoing viability, including recommendations to terminate programs, use ENERGY AND MINERAL RESOURCES – Evaluation.</p>	
	<p>For records documenting legislative amendments affecting industry program, use ENERGY AND MINERAL RESOURCES – Legislation.</p>	
	<p>For records documenting inter-agency memorandum of understanding to jointly fund programs, use ENERGY AND MINERAL RESOURCES - Agreements.]</p>	

ENERGY AND MINERAL RESOURCES

The function of developing policies for the sustainable use and management of energy and mineral resources (fossil fuels, renewable energy sources and minerals), and associated infrastructure. Includes: the development and maintenance of the regulatory framework applicable to the use and exploitation of energy and mineral resources; administering programs to evaluate resource consumption and exploitation practices; and regulating and supporting industries that realise the economic potential of energy and mineral resources. Also includes the development and administration of legislation and regulations; the granting of licences, leases and permits; oversight of exploration and mapping activities; the promotion of industry partnerships including with traditional owners; liaising and negotiating in international arenas; research; monitoring compliance with standards, regulations and risk management procedures; and land rehabilitation and environmental issues.

For the development and regulation of other industries, use INDUSTRY SUPPORT AND DEVELOPMENT.

Public Reaction

The process of handling public reaction to an organisation's policies or services. Includes anonymous letters, letters of complaint and letters of congratulations or appreciation received from the public.

Entry	Description of records	Disposal action
18415	Records documenting public reaction to strategies, programs and policies relating to the energy and mineral resources function. Includes agency responses. [For records documenting the handling of complaints through Ministerial representations, use GOVERNMENT RELATIONS – Representations. For records documenting public complaints regarding the agency in general, use COMMUNITY RELATIONS – Public Reaction. For records documenting reaction from industry stakeholders in relation to the agency's policies and programs via a consultation process, use ENERGY AND MINERAL RESOURCES - Consultation.]	Retain as national archives

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 published reports, use PUBLICATION.

For formal reporting to Cabinet on the implementation of government initiatives such as energy and mineral resources programs, use GOVERNMENT RELATIONS - Reporting.

For research reports, use ENERGY AND MINERAL RESOURCES – Research.

For corporate administration reports such as business unit performance reports, use STRATEGIC MANAGEMENT - Reporting.

Entry	Description of records	Disposal action
18416	Records documenting the development of environmental performance reports prepared and distributed by the agency.	Retain as national archives
18417	Final version of reports made to external bodies such as industry committees relating to the energy and mineral resources function.	Retain as national archives

ENERGY AND MINERAL RESOURCES

The function of developing policies for the sustainable use and management of energy and mineral resources (fossil fuels, renewable energy sources and minerals), and associated infrastructure. Includes: the development and maintenance of the regulatory framework applicable to the use and exploitation of energy and mineral resources; administering programs to evaluate resource consumption and exploitation practices; and regulating and supporting industries that realise the economic potential of energy and mineral resources. Also includes the development and administration of legislation and regulations; the granting of licences, leases and permits; oversight of exploration and mapping activities; the promotion of industry partnerships including with traditional owners; liaising and negotiating in international arenas; research; monitoring compliance with standards, regulations and risk management procedures; and land rehabilitation and environmental issues.

For the development and regulation of other industries, use INDUSTRY SUPPORT AND DEVELOPMENT.

Reporting - Continued

Entry	Description of records	Disposal action
18418	Final version of internal reports relating to the energy and mineral resources function.	Destroy 7 years after action completed
18419	Records documenting the development of all reports. Includes: <ul style="list-style-type: none">• background research documents• internal consultation/feedback• major annotated drafts containing comments received.	Destroy 7 years after report finalised

ENERGY AND MINERAL RESOURCES

The function of developing policies for the sustainable use and management of energy and mineral resources (fossil fuels, renewable energy sources and minerals), and associated infrastructure. Includes: the development and maintenance of the regulatory framework applicable to the use and exploitation of energy and mineral resources; administering programs to evaluate resource consumption and exploitation practices; and regulating and supporting industries that realise the economic potential of energy and mineral resources. Also includes the development and administration of legislation and regulations; the granting of licences, leases and permits; oversight of exploration and mapping activities; the promotion of industry partnerships including with traditional owners; liaising and negotiating in international arenas; research; monitoring compliance with standards, regulations and risk management procedures; and land rehabilitation and environmental issues.

For the development and regulation of other industries, use INDUSTRY SUPPORT AND DEVELOPMENT.

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
18420	<p>Records documenting formal research projects, including scoping studies, either conducted or commissioned by the agency or undertaken in collaboration with other organisations, relating to the energy and mineral resources function. Includes:</p> <ul style="list-style-type: none"> • analyses and interpretation of findings • proposals • approvals • resource allocation • final reports. <p>[For records documenting research undertaken as part of legislation development and amendment of legislation, use ENERGY AND MINERAL RESOURCES – Legislation.</p> <p>For the published results of research, use PUBLICATION.</p> <p>For records documenting research undertaken to evaluate programs and services, use ENERGY AND MINERAL RESOURCES – Evaluation.</p> <p>For records documenting research undertaken during the development of advice, use ENERGY AND MINERAL RESOURCES – Advice.</p> <p>For records documenting research undertaken during the development of industry policy, use ENERGY AND MINERAL RESOURCES – Industry Policy.</p> <p>For collaborative research agreements, use ENERGY AND MINERAL RESOURCES – Agreements.]</p>	Retain as national archives

ENERGY AND MINERAL RESOURCES

The function of developing policies for the sustainable use and management of energy and mineral resources (fossil fuels, renewable energy sources and minerals), and associated infrastructure. Includes: the development and maintenance of the regulatory framework applicable to the use and exploitation of energy and mineral resources; administering programs to evaluate resource consumption and exploitation practices; and regulating and supporting industries that realise the economic potential of energy and mineral resources. Also includes the development and administration of legislation and regulations; the granting of licences, leases and permits; oversight of exploration and mapping activities; the promotion of industry partnerships including with traditional owners; liaising and negotiating in international arenas; research; monitoring compliance with standards, regulations and risk management procedures; and land rehabilitation and environmental issues.

For the development and regulation of other industries, use INDUSTRY SUPPORT AND DEVELOPMENT.

Reviews (decisions)

The activities involved in the process of reviewing actions both by an agency, or an external body. Includes reviews of promotion decisions.

Entry	Description of records	Disposal action
18421	<p>Records documenting the process of reviewing departmental decisions relating to the energy and mineral resources function. Includes:</p> <ul style="list-style-type: none"> • written notifications for review of decision • referrals • determinations • written notifications to applicants • advice • decisions/recommendations. <p>[For records documenting reviews of decisions that are escalated to a higher authority, use ENERGY AND MINERAL RESOURCES – Appeals (decisions).]</p>	Destroy 7 years after finalisation of review

Standards Development

The process of developing industry or organisational benchmarks for services and processes.

For published standards, use PUBLICATION.

For participation in energy and mineral resources standards committees, use ENERGY AND MINERAL RESOURCES – Committees.

For the development of regulations, use ENERGY AND MINERAL RESOURCES – Legislation.

For the development of the national mine safety framework strategy, use ENERGY AND MINERAL RESOURCES – Industry Policy.

Entry	Description of records	Disposal action
18422	<p>Records documenting the development and amendment of standards relating to the energy and mineral resources function. Includes:</p> <ul style="list-style-type: none"> • proposals • major release drafts • feedback from stakeholders • approvals • master copies of agency developed documentary standards. 	Retain as national archives

ENERGY AND MINERAL RESOURCES

The function of developing policies for the sustainable use and management of energy and mineral resources (fossil fuels, renewable energy sources and minerals), and associated infrastructure. Includes: the development and maintenance of the regulatory framework applicable to the use and exploitation of energy and mineral resources; administering programs to evaluate resource consumption and exploitation practices; and regulating and supporting industries that realise the economic potential of energy and mineral resources. Also includes the development and administration of legislation and regulations; the granting of licences, leases and permits; oversight of exploration and mapping activities; the promotion of industry partnerships including with traditional owners; liaising and negotiating in international arenas; research; monitoring compliance with standards, regulations and risk management procedures; and land rehabilitation and environmental issues.

For the development and regulation of other industries, use INDUSTRY SUPPORT AND DEVELOPMENT.

Submissions

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

Entry	Description of records	Disposal action
18423	<p>Records documenting the development of submissions (other than Cabinet submissions) made to the Prime Minister, Minister, government or non-government bodies on issues directly relating to the energy and mineral resources function. Includes:</p> <ul style="list-style-type: none"> • final submissions • briefing material • comments received. <p>[For records documenting Cabinet submissions, use GOVERNMENT RELATIONS – Submissions</p> <p>For submissions received during stakeholder consultation for the issue of exploration permits, use ENERGY AND MINERAL RESOURCES – Exploration Permits</p> <p>For submissions received during stakeholder consultation for the issue of leases, licences and authorities, use ENERGY AND MINERAL RESOURCES – Licensing</p> <p>For submissions received in relation to the development of energy and mineral resources industry policy, use ENERGY AND MINERAL RESOURCES – Industry Policy</p> <p>For submissions in relation to the development of energy and mineral resources legislation, use ENERGY AND MINERAL RESOURCES – Legislation.]</p>	Retain as national archives

ENERGY AND MINERAL RESOURCES

The function of developing policies for the sustainable use and management of energy and mineral resources (fossil fuels, renewable energy sources and minerals), and associated infrastructure. Includes: the development and maintenance of the regulatory framework applicable to the use and exploitation of energy and mineral resources; administering programs to evaluate resource consumption and exploitation practices; and regulating and supporting industries that realise the economic potential of energy and mineral resources. Also includes the development and administration of legislation and regulations; the granting of licences, leases and permits; oversight of exploration and mapping activities; the promotion of industry partnerships including with traditional owners; liaising and negotiating in international arenas; research; monitoring compliance with standards, regulations and risk management procedures; and land rehabilitation and environmental issues.

For the development and regulation of other industries, use INDUSTRY SUPPORT AND DEVELOPMENT.

Training Services

The activities associated with providing external training by staff of the organisation to others. Includes education campaigns, lectures, courses, seminars and workshops.

For internal staff training use, STAFF DEVELOPMENT - Training.

Entry	Description of records	Disposal action
18424	Final versions of programs and presentations conducted by the agency and relating to the energy and mineral resources function. Includes workshops and training sessions developed to inform stakeholders. Includes: <ul style="list-style-type: none"> • session plans • presentation material • participant handouts. [For published training material, use PUBLICATION.]	Destroy 5 years after last action
18425	Records documenting the administrative arrangements for seminars, education programs and training sessions conducted by the agency and relating to the energy and mineral resources function. Includes: <ul style="list-style-type: none"> • publicity • registrations • venue, catering and equipment bookings. 	Destroy 3 years after action completed
18426	Records documenting the development of external training courses and seminars relating to the energy and mineral resources function. Includes: <ul style="list-style-type: none"> • consultations with requesting individuals/organisations • draft versions of training material • research and background documents. 	Destroy 2 years after course finalised

ENERGY AND MINERAL RESOURCES

The function of developing policies for the sustainable use and management of energy and mineral resources (fossil fuels, renewable energy sources and minerals), and associated infrastructure. Includes: the development and maintenance of the regulatory framework applicable to the use and exploitation of energy and mineral resources; administering programs to evaluate resource consumption and exploitation practices; and regulating and supporting industries that realise the economic potential of energy and mineral resources. Also includes the development and administration of legislation and regulations; the granting of licences, leases and permits; oversight of exploration and mapping activities; the promotion of industry partnerships including with traditional owners; liaising and negotiating in international arenas; research; monitoring compliance with standards, regulations and risk management procedures; and land rehabilitation and environmental issues.

For the development and regulation of other industries, use INDUSTRY SUPPORT AND DEVELOPMENT.

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
18427	<p>Records documenting visits of heads of major corporations or agencies, or visits of foreign dignitaries to Australia, or official, government sanctioned missions by Australian dignitaries to foreign countries for energy and mineral resources purposes. Includes:</p> <ul style="list-style-type: none"> • itineraries • programs • appointment details • visit reports • correspondence. <p>[For records documenting visits to the agency by important community representatives or by agency staff to community organisations to promote the image or services of the agency, use COMMUNITY RELATIONS – Visits.</p> <p>For records documenting visits made by the Minister within Australia or overseas, by government dignitaries to the agency or by agency staff to other government agencies, use GOVERNMENT RELATIONS – Visits.</p> <p>For visits arranged as part of education programs, use ENERGY AND MINERAL RESOURCES – Training Services.</p> <p>For records of attendance at conferences, use ENERGY AND MINERAL RESOURCES – Conferences.</p> <p>For records of staff travel arrangements, use PERSONNEL - Arrangements.]</p>	Retain as national archives

ENERGY AND MINERAL RESOURCES

The function of developing policies for the sustainable use and management of energy and mineral resources (fossil fuels, renewable energy sources and minerals), and associated infrastructure. Includes: the development and maintenance of the regulatory framework applicable to the use and exploitation of energy and mineral resources; administering programs to evaluate resource consumption and exploitation practices; and regulating and supporting industries that realise the economic potential of energy and mineral resources. Also includes the development and administration of legislation and regulations; the granting of licences, leases and permits; oversight of exploration and mapping activities; the promotion of industry partnerships including with traditional owners; liaising and negotiating in international arenas; research; monitoring compliance with standards, regulations and risk management procedures; and land rehabilitation and environmental issues.

For the development and regulation of other industries, use INDUSTRY SUPPORT AND DEVELOPMENT.

Visits - Continued

Entry	Description of records	Disposal action
18428	<p>Records documenting the planning and coordination of other visits by external organisations or industry representatives to the agency, or visits by agency staff to other organisations in relation to the energy and mineral resources function.</p> <p>Includes:</p> <ul style="list-style-type: none">• invitations• approvals• itineraries• acceptances• reports on visit outcomes• appointment details• visit reports• correspondence.	Destroy 7 years after last action

FOREIGN INVESTMENT ATTRACTION

The function of attracting foreign business investment in Australia. Includes: the development and implementation of policies, strategies and programs; liaison with State and Territory governments; the promotion of Australia as an attractive location for investment; specialist investment services such as the facilitation of major projects; advice on investment opportunities; the management of investment leads; the analysis of investment proposals; benchmarking studies; and grant funding.

For published information provided via the agency's website, including subscriptions to newsletters, use PUBLICATION.

For the management of finance student scholarship programs, use INDUSTRY SUPPORT AND DEVELOPMENT – Financial Assistance (Grants and Funding).

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
18444	Final version of addresses relating to the foreign investment attraction function made by the Prime Minister, portfolio Minister or senior agency officers at major occasions such as international business summits and gala events.	Retain as national archives
18445	Final versions of addresses delivered by the portfolio Minister or senior agency officers at minor occasions or of a minor nature, or addresses/presentations by other agency staff to promote foreign investment in Australia. [For final versions of presentations given by portfolio Ministers and agency heads at government occasions, use GOVERNMENT RELATIONS – Addresses (presentations). For final versions of presentations given by portfolio Ministers and agency heads at other major public occasions, use COMMUNITY RELATIONS – Addresses (presentations). For presentations by agency staff at foreign investment related conferences, use FOREIGN INVESTMENT ATTRACTION - Conferences. For published presentations, use PUBLICATION. For records documenting presentations given during training sessions, use FOREIGN INVESTMENT ATTRACTION – Training Services.]	Destroy 7 years after the presentation

FOREIGN INVESTMENT ATTRACTION

The function of attracting foreign business investment in Australia. Includes: the development and implementation of policies, strategies and programs; liaison with State and Territory governments; the promotion of Australia as an attractive location for investment; specialist investment services such as the facilitation of major projects; advice on investment opportunities; the management of investment leads; the analysis of investment proposals; benchmarking studies; and grant funding.

For published information provided via the agency's website, including subscriptions to newsletters, use PUBLICATION.

For the management of finance student scholarship programs, use INDUSTRY SUPPORT AND DEVELOPMENT – Financial Assistance (Grants and Funding).

Advice

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

For records documenting legal advice, use LEGAL SERVICES - Advice.

Entry	Description of records	Disposal action
18446	<p>Records documenting strategic, controversial or precedent setting advice relating to the foreign investment attraction function, given or received by the agency on investment matters with far-reaching social, health, economic, national or international implications for the agency, Australian industry, foreign investors or the public. Includes:</p> <ul style="list-style-type: none"> • requests for advice • background information • annotated drafts • final version of advice • advice and briefings received from other organisations. <p>Also includes policy advice or program strategy advice provided to the Minister or government agencies; and records documenting the provision of advice to the Minister or government in relation to incentives and policy changes required for major investments.</p>	Retain as national archives
18447	<p>Records documenting advice relating to the foreign investment attraction function, given or received by the agency on matters with no far-reaching social, health, economic, national or international implications for the agency, Australian industry, foreign investors or the public. Such advice would include routine clarification of program obligations to companies. Includes:</p> <ul style="list-style-type: none"> • requests for advice • background information • annotated drafts • final version of advice • advice and briefings received from other organisations. <p>Excludes policy advice or program strategy advice provided to the Minister or government agencies; and records documenting the provision of advice to the Minister or government in relation to incentives and policy changes required for major investments.</p> <p>[For published advisory reports such as data alerts and fact sheets, use PUBLICATION.]</p>	Destroy 7 years after last action

FOREIGN INVESTMENT ATTRACTION

The function of attracting foreign business investment in Australia. Includes: the development and implementation of policies, strategies and programs; liaison with State and Territory governments; the promotion of Australia as an attractive location for investment; specialist investment services such as the facilitation of major projects; advice on investment opportunities; the management of investment leads; the analysis of investment proposals; benchmarking studies; and grant funding.

For published information provided via the agency's website, including subscriptions to newsletters, use PUBLICATION.

For the management of finance student scholarship programs, use INDUSTRY SUPPORT AND DEVELOPMENT – Financial Assistance (Grants and Funding).

Agreements

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

Entry	Description of records	Disposal action
18448	<p>Records documenting the negotiation, establishment, maintenance and review of agreements relating to the foreign investment attraction function that are:</p> <ul style="list-style-type: none"> • between the Commonwealth and international parties or national governments (or their agencies), such as bilateral investment promotion and protection agreements; or • high level, significant or controversial between the Commonwealth, and States, Territories or private domestic parties, including supported skills program immigration agreements. <p>Includes:</p> <ul style="list-style-type: none"> • negotiations and consultations • meeting notes • expert opinions • recommendations and decisions • stakeholder comments • drafts • final signed agreements. <p>[For records documenting grant and funding agreements, use FOREIGN INVESTMENT ATTRACTION – Financial Assistance (Grants and Funding).]</p>	Retain as national archives
18449	<p>Records documenting the negotiation, establishment, maintenance and review of routine or simple agreements relating to the foreign investment attraction function such as memorandum of understanding with other government agencies for collaboration on overseas promotional event projects, and logo licensing agreements. Includes:</p> <ul style="list-style-type: none"> • negotiations and consultations • applications for supported skills program immigration agreements • meeting notes • expert opinions • recommendations and decisions • stakeholder comments and reports • drafts • final signed agreements. <p>Excludes high level, significant or controversial supported skills program immigration agreements.</p>	Destroy 7 years after expiry or termination or agreement or last action, whichever is the later

FOREIGN INVESTMENT ATTRACTION

The function of attracting foreign business investment in Australia. Includes: the development and implementation of policies, strategies and programs; liaison with State and Territory governments; the promotion of Australia as an attractive location for investment; specialist investment services such as the facilitation of major projects; advice on investment opportunities; the management of investment leads; the analysis of investment proposals; benchmarking studies; and grant funding.

For published information provided via the agency's website, including subscriptions to newsletters, use PUBLICATION.

For the management of finance student scholarship programs, use INDUSTRY SUPPORT AND DEVELOPMENT – Financial Assistance (Grants and Funding).

Agreements - Continued

Entry	Description of records	Disposal action
18450	Records documenting the management of ongoing approvals for the use Australian branding once a licence agreement is established. Includes agency approvals and proof of logo use on publications.	Destroy 1 year after action completed

Committees

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

For audit committees, use STRATEGIC MANAGEMENT - Committees.

Entry	Description of records	Disposal action
18451	Records of committees, including task forces and boards, relating to the foreign investment attraction function, where the agency provides Secretariat support, is the Commonwealth's main representative, or plays a significant role. Such committees include the National Investment Framework Interdepartmental Committee, the National Investment Advisory Board, national biotechnology events committees, and information and communications technology events and marketing committee. Includes: <ul style="list-style-type: none"> • documents establishing the committee • agendas • final versions of minutes • reports and supporting documentation. 	Retain as national archives
18452	Records of committees relating to the foreign investment attraction function where the agency does not provide Secretariat support, is not the Commonwealth's main representative, or does not play a significant role. Includes: <ul style="list-style-type: none"> • documents establishing the committee • agendas • minutes • reports and supporting documents. 	Destroy 7 years after action completed

FOREIGN INVESTMENT ATTRACTION

The function of attracting foreign business investment in Australia. Includes: the development and implementation of policies, strategies and programs; liaison with State and Territory governments; the promotion of Australia as an attractive location for investment; specialist investment services such as the facilitation of major projects; advice on investment opportunities; the management of investment leads; the analysis of investment proposals; benchmarking studies; and grant funding.

For published information provided via the agency's website, including subscriptions to newsletters, use PUBLICATION.

For the management of finance student scholarship programs, use INDUSTRY SUPPORT AND DEVELOPMENT – Financial Assistance (Grants and Funding).

Committees - Continued

Entry	Description of records	Disposal action
18453	Records documenting the administration of committees relating to the foreign investment attraction function. Includes: <ul style="list-style-type: none"> • notice of meetings • draft minutes • venue bookings • catering arrangements • details of member remuneration. <p>[For financial transaction records associated with committee administration, use FINANCIAL MANAGEMENT.]</p>	Destroy 7 years after action completed

Conferences

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

For the agency's sponsorship of industry conferences conducted by external parties, use FOREIGN INVESTMENT ATTRACTION – Marketing.

Entry	Description of records	Disposal action
18454	Final versions of the programs, proceedings and presentations for conferences, events and seminars organised by the agency, or in collaboration with other organisations, and relating to the foreign investment attraction function, such as the Biotechnology Conference and APEC Future Economic Leaders Think Tank. Includes investment seminars held with the support of foreign embassies, consulates and chambers of commerce. <p>[For published conference presentations, use PUBLICATION.</p> <p>For records documenting the arrangement and delivery of training seminars, use FOREIGN INVESTMENT ATTRACTION – Training Services.]</p>	Retain as national archives
18455	Records documenting the administrative arrangements for conferences organised by the agency and relating to the foreign investment attraction function. Includes: <ul style="list-style-type: none"> • publicity, advertising and sponsorship • promotional display arrangements • plans and speaker arrangements • registrations • venue, catering and equipment bookings. 	Destroy 7 years after action completed

FOREIGN INVESTMENT ATTRACTION

The function of attracting foreign business investment in Australia. Includes: the development and implementation of policies, strategies and programs; liaison with State and Territory governments; the promotion of Australia as an attractive location for investment; specialist investment services such as the facilitation of major projects; advice on investment opportunities; the management of investment leads; the analysis of investment proposals; benchmarking studies; and grant funding.

For published information provided via the agency's website, including subscriptions to newsletters, use PUBLICATION.

For the management of finance student scholarship programs, use INDUSTRY SUPPORT AND DEVELOPMENT – Financial Assistance (Grants and Funding).

Conferences - Continued

Entry	Description of records	Disposal action
18456	Participants' reports on attendance at conferences arranged by other organisations and relating to the foreign investment attraction function.	Destroy 3 years after action completed
18457	Records documenting the attendance at conferences arranged by other organisations and relating to the foreign investment attraction function. Includes the completed conference registration forms, programs and conference promotion material.	Destroy when reference ceases

FOREIGN INVESTMENT ATTRACTION

The function of attracting foreign business investment in Australia. Includes: the development and implementation of policies, strategies and programs; liaison with State and Territory governments; the promotion of Australia as an attractive location for investment; specialist investment services such as the facilitation of major projects; advice on investment opportunities; the management of investment leads; the analysis of investment proposals; benchmarking studies; and grant funding.

For published information provided via the agency's website, including subscriptions to newsletters, use PUBLICATION.

For the management of finance student scholarship programs, use INDUSTRY SUPPORT AND DEVELOPMENT – Financial Assistance (Grants and Funding).

Consultation

The activities associated with exchanging views on a given topic or topics. Includes dialogues, discussions, talks, workshops, forums and other forms of consultation on various issues, including as a way of informing, and providing development assistance to others in relation to these issues.

Entry	Description of records	Disposal action
18458	<p>Records documenting formal consultations and discussions with other agencies, organisations or groups and relating to the foreign investment attraction function. Includes:</p> <ul style="list-style-type: none"> • proceedings • list of those consulted • submissions • final reports. <p>[For records of ministerial advice resulting from consultation, use FOREIGN INVESTMENT ATTRACTION – Advice.</p> <p>For records documenting consultative committees and councils, use FOREIGN INVESTMENT ATTRACTION – Committees.</p> <p>For records documenting conference arrangement and attendance, use FOREIGN INVESTMENT ATTRACTION - Conferences.</p> <p>For records documenting consultations in relation to the development of new programs, use FOREIGN INVESTMENT ATTRACTION – Program Development.</p> <p>For records documenting consultations in relation to the development of new government policy, use FOREIGN INVESTMENT ATTRACTION – Industry Policy.</p> <p>For records documenting informal consultation with government contacts, use FOREIGN INVESTMENT ATTRACTION – Government Liaison or the specific activity to which the consultation relates.</p> <p>For records documenting informal consultation with non-government contacts, use FOREIGN INVESTMENT ATTRACTION – Liaison or the specific activity to which the consultation relates.]</p>	Retain as national archives
18459	Records documenting administrative arrangements for formal consultations and discussions with other agencies, organisations or groups and relating to the foreign investment attraction function. Includes venue hire and catering.	Destroy 7 years after last action

FOREIGN INVESTMENT ATTRACTION

The function of attracting foreign business investment in Australia. Includes: the development and implementation of policies, strategies and programs; liaison with State and Territory governments; the promotion of Australia as an attractive location for investment; specialist investment services such as the facilitation of major projects; advice on investment opportunities; the management of investment leads; the analysis of investment proposals; benchmarking studies; and grant funding.

For published information provided via the agency's website, including subscriptions to newsletters, use PUBLICATION.

For the management of finance student scholarship programs, use INDUSTRY SUPPORT AND DEVELOPMENT – Financial Assistance (Grants and Funding).

Customer Service

The activities associated with the planning, monitoring and evaluation of services provided to customers by the organisation.

Entry	Description of records	Disposal action
18460	Records documenting the planning, monitoring and evaluation of customer service relating to the foreign investment attraction function. Includes stakeholder surveys such as customer satisfaction surveys.	Destroy 7 years after last action
18461	Records documenting customer service charters and similar directives relating to the provision of services to foreign investment attraction related customers.	Destroy 7 years after last action or after superseded, whichever is the later

Enquiries

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

Entry	Description of records	Disposal action
18462	Records documenting receiving and responding to routine enquiries relating to the foreign investment attraction function. Includes enquiries received via the agency's website and associated responses. [For records of enquiries that are regarded as investment prospects or leads, use FOREIGN INVESTMENT ATTRACTION – Investment Leads. For records documenting policy advice provided in response to enquiries from the Minister or government agencies, use FOREIGN INVESTMENT ATTRACTION - Advice.]	Destroy 2 years after last action

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
18463	Final reports documenting the outcomes of evaluation, analysis and assessment of potential or existing initiatives, programs and services relating to the foreign investment attraction function. Includes the evaluation of foreign investment marketing campaigns and plans.	Retain as national archives

FOREIGN INVESTMENT ATTRACTION

The function of attracting foreign business investment in Australia. Includes: the development and implementation of policies, strategies and programs; liaison with State and Territory governments; the promotion of Australia as an attractive location for investment; specialist investment services such as the facilitation of major projects; advice on investment opportunities; the management of investment leads; the analysis of investment proposals; benchmarking studies; and grant funding.

For published information provided via the agency's website, including subscriptions to newsletters, use PUBLICATION.

For the management of finance student scholarship programs, use INDUSTRY SUPPORT AND DEVELOPMENT – Financial Assistance (Grants and Funding).

Evaluation - Continued

Entry	Description of records	Disposal action
18464	<p>Records documenting the planning and conduct of evaluation into initiatives, programs and services relating to the foreign investment attraction function. Includes:</p> <ul style="list-style-type: none">• project plans• evaluation criteria• survey instruments• data collected from consultation with stakeholders• data/systems analysis• draft reports containing associated comments and evaluation results. <p>[For records documenting customer satisfaction surveys, use FOREIGN INVESTMENT ATTRACTION – Customer Service.]</p>	Destroy 10 years after last action

FOREIGN INVESTMENT ATTRACTION

The function of attracting foreign business investment in Australia. Includes: the development and implementation of policies, strategies and programs; liaison with State and Territory governments; the promotion of Australia as an attractive location for investment; specialist investment services such as the facilitation of major projects; advice on investment opportunities; the management of investment leads; the analysis of investment proposals; benchmarking studies; and grant funding.

For published information provided via the agency's website, including subscriptions to newsletters, use PUBLICATION.

For the management of finance student scholarship programs, use INDUSTRY SUPPORT AND DEVELOPMENT – Financial Assistance (Grants and Funding).

Financial Assistance (Grants and Funding)

The activity of providing financial assistance to other organisations. Includes the provision of grants to support designated activities and achieve aims and objectives that are consistent with Government policy and funding, including subsidies, given or otherwise provided as part of a State or Territory and Commonwealth funding agreement. Also includes the evaluation of applications and the preparation of agreements relating to the provision of the grants and funds.

Entry	Description of records	Disposal action
18465	<p>Records documenting the receipt, assessment and approval of successful applications for financial assistance such as grants and subsidies, relating to the foreign investment attraction function that have far-reaching social, health, industry, economic, national or international implications or have been the subject of widespread public debate or controversy. Includes strategic investment incentives. Records include:</p> <ul style="list-style-type: none"> • initial inquiry forms and advice regarding grants and financial assistance • applications • letters of commitment • assessment reports and recommendations • authorisations, including those from the Prime Minister and Cabinet (when required) • progress reports from recipients • final acquittal reports • financial statements • correspondence • grant/funding agreement/contract • compliance audit/visit reports. <p>[For records documenting the provision assistance in the form of tax concessions, use FOREIGN INVESTMENT ATTRACTION – Industry Entitlements.]</p>	Retain as national archives

FOREIGN INVESTMENT ATTRACTION

The function of attracting foreign business investment in Australia. Includes: the development and implementation of policies, strategies and programs; liaison with State and Territory governments; the promotion of Australia as an attractive location for investment; specialist investment services such as the facilitation of major projects; advice on investment opportunities; the management of investment leads; the analysis of investment proposals; benchmarking studies; and grant funding.

For published information provided via the agency's website, including subscriptions to newsletters, use PUBLICATION.

For the management of finance student scholarship programs, use INDUSTRY SUPPORT AND DEVELOPMENT – Financial Assistance (Grants and Funding).

Financial Assistance (Grants and Funding) - Continued

Entry	Description of records	Disposal action
18466	<p>Records documenting the receipt, assessment and approval of successful applications for financial assistance such as grants and subsidies, relating to the foreign investment attraction function that DO NOT have far-reaching social, health, industry, economic, national or international implications and have NOT been the subject of widespread public debate or controversy. Records include:</p> <ul style="list-style-type: none"> • initial inquiry forms and advice regarding grants • investment proposals/applications • letters of commitment • assessment reports and recommendations • authorisations • progress reports from recipients • final acquittal reports • financial statements • correspondence • grant/funding agreement/contract • compliance audit/visit reports. <p>[For records documenting the provision of assistance and support to Australian industry, use INDUSTRY SUPPORT AND DEVELOPMENT.]</p>	Destroy 10 years after last action
18467	Records documenting the receipt and assessment of unsuccessful financial assistance applications relating to the foreign investment attraction function. Includes withdrawn applications.	Destroy 7 years after last action

FOREIGN INVESTMENT ATTRACTION

The function of attracting foreign business investment in Australia. Includes: the development and implementation of policies, strategies and programs; liaison with State and Territory governments; the promotion of Australia as an attractive location for investment; specialist investment services such as the facilitation of major projects; advice on investment opportunities; the management of investment leads; the analysis of investment proposals; benchmarking studies; and grant funding.

For published information provided via the agency's website, including subscriptions to newsletters, use PUBLICATION.

For the management of finance student scholarship programs, use INDUSTRY SUPPORT AND DEVELOPMENT – Financial Assistance (Grants and Funding).

Government Liaison

The activities associated with maintaining regular general contact between the organisation and other government agencies. Includes sharing informal advice and discussions and collaborating on projects that are not joint ventures.

For policy advice or program strategy advice provided to the Minister or government agencies, use FOREIGN INVESTMENT ATTRACTION - Advice.

Entry	Description of records	Disposal action
18468	<p>Records documenting routine liaison with other government agencies and relating to the foreign investment attraction function. Includes records of contact such as file notes on informal advice and discussions, routine correspondence, and contact lists.</p> <p>[For records documenting advice, other than policy advice or program strategy advice, to government agencies, use GOVERNMENT RELATIONS – Advice.</p> <p>For records of government foreign investment attraction related committees, use FOREIGN INVESTMENT ATTRACTION – Committees.</p> <p>For records documenting liaison with government agencies in relation to the management of agreements, use FOREIGN INVESTMENT ATTRACTION – Agreements.</p> <p>For records documenting liaison with government agencies in relation to program development matters, use FOREIGN INVESTMENT ATTRACTION – Program Development.</p> <p>For periodic and statistical reports provided to government agencies in relation to foreign investment attraction matters, use FOREIGN INVESTMENT ATTRACTION – Reporting.</p> <p>For records documenting government relations that are NOT regular ongoing contact covered by other functions, use GOVERNMENT RELATIONS.]</p>	Destroy 7 years after last action

FOREIGN INVESTMENT ATTRACTION

The function of attracting foreign business investment in Australia. Includes: the development and implementation of policies, strategies and programs; liaison with State and Territory governments; the promotion of Australia as an attractive location for investment; specialist investment services such as the facilitation of major projects; advice on investment opportunities; the management of investment leads; the analysis of investment proposals; benchmarking studies; and grant funding.

For published information provided via the agency's website, including subscriptions to newsletters, use PUBLICATION.

For the management of finance student scholarship programs, use INDUSTRY SUPPORT AND DEVELOPMENT – Financial Assistance (Grants and Funding).

Industry Entitlements

The activities associated with providing entitlement benefits to eligible business entities and individuals in the form of duty concession, duty credit, or tax relief.

For the provision of payments in the form of subsidies to manufacturers to reduce prices for products or services, or increase the cost of inputs, competitive applications by non-Government bodies for funding for discrete activities, and other funding measures, use FOREIGN INVESTMENT ATTRACTION – Financial Assistance (Grants and Funding).

Entry	Description of records	Disposal action
18505	<p>Records documenting the receipt, assessment, amendment and revocation of industry entitlements relating to the foreign investment attraction function, such as tax concessions, tariff duty concessions and duty credits. Includes:</p> <ul style="list-style-type: none"> • initial inquiry correspondence and advice regarding industry entitlements • meeting notes • correspondence • applications • supporting documents • assessment reports and recommendations (includes successful and unsuccessful applications) • certificates • authorisations • notifications • records of entitlements • registers and ledgers • compliance monitoring data and reports. 	Retain as national archives
	<p>[For records documenting other forms of financial assistance, use FOREIGN INVESTMENT ATTRACTION – Financial Assistance (Grants and Funding).]</p>	

FOREIGN INVESTMENT ATTRACTION

The function of attracting foreign business investment in Australia. Includes: the development and implementation of policies, strategies and programs; liaison with State and Territory governments; the promotion of Australia as an attractive location for investment; specialist investment services such as the facilitation of major projects; advice on investment opportunities; the management of investment leads; the analysis of investment proposals; benchmarking studies; and grant funding.

For published information provided via the agency's website, including subscriptions to newsletters, use PUBLICATION.

For the management of finance student scholarship programs, use INDUSTRY SUPPORT AND DEVELOPMENT – Financial Assistance (Grants and Funding).

Industry Monitoring

The activities associated with monitoring the activities and performance of, and trends within, secondary or tertiary industries.

For the evaluation of the suitability of potential or existing programs or services in relation to meeting the needs of the given situation, use FOREIGN INVESTMENT ATTRACTION - Evaluation.

For the monitoring of potential and successful investment leads, use FOREIGN INVESTMENT ATTRACTION – Investment Leads.

For the provision of advice to the Minister, government agencies or industry, use FOREIGN INVESTMENT ATTRACTION - Advice.

Entry	Description of records	Disposal action
18469	<p>Final versions of industry monitoring reports and profiles relating to the foreign investment attraction function.</p> <p>[For records documenting formal research into needs and issues affecting foreign investment broadly, use FOREIGN INVESTMENT ATTRACTION – Research.</p> <p>For records documenting the compliance monitoring of specific companies in relation to financial assistance administered by the agency, use FOREIGN INVESTMENT ATTRACTION – Financial Assistance (Grants and Funding).</p> <p>For records documenting the monitoring of progress with investment leads, use FOREIGN INVESTMENT STRATEGY – Investment Leads.</p> <p>For records documenting industry monitoring that results in the development of new or changed industry policy, use FOREIGN INVESTMENT ATTRACTION – Industry Policy.]</p>	Destroy 10 years after last action
18470	<p>Records documenting the monitoring of specific industry activities, performances and trends to develop industry profiles relating to the foreign investment attraction function. Includes:</p> <ul style="list-style-type: none"> • data and information collected • notes on meetings and discussions with industry representatives • working analysis and assessment. 	Destroy 3 years after last action

FOREIGN INVESTMENT ATTRACTION

The function of attracting foreign business investment in Australia. Includes: the development and implementation of policies, strategies and programs; liaison with State and Territory governments; the promotion of Australia as an attractive location for investment; specialist investment services such as the facilitation of major projects; advice on investment opportunities; the management of investment leads; the analysis of investment proposals; benchmarking studies; and grant funding.

For published information provided via the agency's website, including subscriptions to newsletters, use PUBLICATION.

For the management of finance student scholarship programs, use INDUSTRY SUPPORT AND DEVELOPMENT – Financial Assistance (Grants and Funding).

Industry Policy

The activities associated with developing and establishing decisions, directions, and precedents to support and facilitate the development and growth of, and innovation in, Australian industry and small business.

For the development of internal policies, use FOREIGN INVESTMENT ATTRACTION - Policy.

For policy advice or program strategy advice provided to the Minister or government agencies, use FOREIGN INVESTMENT ATTRACTION - Advice.

Entry	Description of records	Disposal action
18471	<p>Records documenting the development of industry policies and program strategies by the agency. Includes:</p> <ul style="list-style-type: none"> • new policy proposals • risk assessments • implementation statements • national strategies and statements such as the National Strategic Framework for Attracting Foreign Direct Investment • research and background papers • results of consultation with external stakeholders undertaken during the development of policy • supporting reports and major drafts • final policy. <p>[For records documenting the development of programs as a result of adopted industry policies, use FOREIGN INVESTMENT ATTRACTION – Program Development.</p> <p>For records documenting formal industry research that could impact on the development of new policies and programs, use FOREIGN INVESTMENT ATTRACTION - Research.</p> <p>For records of industry consultation that is not part of the policy development process, use FOREIGN INVESTMENT ATTRACTION – Consultation.</p> <p>For whole-of-government investment marketing plans, use FOREIGN INVESTMENT ATTRACTION - Marketing.]</p>	Retain as national archives

FOREIGN INVESTMENT ATTRACTION

The function of attracting foreign business investment in Australia. Includes: the development and implementation of policies, strategies and programs; liaison with State and Territory governments; the promotion of Australia as an attractive location for investment; specialist investment services such as the facilitation of major projects; advice on investment opportunities; the management of investment leads; the analysis of investment proposals; benchmarking studies; and grant funding.

For published information provided via the agency's website, including subscriptions to newsletters, use PUBLICATION.

For the management of finance student scholarship programs, use INDUSTRY SUPPORT AND DEVELOPMENT – Financial Assistance (Grants and Funding).

Investment Leads

The activities associated with collecting and maintaining information about, and monitoring the potential for, foreign companies, organisations or government bodies to invest in Australia.

For the approval of assistance to foreign companies, organisations or government bodies for investment in Australia, use FOREIGN INVESTMENT ATTRACTION - Investment Project Status.

For general enquiries about investment in Australia, use FOREIGN INVESTMENT ATTRACTION - Enquiries.

For general liaison with companies or organisations about foreign investment, use FOREIGN INVESTMENT ATTRACTION - Liaison.

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

Entry	Description of records	Disposal action
18472	Records documenting the recording and monitoring of projects that have proceeded to an investment commitment which has far-reaching social, health, industry, economic, national or international implications or has been the subject of widespread public debate or controversy. Includes: <ul style="list-style-type: none"> • correspondence and records of meetings with investors • notifications of investment successes, outcome successes and abandoned projects. 	Retain as national archives
18473	Records documenting the recording and monitoring of other projects that have proceeded to an investment commitment which does not have far-reaching social, health, industry, economic, national or international implications and has not been the subject of widespread public debate or controversy. Includes: <ul style="list-style-type: none"> • correspondence and records of meetings with investors • notifications of investment successes, outcome successes and abandoned projects. 	Destroy 7 years after last action

FOREIGN INVESTMENT ATTRACTION

The function of attracting foreign business investment in Australia. Includes: the development and implementation of policies, strategies and programs; liaison with State and Territory governments; the promotion of Australia as an attractive location for investment; specialist investment services such as the facilitation of major projects; advice on investment opportunities; the management of investment leads; the analysis of investment proposals; benchmarking studies; and grant funding.

For published information provided via the agency's website, including subscriptions to newsletters, use PUBLICATION.

For the management of finance student scholarship programs, use INDUSTRY SUPPORT AND DEVELOPMENT – Financial Assistance (Grants and Funding).

Investment Leads - Continued

Entry	Description of records	Disposal action
18474	<p>Records documenting the management of prospective foreign investment projects. Includes:</p> <ul style="list-style-type: none"> • profiles of companies targeted for investment • investment lead summaries • correspondence with State and Territory agencies • call lists and contact lists • appointments • meeting notes • capability to invest assessments. <p>[For periodic reporting on investment projects, use FOREIGN INVESTMENT STRATEGY – Reporting.</p> <p>For records of site visits undertaken to secure leads, use FOREIGN INVESTMENT ATTRACTION – Visits.</p> <p>For foreign investment lead procedures for Commonwealth, State, and Territory agencies, use FOREIGN INVESTMENT ATTRACTION – Procedures.</p> <p>For records documenting the management of major investment status approval processes, use FOREIGN INVESTMENT ATTRACTION – Major Investment Project Status.</p> <p>For records documenting the provision of advice to the Minister or government in relation to potential foreign investment, use FOREIGN INVESTMENT ATTRACTION - Advice.]</p>	Destroy 7 years after last action

FOREIGN INVESTMENT ATTRACTION

The function of attracting foreign business investment in Australia. Includes: the development and implementation of policies, strategies and programs; liaison with State and Territory governments; the promotion of Australia as an attractive location for investment; specialist investment services such as the facilitation of major projects; advice on investment opportunities; the management of investment leads; the analysis of investment proposals; benchmarking studies; and grant funding.

For published information provided via the agency's website, including subscriptions to newsletters, use PUBLICATION.

For the management of finance student scholarship programs, use INDUSTRY SUPPORT AND DEVELOPMENT – Financial Assistance (Grants and Funding).

Liaison

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

For the provision of formal advice, use FOREIGN INVESTMENT ATTRACTION - Advice.

Entry	Description of records	Disposal action
18475	<p>Records documenting routine liaison with external stakeholders relating to the foreign investment attraction function. Includes records of contact such as file notes and correspondence and contact lists.</p> <p>[For records documenting routine liaison with other government agencies, use FOREIGN INVESTMENT ATTRACTION – Government Liaison.</p> <p>For records documenting liaison during marketing events, use FOREIGN INVESTMENT ATTRACTION - Conferences.</p> <p>For records documenting liaison with stakeholders during industry policy development, use FOREIGN INVESTMENT ATTRACTION – Industry Policy.</p> <p>For records documenting liaison with stakeholders in relation to program development matters, use FOREIGN INVESTMENT ATTRACTION – Program Development.</p> <p>For records documenting liaison with stakeholders during committee meetings, use FOREIGN INVESTMENT ATTRACTION – Committees.]</p>	Destroy 7 years after action completed

FOREIGN INVESTMENT ATTRACTION

The function of attracting foreign business investment in Australia. Includes: the development and implementation of policies, strategies and programs; liaison with State and Territory governments; the promotion of Australia as an attractive location for investment; specialist investment services such as the facilitation of major projects; advice on investment opportunities; the management of investment leads; the analysis of investment proposals; benchmarking studies; and grant funding.

For published information provided via the agency's website, including subscriptions to newsletters, use PUBLICATION.

For the management of finance student scholarship programs, use INDUSTRY SUPPORT AND DEVELOPMENT – Financial Assistance (Grants and Funding).

Major Investment Project Status

The activities associated with receiving and assessing applications from foreign companies for assistance with major investment projects. Includes the granting by the Minister of major project status, to allow Government assistance to be provided.

For the process of identifying opportunities to provide assistance to foreign companies with minor investment projects, use FOREIGN INVESTMENT ATTRACTION - Investment Leads.

Entry	Description of records	Disposal action
18476	Records documenting the consideration and conferring of major project facilitation status on recommended projects. Includes: <ul style="list-style-type: none"> • applications • supporting documentation • advice to applicants • assessments • recommendations and advice to the Minister. <p>[For records documenting the provision of advice to the Minister or government in relation to incentives and policy changes required for major investments, use FOREIGN INVESTMENT ATTRACTION – Advice.]</p>	Retain as national archives

Marketing

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

Entry	Description of records	Disposal action
18477	Records documenting the development of whole-of-government strategic marketing plans for Australian investment attraction. Includes Australia's inward investment marketing plan.	Retain as national archives
18478	Records documenting the development and management of the agency's operational marketing and communications plans relating to the foreign investment attraction function. Includes major annotated drafts and final version.	Destroy 7 years after superseded
18479	Records documenting market research and analysis, including competitor analysis.	Destroy 7 years after last action

FOREIGN INVESTMENT ATTRACTION

The function of attracting foreign business investment in Australia. Includes: the development and implementation of policies, strategies and programs; liaison with State and Territory governments; the promotion of Australia as an attractive location for investment; specialist investment services such as the facilitation of major projects; advice on investment opportunities; the management of investment leads; the analysis of investment proposals; benchmarking studies; and grant funding.

For published information provided via the agency's website, including subscriptions to newsletters, use PUBLICATION.

For the management of finance student scholarship programs, use INDUSTRY SUPPORT AND DEVELOPMENT – Financial Assistance (Grants and Funding).

Marketing - Continued

Entry	Description of records	Disposal action
18480	<p>Records documenting the promotion of foreign investment attraction programs or projects. May include:</p> <ul style="list-style-type: none"> • advertisements • marketing collateral • correspondence with stakeholders involved in promotional campaigns • sponsorship proposals and contracts. <p>[For marketing presentations, use FOREIGN INVESTMENT ATTRACTION – Addresses (presentations).</p> <p>For published marketing material, including newsletters, use PUBLICATION.</p> <p>For media releases, use COMMUNITY RELATIONS – Media Relations.</p> <p>For the evaluation of investment promotional campaigns and advertising, use FOREIGN INVESTMENT ATTRACTION – Evaluation.</p> <p>For records documenting investment leads, use FOREIGN INVESTMENT ATTRACTION – Investment Leads.</p> <p>For records documenting the publicity of conferences arranged by the agency, use FOREIGN INVESTMENT ATTRACTION – Conferences.</p> <p>For records documenting education campaigns conducted by the agency, use FOREIGN INVESTMENT ATTRACTION – Training Services.]</p>	Destroy 7 years after last action

FOREIGN INVESTMENT ATTRACTION

The function of attracting foreign business investment in Australia. Includes: the development and implementation of policies, strategies and programs; liaison with State and Territory governments; the promotion of Australia as an attractive location for investment; specialist investment services such as the facilitation of major projects; advice on investment opportunities; the management of investment leads; the analysis of investment proposals; benchmarking studies; and grant funding.

For published information provided via the agency's website, including subscriptions to newsletters, use PUBLICATION.

For the management of finance student scholarship programs, use INDUSTRY SUPPORT AND DEVELOPMENT – Financial Assistance (Grants and Funding).

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
18481	<p>Records documenting the development of significant plans relating to the foreign investment attraction function such as strategic industry and action plans. Includes:</p> <ul style="list-style-type: none"> • final plans, including implementation and action plans • background research • communication with stakeholders, including comments and feedback • workshop and consultation notes. <p>[For published plans, use PUBLICATION.</p> <p>For marketing plans and strategies, use FOREIGN INVESTMENT ATTRACTION - Marketing.</p> <p>For records documenting the development of policy action agenda, use FOREIGN INVESTMENT ATTRACTION – Program Development.</p> <p>For records documenting the development of broader industry policy strategies and frameworks, use FOREIGN INVESTMENT ATTRACTION – Industry Policy.</p> <p>For records documenting strategic business planning for the division, use STRATEGIC MANAGEMENT - Planning.]</p>	Retain as national archives
18507	Records documenting the development of operational or service plans relating to the foreign investment attraction function such as stakeholder consultation strategies.	Destroy 10 years after superseded or last action, whichever is the later

FOREIGN INVESTMENT ATTRACTION

The function of attracting foreign business investment in Australia. Includes: the development and implementation of policies, strategies and programs; liaison with State and Territory governments; the promotion of Australia as an attractive location for investment; specialist investment services such as the facilitation of major projects; advice on investment opportunities; the management of investment leads; the analysis of investment proposals; benchmarking studies; and grant funding.

For published information provided via the agency's website, including subscriptions to newsletters, use PUBLICATION.

For the management of finance student scholarship programs, use INDUSTRY SUPPORT AND DEVELOPMENT – Financial Assistance (Grants and Funding).

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.

For the development and establishment of decisions, directions, and precedents to support and facilitate investment in Australia, use FOREIGN INVESTMENT ATTRACTION - Industry Policy.

For the development of government industry policy, excluding policy advice or program strategy advice provided to the Minister or government agencies, use FOREIGN INVESTMENT ATTRACTION - Industry Policy.

For policy advice or program strategy advice provided to the Minister or government agencies, use FOREIGN INVESTMENT ATTRACTION - Advice.

Entry	Description of records	Disposal action
18482	Final version of internal agency policies covering financial assistance processing or intergovernmental protocols and relating to the foreign investment attraction function.	Retain as national archives
18483	Final version of internal agency policies relating to the foreign investment attraction function. Excludes policies covering financial assistance processing or intergovernmental protocols.	Destroy 7 years after policy is superseded
18484	Records documenting the development or amendment of internal agency policies relating to the foreign investment attraction function. Includes: <ul style="list-style-type: none"> • issue/problem identification • policy amendments • project plan • resource allocation • background research papers • internal consultation and stakeholder needs analysis • feedback and comment by relevant parties • policy approval • policy recommendations ratification. <p>[For records documenting the development of government industry policy, use FOREIGN INVESTMENT ATTRACTION – Industry Policy.]</p>	Destroy 7 year after policy is approved and released

FOREIGN INVESTMENT ATTRACTION

The function of attracting foreign business investment in Australia. Includes: the development and implementation of policies, strategies and programs; liaison with State and Territory governments; the promotion of Australia as an attractive location for investment; specialist investment services such as the facilitation of major projects; advice on investment opportunities; the management of investment leads; the analysis of investment proposals; benchmarking studies; and grant funding.

For published information provided via the agency's website, including subscriptions to newsletters, use PUBLICATION.

For the management of finance student scholarship programs, use INDUSTRY SUPPORT AND DEVELOPMENT – Financial Assistance (Grants and Funding).

Procedures

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

Entry	Description of records	Disposal action
18485	<p>Final versions of program procedures and guidelines relating to the foreign investment attraction function that cover financial assistance processing or intergovernmental protocols.</p> <p>[For records documenting the production and dissemination of published industry procedures and guidelines, use PUBLICATION.</p> <p>For records documenting the development of industry guidelines that are regarded as disallowable instruments under legislation, use INDUSTRY SUPPORT AND DEVELOPMENT - Legislation.]</p>	Retain as national archives
18487	<p>Final version of program procedures and guidelines relating to the foreign investment attraction function. Excludes procedures covering financial assistance processing and intergovernmental protocols.</p> <p>[For records documenting the production and dissemination of published industry procedures and guidelines, use PUBLICATION.</p> <p>For records documenting the development of industry guidelines that are regarded as disallowable instruments under legislation, use INDUSTRY SUPPORT AND DEVELOPMENT - Legislation.]</p>	Destroy 7 years after procedures are superseded
18488	<p>Records documenting the development of program procedures and guidelines, including financial assistance processing or intergovernmental protocols, relating to the foreign investment attraction function. Includes:</p> <ul style="list-style-type: none"> • procedure/protocol requirements • project plan • background research papers, eg information gathered on statutory requirements, standards, professional codes of practice and guidelines • stakeholder consultation notes • draft procedures and associated feedback/comments approval for procedures. 	Destroy 1 year after procedures are approved and released

FOREIGN INVESTMENT ATTRACTION

The function of attracting foreign business investment in Australia. Includes: the development and implementation of policies, strategies and programs; liaison with State and Territory governments; the promotion of Australia as an attractive location for investment; specialist investment services such as the facilitation of major projects; advice on investment opportunities; the management of investment leads; the analysis of investment proposals; benchmarking studies; and grant funding.

For published information provided via the agency's website, including subscriptions to newsletters, use PUBLICATION.

For the management of finance student scholarship programs, use INDUSTRY SUPPORT AND DEVELOPMENT – Financial Assistance (Grants and Funding).

Program Development

The activities associated with developing programs of work, based on policies or government directions and initiatives. Includes action agendas.

For the development of plans, including implementation plans, use FOREIGN INVESTMENT ATTRACTION - Planning.

Entry	Description of records	Disposal action
18489	<p>Records documenting the design, development, establishment, review and administration of programs and schemes relating to the foreign investment attraction function that have far-reaching social, health, industry, economic, national or international implications or have been the subject of widespread public debate or controversy. Includes:</p> <ul style="list-style-type: none"> • background research and information • consultations with stakeholders • submissions from stakeholders • draft program outlines and objectives • evaluation of program pilots • risk assessments • feedback and comments • final versions of programs and schemes • program participants' contact details • program reports. <p>[For program implementation action plans, use FOREIGN INVESTMENT ATTRACTION – Planning.</p> <p>For industry action agenda, use INDUSTRY SUPPORT AND DEVELOPMENT – Program Development.</p> <p>For program marketing plans, use FOREIGN INVESTMENT ATTRACTION - Marketing.</p> <p>For strategic advice provided to the Minister or government, use FOREIGN INVESTMENT ATTRACTION – Advice.</p> <p>For records documenting the development of program guidelines, use FOREIGN INVESTMENT ATTRACTION - Procedures.</p> <p>For records documenting the development of the government's investment policy, use FOREIGN INVESTMENT ATTRACTION – Industry Policy.</p> <p>For records documenting the evaluation of programs to determine their performance and ongoing viability, including recommendations to terminate programs, use FOREIGN INVESTMENT ATTRACTION – Evaluation.</p> <p>For records documenting inter-agency memorandum of understanding to jointly fund programs, use FOREIGN INVESTMENT ATTRACTION - Agreements.]</p>	Retain as national archives

FOREIGN INVESTMENT ATTRACTION

The function of attracting foreign business investment in Australia. Includes: the development and implementation of policies, strategies and programs; liaison with State and Territory governments; the promotion of Australia as an attractive location for investment; specialist investment services such as the facilitation of major projects; advice on investment opportunities; the management of investment leads; the analysis of investment proposals; benchmarking studies; and grant funding.

For published information provided via the agency's website, including subscriptions to newsletters, use PUBLICATION.

For the management of finance student scholarship programs, use INDUSTRY SUPPORT AND DEVELOPMENT – Financial Assistance (Grants and Funding).

Program Development - Continued

Entry	Description of records	Disposal action
18490	<p>Records documenting the design, development, establishment, review and administration of programs and schemes relating to the foreign investment attraction function that DO NOT have far-reaching social, health, industry, economic, national or international implications and have NOT been the subject of widespread public debate or controversy. Includes:</p> <ul style="list-style-type: none"> • background research and information • consultations with stakeholders • submissions from stakeholders • assessment and selection of action agenda • draft program outlines and objectives • evaluation of program pilots • risk assessments • feedback and comments • final versions of programs and schemes • program participants' contact details • program reports. 	<p>Destroy 7 years after termination of the program (including all predecessor or successor names of the program) or after all obligations associated with the program are fulfilled, whichever is the later</p>

Public Reaction

The process of handling public reaction to an organisation's policies or services. Includes anonymous letters, letters of complaint and letters of congratulations or appreciation received from the public.

Entry	Description of records	Disposal action
18506	<p>Records documenting public reaction to strategies, programs and policies relating to the foreign investment attraction function. Includes agency responses.</p> <p>[For records documenting the handling of complaints through Ministerial representations, use GOVERNMENT RELATIONS – Representations.</p> <p>For records documenting public complaints regarding the agency in general, use COMMUNITY RELATIONS – Public Reaction.</p> <p>For records documenting reaction from industry stakeholders in relation to the agency's policies and programs via a consultation process, use FOREIGN INVESTMENT ATTRACTION - Consultation.]</p>	<p>Destroy 7 years after last action</p>

FOREIGN INVESTMENT ATTRACTION

The function of attracting foreign business investment in Australia. Includes: the development and implementation of policies, strategies and programs; liaison with State and Territory governments; the promotion of Australia as an attractive location for investment; specialist investment services such as the facilitation of major projects; advice on investment opportunities; the management of investment leads; the analysis of investment proposals; benchmarking studies; and grant funding.

For published information provided via the agency's website, including subscriptions to newsletters, use PUBLICATION.

For the management of finance student scholarship programs, use INDUSTRY SUPPORT AND DEVELOPMENT – Financial Assistance (Grants and Funding).

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 of research conducted or commissioned by the agency, use FOREIGN INVESTMENT ATTRACTION – Research.

For evaluation reports, use FOREIGN INVESTMENT ATTRACTION - Evaluation.

For published reports, use PUBLICATION.

For reporting to the Minister and Parliament, use GOVERNMENT RELATIONS – Reporting.

For corporate administration reports such as business unit performance reports, use STRATEGIC MANAGEMENT - Reporting.

Entry	Description of records	Disposal action
18491	Final version of reports made to external bodies relating to the foreign investment attraction function. Includes progress reporting against program plans to State and Territory organisations.	Retain as national archives
18492	Final version of internal reports relating to the foreign investment attraction function.	Destroy 7 years after action completed
18493	Records documenting the development of all reports. Includes: <ul style="list-style-type: none"> • background research documents • internal consultation/feedback • major annotated drafts containing comments received. 	Destroy 7 year after report finalised

FOREIGN INVESTMENT ATTRACTION

The function of attracting foreign business investment in Australia. Includes: the development and implementation of policies, strategies and programs; liaison with State and Territory governments; the promotion of Australia as an attractive location for investment; specialist investment services such as the facilitation of major projects; advice on investment opportunities; the management of investment leads; the analysis of investment proposals; benchmarking studies; and grant funding.

For published information provided via the agency's website, including subscriptions to newsletters, use PUBLICATION.

For the management of finance student scholarship programs, use INDUSTRY SUPPORT AND DEVELOPMENT – Financial Assistance (Grants and Funding).

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
18494	<p>Records documenting formal research projects, including scoping studies, either conducted or commissioned by the agency or undertaken in collaboration with other organisations, relating to the foreign investment attraction function that result in major changes to industry policy or procedures or where the findings have far-reaching social, health, industry, economic, national or international implications. Includes:</p> <ul style="list-style-type: none"> • analyses and interpretation of findings • final reports. <p>[For records of marketing research, including competitor benchmarking studies, use FOREIGN INVESTMENT ATTRACTION – Marketing.</p> <p>For the published results of research, use PUBLICATION.</p> <p>For research presentations, use FOREIGN INVESTMENT ATTRACTION – Addresses (presentations).</p> <p>For records documenting research undertaken to evaluate programs and services, use FOREIGN INVESTMENT ATTRACTION – Evaluation.</p> <p>For records documenting research undertaken during the development of advice, use FOREIGN INVESTMENT ATTRACTION – Advice.</p> <p>For records documenting research undertaken during the development of industry policy, use FOREIGN INVESTMENT ATTRACTION – Industry Policy.]</p>	Retain as national archives
18495	<p>Records documenting the arrangements for formal research projects relating to the industry support and development function. Includes:</p> <ul style="list-style-type: none"> • proposals • approvals • resource allocation. <p>[For collaborative research agreements, use FOREIGN INVESTMENT ATTRACTION – Agreements.]</p>	Destroy 7 years after last action

FOREIGN INVESTMENT ATTRACTION

The function of attracting foreign business investment in Australia. Includes: the development and implementation of policies, strategies and programs; liaison with State and Territory governments; the promotion of Australia as an attractive location for investment; specialist investment services such as the facilitation of major projects; advice on investment opportunities; the management of investment leads; the analysis of investment proposals; benchmarking studies; and grant funding.

For published information provided via the agency's website, including subscriptions to newsletters, use PUBLICATION.

For the management of finance student scholarship programs, use INDUSTRY SUPPORT AND DEVELOPMENT – Financial Assistance (Grants and Funding).

Research - Continued

Entry	Description of records	Disposal action
18729	Records documenting formal research projects, including scoping studies, either conducted or commissioned by the agency or undertaken in collaboration with other organisations, relating to the foreign investment attraction function that do not result in major changes to industry policy or procedures and where the findings have no far-reaching social, health, industry, economic, national or international implications. Includes: <ul style="list-style-type: none"> • analyses and interpretation of findings • final reports. 	Destroy 7 years after last action

Training Services

The activities associated with providing external training by staff of the organisation to others. Includes education campaigns, lectures, courses, seminars and workshops.

For internal staff training use STAFF DEVELOPMENT – Training.

Entry	Description of records	Disposal action
18496	Final versions of programs and presentations conducted by the agency and relating to the foreign investment attraction function. Includes seminars and training sessions developed to educate and train stakeholders. Includes: <ul style="list-style-type: none"> • session plans • presentation material • participant handouts. [For published training material, use PUBLICATION.]	Destroy 7 years after last action
18497	Records documenting the administrative arrangements for seminars and training sessions conducted by the agency and relating to the foreign investment attraction function. Includes: <ul style="list-style-type: none"> • publicity • registrations • venue, catering and equipment bookings. 	Destroy 3 years after action completed
18498	Records documenting the development of external training courses and seminars relating to the foreign investment attraction function. Includes: <ul style="list-style-type: none"> • consultations with requesting individuals/ organisations • draft versions of training material • reviews of training material • research and background documents. 	Destroy 2 years after course finalised

FOREIGN INVESTMENT ATTRACTION

The function of attracting foreign business investment in Australia. Includes: the development and implementation of policies, strategies and programs; liaison with State and Territory governments; the promotion of Australia as an attractive location for investment; specialist investment services such as the facilitation of major projects; advice on investment opportunities; the management of investment leads; the analysis of investment proposals; benchmarking studies; and grant funding.

For published information provided via the agency's website, including subscriptions to newsletters, use PUBLICATION.

For the management of finance student scholarship programs, use INDUSTRY SUPPORT AND DEVELOPMENT – Financial Assistance (Grants and Funding).

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
18499	<p>Records documenting visits of heads of major corporations or agencies, or visits of foreign dignitaries to Australia, or official, government sanctioned missions by Australian dignitaries to foreign countries for foreign investment attraction purposes. Includes:</p> <ul style="list-style-type: none"> • itineraries • programs • appointment details • visit reports • correspondence. <p>[For records documenting visits to the agency by important community representatives or by agency staff to community organisations to promote the image or services of the agency, use COMMUNITY RELATIONS – Visits.</p> <p>For records documenting visits made by the Minister within Australia or overseas, by government dignitaries to the agency or by agency staff to other government agencies, use GOVERNMENT RELATIONS – Visits.</p> <p>For visits arranged as part of education programs, use FOREIGN INVESTMENT ATTRACTION – Training Services.</p> <p>For records of attendance at conferences, use FOREIGN INVESTMENT ATTRACTION – Conferences.</p> <p>For records of staff travel arrangements, use PERSONNEL - Arrangements.]</p>	Retain as national archives

FOREIGN INVESTMENT ATTRACTION

The function of attracting foreign business investment in Australia. Includes: the development and implementation of policies, strategies and programs; liaison with State and Territory governments; the promotion of Australia as an attractive location for investment; specialist investment services such as the facilitation of major projects; advice on investment opportunities; the management of investment leads; the analysis of investment proposals; benchmarking studies; and grant funding.

For published information provided via the agency's website, including subscriptions to newsletters, use PUBLICATION.

For the management of finance student scholarship programs, use INDUSTRY SUPPORT AND DEVELOPMENT – Financial Assistance (Grants and Funding).

Visits - Continued

Entry	Description of records	Disposal action
18500	<p>Records documenting the planning and coordination of other visits by external organisations or industry representatives to the agency, or visits by agency staff to other organisations in relation to the foreign investment attraction function. Includes:</p> <ul style="list-style-type: none">• invitations• approvals• itineraries• security arrangements• acceptances• reports on visit outcomes• appointment details• visit reports• correspondence. <p>Excludes visits undertaken by government sanctioned investment missions.</p>	Destroy 7 years after last action

INDUSTRY SUPPORT AND DEVELOPMENT

The function of formulating policy to regulate and support the private sector, including small business. Includes the development of strategies to foster innovation and growth in business and industry and the provision of assistance to industry through a range of measures including advisory services, entitlements, grants, funding and subsidies. Also includes industry development, industry assistance schemes, small business services, business sponsorship, regulatory reform and collaboration with industry and government bodies within Australia and overseas.

For the implementation and administration of the Australian Government's tourism policy, including the provision of advice and assistance to Australia's tourism industry and international liaison, use TOURISM.

For the development and regulation of energy and mineral resources, including fossil fuels and electricity, and the establishment of international energy and mineral related agreements, use ENERGY AND MINERAL RESOURCES.

For the development of foreign investment strategies, policies and programs, use FOREIGN INVESTMENT ATTRACTION.

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
18277	<p>Final version of addresses relating to the industry support and development function made by the portfolio Minister or senior agency officers at major occasions such as peak industry association meetings or events to announce significant program initiatives.</p> <p>[For final versions of presentations given by portfolio Ministers and agency heads at government occasions, use GOVERNMENT RELATIONS – Addresses (presentations).</p> <p>For final versions of presentations given by portfolio Ministers and agency heads at other major public occasions, use COMMUNITY RELATIONS – Addresses (presentations).]</p>	Retain as national archives
18278	Final versions of addresses delivered by the portfolio Minister or senior agency officers at minor occasions or of a minor nature, or addresses by other agency staff to promote or provide information relating to the industry support and development function.	Destroy 7 years after the presentation

INDUSTRY SUPPORT AND DEVELOPMENT

The function of formulating policy to regulate and support the private sector, including small business. Includes the development of strategies to foster innovation and growth in business and industry and the provision of assistance to industry through a range of measures including advisory services, entitlements, grants, funding and subsidies. Also includes industry development, industry assistance schemes, small business services, business sponsorship, regulatory reform and collaboration with industry and government bodies within Australia and overseas.

For the implementation and administration of the Australian Government's tourism policy, including the provision of advice and assistance to Australia's tourism industry and international liaison, use TOURISM.

For the development and regulation of energy and mineral resources, including fossil fuels and electricity, and the establishment of international energy and mineral related agreements, use ENERGY AND MINERAL RESOURCES.

For the development of foreign investment strategies, policies and programs, use FOREIGN INVESTMENT ATTRACTION.

Advice

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

For legal advice, use LEGAL SERVICES – Advice.

For advice on grants, funding and subsidies, use INDUSTRY SUPPORT AND DEVELOPMENT – Financial Assistance (Grants and Funding).

Entry	Description of records	Disposal action
18283	<p>Records documenting strategic, controversial or precedent setting advice relating to the industry support and development function, given or received by the agency on industry matters with far-reaching social, health, economic, national or international implications for the agency, industry or the public. Such advice would include that which has impacted on the establishment of leading-edge technology, innovative investments or space projects within Australia.</p> <p>Includes:</p> <ul style="list-style-type: none"> • requests for advice • background information • annotated drafts • final version of advice. <p>Also includes policy advice or program strategy advice provided to the Minister or government agencies.</p>	Retain as national archives
18284	<p>Records documenting advice relating to the industry support and development function, given or received by the agency on matters with no far-reaching social, health, economic, national or international implications for the agency, industry or the public. Such advice would include routine clarification of program requirements to industry. Includes:</p> <ul style="list-style-type: none"> • requests for advice • background information • annotated drafts • final version of advice. <p>Excludes policy advice or program strategy advice provided to the Minister or government agencies.</p>	Destroy 7 years after last action

INDUSTRY SUPPORT AND DEVELOPMENT

The function of formulating policy to regulate and support the private sector, including small business. Includes the development of strategies to foster innovation and growth in business and industry and the provision of assistance to industry through a range of measures including advisory services, entitlements, grants, funding and subsidies. Also includes industry development, industry assistance schemes, small business services, business sponsorship, regulatory reform and collaboration with industry and government bodies within Australia and overseas.

For the implementation and administration of the Australian Government's tourism policy, including the provision of advice and assistance to Australia's tourism industry and international liaison, use TOURISM.

For the development and regulation of energy and mineral resources, including fossil fuels and electricity, and the establishment of international energy and mineral related agreements, use ENERGY AND MINERAL RESOURCES.

For the development of foreign investment strategies, policies and programs, use FOREIGN INVESTMENT ATTRACTION.

Agreements

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

Entry	Description of records	Disposal action
18285	<p>Records documenting the negotiation, establishment, maintenance and review of agreements relating to the industry support and development function that are:</p> <ul style="list-style-type: none"> • between the Commonwealth and international parties or national governments (or their agencies); or • high level, significant or controversial between the Commonwealth, and States, Territories or private domestic parties. <p>Includes:</p> <ul style="list-style-type: none"> • negotiations and consultations • meeting notes • expert opinions • recommendations and decisions • stakeholder comments • drafts • final signed agreements. <p>[For records documenting grant and funding agreements, use INDUSTRY SUPPORT AND DEVELOPMENT – Financial Assistance (Grants and Funding).]</p>	Retain as national archives
18286	<p>Records documenting the negotiation, establishment, maintenance and review of routine agreements relating to the industry support and development function such as memorandum of understanding for the sharing of policy information or agreements with external standards bodies.</p> <p>Includes:</p> <ul style="list-style-type: none"> • negotiations and consultations • meeting notes • expert opinions • recommendations and decisions • stakeholder comments • drafts • final signed agreements. 	Destroy 7 years after expiry or other termination of agreement

INDUSTRY SUPPORT AND DEVELOPMENT

The function of formulating policy to regulate and support the private sector, including small business. Includes the development of strategies to foster innovation and growth in business and industry and the provision of assistance to industry through a range of measures including advisory services, entitlements, grants, funding and subsidies. Also includes industry development, industry assistance schemes, small business services, business sponsorship, regulatory reform and collaboration with industry and government bodies within Australia and overseas.

For the implementation and administration of the Australian Government's tourism policy, including the provision of advice and assistance to Australia's tourism industry and international liaison, use TOURISM.

For the development and regulation of energy and mineral resources, including fossil fuels and electricity, and the establishment of international energy and mineral related agreements, use ENERGY AND MINERAL RESOURCES.

For the development of foreign investment strategies, policies and programs, use FOREIGN INVESTMENT ATTRACTION.

Appeals (decisions)

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

Entry	Description of records	Disposal action
18287	<p>Records documenting the agency's involvement in requests for reviews and appeals of decisions relating to the industry support and development function, including those made to tribunals such as the Administrative Appeals Tribunal.</p> <p>Includes:</p> <ul style="list-style-type: none"> • notification of appeal • examination into grounds of appeal • reports for legal counsel decisions • outcomes/decisions. 	Retain as national archives
	<p>[For records documenting internal reviews of decisions, use INDUSTRY SUPPORT AND DEVELOPMENT – Reviews (decisions).]</p>	

INDUSTRY SUPPORT AND DEVELOPMENT

The function of formulating policy to regulate and support the private sector, including small business. Includes the development of strategies to foster innovation and growth in business and industry and the provision of assistance to industry through a range of measures including advisory services, entitlements, grants, funding and subsidies. Also includes industry development, industry assistance schemes, small business services, business sponsorship, regulatory reform and collaboration with industry and government bodies within Australia and overseas.

For the implementation and administration of the Australian Government's tourism policy, including the provision of advice and assistance to Australia's tourism industry and international liaison, use TOURISM.

For the development and regulation of energy and mineral resources, including fossil fuels and electricity, and the establishment of international energy and mineral related agreements, use ENERGY AND MINERAL RESOURCES.

For the development of foreign investment strategies, policies and programs, use FOREIGN INVESTMENT ATTRACTION.

Awards

The activities associated with sponsorship of awards and related activities.

For competitive applications for funding for discrete activities, and the provision of other funding including subsidies to manufacturers to reduce prices for products or services, or increase the cost of inputs, use INDUSTRY SUPPORT AND DEVELOPMENT – Financial Assistance (Grants and Funding).

Entry	Description of records	Disposal action
18288	<p>Records documenting the determination of industry award requirements. Includes:</p> <ul style="list-style-type: none"> • assessment of the need for awards • financial allocations and approvals • liaison with industry regarding the awards • criteria for assessment • applications/nominations • assessment of applications/nominations • successful and unsuccessful participants. <p>[For records documenting advice to the portfolio Minister, use INDUSTRY SUPPORT AND DEVELOPMENT – Advice.</p> <p>For addresses given by the portfolio Minister at award ceremonies, use INDUSTRY SUPPORT AND DEVELOPMENT – Addresses (presentations).</p> <p>For records documenting the agency's sponsorship of awards, use INDUSTRY SUPPORT AND DEVELOPMENT - Marketing.</p> <p>For records of external industry award ceremonies, including participation in the presentation of agency sponsored awards, use COMMUNITY RELATIONS - Ceremonies.]</p>	Destroy 10 years after last action

INDUSTRY SUPPORT AND DEVELOPMENT

The function of formulating policy to regulate and support the private sector, including small business. Includes the development of strategies to foster innovation and growth in business and industry and the provision of assistance to industry through a range of measures including advisory services, entitlements, grants, funding and subsidies. Also includes industry development, industry assistance schemes, small business services, business sponsorship, regulatory reform and collaboration with industry and government bodies within Australia and overseas.

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For the development and regulation of energy and mineral resources, including fossil fuels and electricity, and the establishment of international energy and mineral related agreements, use ENERGY AND MINERAL RESOURCES.

For the development of foreign investment strategies, policies and programs, use FOREIGN INVESTMENT ATTRACTION.

Committees

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

For audit committees, use STRATEGIC MANAGEMENT - Committees.

Entry	Description of records	Disposal action
18296	<p>Records of committees, including task forces and ministerial councils, relating to the industry support and development function, where the agency provides Secretariat support or is the Commonwealth's main representative such as:</p> <ul style="list-style-type: none"> • those established by the Minister with strategic industry leadership participation to oversee action agenda development and implementation; • international committees on which the agency is the main Australian representative; • State, territory or private sector run committees on which the agency is the main Commonwealth/government representative, or plays a significant role. 	Retain as national archives
18297	<p>Records of committees relating to the industry support and development function where the agency does not provide Secretariat support, is not the Commonwealth's main representative, or does not play a significant role. Includes:</p> <ul style="list-style-type: none"> • documents establishing the committee • agendas • minutes • reports and supporting documents. 	Destroy 7 years after action completed

INDUSTRY SUPPORT AND DEVELOPMENT

The function of formulating policy to regulate and support the private sector, including small business. Includes the development of strategies to foster innovation and growth in business and industry and the provision of assistance to industry through a range of measures including advisory services, entitlements, grants, funding and subsidies. Also includes industry development, industry assistance schemes, small business services, business sponsorship, regulatory reform and collaboration with industry and government bodies within Australia and overseas.

For the implementation and administration of the Australian Government's tourism policy, including the provision of advice and assistance to Australia's tourism industry and international liaison, use TOURISM.

For the development and regulation of energy and mineral resources, including fossil fuels and electricity, and the establishment of international energy and mineral related agreements, use ENERGY AND MINERAL RESOURCES.

For the development of foreign investment strategies, policies and programs, use FOREIGN INVESTMENT ATTRACTION.

Committees - Continued

Entry	Description of records	Disposal action
18298	Records documenting the administration of committees relating to the industry support and development function. Includes: <ul style="list-style-type: none"> • notice of meetings • draft minutes • venue bookings • catering arrangements • details of member remuneration. [For financial transaction records associated with committee administration, use FINANCIAL MANAGEMENT.]	Destroy 7 years after action completed

Conferences

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

For the agency's sponsorship of industry conferences conducted by external parties, use INDUSTRY SUPPORT AND DEVELOPMENT – Marketing.

Entry	Description of records	Disposal action
18299	Final versions of the programs, proceedings, and presentations for conferences organised by the agency and relating to the industry support and development function. [For published agency conference proceedings, use PUBLICATION. For records documenting exhibitions at conferences, use INDUSTRY SUPPORT AND DEVELOPMENT – Exhibitions. For records of formal consultation with industry, use INDUSTRY SUPPORT AND DEVELOPMENT - Consultation.]	Destroy 7 years after action completed

INDUSTRY SUPPORT AND DEVELOPMENT

The function of formulating policy to regulate and support the private sector, including small business. Includes the development of strategies to foster innovation and growth in business and industry and the provision of assistance to industry through a range of measures including advisory services, entitlements, grants, funding and subsidies. Also includes industry development, industry assistance schemes, small business services, business sponsorship, regulatory reform and collaboration with industry and government bodies within Australia and overseas.

For the implementation and administration of the Australian Government's tourism policy, including the provision of advice and assistance to Australia's tourism industry and international liaison, use TOURISM.

For the development and regulation of energy and mineral resources, including fossil fuels and electricity, and the establishment of international energy and mineral related agreements, use ENERGY AND MINERAL RESOURCES.

For the development of foreign investment strategies, policies and programs, use FOREIGN INVESTMENT ATTRACTION.

Conferences - Continued

Entry	Description of records	Disposal action
18300	Records documenting the administrative arrangements for industry conferences organised by the agency and relating to the industry support and development function. Includes: <ul style="list-style-type: none"> • publicity, advertising and sponsorship • speaker arrangements • registrations • venue, catering and equipment bookings. 	Destroy 7 years after action completed
18301	Participants' reports on attendance at conferences arranged by other organisations and relating to the industry support and development function.	Destroy 3 years after action completed
18302	Records documenting the attendance of staff at conferences arranged by other organisations and relating to the industry support and development function. Includes the completed conference registration forms, programs and conference promotion material.	Destroy when reference ceases

INDUSTRY SUPPORT AND DEVELOPMENT

The function of formulating policy to regulate and support the private sector, including small business. Includes the development of strategies to foster innovation and growth in business and industry and the provision of assistance to industry through a range of measures including advisory services, entitlements, grants, funding and subsidies. Also includes industry development, industry assistance schemes, small business services, business sponsorship, regulatory reform and collaboration with industry and government bodies within Australia and overseas.

For the implementation and administration of the Australian Government's tourism policy, including the provision of advice and assistance to Australia's tourism industry and international liaison, use TOURISM.

For the development and regulation of energy and mineral resources, including fossil fuels and electricity, and the establishment of international energy and mineral related agreements, use ENERGY AND MINERAL RESOURCES.

For the development of foreign investment strategies, policies and programs, use FOREIGN INVESTMENT ATTRACTION.

Consultation

The activities associated with exchanging views on a given topic or topics. Includes dialogues, discussions, talks, workshops, forums and other forms of consultation on various issues, including as a way of informing, and providing development assistance to others in relation to these issues.

For the planning, monitoring and evaluation of services provided to customers by the organisation, use INDUSTRY SUPPORT AND DEVELOPMENT - Customer Service.

For the handling of public reaction to an organisation's policies or services use INDUSTRY SUPPORT & DEVELOPMENT - Public Reaction.

Entry	Description of records	Disposal action
18303	<p>Records documenting formal consultations and discussions with other agencies, organisations or groups and relating to the industry support and development function. Includes:</p> <ul style="list-style-type: none"> • proceedings • list of those consulted. <p>[For records of ministerial advice resulting from consultation, use INDUSTRY SUPPORT AND DEVELOPMENT – Advice.</p> <p>For records documenting consultative committees and councils, use INDUSTRY SUPPORT AND DEVELOPMENT – Committees.</p> <p>For records documenting conference arrangement and attendance, use INDUSTRY SUPPORT AND DEVELOPMENT - Conferences.</p> <p>For records documenting stakeholder consultation in relation to the development of new legislation, use INDUSTRY SUPPORT AND DEVELOPMENT - Legislation.</p> <p>For records documenting consultations in relation to the development of new programs, use INDUSTRY SUPPORT AND DEVELOPMENT – Program Development.</p> <p>For records documenting consultations in relation to the development of new government policy, use INDUSTRY SUPPORT AND DEVELOPMENT – Industry Policy.</p> <p>For records documenting informal consultation with government contacts, use INDUSTRY SUPPORT AND DEVELOPMENT – Government Liaison or the specific activity to which the consultation relates.</p> <p>For records documenting informal consultation with non-government contacts, use INDUSTRY SUPPORT AND DEVELOPMENT – Liaison or the specific activity to which the consultation relates.]</p>	Retain as national archives
18304	Records documenting administrative arrangements for the consultation, including venue hire and catering.	Destroy 7 years after last action

INDUSTRY SUPPORT AND DEVELOPMENT

The function of formulating policy to regulate and support the private sector, including small business. Includes the development of strategies to foster innovation and growth in business and industry and the provision of assistance to industry through a range of measures including advisory services, entitlements, grants, funding and subsidies. Also includes industry development, industry assistance schemes, small business services, business sponsorship, regulatory reform and collaboration with industry and government bodies within Australia and overseas.

For the implementation and administration of the Australian Government's tourism policy, including the provision of advice and assistance to Australia's tourism industry and international liaison, use TOURISM.

For the development and regulation of energy and mineral resources, including fossil fuels and electricity, and the establishment of international energy and mineral related agreements, use ENERGY AND MINERAL RESOURCES.

For the development of foreign investment strategies, policies and programs, use FOREIGN INVESTMENT ATTRACTION.

Customer Service

The activities associated with the planning, monitoring and evaluation of services provided to customers by the organisation.

Entry	Description of records	Disposal action
18305	Records documenting the planning, monitoring and evaluation of customer service relating to the industry support and development function. Includes stakeholder surveys such as customer satisfaction surveys. [For records documenting the handling of public reaction to an organisations policy or services use INDUSTRY SUPPORT AND DEVELOPMENT - Public Reaction.]	Destroy 7 years after last action

INDUSTRY SUPPORT AND DEVELOPMENT

The function of formulating policy to regulate and support the private sector, including small business. Includes the development of strategies to foster innovation and growth in business and industry and the provision of assistance to industry through a range of measures including advisory services, entitlements, grants, funding and subsidies. Also includes industry development, industry assistance schemes, small business services, business sponsorship, regulatory reform and collaboration with industry and government bodies within Australia and overseas.

For the implementation and administration of the Australian Government's tourism policy, including the provision of advice and assistance to Australia's tourism industry and international liaison, use TOURISM.

For the development and regulation of energy and mineral resources, including fossil fuels and electricity, and the establishment of international energy and mineral related agreements, use ENERGY AND MINERAL RESOURCES.

For the development of foreign investment strategies, policies and programs, use FOREIGN INVESTMENT ATTRACTION.

Economic and Financial Analysis

The activity of examining and analysing financial and economic information relating to Australian firms and the economy generally, and documenting findings from that activity. Includes financial and economic forecasts, results of financial and economic analyses, and statements of findings.

Entry	Description of records	Disposal action
18306	<p>Records documenting the collection and analysis of economic and financial information relating to the industry support and development function. Includes:</p> <ul style="list-style-type: none"> • financial data collection • analytical reports • financial forecasts • trend analysis reports • statement of findings. <p>[For records documenting advice provided to the Minister or government as a result of the analysis, use INDUSTRY SUPPORT AND DEVELOPMENT – Advice.</p> <p>For records documenting the monitoring of various trends within industry, use INDUSTRY SUPPORT AND DEVELOPMENT – Industry Monitoring.</p> <p>For records of formal industry research and studies, use INDUSTRY SUPPORT AND DEVELOPMENT – Research.</p> <p>For records documenting the analysis of the economic and financial impact of industry policy proposals, use INDUSTRY SUPPORT AND DEVELOPMENT – Industry Policy.</p> <p>For records documenting the analysis of the economic and financial impact of legislation, use INDUSTRY SUPPORT AND DEVELOPMENT – Legislation.]</p>	Destroy 7 years after last action

INDUSTRY SUPPORT AND DEVELOPMENT

The function of formulating policy to regulate and support the private sector, including small business. Includes the development of strategies to foster innovation and growth in business and industry and the provision of assistance to industry through a range of measures including advisory services, entitlements, grants, funding and subsidies. Also includes industry development, industry assistance schemes, small business services, business sponsorship, regulatory reform and collaboration with industry and government bodies within Australia and overseas.

For the implementation and administration of the Australian Government's tourism policy, including the provision of advice and assistance to Australia's tourism industry and international liaison, use TOURISM.

For the development and regulation of energy and mineral resources, including fossil fuels and electricity, and the establishment of international energy and mineral related agreements, use ENERGY AND MINERAL RESOURCES.

For the development of foreign investment strategies, policies and programs, use FOREIGN INVESTMENT ATTRACTION.

Enquiries

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

Entry	Description of records	Disposal action
18307	Records documenting the handling of routine enquiries relating to the agency's industry support and development programs and services. Includes help desk enquiries and responses. [For records documenting policy advice provided in response to enquiries from the Minister or government agencies, use INDUSTRY SUPPORT AND DEVELOPMENT - Advice. For records documenting the development of industry policy, use INDUSTRY SUPPORT & DEVELOPMENT – Industry Policy.]	Destroy 2 years after last action

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
18308	Final reports documenting the outcomes of evaluation, analysis and assessment of potential or existing initiatives, programs and services relating to the industry support and development function. Includes action agenda, evaluation reports and program performance statements.	Retain as national archives

INDUSTRY SUPPORT AND DEVELOPMENT

The function of formulating policy to regulate and support the private sector, including small business. Includes the development of strategies to foster innovation and growth in business and industry and the provision of assistance to industry through a range of measures including advisory services, entitlements, grants, funding and subsidies. Also includes industry development, industry assistance schemes, small business services, business sponsorship, regulatory reform and collaboration with industry and government bodies within Australia and overseas.

For the implementation and administration of the Australian Government's tourism policy, including the provision of advice and assistance to Australia's tourism industry and international liaison, use TOURISM.

For the development and regulation of energy and mineral resources, including fossil fuels and electricity, and the establishment of international energy and mineral related agreements, use ENERGY AND MINERAL RESOURCES.

For the development of foreign investment strategies, policies and programs, use FOREIGN INVESTMENT ATTRACTION.

Evaluation - Continued

Entry	Description of records	Disposal action
18309	<p>Records documenting the planning and conduct of evaluation into initiatives, programs and services relating to the industry support and development function. Includes:</p> <ul style="list-style-type: none"> • project plans • evaluation criteria • survey instruments • data collected from consultation with stakeholders • data/systems analysis • draft reports containing associated comments and evaluation results. <p>[For records of formal consultation with stakeholders through industry fora and similar gatherings, use INDUSTRY SUPPORT AND DEVELOPMENT – Consultation.</p> <p>For records documenting the planning, monitoring and evaluation of services provided to customers by the organisation, use INDUSTRY SUPPORT AND DEVELOPMENT - Customer Service.]</p>	Destroy 10 years after last action

Exhibitions

The activities associated with using organisational material in mounted displays for the purpose of informing or educating the viewer, or promoting the activities, services, projects or programs of the organisation.

Entry	Description of records	Disposal action
18310	<p>Records documenting the mounting of displays at major national and international expositions. Includes exhibition brief and design, and associated arrangements for setting up the display.</p> <p>[For agreements between the Commonwealth and external parties for collaborative exhibitions, use INDUSTRY SUPPORT AND DEVELOPMENT – Agreements.</p> <p>For records documenting industry conferences arranged or attended by the agency, use INDUSTRY SUPPORT AND DEVELOPMENT - Conferences.]</p>	Retain as national archives

INDUSTRY SUPPORT AND DEVELOPMENT

The function of formulating policy to regulate and support the private sector, including small business. Includes the development of strategies to foster innovation and growth in business and industry and the provision of assistance to industry through a range of measures including advisory services, entitlements, grants, funding and subsidies. Also includes industry development, industry assistance schemes, small business services, business sponsorship, regulatory reform and collaboration with industry and government bodies within Australia and overseas.

For the implementation and administration of the Australian Government's tourism policy, including the provision of advice and assistance to Australia's tourism industry and international liaison, use TOURISM.

For the development and regulation of energy and mineral resources, including fossil fuels and electricity, and the establishment of international energy and mineral related agreements, use ENERGY AND MINERAL RESOURCES.

For the development of foreign investment strategies, policies and programs, use FOREIGN INVESTMENT ATTRACTION.

Exhibitions - Continued

Entry	Description of records	Disposal action
18311	Records documenting the mounting of minor displays relating to the industry support and development function. Includes exhibition brief and design, and associated arrangements for setting up the display. [For exhibitions that are designed to raise and maintain the broad public profile of the agency, use COMMUNITY RELATIONS – Exhibitions.]	Destroy 7 years after action completed

INDUSTRY SUPPORT AND DEVELOPMENT

The function of formulating policy to regulate and support the private sector, including small business. Includes the development of strategies to foster innovation and growth in business and industry and the provision of assistance to industry through a range of measures including advisory services, entitlements, grants, funding and subsidies. Also includes industry development, industry assistance schemes, small business services, business sponsorship, regulatory reform and collaboration with industry and government bodies within Australia and overseas.

For the implementation and administration of the Australian Government's tourism policy, including the provision of advice and assistance to Australia's tourism industry and international liaison, use TOURISM.

For the development and regulation of energy and mineral resources, including fossil fuels and electricity, and the establishment of international energy and mineral related agreements, use ENERGY AND MINERAL RESOURCES.

For the development of foreign investment strategies, policies and programs, use FOREIGN INVESTMENT ATTRACTION.

Financial Assistance (Grants and Funding)

The activity of providing financial assistance to other organisations. Includes the provision of grants to support designated activities and achieve aims and objectives that are consistent with Government policy and funding, including subsidies, given or otherwise provided as part of a State or Territory and Commonwealth funding agreement. Also includes the evaluation of applications and the preparation of agreements relating to the provision of the grants and funds.

Entry	Description of records	Disposal action
18312	<p>Records documenting the receipt, assessment and approval of successful grant and funding applications relating to the industry support and development function that have far-reaching social, health, industry, economic, national or international implications such as those for leading-edge technologies, innovative investments or space projects, or have been the subject of widespread public debate or controversy. Includes the provision of industry subsidies. Records include:</p> <ul style="list-style-type: none"> • initial inquiry forms and advice regarding grants and financial assistance • applications • letters of commitment • assessment reports and recommendations • authorisations • progress reports from recipients • final acquittal reports • financial statements • correspondence • grant/funding agreement/contract • compliance audit/visit reports. 	Retain as national archives

INDUSTRY SUPPORT AND DEVELOPMENT

The function of formulating policy to regulate and support the private sector, including small business. Includes the development of strategies to foster innovation and growth in business and industry and the provision of assistance to industry through a range of measures including advisory services, entitlements, grants, funding and subsidies. Also includes industry development, industry assistance schemes, small business services, business sponsorship, regulatory reform and collaboration with industry and government bodies within Australia and overseas.

For the implementation and administration of the Australian Government's tourism policy, including the provision of advice and assistance to Australia's tourism industry and international liaison, use TOURISM.

For the development and regulation of energy and mineral resources, including fossil fuels and electricity, and the establishment of international energy and mineral related agreements, use ENERGY AND MINERAL RESOURCES.

For the development of foreign investment strategies, policies and programs, use FOREIGN INVESTMENT ATTRACTION.

Financial Assistance (Grants and Funding) - Continued

Entry	Description of records	Disposal action
18313	<p>Records documenting the receipt, assessment and approval of successful applications for financial assistance relating to the industry support and development function that DO NOT have far-reaching social, health industry, economic, national or international implications and have NOT been the subject of widespread public debate or controversy. Includes the provision of industry subsidies. Records include:</p> <ul style="list-style-type: none"> • initial inquiry forms and advice regarding grants • applications • letters of commitment • assessment reports and recommendations • authorisations • progress reports from recipients • final acquittal reports • financial statements • correspondence • grant/funding agreement/contract • compliance audit/visit reports. <p>[For records documenting the development of the agency's grants program, use INDUSTRY SUPPORT AND DEVELOPMENT – Program Development.</p> <p>For records documenting inter-agency memorandum of understanding to jointly fund programs, use INDUSTRY SUPPORT AND DEVELOPMENT - Agreements.]</p>	Destroy 10 years after last action

INDUSTRY SUPPORT AND DEVELOPMENT

The function of formulating policy to regulate and support the private sector, including small business. Includes the development of strategies to foster innovation and growth in business and industry and the provision of assistance to industry through a range of measures including advisory services, entitlements, grants, funding and subsidies. Also includes industry development, industry assistance schemes, small business services, business sponsorship, regulatory reform and collaboration with industry and government bodies within Australia and overseas.

For the implementation and administration of the Australian Government's tourism policy, including the provision of advice and assistance to Australia's tourism industry and international liaison, use TOURISM.

For the development and regulation of energy and mineral resources, including fossil fuels and electricity, and the establishment of international energy and mineral related agreements, use ENERGY AND MINERAL RESOURCES.

For the development of foreign investment strategies, policies and programs, use FOREIGN INVESTMENT ATTRACTION.

Financial Assistance (Grants and Funding) - Continued

Entry	Description of records	Disposal action
18314	<p>Records documenting the receipt and assessment of unsuccessful grant applications relating to the industry support and development function. Includes:</p> <ul style="list-style-type: none"> • initial inquiry forms and advice regarding grants • applications (including withdrawn applications) • letters of commitment • assessment reports and recommendations • correspondence. <p>[For records documenting appeals of grant and funding decisions, use INDUSTRY SUPPORT AND DEVELOPMENT – Appeals (decisions).</p> <p>For records documenting internal reviews of grant and funding decisions, use INDUSTRY SUPPORT AND DEVELOPMENT – Reviews (decisions).]</p>	Destroy 7 years after last action

INDUSTRY SUPPORT AND DEVELOPMENT

The function of formulating policy to regulate and support the private sector, including small business. Includes the development of strategies to foster innovation and growth in business and industry and the provision of assistance to industry through a range of measures including advisory services, entitlements, grants, funding and subsidies. Also includes industry development, industry assistance schemes, small business services, business sponsorship, regulatory reform and collaboration with industry and government bodies within Australia and overseas.

For the implementation and administration of the Australian Government's tourism policy, including the provision of advice and assistance to Australia's tourism industry and international liaison, use TOURISM.

For the development and regulation of energy and mineral resources, including fossil fuels and electricity, and the establishment of international energy and mineral related agreements, use ENERGY AND MINERAL RESOURCES.

For the development of foreign investment strategies, policies and programs, use FOREIGN INVESTMENT ATTRACTION.

Government Liaison

The activities associated with maintaining regular general contact between the organisation and other government agencies. Includes sharing informal advice and discussions and collaborating on projects that are not joint ventures.

For policy advice or program strategy advice provided to the Minister or government agencies, use INDUSTRY SUPPORT AND DEVELOPMENT – Advice.

For liaison with non-government agencies, use INDUSTRY SUPPORT AND DEVELOPMENT-Liaison.

Entry	Description of records	Disposal action
18315	<p>Records documenting routine liaison with other government agencies and relating to the industry support and development function. Includes records of contact such as file notes on informal advice and discussions, routine correspondence and meetings, and contact lists.</p> <p>[For records documenting advice, other than policy advice or program strategy advice, to government agencies, use GOVERNMENT RELATIONS – Advice.</p> <p>For records of government committees, use INDUSTRY SUPPORT AND DEVELOPMENT – Committees.</p> <p>For records documenting liaison with government agencies in relation to the management of agreements, use INDUSTRY SUPPORT AND DEVELOPMENT – Agreements.</p> <p>For records documenting liaison with government agencies in relation to appeals, use INDUSTRY SUPPORT AND DEVELOPMENT – Appeals (decisions).</p> <p>For records documenting liaison with government agencies in relation to program development matters, use INDUSTRY SUPPORT AND DEVELOPMENT – Program Development.</p> <p>For records documenting liaison with government agencies in relation to the development of legislation, use INDUSTRY SUPPORT AND DEVELOPMENT – Legislation.</p> <p>For periodic and statistical reports provided to government agencies in relation to industry support and development matters, use INDUSTRY SUPPORT AND DEVELOPMENT – Reporting.</p> <p>For records documenting government relations that are NOT regular ongoing contact covered by other functions, use GOVERNMENT RELATIONS.]</p>	Destroy 7 years after last action

INDUSTRY SUPPORT AND DEVELOPMENT

The function of formulating policy to regulate and support the private sector, including small business. Includes the development of strategies to foster innovation and growth in business and industry and the provision of assistance to industry through a range of measures including advisory services, entitlements, grants, funding and subsidies. Also includes industry development, industry assistance schemes, small business services, business sponsorship, regulatory reform and collaboration with industry and government bodies within Australia and overseas.

For the implementation and administration of the Australian Government's tourism policy, including the provision of advice and assistance to Australia's tourism industry and international liaison, use TOURISM.

For the development and regulation of energy and mineral resources, including fossil fuels and electricity, and the establishment of international energy and mineral related agreements, use ENERGY AND MINERAL RESOURCES.

For the development of foreign investment strategies, policies and programs, use FOREIGN INVESTMENT ATTRACTION.

Industry Entitlements

The activities associated with providing entitlement benefits to eligible business entities and individuals in the form of duty concession, duty credit, or tax relief.

For the provision of payments in the form of subsidies to manufacturers to reduce prices for products or services, or increase the cost of inputs, competitive applications by non-Government bodies for funding for discrete activities, and other funding measures, use ENERGY & MINERAL RESOURCES – Financial Assistance (Grants and Funding).

Entry	Description of records	Disposal action
18316	<p>Records documenting the receipt, assessment, amendment and revocation of industry entitlements relating to the industry support and development function, such as tax concessions, tariff duty concessions and duty credits, that have far-reaching social, health, industry, economic, national or international implications such as those for leading-edge technologies, innovative investments or space projects, or have been the subject of widespread public debate or controversy. Includes:</p> <ul style="list-style-type: none"> • initial inquiry correspondence and advice regarding industry entitlements • meeting notes • correspondence • applications • supporting documents • assessment reports and recommendations (includes successful and unsuccessful applications) • certificates • authorisations • notifications • records of entitlements • compliance monitoring data and reports. <p>[For records documenting the development of regulatory guidelines regarding entitlements, use INDUSTRY SUPPORT AND DEVELOPMENT – Legislation.</p> <p>For records documenting appeals of entitlement decisions, use INDUSTRY SUPPORT AND DEVELOPMENT – Appeals (decisions).</p> <p>For records documenting internal reviews of entitlement decisions, use INDUSTRY SUPPORT AND DEVELOPMENT – Reviews (decisions).]</p>	Retain as national archives

INDUSTRY SUPPORT AND DEVELOPMENT

The function of formulating policy to regulate and support the private sector, including small business. Includes the development of strategies to foster innovation and growth in business and industry and the provision of assistance to industry through a range of measures including advisory services, entitlements, grants, funding and subsidies. Also includes industry development, industry assistance schemes, small business services, business sponsorship, regulatory reform and collaboration with industry and government bodies within Australia and overseas.

For the implementation and administration of the Australian Government's tourism policy, including the provision of advice and assistance to Australia's tourism industry and international liaison, use TOURISM.

For the development and regulation of energy and mineral resources, including fossil fuels and electricity, and the establishment of international energy and mineral related agreements, use ENERGY AND MINERAL RESOURCES.

For the development of foreign investment strategies, policies and programs, use FOREIGN INVESTMENT ATTRACTION.

Industry Entitlements - Continued

Entry	Description of records	Disposal action
18432	<p>Records documenting the receipt, assessment, amendment and revocation of industry entitlements relating to the industry support and development function, such as tax concessions, tariff duty concessions and duty credits, that DO NOT have far-reaching social, health, industry, economic, national or international implications and have NOT been the subject of widespread public debate or controversy. Includes:</p> <ul style="list-style-type: none"> • initial inquiry correspondence and advice regarding industry entitlements • meeting notes • correspondence • applications • supporting documents • assessment reports and recommendations (includes successful and unsuccessful applications) • certificates • authorisations • notifications • records of entitlements • compliance monitoring data and reports. 	Disposal not authorised
18433	Registers and ledgers of industry entitlements relating to the industry support and development function.	Retain as national archives

INDUSTRY SUPPORT AND DEVELOPMENT

The function of formulating policy to regulate and support the private sector, including small business. Includes the development of strategies to foster innovation and growth in business and industry and the provision of assistance to industry through a range of measures including advisory services, entitlements, grants, funding and subsidies. Also includes industry development, industry assistance schemes, small business services, business sponsorship, regulatory reform and collaboration with industry and government bodies within Australia and overseas.

For the implementation and administration of the Australian Government's tourism policy, including the provision of advice and assistance to Australia's tourism industry and international liaison, use TOURISM.

For the development and regulation of energy and mineral resources, including fossil fuels and electricity, and the establishment of international energy and mineral related agreements, use ENERGY AND MINERAL RESOURCES.

For the development of foreign investment strategies, policies and programs, use FOREIGN INVESTMENT ATTRACTION.

Industry Monitoring

The activities associated with monitoring the activities and performance of, and trends within, secondary or tertiary industries.

For the evaluation of the suitability of potential or existing programs, items of equipment, systems or services in relation to meeting the needs of the given situation, use INDUSTRY SUPPORT AND DEVELOPMENT - Evaluation.

For the provision of advice to the Minister, government agencies or industry, use INDUSTRY SUPPORT AND DEVELOPMENT - Advice.

Entry	Description of records	Disposal action
18317	<p>Final versions of industry monitoring reports and profiles relating to the industry support and development function.</p> <p>[For records documenting formal research into needs and issues affecting industry broadly, use INDUSTRY SUPPORT AND DEVELOPMENT – Research.</p> <p>For records documenting the analysis of current economic issues affecting business and industry, use INDUSTRY SUPPORT AND DEVELOPMENT – Economic and Financial Analysis.</p> <p>For records documenting consultation with industry to determine current issues, use INDUSTRY SUPPORT AND DEVELOPMENT – Consultation.</p> <p>For records documenting the compliance monitoring of specific companies in relation to financial assistance administered by the agency, use INDUSTRY SUPPORT AND DEVELOPMENT – Financial Assistance (Grants and Funding).</p> <p>For records documenting industry monitoring that results in the development of new or changed industry policy, use INDUSTRY SUPPORT & DEVELOPMENT – Industry Policy.</p> <p>For records documenting the compliance monitoring of specific companies in relation to taxation concession entitlements, use INDUSTRY SUPPORT AND DEVELOPMENT – Industry Entitlements.]</p>	Destroy 10 years after last action

INDUSTRY SUPPORT AND DEVELOPMENT

The function of formulating policy to regulate and support the private sector, including small business. Includes the development of strategies to foster innovation and growth in business and industry and the provision of assistance to industry through a range of measures including advisory services, entitlements, grants, funding and subsidies. Also includes industry development, industry assistance schemes, small business services, business sponsorship, regulatory reform and collaboration with industry and government bodies within Australia and overseas.

For the implementation and administration of the Australian Government's tourism policy, including the provision of advice and assistance to Australia's tourism industry and international liaison, use TOURISM.

For the development and regulation of energy and mineral resources, including fossil fuels and electricity, and the establishment of international energy and mineral related agreements, use ENERGY AND MINERAL RESOURCES.

For the development of foreign investment strategies, policies and programs, use FOREIGN INVESTMENT ATTRACTION.

Industry Monitoring - Continued

Entry	Description of records	Disposal action
18318	Records documenting the monitoring of specific industry activities, performances and trends to develop industry profiles relating to the industry support and development function. Includes: <ul style="list-style-type: none">• data and information collected• notes on meetings and discussions with industry representatives• working analysis and assessment.	Destroy 3 years after last action

INDUSTRY SUPPORT AND DEVELOPMENT

The function of formulating policy to regulate and support the private sector, including small business. Includes the development of strategies to foster innovation and growth in business and industry and the provision of assistance to industry through a range of measures including advisory services, entitlements, grants, funding and subsidies. Also includes industry development, industry assistance schemes, small business services, business sponsorship, regulatory reform and collaboration with industry and government bodies within Australia and overseas.

For the implementation and administration of the Australian Government's tourism policy, including the provision of advice and assistance to Australia's tourism industry and international liaison, use TOURISM.

For the development and regulation of energy and mineral resources, including fossil fuels and electricity, and the establishment of international energy and mineral related agreements, use ENERGY AND MINERAL RESOURCES.

For the development of foreign investment strategies, policies and programs, use FOREIGN INVESTMENT ATTRACTION.

Industry Policy

The activities associated with developing and establishing decisions, directions, and precedents to support and facilitate the development and growth of, and innovation in, Australian industry and small business.

For policy advice or program strategy advice provided to the Minister, or government agencies, use INDUSTRY SUPPORT AND DEVELOPMENT - Advice

Entry	Description of records	Disposal action
18319	<p>Records documenting the development of industry policies and program strategies by the agency. Includes:</p> <ul style="list-style-type: none"> • new policy proposals • risk assessments • implementation statements • research and background papers • national strategies and statements such as the Industry Statement • results of consultation with external stakeholders undertaken during the development of policy • supporting reports and major drafts • final policy. <p>[For records documenting the development of programs as a result of adopted industry policies, use INDUSTRY SUPPORT AND DEVELOPMENT – Program Development.</p> <p>For records documenting formal industry research that could impact on the development of new policies and programs, use INDUSTRY DEVELOPMENT AND DEVELOPMENT - Research</p> <p>For records of industry consultation that is not part of the policy development process, use INDUSTRY SUPPORT AND DEVELOPMENT - Consultation]</p>	Retain as national archives

INDUSTRY SUPPORT AND DEVELOPMENT

The function of formulating policy to regulate and support the private sector, including small business. Includes the development of strategies to foster innovation and growth in business and industry and the provision of assistance to industry through a range of measures including advisory services, entitlements, grants, funding and subsidies. Also includes industry development, industry assistance schemes, small business services, business sponsorship, regulatory reform and collaboration with industry and government bodies within Australia and overseas.

For the implementation and administration of the Australian Government's tourism policy, including the provision of advice and assistance to Australia's tourism industry and international liaison, use TOURISM.

For the development and regulation of energy and mineral resources, including fossil fuels and electricity, and the establishment of international energy and mineral related agreements, use ENERGY AND MINERAL RESOURCES.

For the development of foreign investment strategies, policies and programs, use FOREIGN INVESTMENT ATTRACTION.

Legislation

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

Entry	Description of records	Disposal action
18320	Records documenting the development and amendment of legislation, including subsidiary regulations and disallowable instruments, for industry support and development. Includes: <ul style="list-style-type: none"> • proposals • external stakeholder consultation • risk assessments • regulatory impact statements • final draft amendments. [For records supporting the preparation and passage of agency legislation through Parliament, including drafting instructions, use GOVERNMENT RELATIONS – Legislation.]	Retain as national archives
18321	Records documenting the initial internal preparation of legislation related to industry support and development. Records include: <ul style="list-style-type: none"> • working papers • background research • rough drafts • internal commentary. 	Destroy 10 years after last action

INDUSTRY SUPPORT AND DEVELOPMENT

The function of formulating policy to regulate and support the private sector, including small business. Includes the development of strategies to foster innovation and growth in business and industry and the provision of assistance to industry through a range of measures including advisory services, entitlements, grants, funding and subsidies. Also includes industry development, industry assistance schemes, small business services, business sponsorship, regulatory reform and collaboration with industry and government bodies within Australia and overseas.

For the implementation and administration of the Australian Government's tourism policy, including the provision of advice and assistance to Australia's tourism industry and international liaison, use TOURISM.

For the development and regulation of energy and mineral resources, including fossil fuels and electricity, and the establishment of international energy and mineral related agreements, use ENERGY AND MINERAL RESOURCES.

For the development of foreign investment strategies, policies and programs, use FOREIGN INVESTMENT ATTRACTION.

Liaison

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

For the provision of formal advice, use INDUSTRY SUPPORT AND DEVELOPMENT - Advice

Entry	Description of records	Disposal action
18322	<p>Records documenting routine liaison with external stakeholders relating to the industry support and development function. Includes records of contact such as file notes and correspondence and contact lists.</p> <p>[For records documenting routine liaison with other government agencies, use INDUSTRY SUPPORT AND DEVELOPMENT – Government Liaison.</p> <p>For records documenting liaison with stakeholders as part of a formal consultation process, use INDUSTRY SUPPORT AND DEVELOPMENT – Consultation.</p> <p>For records documenting liaison with stakeholders during industry policy development, use INDUSTRY SUPPORT AND DEVELOPMENT – Industry Policy.</p> <p>For records documenting liaison with stakeholders in relation to program development matters, use INDUSTRY SUPPORT AND DEVELOPMENT – Program Development.</p> <p>For records documenting liaison with stakeholders in relation to the development of legislation, use INDUSTRY SUPPORT AND DEVELOPMENT – Legislation.]</p>	Destroy 7 years after action completed

INDUSTRY SUPPORT AND DEVELOPMENT

The function of formulating policy to regulate and support the private sector, including small business. Includes the development of strategies to foster innovation and growth in business and industry and the provision of assistance to industry through a range of measures including advisory services, entitlements, grants, funding and subsidies. Also includes industry development, industry assistance schemes, small business services, business sponsorship, regulatory reform and collaboration with industry and government bodies within Australia and overseas.

For the implementation and administration of the Australian Government's tourism policy, including the provision of advice and assistance to Australia's tourism industry and international liaison, use TOURISM.

For the development and regulation of energy and mineral resources, including fossil fuels and electricity, and the establishment of international energy and mineral related agreements, use ENERGY AND MINERAL RESOURCES.

For the development of foreign investment strategies, policies and programs, use FOREIGN INVESTMENT ATTRACTION.

Marketing

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

Entry	Description of records	Disposal action
18323	Records documenting the development and management of the agency's marketing and communications plans relating to the industry support and development function. Includes: <ul style="list-style-type: none"> • background research • major annotated drafts • final plans. 	Destroy 7 years after superseded
18324	Records documenting the promotion of programs or projects relating to the industry support and development function. Includes: <ul style="list-style-type: none"> • advertisements • correspondence associated with promotional events • sponsorship proposals and contracts. 	Destroy 7 years after last action

INDUSTRY SUPPORT AND DEVELOPMENT

The function of formulating policy to regulate and support the private sector, including small business. Includes the development of strategies to foster innovation and growth in business and industry and the provision of assistance to industry through a range of measures including advisory services, entitlements, grants, funding and subsidies. Also includes industry development, industry assistance schemes, small business services, business sponsorship, regulatory reform and collaboration with industry and government bodies within Australia and overseas.

For the implementation and administration of the Australian Government's tourism policy, including the provision of advice and assistance to Australia's tourism industry and international liaison, use TOURISM.

For the development and regulation of energy and mineral resources, including fossil fuels and electricity, and the establishment of international energy and mineral related agreements, use ENERGY AND MINERAL RESOURCES.

For the development of foreign investment strategies, policies and programs, use FOREIGN INVESTMENT ATTRACTION.

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
18325	<p>Records documenting the development of significant plans relating to the industry support and development function such as strategic industry and action plans. Includes:</p> <ul style="list-style-type: none"> • final plans, including implementation and action plans • background research • communication with stakeholders, including comments and feedback • workshop and consultation notes. <p>[For published plans, use PUBLICATION.</p> <p>For records documenting the development of industry action agenda, use INDUSTRY SUPPORT AND DEVELOPMENT – Program Development.</p> <p>For records documenting the development of broader industry policy, use INDUSTRY SUPPORT AND DEVELOPMENT – Industry Policy.</p> <p>For records documenting consultation with industry stakeholders that is not part of the development of a plan, use INDUSTRY SUPPORT AND DEVELOPMENT - Consultation.]</p>	Retain as national archives
18326	Records documenting the development of operational or service plans relating to the industry support and development function such as stakeholder consultation strategies.	Destroy 10 years after superseded or last action, whichever is the later

INDUSTRY SUPPORT AND DEVELOPMENT

The function of formulating policy to regulate and support the private sector, including small business. Includes the development of strategies to foster innovation and growth in business and industry and the provision of assistance to industry through a range of measures including advisory services, entitlements, grants, funding and subsidies. Also includes industry development, industry assistance schemes, small business services, business sponsorship, regulatory reform and collaboration with industry and government bodies within Australia and overseas.

For the implementation and administration of the Australian Government's tourism policy, including the provision of advice and assistance to Australia's tourism industry and international liaison, use TOURISM.

For the development and regulation of energy and mineral resources, including fossil fuels and electricity, and the establishment of international energy and mineral related agreements, use ENERGY AND MINERAL RESOURCES.

For the development of foreign investment strategies, policies and programs, use FOREIGN INVESTMENT ATTRACTION.

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.

For the development and establishment of decisions, directions, and precedents to support and facilitate the development and growth of Australian industry, use INDUSTRY SUPPORT AND DEVELOPMENT - Industry Policy.

For the development of government industry policy, excluding policy advice or program strategy advice to the Minister or government agencies, use INDUSTRY SUPPORT AND DEVELOPMENT - Industry Policy.

For policy advice or program strategy advice to the Minister or government agencies, use INDUSTRY SUPPORT AND DEVELOPMENT - Advice.

Entry	Description of records	Disposal action
18327	Final version of internal agency policies relating to the industry support and development function.	Destroy 7 years after policy is superseded
18330	Records documenting the development or amendment of internal agency policies relating to the industry support and development function. Includes: <ul style="list-style-type: none"> • issue/problem identification • policy amendments • project plan • resource allocation • background research papers • internal consultation and stakeholder needs analysis • feedback and comment by relevant parties • policy approval • policy recommendations ratification. 	Destroy 7 year after policy is approved and released

INDUSTRY SUPPORT AND DEVELOPMENT

The function of formulating policy to regulate and support the private sector, including small business. Includes the development of strategies to foster innovation and growth in business and industry and the provision of assistance to industry through a range of measures including advisory services, entitlements, grants, funding and subsidies. Also includes industry development, industry assistance schemes, small business services, business sponsorship, regulatory reform and collaboration with industry and government bodies within Australia and overseas.

For the implementation and administration of the Australian Government's tourism policy, including the provision of advice and assistance to Australia's tourism industry and international liaison, use TOURISM.

For the development and regulation of energy and mineral resources, including fossil fuels and electricity, and the establishment of international energy and mineral related agreements, use ENERGY AND MINERAL RESOURCES.

For the development of foreign investment strategies, policies and programs, use FOREIGN INVESTMENT ATTRACTION.

Procedures

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

Entry	Description of records	Disposal action
18332	Final version of program procedures and guidelines relating to the industry support and development function. [For records documenting the production and dissemination of published industry procedures and guidelines, use PUBLICATION. For records documenting the development of industry guidelines that are regarded as disallowable instruments under legislation, use INDUSTRY SUPPORT AND DEVELOPMENT - Legislation.]	Destroy 7 years after procedures are superseded
18333	Records documenting the development of program procedures and guidelines relating to the industry support and development function. Includes: <ul style="list-style-type: none"> • procedure requirements, including scope, and jurisdiction • project plan • background research papers, eg information gathered on statutory requirements, standards, professional codes of practice and guidelines • stakeholder consultation notes • draft procedures and associated feedback/comments • approval for procedures. 	Destroy 7 years after procedures are approved and released
18335	Final versions of other internal operational procedures.	Destroy when procedures are superseded
18336	Records documenting the development of internal operational procedures.	Destroy 1 year after production of the procedures

INDUSTRY SUPPORT AND DEVELOPMENT

The function of formulating policy to regulate and support the private sector, including small business. Includes the development of strategies to foster innovation and growth in business and industry and the provision of assistance to industry through a range of measures including advisory services, entitlements, grants, funding and subsidies. Also includes industry development, industry assistance schemes, small business services, business sponsorship, regulatory reform and collaboration with industry and government bodies within Australia and overseas.

For the implementation and administration of the Australian Government's tourism policy, including the provision of advice and assistance to Australia's tourism industry and international liaison, use TOURISM.

For the development and regulation of energy and mineral resources, including fossil fuels and electricity, and the establishment of international energy and mineral related agreements, use ENERGY AND MINERAL RESOURCES.

For the development of foreign investment strategies, policies and programs, use FOREIGN INVESTMENT ATTRACTION.

Program Development

The activities associated with developing programs of work, based on policies or government directions and initiatives. Includes action agendas.

For the development of plans, including program implementation plans, use INDUSTRY SUPPORT & DEVELOPMENT - Planning.

Entry	Description of records	Disposal action
18339	<p>Records documenting the design, development, and establishment of programs and schemes relating to the industry support and development function that have far-reaching social, health, industry, economic, national or international implications such as those for leading-edge technologies, innovative investments or space projects, or have been the subject of widespread public debate or controversy. Includes:</p> <ul style="list-style-type: none"> • background research and information • consultations with stakeholders • submissions from stakeholders • assessment and selection of action agenda • draft program outlines and objectives • evaluation of program pilots • risk assessments • feedback and comments • final versions of programs and schemes • program participants' contact details • program reports. <p>[For action agenda annual status reports and implementation progress reports, use INDUSTRY SUPPORT AND DEVELOPMENT – Reporting. For program implementation action plans, use INDUSTRY SUPPORT AND DEVELOPMENT - Planning. For strategic advice provided to the Minister or government on action agendas, use INDUSTRY SUPPORT AND DEVELOPMENT – Advice. For records documenting the development of program guidelines, use INDUSTRY SUPPORT AND DEVELOPMENT - Procedures. For records documenting the development of industry policy, use INDUSTRY SUPPORT AND DEVELOPMENT – Industry Policy. For records documenting the evaluation of programs to determine their performance and ongoing viability, including recommendations to terminate programs, use INDUSTRY SUPPORT AND DEVELOPMENT – Evaluation. For records documenting legislative amendments affecting industry program, use INDUSTRY SUPPORT AND DEVELOPMENT – Legislation. For records documenting inter-agency memorandum of understanding to jointly fund programs, use INDUSTRY SUPPORT AND DEVELOPMENT - Agreements.]</p>	Retain as national archives

INDUSTRY SUPPORT AND DEVELOPMENT

The function of formulating policy to regulate and support the private sector, including small business. Includes the development of strategies to foster innovation and growth in business and industry and the provision of assistance to industry through a range of measures including advisory services, entitlements, grants, funding and subsidies. Also includes industry development, industry assistance schemes, small business services, business sponsorship, regulatory reform and collaboration with industry and government bodies within Australia and overseas.

For the implementation and administration of the Australian Government's tourism policy, including the provision of advice and assistance to Australia's tourism industry and international liaison, use TOURISM.

For the development and regulation of energy and mineral resources, including fossil fuels and electricity, and the establishment of international energy and mineral related agreements, use ENERGY AND MINERAL RESOURCES.

For the development of foreign investment strategies, policies and programs, use FOREIGN INVESTMENT ATTRACTION.

Program Development - Continued

Entry	Description of records	Disposal action
18340	<p>Records documenting the design, development, and establishment of programs and schemes relating to the industry support and development function that DO NOT have far-reaching social, health, industry, economic, national or international implications, and have NOT been the subject of widespread public debate or controversy. Includes:</p> <ul style="list-style-type: none"> • background research and information • consultations with stakeholders • submissions from stakeholders • assessment and selection of action agenda • draft program outlines and objectives • evaluation of program pilots • risk assessments • feedback and comments • final versions of programs and schemes • program participants' contact details • program reports. 	<p>Destroy 10 years after termination of the program (including all predecessor or successor names of the program) or after all obligations associated with the program are fulfilled, whichever is the later</p>

Public Reaction

The process of handling public reaction to an organisation's policies or services. Includes anonymous letters, letters of complaint and letters of congratulations or appreciation received from the public.

Entry	Description of records	Disposal action
18341	<p>Records documenting public reaction to strategies, programs and policies relating to the industry support and development function. Includes agency responses.</p> <p>[For records documenting the handling of complaints through Ministerial representations, use GOVERNMENT RELATIONS – Representations.</p> <p>For records documenting public complaints regarding the agency in general, use COMMUNITY RELATIONS – Public Reaction.</p> <p>For records documenting reaction from industry stakeholders in relation to the agency's policies and programs via a consultation process, use INDUSTRY SUPPORT AND DEVELOPMENT - Consultation.]</p>	<p>Destroy 7 years after last action</p>

INDUSTRY SUPPORT AND DEVELOPMENT

The function of formulating policy to regulate and support the private sector, including small business. Includes the development of strategies to foster innovation and growth in business and industry and the provision of assistance to industry through a range of measures including advisory services, entitlements, grants, funding and subsidies. Also includes industry development, industry assistance schemes, small business services, business sponsorship, regulatory reform and collaboration with industry and government bodies within Australia and overseas.

For the implementation and administration of the Australian Government's tourism policy, including the provision of advice and assistance to Australia's tourism industry and international liaison, use TOURISM.

For the development and regulation of energy and mineral resources, including fossil fuels and electricity, and the establishment of international energy and mineral related agreements, use ENERGY AND MINERAL RESOURCES.

For the development of foreign investment strategies, policies and programs, use FOREIGN INVESTMENT ATTRACTION.

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 formal reporting to Cabinet on the implementation of government initiatives such as industry programs, use GOVERNMENT RELATIONS - Reporting.

For reports of research conducted or commissioned by the agency, use INDUSTRY SUPPORT AND DEVELOPMENT – Research.

For published reports, such as the Annual Review of Small Business, use PUBLICATION.

For corporate administration reports such as business unit performance reports, use STRATEGIC MANAGEMENT - Reporting.

Entry	Description of records	Disposal action
18342	Final version of unpublished reports made to external bodies relating to the industry support and development function. Includes progress reporting against industry action agendas.	Retain as national archives
18343	Final version of internal reports relating to the industry support and development function.	Destroy 7 years after action completed
18344	Records documenting the development of all reports. Includes: <ul style="list-style-type: none"> • background research documents • internal consultation/feedback • major annotated drafts containing comments received. 	Destroy 7 years after report finalised

INDUSTRY SUPPORT AND DEVELOPMENT

The function of formulating policy to regulate and support the private sector, including small business. Includes the development of strategies to foster innovation and growth in business and industry and the provision of assistance to industry through a range of measures including advisory services, entitlements, grants, funding and subsidies. Also includes industry development, industry assistance schemes, small business services, business sponsorship, regulatory reform and collaboration with industry and government bodies within Australia and overseas.

For the implementation and administration of the Australian Government's tourism policy, including the provision of advice and assistance to Australia's tourism industry and international liaison, use TOURISM.

For the development and regulation of energy and mineral resources, including fossil fuels and electricity, and the establishment of international energy and mineral related agreements, use ENERGY AND MINERAL RESOURCES.

For the development of foreign investment strategies, policies and programs, use FOREIGN INVESTMENT ATTRACTION.

Representatives

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

Entry	Description of records	Disposal action
18345	<p>Records documenting the nomination and appointment of representatives to bodies or organisations related to the industry support and development function. Includes:</p> <ul style="list-style-type: none"> • invitations to participate • deliberations/discussions/liaison • nominations • appointments. <p>[For records documenting representatives on committees, councils and similar bodies, use INDUSTRY SUPPORT AND DEVELOPMENT – Committees.]</p>	Destroy 3 years after last action

INDUSTRY SUPPORT AND DEVELOPMENT

The function of formulating policy to regulate and support the private sector, including small business. Includes the development of strategies to foster innovation and growth in business and industry and the provision of assistance to industry through a range of measures including advisory services, entitlements, grants, funding and subsidies. Also includes industry development, industry assistance schemes, small business services, business sponsorship, regulatory reform and collaboration with industry and government bodies within Australia and overseas.

For the implementation and administration of the Australian Government's tourism policy, including the provision of advice and assistance to Australia's tourism industry and international liaison, use TOURISM.

For the development and regulation of energy and mineral resources, including fossil fuels and electricity, and the establishment of international energy and mineral related agreements, use ENERGY AND MINERAL RESOURCES.

For the development of foreign investment strategies, policies and programs, use FOREIGN INVESTMENT ATTRACTION.

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
18346	<p>Records documenting formal research projects, including scoping studies, either conducted or commissioned by the agency or undertaken in collaboration with other organisations, relating to the industry support and development function. Includes:</p> <ul style="list-style-type: none"> • analyses and interpretation of findings • final reports. <p>[For research undertaken as part of legislation development and amendment of legislation, use INDUSTRY SUPPORT AND DEVELOPMENT – Legislation.</p> <p>For the published results of research, use PUBLICATION.</p> <p>For research presentations, use INDUSTRY SUPPORT AND DEVELOPMENT – Addresses (presentations).</p> <p>For records documenting research undertaken to evaluate programs and services, use INDUSTRY SUPPORT AND DEVELOPMENT – Evaluation.</p> <p>For records documenting research undertaken during the development of advice, use INDUSTRY SUPPORT AND DEVELOPMENT – Advice.</p> <p>For records documenting research undertaken during the development of industry policy, use INDUSTRY SUPPORT AND DEVELOPMENT – Industry Policy.]</p>	Retain as national archives
18347	<p>Records documenting the arrangements for formal research projects relating to the industry support and development function. Includes:</p> <ul style="list-style-type: none"> • proposals • approvals • resource allocation. <p>[For collaborative research agreements, use INDUSTRY SUPPORT AND DEVELOPMENT – Agreements.]</p>	Destroy 7 years after last action

INDUSTRY SUPPORT AND DEVELOPMENT

The function of formulating policy to regulate and support the private sector, including small business. Includes the development of strategies to foster innovation and growth in business and industry and the provision of assistance to industry through a range of measures including advisory services, entitlements, grants, funding and subsidies. Also includes industry development, industry assistance schemes, small business services, business sponsorship, regulatory reform and collaboration with industry and government bodies within Australia and overseas.

For the implementation and administration of the Australian Government's tourism policy, including the provision of advice and assistance to Australia's tourism industry and international liaison, use TOURISM.

For the development and regulation of energy and mineral resources, including fossil fuels and electricity, and the establishment of international energy and mineral related agreements, use ENERGY AND MINERAL RESOURCES.

For the development of foreign investment strategies, policies and programs, use FOREIGN INVESTMENT ATTRACTION.

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
18348	<p>Records documenting formal reviews of processes and operations relating to the industry support and development function. Includes:</p> <ul style="list-style-type: none"> • documents establishing the review • background research • meeting notes and discussion papers • draft versions of review reports containing significant changes/alterations or formally circulated for comment • proposals and recommendations • formal statement of findings • final review report. <p>[For records documenting the review of legislation, use INDUSTRY SUPPORT AND DEVELOPMENT – Legislation.</p> <p>For the evaluation of programs and post-implementation review and evaluation of action agenda, use INDUSTRY SUPPORT AND DEVELOPMENT – Evaluation.</p> <p>For records documenting the review of program related publications, use PUBLICATION - Reviewing.]</p>	Destroy 10 years after last action

INDUSTRY SUPPORT AND DEVELOPMENT

The function of formulating policy to regulate and support the private sector, including small business. Includes the development of strategies to foster innovation and growth in business and industry and the provision of assistance to industry through a range of measures including advisory services, entitlements, grants, funding and subsidies. Also includes industry development, industry assistance schemes, small business services, business sponsorship, regulatory reform and collaboration with industry and government bodies within Australia and overseas.

For the implementation and administration of the Australian Government's tourism policy, including the provision of advice and assistance to Australia's tourism industry and international liaison, use TOURISM.

For the development and regulation of energy and mineral resources, including fossil fuels and electricity, and the establishment of international energy and mineral related agreements, use ENERGY AND MINERAL RESOURCES.

For the development of foreign investment strategies, policies and programs, use FOREIGN INVESTMENT ATTRACTION.

Reviews (decisions)

The activities involved in the process of reviewing actions both by an agency, or an external body. Includes reviews of promotion decisions.

Entry	Description of records	Disposal action
18349	Records documenting the process of reviewing departmental decisions relating to the industry support and development function. Includes: <ul style="list-style-type: none"> • written notifications for review of decision • referrals • determinations • written notifications to applicants • advice • decisions/recommendations. <p>[For records documenting reviews of decisions that are escalated to a higher authority, use INDUSTRY SUPPORT AND DEVELOPMENT – Appeals (decisions).]</p>	Destroy 7 years after finalisation of review

Submissions

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

Entry	Description of records	Disposal action
18350	Records documenting the development of submissions made to non-government industry bodies on issues directly relating to the industry support and development function and concerning controversial issues with far reaching social, economic or international implications. Includes: <ul style="list-style-type: none"> • final submissions • briefing material • comments received. <p>[For submissions made to the Government, Minister or other government bodies, use GOVERNMENT RELATIONS – Submissions.]</p>	Retain as national archives

INDUSTRY SUPPORT AND DEVELOPMENT

The function of formulating policy to regulate and support the private sector, including small business. Includes the development of strategies to foster innovation and growth in business and industry and the provision of assistance to industry through a range of measures including advisory services, entitlements, grants, funding and subsidies. Also includes industry development, industry assistance schemes, small business services, business sponsorship, regulatory reform and collaboration with industry and government bodies within Australia and overseas.

For the implementation and administration of the Australian Government's tourism policy, including the provision of advice and assistance to Australia's tourism industry and international liaison, use TOURISM.

For the development and regulation of energy and mineral resources, including fossil fuels and electricity, and the establishment of international energy and mineral related agreements, use ENERGY AND MINERAL RESOURCES.

For the development of foreign investment strategies, policies and programs, use FOREIGN INVESTMENT ATTRACTION.

Submissions - Continued

Entry	Description of records	Disposal action
18351	Records documenting the development of submissions made to non-government industry bodies on issues directly relating to the industry support and development function and concerning other matters with no far reaching impact on the social, economic or international standing of the country. Includes: <ul style="list-style-type: none"> • final submissions • briefing material • comments received. 	Destroy 10 years after last action

Training Services

The activities associated with providing external training by staff of the organisation to others. Includes education campaigns, lectures, courses, seminars and workshops.

For internal staff training use STAFF DEVELOPMENT - Training.

Entry	Description of records	Disposal action
18352	Final versions of programs and presentations conducted by the agency and relating to the industry support and development function. Includes seminars and training sessions developed to inform stakeholders. Includes: <ul style="list-style-type: none"> • session plans • presentation material • participant handouts. [For published training material, use PUBLICATION.]	Destroy 5 years after last action
18353	Records documenting the administrative arrangements for seminars and training sessions conducted by the agency and relating to the industry support and development function. Includes: <ul style="list-style-type: none"> • publicity • registrations • venue, catering and equipment bookings. 	Destroy 3 years after action completed

INDUSTRY SUPPORT AND DEVELOPMENT

The function of formulating policy to regulate and support the private sector, including small business. Includes the development of strategies to foster innovation and growth in business and industry and the provision of assistance to industry through a range of measures including advisory services, entitlements, grants, funding and subsidies. Also includes industry development, industry assistance schemes, small business services, business sponsorship, regulatory reform and collaboration with industry and government bodies within Australia and overseas.

For the implementation and administration of the Australian Government's tourism policy, including the provision of advice and assistance to Australia's tourism industry and international liaison, use TOURISM.

For the development and regulation of energy and mineral resources, including fossil fuels and electricity, and the establishment of international energy and mineral related agreements, use ENERGY AND MINERAL RESOURCES.

For the development of foreign investment strategies, policies and programs, use FOREIGN INVESTMENT ATTRACTION.

Training Services - Continued

Entry	Description of records	Disposal action
18354	Records documenting the development of external training courses and seminars relating to the industry support and development function. Includes: <ul style="list-style-type: none"> • consultations with requesting individuals/ organisations • draft versions of training material • research and background documents. 	Destroy 2 years after course finalised

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
18355	Records documenting visits to the agency by officials, and visits by the Minister and agency staff undertaken in relation to the industry support and development function. Includes: <ul style="list-style-type: none"> • visit plans and itineraries • timetables and programs • security arrangements • appointment details • liaison with relevant stakeholders • post-visit report. <p>[For records documenting visits to the agency by important community representatives or by agency staff to community organisations to promote the image or services of the agency, use COMMUNITY RELATIONS – Visits.</p> <p>For records documenting visits made by the Minister within Australia or overseas, by government VIPs to the agency or by agency staff to other government agencies, use GOVERNMENT RELATIONS – Visits.</p> <p>For records of attendance at conferences, use INDUSTRY SUPPORT AND DEVELOPMENT - Conferences.</p> <p>For records of staff travel arrangements, use PERSONNEL – Arrangements.]</p>	Destroy 7 years after last action

LABORATORY QUALITY MANAGEMENT

The function of ensuring the quality and continuous improvement of laboratory processes, products and services to meet performance requirements and adhere to relevant industry standards. Includes the identification, development, implementation, management and evaluation of strategies and programs designed to ensure the organisation remains accredited or certified to industry standards.

For the development and maintenance of the legal metrology infrastructure including the development of documentary standards and proficiency testing relating to the Australian quality assurance framework, use METROLOGICAL COORDINATION.

For the provision of physical, biological and chemical metrological services including calibration and measurement services, use METROLOGICAL SERVICES.

For scientific research, including the development of measurement standards and the construction of specialised equipment, use SCIENTIFIC RESEARCH.

Audit

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

Entry	Description of records	Disposal action
17858	Final internal and external audit reports relating to the laboratory quality management function. Includes ongoing audits in relation to laboratory practice.	Destroy 15 years after action completed
17859	Records documenting the planning and conduct of internal and external audits relating to the laboratory quality management function. Includes: <ul style="list-style-type: none"> • liaison with the auditing body • minutes of meetings • notes taken at opening and exit interviews • draft report • comments. 	Destroy 5 years after action completed

Compliance

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

Entry	Description of records	Disposal action
17860	Records documenting the quality assessment and accreditation of laboratories by an external organisation, and ongoing compliance with requirements. Includes: <ul style="list-style-type: none"> • successful and unsuccessful applications for accreditation • notification of outcomes • notification of amendments to conditions • measures taken to comply with standards • notifications of breaches • appeals/complaints against decisions by the accrediting body • corrective action. 	Destroy 15 years after action completed

LABORATORY QUALITY MANAGEMENT

The function of ensuring the quality and continuous improvement of laboratory processes, products and services to meet performance requirements and adhere to relevant industry standards. Includes the identification, development, implementation, management and evaluation of strategies and programs designed to ensure the organisation remains accredited or certified to industry standards.

For the development and maintenance of the legal metrology infrastructure including the development of documentary standards and proficiency testing relating to the Australian quality assurance framework, use METROLOGICAL COORDINATION.

For the provision of physical, biological and chemical metrological services including calibration and measurement services, use METROLOGICAL SERVICES.

For scientific research, including the development of measurement standards and the construction of specialised equipment, use SCIENTIFIC RESEARCH.

Customer Service

The activities associated with the planning, monitoring and evaluation of services provided to customers by the organisation.

Entry	Description of records	Disposal action
17861	Records documenting the planning, monitoring and evaluation of customer services provided to stakeholders.	Destroy 3 years after action completed
17862	Records documenting the development of service charters and directives relating to the provision of customer services. Includes copies of internal directives and charters.	Destroy 3 years after superseded
17863	Records documenting the management of specific customer services, eg managing an enquiry desk, a telephone information service or interpreter service. Includes planning, monitoring and evaluation of services, eg carrying out customer services.	Destroy 3 years after action completed

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.

For advice provided to the Minister or government agencies, use GOVERNMENT RELATIONS – Advice.

Entry	Description of records	Disposal action
17864	Final versions of the agency's internal policies relating to the laboratory quality management function.	Destroy 20 years after the policy is superseded
17865	Records documenting the development of the agency's internal policies, including drafts, comments and background research.	Destroy 1 year after approval and production of the final policy

Procedures

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

Entry	Description of records	Disposal action
17866	Final versions of procedures supporting the laboratory quality management function.	Destroy 20 years after the procedure is superseded

LABORATORY QUALITY MANAGEMENT

The function of ensuring the quality and continuous improvement of laboratory processes, products and services to meet performance requirements and adhere to relevant industry standards. Includes the identification, development, implementation, management and evaluation of strategies and programs designed to ensure the organisation remains accredited or certified to industry standards.

For the development and maintenance of the legal metrology infrastructure including the development of documentary standards and proficiency testing relating to the Australian quality assurance framework, use METROLOGICAL COORDINATION.

For the provision of physical, biological and chemical metrological services including calibration and measurement services, use METROLOGICAL SERVICES.

For scientific research, including the development of measurement standards and the construction of specialised equipment, use SCIENTIFIC RESEARCH.

Procedures - Continued

Entry	Description of records	Disposal action
17867	Records documenting the development of procedures. Includes: <ul style="list-style-type: none"> • data collected from consultation with stakeholders • background research documents • draft procedures and associated comments. 	Destroy 1 year after approval and production of the final procedures

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
17868	Records documenting a review of agency programs and operations supporting the laboratory quality management function. Includes documents establishing the review, final report and action plan.	Destroy 10 years after action completed
17869	Working papers documenting a review of agency programs and operations supporting the laboratory quality management function.	Destroy 3 years after action completed

METROLOGICAL BUSINESS DEVELOPMENT

The function of developing the organisation's commercial opportunities relating to metrological services. Includes contracts and agreements for all research, and technology transfer arrangements and confidentiality agreements other than with personnel.

For the provision of metrological services to external clients, use METROLOGICAL SERVICES.

Advice

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

For advice provided to the Minister or government agencies, excluding policy advice or program strategy advice, that is not controversial or does not have far-reaching social, health, economic, national or international implications, use GOVERNMENT RELATIONS - Advice.

Entry	Description of records	Disposal action
17871	Records documenting the provision of metrological business development related advice to external organisations where there is a patent or other intellectual property involved. Excludes policy advice or program strategy advice to the Minister or government agencies; and advice on controversial public issues, or advice with far-reaching social, health, economic, national or international implications.	Destroy 20 years after last action
18502	Records documenting the development or provision of policy advice or program strategy advice for the Minister or government agencies.	Retain as national archives
18680	Record documenting advice provided by the agency on controversial public issues or advice with far-reaching social, health, economic, national or international implications relating to the metrological business development function. Excludes policy advice or program strategy advice provided to the Minister or government agencies.	Retain as national archives
18681	Records documenting advice provided by the agency to non-government bodies not associated with controversial public issues, or that have no far-reaching, social, health, economic national or international implications, in relation to the metrological business development function. Excludes policy advice or program strategy advice provided to the Minister or government agencies; and advice where there is a patent or other intellectual property involved.	Destroy 10 years after last action, or when commercial consequences no longer exist, whichever is later and applies.

METROLOGICAL BUSINESS DEVELOPMENT

The function of developing the organisation's commercial opportunities relating to metrological services. Includes contracts and agreements for all research, and technology transfer arrangements and confidentiality agreements other than with personnel.

For the provision of metrological services to external clients, use METROLOGICAL SERVICES.

Agreements

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

Entry	Description of records	Disposal action
17873	Records documenting metrological business development joint venture agreements of major significance to the agency or the Commonwealth. Joint ventures may be of major significance if, for example, they are ventures that are controversial, are the subject of extensive debate, or arouse widespread interest. Includes: <ul style="list-style-type: none"> • final signed versions of agreements/contracts • working papers relating to the establishment, negotiation and management of the joint venture. 	Retain as national archives
17874	Records documenting metrological business development joint venture agreements that are not of major significance to the agency and the Commonwealth. Includes: <ul style="list-style-type: none"> • final signed versions of agreements/contracts • working papers relating to the establishment, negotiation and management of the joint venture. 	Destroy 10 years after completion or other termination of agreement or contract
17875	Final versions of agreements relating to the metrological business development function that are not joint ventures or under seal or do not result from a tendering process. Includes memorandum of understanding, service provision agreements, sale of service agreements, and supporting documents.	Destroy 10 years after expiry or other termination of agreement
17876	Signed deeds of release, deed of indemnity, other similar agreements and supporting documents.	Destroy after indemnity ceases
17877	Signed agreements and contracts under seal and supporting records: Western Australia.	Destroy 20 years after completion or other termination of contract
17878	Signed agreements and contracts under seal and supporting records: Victoria and South Australia.	Destroy 15 years after completion or other termination of contract
17879	Signed agreements and contracts under seal and supporting records: New South Wales, Queensland, Tasmania, Australian Capital Territory and the Northern Territory.	Destroy 12 years after completion or other termination of contract
17880	Signed simple contracts and agreements resulting from tenders and supporting records.	Destroy 7 years after completion or other termination of agreement contract

METROLOGICAL BUSINESS DEVELOPMENT

The function of developing the organisation's commercial opportunities relating to metrological services. Includes contracts and agreements for all research, and technology transfer arrangements and confidentiality agreements other than with personnel.

For the provision of metrological services to external clients, use METROLOGICAL 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, recordkeeping audits, skills audits, system audits and quality assurance audits.

Entry	Description of records	Disposal action
17916	Records documenting internal and external audits relating to the metrological business development function. Includes: <ul style="list-style-type: none"> • final reports • records of liaison with the auditing body • minutes of meetings • notes taken at opening and exit interviews • draft reports and comments. 	Destroy 7 years after action completed

Bidding

The activities associated with preparing and lodging bids for the provision of services such as competitive training or consulting services, and to obtain funding. Includes the development of proposals.

For the negotiation and establishment of agreements, use Agreements.

Entry	Description of records	Disposal action
17881	Records documenting the initiation and development of successful offers and tender bids for business services. Includes: <ul style="list-style-type: none"> • requests from potential clients • proposals • notification of acceptance. 	Destroy 7 years after expiry or other termination of agreement
17917	Records of unsuccessful offers and bids for training and consultancy services. Includes: <ul style="list-style-type: none"> • requests from potential clients • proposals • notification of rejection of offer. 	Destroy 7 years after submission of the bid

METROLOGICAL BUSINESS DEVELOPMENT

The function of developing the organisation's commercial opportunities relating to metrological services. Includes contracts and agreements for all research, and technology transfer arrangements and confidentiality agreements other than with personnel.

For the provision of metrological services to external clients, use METROLOGICAL 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 STRATEGIC MANAGEMENT - Committees.

Entry	Description of records	Disposal action
18694	Records of committees relating to the metrological business development 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"> • document establishing the committee • agendas • minutes • reports and supporting documents. 	Retain as national archives
18695	Records of committees relating to metrological business development function where the agency does not provide the secretariat, is not the Commonwealth's main representative, or does not play a significant role. Includes: <ul style="list-style-type: none"> • agendas • minutes • reports and supporting documents. 	Destroy 10 years after action completed
17883	Records documenting the conduct and administration of committees which consider matters relating to the metrological business development function. Includes: <ul style="list-style-type: none"> • notices of meetings • draft minutes • working papers. 	Destroy when reference ceases

Customer Service

The activities associated with the planning, monitoring and evaluation of services provided to customers by the organisation.

Entry	Description of records	Disposal action
17884	Records documenting the planning, monitoring and evaluation of customer services provided to the agency's public clients.	Destroy 3 years after action completed
17885	Records documenting the development of service charters and directives relating to the provision of services to public clients. Includes copies of internal directives and charters.	Destroy 3 years after superseded
17886	Records documenting the management of specific customer services provided to the public, eg managing an enquiry desk, a telephone information service or interpreter service. Includes planning, monitoring and evaluation of services, eg carrying out customer services.	Destroy 3 years after action completed

METROLOGICAL BUSINESS DEVELOPMENT

The function of developing the organisation's commercial opportunities relating to metrological services. Includes contracts and agreements for all research, and technology transfer arrangements and confidentiality agreements other than with personnel.

For the provision of metrological services to external clients, use METROLOGICAL SERVICES.

Marketing

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

Entry	Description of records	Disposal action
17889	Records documenting the marketing of products and services where commercial consequences are involved.	Destroy when commercial consequences no longer exist
17890	Records documenting the marketing of products and services relating to the metrological business development function where there are no commercial consequences involved. Includes research and assessment of products and services.	Destroy 5 years after action completed
17891	Records documenting the promotion of agency products and services. Includes arranging advertising, product launches, displays at appropriate venues and photographs taken.	Destroy 3 years after action completed
17892	Records documenting the sale of agency products and services. Includes the receipt and processing of orders.	Destroy 1 year after sale

Meetings

The activities associated with ad hoc 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
17893	Final versions of minutes and supporting documents tabled at meetings held to support the metrological business development function. Includes meetings with external agencies.	Destroy 3 years after action completed
17894	Records documenting the conduct and administration of meetings held to support the metrological business development function. Includes agenda, notices of meetings and draft minutes.	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
17895	Final versions of plans formulated to support the metrological business development function.	Destroy 7 years after plan is superseded
17896	Records documenting the development of planning in relation to the metrological business development function. Includes input into plans, comments received and drafts.	Destroy 3 years after action completed

METROLOGICAL BUSINESS DEVELOPMENT

The function of developing the organisation's commercial opportunities relating to metrological services. Includes contracts and agreements for all research, and technology transfer arrangements and confidentiality agreements other than with personnel.

For the provision of metrological services to external clients, use METROLOGICAL SERVICES.

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.

For policy advice or program strategy advice provided to the Minister or government agencies, use METROLOGICAL BUSINESS DEVELOPMENT - Advice.

Entry	Description of records	Disposal action
17898	Records documenting the development and establishment of metrological business development policies. Includes: <ul style="list-style-type: none"> • policy proposals • research papers • results of consultations • supporting reports • major drafts • policy documents. 	Retain as national archives
17899	Records documenting comments and working papers on the development and establishment of metrological business development policies.	Destroy 2 years after promulgation of new policy

Procedures

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

Entry	Description of records	Disposal action
17900	Master sets of agency manuals, handbooks, directives, etc. detailing procedures supporting the metrological business development function.	Destroy 20 years after procedures are superseded
17901	Records documenting the development of procedures supporting the metrological business development function.	Destroy 1 year after production of procedures

Reporting

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

Entry	Description of records	Disposal action
17903	Final version of formal reports made to external agencies relating to the metrological business development function of major significance to the agency or the Commonwealth. Major significance includes reports covering controversial issues, subject of extensive debate or arousing widespread interest.	Retain as national archives

METROLOGICAL BUSINESS DEVELOPMENT

The function of developing the organisation's commercial opportunities relating to metrological services. Includes contracts and agreements for all research, and technology transfer arrangements and confidentiality agreements other than with personnel.

For the provision of metrological services to external clients, use METROLOGICAL SERVICES.

Reporting - Continued

Entry	Description of records	Disposal action
17904	Final version of other formal reports made to external agencies relating to the metrological business development function. Includes project reviews, contract reports, contract progress reports and joint venture reports.	Destroy 10 years after action completed or agreement has expired
17905	Final version of internal formal reports relating to the metrological business development function.	Destroy 5 years after action completed
17907	Final version of periodic internal reports on general administrative matters used to monitor and document recurring activities to support the metrological business development function.	Destroy 3 years after action completed
17908	Responses to surveys carried out to support the metrological business development function.	Destroy 3 years after action completed

Reviewing

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

Entry	Description of records	Disposal action
17909	Records documenting a review of programs and operations supporting the metrological business development function. Includes documents establishing the review, final report and action plan.	Destroy 5 years after action completed
17910	Records documenting the review of service agreements relating to the metrological business development function.	Destroy 5 years after action completed or termination of the agreement

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
17912	Records documenting risk management activities where there is potential national environmental, social or health risk that is severe or high. Includes documentation covering each stage of the process, treatment schedules and action plans.	Retain as national archives
17913	Records documenting risk management where there is no perceived national risk, relating to the metrological business development function. Includes documentation covering each stage of the process, treatment schedules and action plans.	Destroy 7 years after next risk assessment

METROLOGICAL BUSINESS DEVELOPMENT

The function of developing the organisation's commercial opportunities relating to metrological services. Includes contracts and agreements for all research, and technology transfer arrangements and confidentiality agreements other than with personnel.

For the provision of metrological services to external clients, use METROLOGICAL SERVICES.

Risk Management - Continued

Entry	Description of records	Disposal action
17914	Risk register relating to the metrological business development function.	Disposal not authorised
17915	Records documenting risk assessment activities relating to contracts.	Destroy on completion or termination of contract

METROLOGICAL COORDINATION

The function of developing and maintaining the national metrology infrastructure and ensuring harmonisation with international metrology infrastructure. Includes the definition of scientific and Australian legal units of measurement; the development and maintenance of legislation; the development of documentary standards; the appointment of legal metrology authorities; liaison and consultation with the Australian and international standards and conformance infrastructure, industry, government and overseas organisations; participation in and support for international treaties and agreements; management of visits by national and international visitors.

For the provision of physical, biological and chemical metrological services including calibration and measurement services and pattern approval, use METROLOGICAL SERVICES.

For quality management of laboratories, use LABORATORY QUALITY MANAGEMENT.

For business development activities, use METROLOGICAL BUSINESS DEVELOPMENT.

For scientific research, including the development of primary and secondary chemical, physical and biological standards, and the construction of specialised equipment, use SCIENTIFIC RESEARCH.

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
18199	Final version of addresses made by the portfolio Minister or senior agency officers at major occasions such as peak metrological conferences or where the content relates to major or groundbreaking developments in legal metrology infrastructure.	Retain as national archives
18200	Final versions of addresses by other agency officers or that do not represent major or groundbreaking research.	Destroy 5 years after the presentation
18201	Records documenting the development of addresses, including drafts and working papers.	Destroy when reference ceases

Advice

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

Entry	Description of records	Disposal action
18202	Records documenting the receipt or provision of advice in relation to the metrological coordination function. Includes requests and responses. Also includes policy advice or program strategy advice provided to the Minister or government agencies. [For records documenting legal advice, use LEGAL SERVICES - Advice. For records documenting advice, other than policy advice or program strategy advice, provided to the Minister or government agencies, use GOVERNMENT RELATIONS – Advice.]	Retain as national archives

METROLOGICAL COORDINATION

The function of developing and maintaining the national metrology infrastructure and ensuring harmonisation with international metrology infrastructure. Includes the definition of scientific and Australian legal units of measurement; the development and maintenance of legislation; the development of documentary standards; the appointment of legal metrology authorities; liaison and consultation with the Australian and international standards and conformance infrastructure, industry, government and overseas organisations; participation in and support for international treaties and agreements; management of visits by national and international visitors.

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For business development activities, use METROLOGICAL BUSINESS DEVELOPMENT.

For scientific research, including the development of primary and secondary chemical, physical and biological standards, and the construction of specialised equipment, use SCIENTIFIC RESEARCH.

Agreements

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

Entry	Description of records	Disposal action
18203	Records documenting the negotiation, establishment, maintenance and review of agreements related to the metrological coordination function such as international mutual recognition and bilateral agreements relating to legal metrology. Includes final versions of the agreement. [For agreements relating to the provision of metrological business services, use METROLOGICAL BUSINESS DEVELOPMENT – Agreements. For scientific research agreements, use SCIENTIFIC RESEARCH - Agreements.]	Retain as national archives
18204	Records documenting the negotiation, establishment, maintenance and review of routine agreements such as those made with other Australian government agencies for the development of documentary standards. Includes major annotated drafts and final version of agreements.	Destroy 7 years after expiry or termination of agreement or last action, whichever is the later

Appeals (decisions)

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

Entry	Description of records	Disposal action
18205	Records documenting reviews/appeals concerning agency decisions in relation to the appointment of verifying and certifying authorities.	Destroy 7 years after last action

METROLOGICAL COORDINATION

The function of developing and maintaining the national metrology infrastructure and ensuring harmonisation with international metrology infrastructure. Includes the definition of scientific and Australian legal units of measurement; the development and maintenance of legislation; the development of documentary standards; the appointment of legal metrology authorities; liaison and consultation with the Australian and international standards and conformance infrastructure, industry, government and overseas organisations; participation in and support for international treaties and agreements; management of visits by national and international visitors.

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For quality management of laboratories, use LABORATORY QUALITY MANAGEMENT.

For business development activities, use METROLOGICAL BUSINESS DEVELOPMENT.

For scientific research, including the development of primary and secondary chemical, physical and biological standards, and the construction of specialised equipment, use SCIENTIFIC RESEARCH.

Appointments

The activities associated with appointing a person to a position, or an organisation to have the authority, to carry out certain tasks.

Entry	Description of records	Disposal action
18207	Records documenting the appointment of verifying or certifying authorities for the purpose of metrological coordination. Includes: <ul style="list-style-type: none"> • applications and supporting information such as proof of accreditation • notices, including cancellations and variations • instruments of appointment. 	Destroy 7 years after the appointment is cancelled, revoked or otherwise ceases
18208	Records documenting unsuccessful applications from persons and organisations seeking appointment as verifying or certifying authorities. [For records documenting appeals in relation to appointment decisions, use METROLOGICAL COORDINATION – Appeals (decisions).]	Destroy 7 years after last action

METROLOGICAL COORDINATION

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For business development activities, use METROLOGICAL BUSINESS DEVELOPMENT.

For scientific research, including the development of primary and secondary chemical, physical and biological standards, and the construction of specialised equipment, use SCIENTIFIC RESEARCH.

Committees

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

For audit committees, use STRATEGIC MANAGEMENT - Committees.

Entry	Description of records	Disposal action
18209	Records of committees relating to the metrological coordination 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"> • document establishing the committee • agendas • minutes • reports and supporting documents. <p>[For records documenting the appointment of official representatives to international groups relating to metrological coordination, use METROLOGICAL COORDINATION – International Representatives.]</p>	Retain as national archives
18211	Records of committees relating to the metrological coordination function where the agency does not provide the secretariat, is not the Commonwealth's main representative, or does not play a significant role. Includes: <ul style="list-style-type: none"> • agendas • minutes • reports and supporting documents. 	Destroy 5 years after action completed
18212	Records documenting the administration of committees formed to consider matters relating to the metrological coordination function. Includes: <ul style="list-style-type: none"> • notices of meetings • draft minutes • working papers. 	Destroy when reference ceases

METROLOGICAL COORDINATION

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For the provision of physical, biological and chemical metrological services including calibration and measurement services and pattern approval, use METROLOGICAL SERVICES.

For quality management of laboratories, use LABORATORY QUALITY MANAGEMENT.

For business development activities, use METROLOGICAL BUSINESS DEVELOPMENT.

For scientific research, including the development of primary and secondary chemical, physical and biological standards, and the construction of specialised equipment, use SCIENTIFIC RESEARCH.

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
18213	Final versions of the programs, presentations and proceedings for conferences organised by the agency.	Destroy 15 years after action completed
18214	Records documenting the administrative arrangements for conferences organised by the agency. Includes: <ul style="list-style-type: none"> • publicity and sponsorship • speaker arrangements • registrations • venue and equipment bookings. 	Destroy 7 years after action completed
18215	Participants' reports on attendance at conferences arranged by other organisations.	Destroy 3 years after action completed
18216	Records documenting the attendance of staff at conferences arranged by other organisations. Includes the completed conference registration forms, programs and conference promotion material.	Destroy when reference ceases

METROLOGICAL COORDINATION

The function of developing and maintaining the national metrology infrastructure and ensuring harmonisation with international metrology infrastructure. Includes the definition of scientific and Australian legal units of measurement; the development and maintenance of legislation; the development of documentary standards; the appointment of legal metrology authorities; liaison and consultation with the Australian and international standards and conformance infrastructure, industry, government and overseas organisations; participation in and support for international treaties and agreements; management of visits by national and international visitors.

For the provision of physical, biological and chemical metrological services including calibration and measurement services and pattern approval, use METROLOGICAL SERVICES.

For quality management of laboratories, use LABORATORY QUALITY MANAGEMENT.

For business development activities, use METROLOGICAL BUSINESS DEVELOPMENT.

For scientific research, including the development of primary and secondary chemical, physical and biological standards, and the construction of specialised equipment, use SCIENTIFIC RESEARCH.

Consultation

The activities associated with exchanging views on a given topic or topics. Includes dialogues, discussions, talks, workshops, forums and other forms of consultation on various issues, including as a way of informing, and providing development assistance to others in relation to these issues.

Entry	Description of records	Disposal action
18217	<p>Records documenting formal consultations and discussions with other agencies, organisations or groups and relating to the metrological coordination function. Includes:</p> <ul style="list-style-type: none"> • details of those consulted • proceedings and reports from international dialogues • submissions from those consulted. <p>[For records of ministerial advice resulting from consultation, use METROLOGICAL COORDINATION – Advice.</p> <p>For records documenting consultative committees and councils, use METROLOGICAL COORDINATION – Committees.</p> <p>For records documenting conference arrangement and attendance, use METROLOGICAL COORDINATION – Conferences.]</p>	Retain as national archives
18218	Records documenting administrative arrangements for formal consultations and discussions with other agencies, organisations or groups and relating to the metrological coordination function. Includes venue hire and catering.	Destroy 7 years after last action

METROLOGICAL COORDINATION

The function of developing and maintaining the national metrology infrastructure and ensuring harmonisation with international metrology infrastructure. Includes the definition of scientific and Australian legal units of measurement; the development and maintenance of legislation; the development of documentary standards; the appointment of legal metrology authorities; liaison and consultation with the Australian and international standards and conformance infrastructure, industry, government and overseas organisations; participation in and support for international treaties and agreements; management of visits by national and international visitors.

For the provision of physical, biological and chemical metrological services including calibration and measurement services and pattern approval, use METROLOGICAL SERVICES.

For quality management of laboratories, use LABORATORY QUALITY MANAGEMENT.

For business development activities, use METROLOGICAL BUSINESS DEVELOPMENT.

For scientific research, including the development of primary and secondary chemical, physical and biological standards, and the construction of specialised equipment, use SCIENTIFIC RESEARCH.

Development Initiatives

The activity of developing metrological control systems. Includes the undertaking of initiatives and projects to develop and improve the national metrology system.

For the provision or receipt of advice, including policy advice or program strategy advice to the Minister or other government agencies, relating to metrological coordination, use METROLOGICAL COORDINATION - Advice.

For committees supporting development initiatives, use METROLOGICAL COORDINATION - Committees.

For liaison with Government agencies, use METROLOGICAL COORDINATION - Government liaison.

For liaison with non-government organisations, use METROLOGICAL COORDINATION - Liaison.

For the development of policy, including new internal policy that may result from development initiatives, use METROLOGICAL COORDINATION - Policy.

For regulations that may result from development initiatives, use METROLOGICAL COORDINATION – Legislation.

For new procedures that may result from development initiatives, use METROLOGICAL COORDINATION – Procedures.

For the development of measurement standards, use SCIENTIFIC RESEARCH – Measurement Standards.

Entry	Description of records	Disposal action
18220	<p>Records documenting initiatives leading to new measurement projects that have far-reaching social, health, industry, economic, national or international implications or have been the subject of widespread public debate or controversy.</p> <p>Includes:</p> <ul style="list-style-type: none"> • proposals • scoping studies • background research • advice on applicable statutory requirements, standards and guidelines • specifications • results of consultation with internal and external stakeholders • decisions and approvals. 	Retain as national archives

METROLOGICAL COORDINATION

The function of developing and maintaining the national metrology infrastructure and ensuring harmonisation with international metrology infrastructure. Includes the definition of scientific and Australian legal units of measurement; the development and maintenance of legislation; the development of documentary standards; the appointment of legal metrology authorities; liaison and consultation with the Australian and international standards and conformance infrastructure, industry, government and overseas organisations; participation in and support for international treaties and agreements; management of visits by national and international visitors.

For the provision of physical, biological and chemical metrological services including calibration and measurement services and pattern approval, use METROLOGICAL SERVICES.

For quality management of laboratories, use LABORATORY QUALITY MANAGEMENT.

For business development activities, use METROLOGICAL BUSINESS DEVELOPMENT.

For scientific research, including the development of primary and secondary chemical, physical and biological standards, and the construction of specialised equipment, use SCIENTIFIC RESEARCH.

Development Initiatives - Continued

Entry	Description of records	Disposal action
18691	<p>Records documenting initiatives leading to new measurement projects that do not have far-reaching social, health, industry, economic, national or international implications and have not been the subject of widespread public debate or controversy. Includes:</p> <ul style="list-style-type: none"> • proposals • scoping studies • background research • advice on applicable statutory requirements, standards and guidelines • specifications • results of consultation with internal and external stakeholders • decisions and approvals. 	Destroy 20 years after last action

Documentary Standards

The activities associated with developing documents that embody specifications, or documentary standards (or 'norme'). Includes the receipt and consideration of comments from stakeholders, collaboration with other organisations and stakeholders including Standards Australia and the International Standards Organisation (ISO). Includes draft and final standards.

For the development of chemical, physical and biological standards, use SCIENTIFIC RESEARCH - Measurement Standards.

For committees formed to consider standards, use METROLOGICAL COORDINATION - Committees.

For the publication of standards, use PUBLICATION - Production.

Entry	Description of records	Disposal action
18221	<p>Records documenting the development and amendment of documentary standards used for metrology activities. Includes:</p> <ul style="list-style-type: none"> • proposals • major release drafts • feedback from stakeholders • approvals • master copies of agency developed documentary standards. 	Retain as national archives

METROLOGICAL COORDINATION

The function of developing and maintaining the national metrology infrastructure and ensuring harmonisation with international metrology infrastructure. Includes the definition of scientific and Australian legal units of measurement; the development and maintenance of legislation; the development of documentary standards; the appointment of legal metrology authorities; liaison and consultation with the Australian and international standards and conformance infrastructure, industry, government and overseas organisations; participation in and support for international treaties and agreements; management of visits by national and international visitors.

For the provision of physical, biological and chemical metrological services including calibration and measurement services and pattern approval, use METROLOGICAL SERVICES.

For quality management of laboratories, use LABORATORY QUALITY MANAGEMENT.

For business development activities, use METROLOGICAL BUSINESS DEVELOPMENT.

For scientific research, including the development of primary and secondary chemical, physical and biological standards, and the construction of specialised equipment, use SCIENTIFIC RESEARCH.

Government Liaison

The activities associated with maintaining regular general contact between the organisation and other government agencies. Includes sharing informal advice and discussions and collaborating on projects that are not joint ventures.

For policy advice or program strategy advice provided to the Minister or government agencies, use METROLOGICAL COORDINATION - Advice.

Entry	Description of records	Disposal action
18222	Records documenting liaison activities undertaken with other government bodies and officers in relation to significant metrological coordination activities such as the development of a national system of trade measurement. Includes: <ul style="list-style-type: none"> • records of collaboration on projects and the exchange of information • file notes • correspondence • contact lists. 	Retain as national archives
18223	Records documenting routine liaison with other government agencies that is not associated with significant metrological coordination activities. Includes records of routine contact such as file notes and correspondence and contact lists. [For records documenting government relations that are NOT regular ongoing contact covered by other functions, use GOVERNMENT RELATIONS.]	Destroy 5 years after last action

International Representations

The activities associated with advocacy or representations made to foreign governments on behalf of Australian individuals, groups, industry, business or government.

Entry	Description of records	Disposal action
18224	Records documenting representations to foreign governments and organisations on behalf of the Australian government and industries, concerning metrological issues. Includes: <ul style="list-style-type: none"> • correspondence • representation documentation • notes on meetings • responses. 	Retain as national archives

METROLOGICAL COORDINATION

The function of developing and maintaining the national metrology infrastructure and ensuring harmonisation with international metrology infrastructure. Includes the definition of scientific and Australian legal units of measurement; the development and maintenance of legislation; the development of documentary standards; the appointment of legal metrology authorities; liaison and consultation with the Australian and international standards and conformance infrastructure, industry, government and overseas organisations; participation in and support for international treaties and agreements; management of visits by national and international visitors.

For the provision of physical, biological and chemical metrological services including calibration and measurement services and pattern approval, use METROLOGICAL SERVICES.

For quality management of laboratories, use LABORATORY QUALITY MANAGEMENT.

For business development activities, use METROLOGICAL BUSINESS DEVELOPMENT.

For scientific research, including the development of primary and secondary chemical, physical and biological standards, and the construction of specialised equipment, use SCIENTIFIC RESEARCH.

International Representatives

The activities associated with the nomination, appointment or resignation of individuals or groups appointed as official representatives of Australia, Australian industry or the organisation to international organisations, offices, committees, councils or groups.

Entry	Description of records	Disposal action
18226	Records documenting the nomination, appointment and resignation/termination of individuals as Australian representatives to international organisations, offices or groups, such as regional legal metrology fora.	Destroy 25 years after last action

Legislation

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

Entry	Description of records	Disposal action
18227	Records documenting the agency's development and amendment of legal metrology legislation. Includes: <ul style="list-style-type: none"> • proposals • external stakeholder consultation • regulatory impact statements • final draft amendments. <p>[For records supporting the preparation and passage of agency legislation through Parliament, including drafting instructions, use GOVERNMENT RELATIONS – Legislation.]</p>	Retain as national archives

METROLOGICAL COORDINATION

The function of developing and maintaining the national metrology infrastructure and ensuring harmonisation with international metrology infrastructure. Includes the definition of scientific and Australian legal units of measurement; the development and maintenance of legislation; the development of documentary standards; the appointment of legal metrology authorities; liaison and consultation with the Australian and international standards and conformance infrastructure, industry, government and overseas organisations; participation in and support for international treaties and agreements; management of visits by national and international visitors.

For the provision of physical, biological and chemical metrological services including calibration and measurement services and pattern approval, use METROLOGICAL SERVICES.

For quality management of laboratories, use LABORATORY QUALITY MANAGEMENT.

For business development activities, use METROLOGICAL BUSINESS DEVELOPMENT.

For scientific research, including the development of primary and secondary chemical, physical and biological standards, and the construction of specialised equipment, use SCIENTIFIC RESEARCH.

Liaison

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

Entry	Description of records	Disposal action
18228	Records documenting liaison activities undertaken with non-government bodies and individuals in relation to significant metrological coordination activities such as the development of a national system of trade measurement. Includes: <ul style="list-style-type: none"> • records of collaboration on projects and the exchange of information • file notes • correspondence • contact lists. 	Retain as national archives
18229	Records documenting routine liaison with non-government bodies and individuals that is not associated with significant metrological coordination activities. Includes records of routine contact such as file notes and correspondence and contact lists.	Destroy 5 years after action completed

METROLOGICAL COORDINATION

The function of developing and maintaining the national metrology infrastructure and ensuring harmonisation with international metrology infrastructure. Includes the definition of scientific and Australian legal units of measurement; the development and maintenance of legislation; the development of documentary standards; the appointment of legal metrology authorities; liaison and consultation with the Australian and international standards and conformance infrastructure, industry, government and overseas organisations; participation in and support for international treaties and agreements; management of visits by national and international visitors.

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For quality management of laboratories, use LABORATORY QUALITY MANAGEMENT.

For business development activities, use METROLOGICAL BUSINESS DEVELOPMENT.

For scientific research, including the development of primary and secondary chemical, physical and biological standards, and the construction of specialised equipment, use SCIENTIFIC RESEARCH.

Meetings

The activities associated with ad hoc 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
18230	<p>Records documenting routine meetings relating to the metrological coordination function. Includes:</p> <ul style="list-style-type: none"> • meeting agenda • supporting papers and administrative arrangements • major annotated drafts • final version of minutes. <p>[For records documenting meetings to discuss agreements, use METROLOGICAL COORDINATION – Agreements.</p> <p>For records of liaison meetings with government agencies concerning metrological strategies, use METROLOGICAL COORDINATION – Government Liaison.</p> <p>For records of liaison meetings with non-government organisation concerning metrological strategies, use METROLOGICAL COORDINATION – Liaison.</p> <p>For records documenting workgroup management meetings, use STRATEGIC MANAGEMENT - Meetings.]</p>	Destroy 5 years after last action

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
18232	Final versions of significant metrological coordination plans such as those which are the subject of extensive debate, arouse widespread scientific, industry or other interest, or have potential major impacts on the environment, society or human health.	Retain as national archives

METROLOGICAL COORDINATION

The function of developing and maintaining the national metrology infrastructure and ensuring harmonisation with international metrology infrastructure. Includes the definition of scientific and Australian legal units of measurement; the development and maintenance of legislation; the development of documentary standards; the appointment of legal metrology authorities; liaison and consultation with the Australian and international standards and conformance infrastructure, industry, government and overseas organisations; participation in and support for international treaties and agreements; management of visits by national and international visitors.

For the provision of physical, biological and chemical metrological services including calibration and measurement services and pattern approval, use METROLOGICAL SERVICES.

For quality management of laboratories, use LABORATORY QUALITY MANAGEMENT.

For business development activities, use METROLOGICAL BUSINESS DEVELOPMENT.

For scientific research, including the development of primary and secondary chemical, physical and biological standards, and the construction of specialised equipment, use SCIENTIFIC RESEARCH.

Planning - Continued

Entry	Description of records	Disposal action
18233	Final versions of plans that do NOT concern significant metrological coordination issues.	Destroy 7 years after the plan is superseded or 7 years after the related project is completed, whichever is the longer and applies
18234	Records documenting the development of plans. Includes draft plans, reports analysing issues, working papers and comments received from other areas of the agency.	Destroy 3 years after the 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.

For metrological policy advice or program strategy advice provided to the Minister or government agencies, use METROLOGICAL COORDINATION – Advice.

Entry	Description of records	Disposal action
18236	Final versions of the agency's internal policies relating to the metrological coordination function.	Destroy 20 years after the policy is superseded
18237	Records documenting the development of the agency's internal policies, including drafts, comments and background research.	Destroy 1 year after approval and production of the final policy

Procedures

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

Entry	Description of records	Disposal action
18238	Final versions of procedures supporting the metrological coordination function.	Destroy 20 years after the procedure is superseded

METROLOGICAL COORDINATION

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For quality management of laboratories, use LABORATORY QUALITY MANAGEMENT.

For business development activities, use METROLOGICAL BUSINESS DEVELOPMENT.

For scientific research, including the development of primary and secondary chemical, physical and biological standards, and the construction of specialised equipment, use SCIENTIFIC RESEARCH.

Procedures - Continued

Entry	Description of records	Disposal action
18239	Records documenting the development of procedures. Includes: <ul style="list-style-type: none"> • data collected from consultation with stakeholders • background research documents • draft procedures and associated comments. 	Destroy 1 year after approval and production of the final procedures

Reporting

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

Entry	Description of records	Disposal action
18240	Final copies of formal internal reports and reports made to external organisations relating to the metrological coordination function.	Destroy 15 years after last action
18241	Records documenting the development of reports. Records may include: <ul style="list-style-type: none"> • background research documents • working papers • internal consultation/feedback • data analysis • major annotated drafts containing comments received. 	Destroy when reference ceases

METROLOGICAL COORDINATION

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For the provision of physical, biological and chemical metrological services including calibration and measurement services and pattern approval, use METROLOGICAL SERVICES.

For quality management of laboratories, use LABORATORY QUALITY MANAGEMENT.

For business development activities, use METROLOGICAL BUSINESS DEVELOPMENT.

For scientific research, including the development of primary and secondary chemical, physical and biological standards, and the construction of specialised equipment, use SCIENTIFIC RESEARCH.

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
18242	Records documenting the review of programs, processes or procedures relating to metrological coordination. Includes: <ul style="list-style-type: none"> • documents establishing the review • findings • stakeholder comments on draft reports • final review reports. [For records documenting reviews supporting long-term management strategies for the organisation, use STRATEGIC MANAGEMENT – Reviewing.]	Destroy 5 years after last action

Submissions

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

Entry	Description of records	Disposal action
18243	Records documenting the development of submissions made by the agency on issues directly relating to the metrological coordination function and concerning controversial issues with far reaching social, economic or international implications. Includes: <ul style="list-style-type: none"> • final submissions made to international standards bodies • briefing material • comments received. 	Retain as national archives
18244	Records documenting the development of submissions made on issues directly relating to the metrological coordination function and concerning matters with no far reaching impact on the social, economic or international standing of the country. Includes: <ul style="list-style-type: none"> • final submissions • briefing material • comments received. 	Destroy 10 years after last action

METROLOGICAL COORDINATION

The function of developing and maintaining the national metrology infrastructure and ensuring harmonisation with international metrology infrastructure. Includes the definition of scientific and Australian legal units of measurement; the development and maintenance of legislation; the development of documentary standards; the appointment of legal metrology authorities; liaison and consultation with the Australian and international standards and conformance infrastructure, industry, government and overseas organisations; participation in and support for international treaties and agreements; management of visits by national and international visitors.

For the provision of physical, biological and chemical metrological services including calibration and measurement services and pattern approval, use METROLOGICAL SERVICES.

For quality management of laboratories, use LABORATORY QUALITY MANAGEMENT.

For business development activities, use METROLOGICAL BUSINESS DEVELOPMENT.

For scientific research, including the development of primary and secondary chemical, physical and biological standards, and the construction of specialised equipment, use SCIENTIFIC RESEARCH.

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.

For records documenting visits to the agency by important community representatives or by agency staff to community organisations to promote the image or services of the agency, use COMMUNITY RELATIONS – Visits.

For records documenting visits made by the Minister within Australia or overseas, by government VIP to the agency or by agency staff to other government agencies, use GOVERNMENT RELATIONS – Visits.

Entry	Description of records	Disposal action
18245	<p>Records documenting visits of international scientists or specialists to the agency in relation to the metrological coordination function. Includes:</p> <ul style="list-style-type: none"> • invitations • approvals • itineraries and programs • acceptances • reports on visit outcomes • correspondence. <p>[For records of attendance at conferences, use METROLOGICAL COORDINATION – Conferences.</p> <p>For records of staff travel arrangements, use PERSONNEL - Arrangements.]</p>	Retain as national archives
18356	Records documenting the temporary attachment of international visiting scientists to the agency. Includes details of the nature and period of the attachment.	Destroy 10 years after last action

METROLOGICAL COORDINATION

The function of developing and maintaining the national metrology infrastructure and ensuring harmonisation with international metrology infrastructure. Includes the definition of scientific and Australian legal units of measurement; the development and maintenance of legislation; the development of documentary standards; the appointment of legal metrology authorities; liaison and consultation with the Australian and international standards and conformance infrastructure, industry, government and overseas organisations; participation in and support for international treaties and agreements; management of visits by national and international visitors.

For the provision of physical, biological and chemical metrological services including calibration and measurement services and pattern approval, use METROLOGICAL SERVICES.

For quality management of laboratories, use LABORATORY QUALITY MANAGEMENT.

For business development activities, use METROLOGICAL BUSINESS DEVELOPMENT.

For scientific research, including the development of primary and secondary chemical, physical and biological standards, and the construction of specialised equipment, use SCIENTIFIC RESEARCH.

Visits - Continued

Entry	Description of records	Disposal action
18434	<p>Records documenting the planning and coordination of other visits by external organisations or industry representatives to the agency, or visits by agency staff to other organisations in relation to the metrological coordination function. Includes:</p> <ul style="list-style-type: none">• invitations• approvals• itineraries and programs• security arrangements• acceptances• information packs• appointment details• reports on visit outcomes• visit reports• correspondence.	Destroy 7 years after last action

METROLOGICAL SERVICES

The function of providing physical, biological and chemical metrological services. Includes the development of analytical methods, tests and procedures, including measurements and calibration of metrological instruments; analytical services, including analysis of samples and testing of instruments; consulting and training services; the issuing of certificates under trade measurement legislation; proficiency testing; pattern approval, testing and compliance.

For the development and maintenance of the legal metrology infrastructure including the development of documentary standards, use METROLOGICAL COORDINATION.

For quality management of laboratories, use LABORATORY QUALITY MANAGEMENT.

For business development activities, use METROLOGICAL BUSINESS DEVELOPMENT.

For scientific research, including the development of measurement standards and the construction of specialised equipment, use SCIENTIFIC RESEARCH.

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
18152	Final versions of addresses delivered to promote or provide information in relation to metrological services. [For records documenting presentations concerning the development and maintenance of legal metrology infrastructure, use METROLOGICAL COORDINATION – Addresses (presentations).]	Destroy 5 years after last action
18153	Records documenting the development of addresses, including drafts and working papers.	Destroy when reference ceases

Advice

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

Entry	Description of records	Disposal action
18503	Records documenting the development or provision of policy advice or program strategy advice for the Minister or government agencies.	Retain as national archives
18682	Records documenting advice provided by the agency on controversial public issues or advice with far reaching social, health, economic or international implications relating to the metrological services function. Excludes policy advice or program strategy advice provided to the Minister or government agencies.	Retain as national archives
18154	Records documenting the receipt or provision of advice not associated with controversial public issues or that has no far-reaching social, health, economic, national or international implications in relation to the metrological services function. Includes requests and responses. Excludes policy advice or program strategy advice provided to the Minister or government agencies.	Destroy 10 years after last action

METROLOGICAL SERVICES

The function of providing physical, biological and chemical metrological services. Includes the development of analytical methods, tests and procedures, including measurements and calibration of metrological instruments; analytical services, including analysis of samples and testing of instruments; consulting and training services; the issuing of certificates under trade measurement legislation; proficiency testing; pattern approval, testing and compliance.

For the development and maintenance of the legal metrology infrastructure including the development of documentary standards, use METROLOGICAL COORDINATION.

For quality management of laboratories, use LABORATORY QUALITY MANAGEMENT.

For business development activities, use METROLOGICAL BUSINESS DEVELOPMENT.

For scientific research, including the development of measurement standards and the construction of specialised equipment, use SCIENTIFIC RESEARCH.

Agreements

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

Entry	Description of records	Disposal action
18158	Records documenting metrological services agreements of major significance to the agency or the Commonwealth. Agreements may be of major significance if, for example, they relate to the provision of joint venture agreements that are controversial, are the subject of extensive debate, or arouse widespread interest. Includes final versions of the agreement.	Retain as national archives
18161	Records documenting the negotiation, establishment, maintenance and review of simple agreements such as those relating to routine joint venture arrangements with other agencies. Includes major annotated drafts and final version of agreements.	Destroy 10 years after expiry or termination of agreement or last action, whichever is the later

Appeals (decisions)

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

Entry	Description of records	Disposal action
18162	Records documenting the requests for reconsideration and review of decisions relating to the metrological services function, including applications made to higher authorities, such as the Administrative Appeals Tribunal. Include requests for reconsideration, written notices and reports. [For records documenting the review and appeal of verification and certification authority appointments, use METROLOGICAL COORDINATION – Appeals (decisions).]	Destroy 7 years after last action

METROLOGICAL SERVICES

The function of providing physical, biological and chemical metrological services. Includes the development of analytical methods, tests and procedures, including measurements and calibration of metrological instruments; analytical services, including analysis of samples and testing of instruments; consulting and training services; the issuing of certificates under trade measurement legislation; proficiency testing; pattern approval, testing and compliance.

For the development and maintenance of the legal metrology infrastructure including the development of documentary standards, use METROLOGICAL COORDINATION.

For quality management of laboratories, use LABORATORY QUALITY MANAGEMENT.

For business development activities, use METROLOGICAL BUSINESS DEVELOPMENT.

For scientific research, including the development of measurement standards and the construction of specialised equipment, use SCIENTIFIC RESEARCH.

Calibration and Measurement Services

The activities associated with subjecting instruments, artefacts or other materials to metrological testing or specialised measurement including for the purposes of calibration or pattern approval. May include the provision of a report or chemical analysis.

For the issuing of certificates in relation to pattern approval, use METROLOGICAL SERVICES - Pattern Approval.

Entry	Description of records	Disposal action
18163	Final reports and client correspondence documenting the provision of testing and calibrating services, including forensic, drug, environmental and instrument tests, where the results or nature of the matter could have a major impact on the environment, society, economy or public health, or have other high scientific value, or concern other controversial public issues with far-reaching or international implications.	Retain as national archives
18164	Original data from calibrations and tests (results), worksheets and field notes, and chromatograms of samples documenting the provision of testing and calibrating services, including forensic, drug, environmental and instrument tests, where the results or nature of the matter could have a major impact on the environment, society, economy or public health, or have other high scientific value, or concern other controversial public issues with far-reaching or international implications.	Disposal not authorised
18165	Records documenting the provision of testing and calibrating services, including forensic, drug, environmental and instrument tests, where the results or nature of the matter would NOT have a major impact on the environment, society, economy or public health, or have other high scientific value, or concern other controversial public issues with far-reaching or international implications. Includes: <ul style="list-style-type: none"> • original data from calibrations and tests (results) • worksheets and field notes • client correspondence • chromatograms of samples • final reports. <p>[For client invoices, use FINANCIAL MANAGEMENT – Accounting.]</p>	Destroy 15 years after date of last test/calibration

METROLOGICAL SERVICES

The function of providing physical, biological and chemical metrological services. Includes the development of analytical methods, tests and procedures, including measurements and calibration of metrological instruments; analytical services, including analysis of samples and testing of instruments; consulting and training services; the issuing of certificates under trade measurement legislation; proficiency testing; pattern approval, testing and compliance.

For the development and maintenance of the legal metrology infrastructure including the development of documentary standards, use METROLOGICAL COORDINATION.

For quality management of laboratories, use LABORATORY QUALITY MANAGEMENT.

For business development activities, use METROLOGICAL BUSINESS DEVELOPMENT.

For scientific research, including the development of measurement standards and the construction of specialised equipment, use SCIENTIFIC RESEARCH.

Calibration and Measurement Services - Continued

Entry	Description of records	Disposal action
18166	Records documenting the provision of routine chemical testing services, such as those for soil and water. Excludes specific forensic, drug or environmental tests.	Destroy 7 years after action completed
18167	Records documenting background data used in the production of final results and reports. Includes working calculations and printouts. [For records documenting the management of testing equipment, use SCIENTIFIC RESEARCH – Maintenance.]	Destroy 2 years after last action
18168	Registers of instruments and samples received for testing and calibration.	Disposal not authorised
18169	Records documenting commercial arrangements for the provision of calibration and measurement services to clients. Includes: <ul style="list-style-type: none"> • requests for quotation • agency quotations or estimates • quotation acceptances/orders • client negotiations, notices and advice. [For records documenting financial transactions associated with the payment of service fees, use FINANCIAL MANAGEMENT – Accounting. For records documenting the marketing of metrological business services, use METROLOGICAL BUSINESS DEVELOPMENT – Marketing. For records documenting client complaints regarding calibration and measurement services, use METROLOGICAL SERVICES – Public Reaction.]	Destroy 7 years after completion or other termination of contract
18170	Records documenting the disposal or return of instruments and samples to clients.	Destroy when reference ceases

METROLOGICAL SERVICES

The function of providing physical, biological and chemical metrological services. Includes the development of analytical methods, tests and procedures, including measurements and calibration of metrological instruments; analytical services, including analysis of samples and testing of instruments; consulting and training services; the issuing of certificates under trade measurement legislation; proficiency testing; pattern approval, testing and compliance.

For the development and maintenance of the legal metrology infrastructure including the development of documentary standards, use METROLOGICAL COORDINATION.

For quality management of laboratories, use LABORATORY QUALITY MANAGEMENT.

For business development activities, use METROLOGICAL BUSINESS DEVELOPMENT.

For scientific research, including the development of measurement standards and the construction of specialised equipment, use SCIENTIFIC RESEARCH.

Committees

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

For audit committees, use STRATEGIC MANAGEMENT - Committees.

Entry	Description of records	Disposal action
18171	Records of committees relating to the metrological services 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"> • document establishing the committee • agendas • minutes • reports and supporting documents. 	Retain as national archives
18172	Records of committees relating to metrological services function where the agency does not provide the secretariat, is not the Commonwealth's main representative, or does not play a significant role. Includes: <ul style="list-style-type: none"> • agendas • minutes • reports and supporting documents. 	Destroy 5 years after action completed
18173	Records documenting the administration of committees formed to consider matters relating to the scientific research management function. Includes: <ul style="list-style-type: none"> • notices of meetings • draft minutes • working papers. 	Destroy when reference ceases

METROLOGICAL SERVICES

The function of providing physical, biological and chemical metrological services. Includes the development of analytical methods, tests and procedures, including measurements and calibration of metrological instruments; analytical services, including analysis of samples and testing of instruments; consulting and training services; the issuing of certificates under trade measurement legislation; proficiency testing; pattern approval, testing and compliance.

For the development and maintenance of the legal metrology infrastructure including the development of documentary standards, use METROLOGICAL COORDINATION.

For quality management of laboratories, use LABORATORY QUALITY MANAGEMENT.

For business development activities, use METROLOGICAL BUSINESS DEVELOPMENT.

For scientific research, including the development of measurement standards and the construction of specialised equipment, use SCIENTIFIC RESEARCH.

Consultation

The activities associated with exchanging views on a given topic or topics. Includes dialogues, discussions, talks, workshops, forums and other forms of consultation on various issues, including as a way of informing, and providing development assistance to others in relation to these issues.

For the giving or receiving of advice in relation to Metrological Services, use METROLOGICAL SERVICES - Advice.

For ad hoc meetings, use METROLOGICAL SERVICES - Meetings.

For the provision of training, use METROLOGICAL SERVICES - Training Services.

Entry	Description of records	Disposal action
18174	Records documenting consultation and ongoing contact with stakeholders in relation to the metrological services function.	Destroy 5 years after last action

Customer Service

The activities associated with the planning, monitoring and evaluation of services provided to customers by the organisation.

Entry	Description of records	Disposal action
18175	Records documenting the planning, monitoring and evaluation of customer services provided to stakeholders.	Destroy 3 years after action completed
18176	Records documenting the development of service charters and directives relating to the provision of customer services. Includes copies of internal directives and charters.	Destroy 3 years after superseded
18177	Records documenting the management of specific customer services, eg managing an enquiry desk, a telephone information service or interpreter service. Includes planning, monitoring and evaluation of services, eg carrying out customer services.	Destroy 3 years after action completed

Enquiries

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

Entry	Description of records	Disposal action
18178	Records documenting the handling of public enquiries relating to the metrological services function.	Destroy 3 years after last action

METROLOGICAL SERVICES

The function of providing physical, biological and chemical metrological services. Includes the development of analytical methods, tests and procedures, including measurements and calibration of metrological instruments; analytical services, including analysis of samples and testing of instruments; consulting and training services; the issuing of certificates under trade measurement legislation; proficiency testing; pattern approval, testing and compliance.

For the development and maintenance of the legal metrology infrastructure including the development of documentary standards, use METROLOGICAL COORDINATION.

For quality management of laboratories, use LABORATORY QUALITY MANAGEMENT.

For business development activities, use METROLOGICAL BUSINESS DEVELOPMENT.

For scientific research, including the development of measurement standards and the construction of specialised equipment, use SCIENTIFIC RESEARCH.

External Consulting Services

The activities associated with arranging and providing scientific or technical consulting services on matters relating to or managed by the organisation.

For contracts signed to provide consulting services, use METROLOGICAL SERVICES - Agreements.

For training provided to other organisations, use METROLOGICAL SERVICES - Training Services.

Entry	Description of records	Disposal action
18179	Reports of the conduct of contract research services provided by the agency where the research made a major contribution, was controversial, subject to extensive debate or aroused wide interest, involved the use of major new or innovative techniques, or a 'first of a kind' process or product, or significantly improved an existing product or process.	Retain as national archives
18180	Laboratory analyses, raw data and samples, and processed or interpreted data documenting the conduct of contract research services provided by the agency where the research made a major contribution, was controversial, subject to extensive debate or aroused wide interest, involved the use of major new or innovative techniques, or a 'first of a kind' process or product, or significantly improved an existing product or process.	Disposal not authorised
18181	Routine reports resulting from the provision of external consultancy services.	Destroy 20 years after last action
18182	Records documenting the conduct of other external consultancy services. Includes data collection and analyses, and background research.	Destroy 7 years after last action

METROLOGICAL SERVICES

The function of providing physical, biological and chemical metrological services. Includes the development of analytical methods, tests and procedures, including measurements and calibration of metrological instruments; analytical services, including analysis of samples and testing of instruments; consulting and training services; the issuing of certificates under trade measurement legislation; proficiency testing; pattern approval, testing and compliance.

For the development and maintenance of the legal metrology infrastructure including the development of documentary standards, use METROLOGICAL COORDINATION.

For quality management of laboratories, use LABORATORY QUALITY MANAGEMENT.

For business development activities, use METROLOGICAL BUSINESS DEVELOPMENT.

For scientific research, including the development of measurement standards and the construction of specialised equipment, use SCIENTIFIC RESEARCH.

External Consulting Services - Continued

Entry	Description of records	Disposal action
18183	<p>Records documenting commercial arrangements for the provision of external consulting services relating to the metrological services function. Includes:</p> <ul style="list-style-type: none"> • initial consultancy enquiries • scope of works • quotations • client consultation and ongoing liaison records. <p>[For commercial contracts and agreements associated with the provision of external contracting services, use METROLOGICAL BUSINESS DEVELOPMENT – Agreements.]</p>	Destroy 7 years after last action

Meetings

The activities associated with ad hoc 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
18184	Records documenting workgroup meetings relating to the metrological services function.	Destroy 5 years after last action

METROLOGICAL SERVICES

The function of providing physical, biological and chemical metrological services. Includes the development of analytical methods, tests and procedures, including measurements and calibration of metrological instruments; analytical services, including analysis of samples and testing of instruments; consulting and training services; the issuing of certificates under trade measurement legislation; proficiency testing; pattern approval, testing and compliance.

For the development and maintenance of the legal metrology infrastructure including the development of documentary standards, use METROLOGICAL COORDINATION.

For quality management of laboratories, use LABORATORY QUALITY MANAGEMENT.

For business development activities, use METROLOGICAL BUSINESS DEVELOPMENT.

For scientific research, including the development of measurement standards and the construction of specialised equipment, use SCIENTIFIC RESEARCH.

Pattern Approval

The activities associated with issuing a certificate for the use of an instrument for the purposes of trade to external agencies or organisations, based on legislative or regulatory provisions, as the outcome of pattern approval or the testing of instruments or artefacts.

For the subjecting of instruments, artefacts or other materials to metrological testing or specialised measurement, use METROLOGICAL SERVICES - Calibration and Measurement Services.

Entry	Description of records	Disposal action
18185	<p>Requests documenting successful pattern approvals covering the design and characteristics of instruments to be used in trade measurement. Includes:</p> <ul style="list-style-type: none"> • application and supporting documentation • notifications including those to applicants of approval or otherwise • certificates. <p>[For instrument test reports, use METROLOGICAL SERVICES – Calibration and Measurement Services.</p> <p>For records documenting requests for review of pattern approval decisions, use METROLOGICAL SERVICES – Appeals (decisions).</p> <p>For records documenting financial transactions associated with the payment of service fees for pattern approval, use FINANCIAL MANAGEMENT – Accounting.</p> <p>For records associated with technical consultative advice provided by the agency in relation to trade measurement, use METROLOGICAL SERVICES – External Consulting Services.</p> <p>For records relating to training services provided by the agency in relation to testing procedures, use METROLOGICAL SERVICES – Training Services.]</p>	Destroy 20 years after action completed
18186	Records documenting unsuccessful applications for pattern approval.	Destroy 5 years after action completed

METROLOGICAL SERVICES

The function of providing physical, biological and chemical metrological services. Includes the development of analytical methods, tests and procedures, including measurements and calibration of metrological instruments; analytical services, including analysis of samples and testing of instruments; consulting and training services; the issuing of certificates under trade measurement legislation; proficiency testing; pattern approval, testing and compliance.

For the development and maintenance of the legal metrology infrastructure including the development of documentary standards, use METROLOGICAL COORDINATION.

For quality management of laboratories, use LABORATORY QUALITY MANAGEMENT.

For business development activities, use METROLOGICAL BUSINESS DEVELOPMENT.

For scientific research, including the development of measurement standards and the construction of specialised equipment, use SCIENTIFIC RESEARCH.

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
18187	Final versions of plans formulated to support the metrological services function.	Destroy 7 years after plan is superseded
18188	Records documenting the development of planning in relation to the metrological services function. Includes: <ul style="list-style-type: none"> • input into plans • drafts • comments received on drafts. 	Destroy 3 years after action completed

Procedures

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

Entry	Description of records	Disposal action
18189	Final versions of procedures supporting the metrological services function.	Destroy 20 years after the procedure is superseded
18190	Records documenting the development of procedures. Includes: <ul style="list-style-type: none"> • data collected from consultation with stakeholders • background research documents • draft procedures and associated comments. 	Destroy 1 year after approval and production of the final procedures

METROLOGICAL SERVICES

The function of providing physical, biological and chemical metrological services. Includes the development of analytical methods, tests and procedures, including measurements and calibration of metrological instruments; analytical services, including analysis of samples and testing of instruments; consulting and training services; the issuing of certificates under trade measurement legislation; proficiency testing; pattern approval, testing and compliance.

For the development and maintenance of the legal metrology infrastructure including the development of documentary standards, use METROLOGICAL COORDINATION.

For quality management of laboratories, use LABORATORY QUALITY MANAGEMENT.

For business development activities, use METROLOGICAL BUSINESS DEVELOPMENT.

For scientific research, including the development of measurement standards and the construction of specialised equipment, use SCIENTIFIC RESEARCH.

Proficiency Testing

The process of comparing measurement standards of two or more laboratories within Australia or internationally. Includes providing a service of proficiency testing or conducting proficiency testing.

Entry	Description of records	Disposal action
18191	<p>Records documenting the proficiency testing of laboratories. Includes:</p> <ul style="list-style-type: none"> • correspondence with laboratories and accrediting bodies • testing criteria • comparison study results and reports. <p>[For records documenting the agency's internal laboratory quality assurance measures, use LABORATORY QUALITY MANAGEMENT.</p> <p>For records documenting the development of measurement standards, use SCIENTIFIC RESEARCH – Measurement Standards.]</p>	Retain as national archives

Public Reaction

The process of handling public reaction to an organisation's policies or services. Includes anonymous letters, letters of complaint and letters of congratulations or appreciation received from the public.

Entry	Description of records	Disposal action
18192	<p>Records documenting public reaction to metrological services provided by the agency. Includes:</p> <ul style="list-style-type: none"> • complaints • compliments • agency response. 	Destroy 6 years after last action

METROLOGICAL SERVICES

The function of providing physical, biological and chemical metrological services. Includes the development of analytical methods, tests and procedures, including measurements and calibration of metrological instruments; analytical services, including analysis of samples and testing of instruments; consulting and training services; the issuing of certificates under trade measurement legislation; proficiency testing; pattern approval, testing and compliance.

For the development and maintenance of the legal metrology infrastructure including the development of documentary standards, use METROLOGICAL COORDINATION.

For quality management of laboratories, use LABORATORY QUALITY MANAGEMENT.

For business development activities, use METROLOGICAL BUSINESS DEVELOPMENT.

For scientific research, including the development of measurement standards and the construction of specialised equipment, use SCIENTIFIC RESEARCH.

Training Services

The activities associated with providing external training by staff of the organisation to others. Includes education campaigns, lectures, courses, seminars and workshops.

For internal staff training use STAFF DEVELOPMENT - Training.

Entry	Description of records	Disposal action
18193	Records documenting the development and implementation of external training courses. Includes: <ul style="list-style-type: none"> • consultations with requesting individual or organisation • comments on draft versions of training material • research and background documents • evaluation and assessment of training courses by participants, including feedback forms and surveys. 	Destroy 10 years after action completed
18194	Administrative arrangements for the conduct and delivery of external training courses. Includes: <ul style="list-style-type: none"> • training requests • participant registration forms • training confirmations • venue bookings • catering arrangements • equipment hire and set up. 	Destroy 7 years after last action
18195	Master set of training material. Includes: <ul style="list-style-type: none"> • programs • lecture notes • handouts • films and videos. 	Destroy when course is superseded or when material is no longer relevant

[For published training material, use PUBLICATION.]

MICROORGANISM COLLECTION

The function of receiving, registering, storing and maintaining micro-organism samples in line with the requirements of the Budapest Treaty on the International Recognition of the Deposit of Microorganisms for the Purposes of Patent Procedure. Includes liaison with other government agencies and international organisations; the receipt, registration and storage of micro-organism samples; the transfer of a micro-organism sample to another depositary authority; and the disposal of micro-organism samples.

NOTE. IP Australia has responsibility for Patent Rights Management function and maintains some records relating to microorganism deposits on the relevant patent case file. All records relating to decisions for Certificate of Release to third parties are also held by IP Australia.

Advice

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

For advice, other than program advice or program strategy advice provided to the Minister or government agencies, use GOVERNMENT RELATIONS - Advice.

Entry	Description of records	Disposal action
18539	Records documenting the development or provision of policy advice or program strategy advice for the Minister or government agencies.	Retain as national archives

Agreements

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

Entry	Description of records	Disposal action
17842	Records documenting the negotiation, establishment, maintenance and review of agreements such as international treaties.	Retain as national archives

Audit

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

Entry	Description of records	Disposal action
17843	Final audit reports.	Retain as national archives
17918	Records documenting the planning and conduct of internal and external audits relating to the microorganism collection function. Includes: <ul style="list-style-type: none"> • records of liaison with the auditing body • minutes of meetings • notes taken at opening and exit interviews • draft reports and comments. 	Destroy 7 years after action completed

MICROORGANISM COLLECTION

The function of receiving, registering, storing and maintaining micro-organism samples in line with the requirements of the Budapest Treaty on the International Recognition of the Deposit of Microorganisms for the Purposes of Patent Procedure. Includes liaison with other government agencies and international organisations; the receipt, registration and storage of micro-organism samples; the transfer of a micro-organism sample to another depositary authority; and the disposal of micro-organism samples.

NOTE. IP Australia has responsibility for Patent Rights Management function and maintains some records relating to microorganism deposits on the relevant patent case file. All records relating to decisions for Certificate of Release to third parties are also held by IP Australia.

Compliance

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

Entry	Description of records	Disposal action
17844	Records documenting compliance with mandatory requirements of an international depositary authority. Includes: <ul style="list-style-type: none"> • compliance statements/declarations • communications regarding breaches/defaults by the agency in its role as an international depositary authority and action taken, including status limitation or termination. [For records documenting to the transfer of microorganism samples following the termination or limitation of status, use MICROORGANISM COLLECTION – Sample Transfer.]	Destroy 75 years after last action

Government Liaison

The activities associated with maintaining regular general contact between the organisation and other government agencies. Includes sharing informal advice and discussions and collaborating on projects that are not joint ventures.

For policy advice or program strategy advice provided to the Minister or government agencies, use MICROORGANISM COLLECTION – Advice.

Entry	Description of records	Disposal action
17845	Records documenting routine liaison with other government agencies. Includes records of contact such as file notes and correspondence and contact lists. <p>[For records documenting advice, other than policy advice or program strategy advice, provided to the Minister or government agencies, use GOVERNMENT RELATIONS – Advice.</p> <p>For records documenting liaison with international government agencies in relation to the management of agreements, use MICROORGANISM COLLECTION – Agreements.</p> <p>For records documenting communication with stakeholders during sample deposition, use MICROORGANISM COLLECTION – Sample Deposit.</p> <p>For records documenting communication with stakeholders during sample transfer, use MICROORGANISM COLLECTION – Sample Transfer.]</p>	Destroy 5 years after last action

MICROORGANISM COLLECTION

The function of receiving, registering, storing and maintaining micro-organism samples in line with the requirements of the Budapest Treaty on the International Recognition of the Deposit of Microorganisms for the Purposes of Patent Procedure. Includes liaison with other government agencies and international organisations; the receipt, registration and storage of micro-organism samples; the transfer of a micro-organism sample to another depositary authority; and the disposal of micro-organism samples.

NOTE. IP Australia has responsibility for Patent Rights Management function and maintains some records relating to microorganism deposits on the relevant patent case file. All records relating to decisions for Certificate of Release to third parties are also held by IP Australia.

Liaison

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

For the provision of formal advice, use MICROORGANISM COLLECTION - Advice.

Entry	Description of records	Disposal action
17846	Records documenting liaison with industry stakeholders. Includes records of contact and contact lists. [For records documenting communication with stakeholders during sample deposition, use MICROORGANISM COLLECTION – Sample Deposit. For records documenting communication with stakeholders during sample transfer, use MICROORGANISM COLLECTION – Sample Transfer.]	Destroy 5 years after last action

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.

For the development of government policy relating to microorganism collection, excluding policy advice or program strategy advice provided to the Minister or government agencies, use INDUSTRY SUPPORT AND DEVELOPMENT - Industry Policy.

For policy advice or program strategy advice provided to the Minister or government agencies, use MICROORGANISM COLLECTION - Advice.

Entry	Description of records	Disposal action
17847	Records documenting the development of the agency's internal policies relating to the microorganism collection function. Includes: <ul style="list-style-type: none"> • final versions • drafts • comments; and • background research. 	Retain as national archives

Procedures

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

Entry	Description of records	Disposal action
17849	Final versions of procedures supporting the microorganism collection function.	Retain as national archives

MICROORGANISM COLLECTION

The function of receiving, registering, storing and maintaining micro-organism samples in line with the requirements of the Budapest Treaty on the International Recognition of the Deposit of Microorganisms for the Purposes of Patent Procedure. Includes liaison with other government agencies and international organisations; the receipt, registration and storage of micro-organism samples; the transfer of a micro-organism sample to another depositary authority; and the disposal of micro-organism samples.

NOTE. IP Australia has responsibility for Patent Rights Management function and maintains some records relating to microorganism deposits on the relevant patent case file. All records relating to decisions for Certificate of Release to third parties are also held by IP Australia.

Procedures - Continued

Entry	Description of records	Disposal action
17850	Records documenting the development of procedures. Includes: <ul style="list-style-type: none"> • data collected from consultation with stakeholders • background research documents • draft procedures and associated comments. 	Destroy 1 year after approval and production of the final procedures

Reporting

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

Entry	Description of records	Disposal action
17851	Final versions of formal internal reports and reports made to external agencies relating to the microorganism collection function and dealing with significant issues such as those that are controversial, the subject of extensive debate or arouse widespread interest.	Retain as national archives
17852	Periodic internal reports on all general administrative matters used to monitor and document recurring activities to support microorganism collection.	Destroy 5 years after action completed
17853	Records documenting the development of all reports. Records may include: <ul style="list-style-type: none"> • background research documents • internal consultation/feedback • data analysis • major annotated drafts containing comments received. 	Destroy when reference ceases

MICROORGANISM COLLECTION

The function of receiving, registering, storing and maintaining micro-organism samples in line with the requirements of the Budapest Treaty on the International Recognition of the Deposit of Microorganisms for the Purposes of Patent Procedure. Includes liaison with other government agencies and international organisations; the receipt, registration and storage of micro-organism samples; the transfer of a micro-organism sample to another depositary authority; and the disposal of micro-organism samples.

NOTE. IP Australia has responsibility for Patent Rights Management function and maintains some records relating to microorganism deposits on the relevant patent case file. All records relating to decisions for Certificate of Release to third parties are also held by IP Australia.

Sample Deposit

The activity of receiving samples, including new samples, of micro-organisms for the purposes of patent procedure. Includes confirmation that any new sample is the same as that originally deposited and the furnishing of a receipt for the deposit.

Note: IP Australia is responsible for providing Certificates of Release for microorganism samples.

Entry	Description of records	Disposal action
17854	Records documenting the deposit and storage of microorganisms accepted by the agency. Includes: <ul style="list-style-type: none"> • accession registers • receipts • viability statements • depositor statements and declarations • notifications and attestations to depositors • communications regarding scientific description and taxonomic designation amendments • requests for samples and accompanying information. 	Retain as national archives, or where required, treat in accordance with applicable patent procedural law
17855	Records documenting requests to deposit microorganism samples where the sample is refused by the agency. Includes notifications and reasons for refusal.	Destroy 7 years after last action
17856	Records documenting the management of fees charged for the storage and handling of samples. Includes notification of changes to fees. [For financial transactions associated with fees, use FINANCIAL MANAGEMENT – Accounting.]	Destroy 7 years after last action

Sample Transfer

The activity of transferring a microorganism, or a sample of any deposited microorganism, from its storage location to an entitled party.

Entry	Description of records	Disposal action
17857	Records documenting the transfer of microorganisms to another international depositary authority. Includes: <ul style="list-style-type: none"> • notifications and other communications with depositors • transport arrangements. 	Destroy 75 years after last action

PROPERTY MANAGEMENT (SPECIAL BUILDINGS)

The function of managing science buildings, which have been purpose built and have unique or specialised design features.

For activities not covered in this records authority use the Administrative Functions Disposal Authority (AFDA).

For records relating to quality management of laboratory practice, use LABORATORY QUALITY MANAGEMENT.

Advice

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

Entry	Description of records	Disposal action
17616	Records documenting the receipt and provision of advice on the structure of special buildings, eg deterioration of concrete relating to the property management (special buildings) function.	Destroy when property is disposed of or 50 years after action completed, whichever is later
17617	Other records documenting the receipt and provision of advice relating to the property management (special buildings) function. [For records documenting advice given to the Minister or government agencies, use GOVERNMENT RELATIONS – Advice.]	Destroy 5 years after action completed

Audit

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

Entry	Description of records	Disposal action
17618	Records documenting audits of cooling towers.	Destroy 25 years after actions resulting from the audit have been completed
17619	Other final internal and external audit reports relating to the property management (special buildings) function. Includes the final reports from audits conducted by the Australian National Audit Office and environmental audits.	Destroy 5 years after actions resulting from the audit have been completed
17620	Records documenting the planning and conduct of internal and external audits relating to the property management (special buildings) function. Includes: <ul style="list-style-type: none"> • liaison with the auditing body • minutes of meetings • notes taken at opening and exit interviews • draft reports • comments. 	Destroy 5 years after actions resulting from the audit have been completed

PROPERTY MANAGEMENT (SPECIAL BUILDINGS)

The function of managing science buildings, which have been purpose built and have unique or specialised design features.

For activities not covered in this records authority use the Administrative Functions Disposal Authority (AFDA).

For records relating to quality management of laboratory practice, use LABORATORY QUALITY MANAGEMENT.

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
17621	Records documenting the implementation of counter disaster plans after disasters such as fire, floods and escape of a disease agent, to a property of national significance. Includes a copy of the plan implemented in the disaster recovery process.	Retain as national archives
17622	Records documenting the implementation of counter disaster plans after disasters such as fire, floods and escape of a disease agent, for a property without national significance. Includes a copy of the plan implemented in the disaster recovery process.	Destroy 7 years after disposal of building
17623	Records documenting the implementation of plans (other than counter disaster plans), policies and procedures relating to property management (special buildings). Includes progress reports.	Destroy 7 years after action completed

Maintenance

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

Entry	Description of records	Disposal action
17624	Records documenting specialised upkeep, repair and maintenance activities of special buildings. Includes cleaning, painting (including specialised finishes), boiler maintenance, pest control, grounds maintenance and electrical maintenance.	Destroy 10 years after action completed

SCIENTIFIC RESEARCH

The function of investigating or enquiring into a subject or area of interest to discover facts and principles. Includes the development of projects, measurement standards and guidelines; international comparisons of measurement standards; liaison between scientists; meetings to discuss technical issues and unpublished technical papers; scientific conferences; and the design and construction of mechanical, technical and electronic equipment to support the organisation's business activities.

For the development of Documentary Standards, use METROLOGICAL COORDINATION.

For equipment hired or leased, use EQUIPMENT & STORES.

For the development and management of applications used with equipment, use TECHNOLOGY & TELECOMMUNICATIONS.

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
17919	Final version of addresses made by the portfolio Minister or senior agency officers at major occasions such as peak scientific conferences or where the content relates to major or groundbreaking scientific research.	Retain as national archives
17920	Final versions of addresses by other agency officers or that do not represent major or groundbreaking research. Includes presentations that promote scientific research services.	Destroy 5 years after the presentation
17921	Records documenting the development of addresses, including drafts and working papers.	Destroy when reference ceases

Agreements

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

Entry	Description of records	Disposal action
17922	Records documenting the negotiation, establishment, maintenance and review of significant agreements such as international agreements for comparison studies that impact on the development of scientific research and measurement standards. Includes final versions of the agreement.	Retain as national archives
17923	Records documenting the negotiation, establishment, maintenance and review of routine agreements such as those made with other Commonwealth agencies for collaboration on routine research projects. Includes major annotated drafts and final version of agreements.	Destroy 7 years after expiry or other termination of agreement

SCIENTIFIC RESEARCH

The function of investigating or enquiring into a subject or area of interest to discover facts and principles. Includes the development of projects, measurement standards and guidelines; international comparisons of measurement standards; liaison between scientists; meetings to discuss technical issues and unpublished technical papers; scientific conferences; and the design and construction of mechanical, technical and electronic equipment to support the organisation's business activities.

For the development of Documentary Standards, use METROLOGICAL COORDINATION.

For equipment hired or leased, use EQUIPMENT & STORES.

For the development and management of applications used with equipment, use TECHNOLOGY & TELECOMMUNICATIONS.

Committees

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

For audit committees, use STRATEGIC MANAGEMENT - Committees.

Entry	Description of records	Disposal action
17924	Records of committees relating to the scientific research 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"> • document establishing the committee • agendas • minutes • reports and supporting documents. 	Retain as national archives
17925	Records of committees relating to scientific research function where the agency does not provide the secretariat, is not the Commonwealth's main representative, or does not play a significant role. Includes: <ul style="list-style-type: none"> • agendas • minutes • reports and supporting documents. 	Destroy 5 years after action completed
17926	Records documenting the administration of committees formed to consider matters relating to the scientific research management function. Includes: <ul style="list-style-type: none"> • notices of meetings • working papers • draft minutes. 	Destroy when reference ceases

Construction

The process of making or building something.

Entry	Description of records	Disposal action
17927	Records documenting the in-house construction of specialist scientific equipment and plant. Includes requests and instructions. [For records documenting the design of equipment and plant, including specifications, use SCIENTIFIC RESEARCH – Design Development.]	Destroy 10 years after action completed

SCIENTIFIC RESEARCH

The function of investigating or enquiring into a subject or area of interest to discover facts and principles. Includes the development of projects, measurement standards and guidelines; international comparisons of measurement standards; liaison between scientists; meetings to discuss technical issues and unpublished technical papers; scientific conferences; and the design and construction of mechanical, technical and electronic equipment to support the organisation's business activities.

For the development of Documentary Standards, use METROLOGICAL COORDINATION.

For equipment hired or leased, use EQUIPMENT & STORES.

For the development and management of applications used with equipment, use TECHNOLOGY & TELECOMMUNICATIONS.

Design Development

The process of planning, designing and drawing plans in response to specific requirements.

Entry	Description of records	Disposal action
17928	Records documenting the design of scientific equipment, apparatus, tools, and plant of high scientific significance such as those involving major new or innovative techniques. Includes: <ul style="list-style-type: none"> • technical and operational requirements/specifications • prototypes • tests. 	Retain as national archives
17929	Records relating to design of scientific research equipment that does not have high scientific significance. Includes: <ul style="list-style-type: none"> • technical and operational requirements/specifications • prototypes • tests. 	Destroy 10 years after action completed

Government Liaison

The activities associated with maintaining regular general contact between the organisation and other government agencies. Includes sharing informal advice and discussions and collaborating on projects that are not joint ventures.

For policy advice or program strategy advice provided to the Minister or government agencies, use SCIENTIFIC RESEARCH – Policy.

Entry	Description of records	Disposal action
17930	Records documenting liaison activities undertaken with other government bodies and officers in relation to significant scientific research such as major and innovative projects that result in groundbreaking findings or new techniques. Includes collaboration on projects and the exchange of information.	Retain as national archives
17931	Records documenting routine liaison with other government agencies that is not associated with significant scientific research projects and methods. Includes records of contact such as file notes and correspondence and contact lists. [For records documenting government relations that are NOT regular ongoing contact covered by other functions, use GOVERNMENT RELATIONS.]	Destroy 5 years after last action

SCIENTIFIC RESEARCH

The function of investigating or enquiring into a subject or area of interest to discover facts and principles. Includes the development of projects, measurement standards and guidelines; international comparisons of measurement standards; liaison between scientists; meetings to discuss technical issues and unpublished technical papers; scientific conferences; and the design and construction of mechanical, technical and electronic equipment to support the organisation's business activities.

For the development of Documentary Standards, use METROLOGICAL COORDINATION.

For equipment hired or leased, use EQUIPMENT & STORES.

For the development and management of applications used with equipment, use TECHNOLOGY & TELECOMMUNICATIONS.

International Comparison

The process of comparing measurement standards of two or more national laboratories. Includes organising or participating in international comparisons.

For the comparison of measurements undertaken between two or more laboratories within Australia, use METROLOGICAL SERVICES - Proficiency Testing.

Entry	Description of records	Disposal action
17932	<p>Records documenting the participation in comparison studies with international laboratories. Includes:</p> <ul style="list-style-type: none"> • correspondence with laboratories • agreed criteria • comparison study results and reports. <p>[For records documenting the agency's internal laboratory quality assurance measures, use LABORATORY QUALITY MANAGEMENT.</p> <p>For records documenting the development of measurement standards, use SCIENTIFIC RESEARCH – Measurement Standards.</p> <p>For agreements with international laboratories to formalise arrangements for international comparisons, use SCIENTIFIC RESEARCH – Agreements.]</p>	Retain as national archives

Liaison

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

Entry	Description of records	Disposal action
17933	Records documenting liaison activities undertaken with non-government bodies and individuals in relation to significant scientific research such as major and innovative projects that result in groundbreaking findings or new techniques. Includes collaboration on projects and the exchange of information.	Retain as national archives
17934	Records documenting routine liaison with non-government bodies and individuals that is not associated with significant scientific research projects and methods. Includes records of contact such as file notes and correspondence and contact lists.	Destroy 5 years after action completed

SCIENTIFIC RESEARCH

The function of investigating or enquiring into a subject or area of interest to discover facts and principles. Includes the development of projects, measurement standards and guidelines; international comparisons of measurement standards; liaison between scientists; meetings to discuss technical issues and unpublished technical papers; scientific conferences; and the design and construction of mechanical, technical and electronic equipment to support the organisation's business activities.

For the development of Documentary Standards, use METROLOGICAL COORDINATION.

For equipment hired or leased, use EQUIPMENT & STORES.

For the development and management of applications used with equipment, use TECHNOLOGY & TELECOMMUNICATIONS.

Maintenance

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

Entry	Description of records	Disposal action
17935	Records relating to the maintenance of specialised scientific research equipment and plant. Includes: <ul style="list-style-type: none"> • work requests • maintenance reports and checksheets • tests results • maintenance inspection sheets. 	Destroy 10 years after equipment/plant disposal or decommissioning

Measurement Standards

The activities associated with developing chemical, physical and biological standards (or 'etalon'). Includes the production, storage and supply of certified reference materials and the development of measurement methods, systems and products.

For the process of determining the suitability of or verifying a test method in order to subject and test samples or any other kind of materials to a chemical or other analysis and providing a scientifically based description of the outcome, use SCIENTIFIC RESEARCH - Method Validation.

For the development of documentary standards, use METROLOGICAL CONTROL -Documentary Standards.

Entry	Description of records	Disposal action
17936	Records documenting the development of standards of measurement, including reference materials. Includes: <ul style="list-style-type: none"> • requests • project plan • experimental documentation • documented methodology and validation of methodology • feedback from stakeholders • certificate of verification of standards • certification of chemical reference material • variations to certification • written notices of certification decisions. 	Retain as national archives
17937	Records documenting arrangements for the transfer, storage and dissemination of chemical reference materials, including their sale. [For records documenting the acquisition and maintenance of chemical reference materials, use SCIENTIFIC RESEARCH – Research Support.]	Destroy 7 years after last action

SCIENTIFIC RESEARCH

The function of investigating or enquiring into a subject or area of interest to discover facts and principles. Includes the development of projects, measurement standards and guidelines; international comparisons of measurement standards; liaison between scientists; meetings to discuss technical issues and unpublished technical papers; scientific conferences; and the design and construction of mechanical, technical and electronic equipment to support the organisation's business activities.

For the development of Documentary Standards, use METROLOGICAL COORDINATION.

For equipment hired or leased, use EQUIPMENT & STORES.

For the development and management of applications used with equipment, use TECHNOLOGY & TELECOMMUNICATIONS.

Measurement Standards - Continued

Entry	Description of records	Disposal action
17938	Chemical reference register (chemical reference database).	Disposal not authorised

Meetings

The activities associated with ad hoc 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
17939	Records documenting meetings relating to the scientific research function. Includes: <ul style="list-style-type: none"> • meeting agenda • supporting papers and administrative arrangements • major annotated drafts, and • final version of minutes. 	Destroy 5 years after last action

Method Validation

The process of determining the suitability of or verifying a test method in order to subject and test samples or any other kind of materials to a chemical or other analysis and providing a scientifically based description of the outcome.

For the development of chemical, physical and biological standards (or 'etalon'), including the production, storage and supply of certified reference materials and the development of measurement methods, systems and products, use SCIENTIFIC RESEARCH - Measurement Standards.

Entry	Description of records	Disposal action
17940	Records documenting the validation of scientific research methodologies for research projects. Includes: <ul style="list-style-type: none"> • agreed acceptance specifications/protocols • approvals • results of validation • analysis of validation results and recommendations. 	Retain as national archives

SCIENTIFIC RESEARCH

The function of investigating or enquiring into a subject or area of interest to discover facts and principles. Includes the development of projects, measurement standards and guidelines; international comparisons of measurement standards; liaison between scientists; meetings to discuss technical issues and unpublished technical papers; scientific conferences; and the design and construction of mechanical, technical and electronic equipment to support the organisation's business activities.

For the development of Documentary Standards, use METROLOGICAL COORDINATION.

For equipment hired or leased, use EQUIPMENT & STORES.

For the development and management of applications used with equipment, use TECHNOLOGY & TELECOMMUNICATIONS.

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
17941	Final versions of significant scientific research plans such as those which are the subject of extensive debate, arouse widespread scientific or other interest, involve the use of major new or innovative techniques, involve eminent researchers or have potential major impacts on the environment, society or human health.	Retain as national archives
17942	Final versions of scientific research plans that do NOT concern significant scientific issues.	Destroy 7 years after the plan is superseded or 7 years after the related project is completed, whichever is the longer and applies
17943	Records documenting the development of research management plans. Includes draft plans, reports analysing issues, working papers and comments received from other areas of the agency.	Destroy 3 years after the 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
17944	Records documenting the development and establishment of scientific research policy which is significant or sets a precedent, or where there is potential environmental, social or health risk. Includes: <ul style="list-style-type: none"> • policy proposals • background research • results of consultations • supporting reports • major drafts • policy documents Also includes policy advice or program strategy advice to the Minister or government agencies.	Retain as national archives

SCIENTIFIC RESEARCH

The function of investigating or enquiring into a subject or area of interest to discover facts and principles. Includes the development of projects, measurement standards and guidelines; international comparisons of measurement standards; liaison between scientists; meetings to discuss technical issues and unpublished technical papers; scientific conferences; and the design and construction of mechanical, technical and electronic equipment to support the organisation's business activities.

For the development of Documentary Standards, use METROLOGICAL COORDINATION.

For equipment hired or leased, use EQUIPMENT & STORES.

For the development and management of applications used with equipment, use TECHNOLOGY & TELECOMMUNICATIONS.

Policy - Continued

Entry	Description of records	Disposal action
17945	Records documenting the development and establishment of scientific research policies which are not significant or precedent setting, or do not relate to potential environmental, social or health risk. Includes: <ul style="list-style-type: none"> • policy proposals • background research • results of consultations • supporting reports • major drafts. <p>Excludes policy advice or program strategy advice provided to the Minister or government agencies.</p>	Destroy 5 years after the policy is superseded

Procedures

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

Entry	Description of records	Disposal action
17946	Final versions of procedures supporting the scientific research function.	Destroy 20 years after the procedure is superseded
17947	Records documenting the development of procedures. Includes: <ul style="list-style-type: none"> • data collected from consultation with stakeholders • background research documents • draft procedures and associated comments. 	Destroy 1 year after approval and production of the final procedures

Reporting

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

Entry	Description of records	Disposal action
17948	Final versions of formal internal reports and reports made to external agencies relating to the scientific research function and dealing with significant issues such as those that are controversial, the subject of extensive debate or arouse widespread interest. <p>[For reports on the results of scientific research, use SCIENTIFIC RESEARCH – Research.]</p>	Retain as national archives

SCIENTIFIC RESEARCH

The function of investigating or enquiring into a subject or area of interest to discover facts and principles. Includes the development of projects, measurement standards and guidelines; international comparisons of measurement standards; liaison between scientists; meetings to discuss technical issues and unpublished technical papers; scientific conferences; and the design and construction of mechanical, technical and electronic equipment to support the organisation's business activities.

For the development of Documentary Standards, use METROLOGICAL COORDINATION.

For equipment hired or leased, use EQUIPMENT & STORES.

For the development and management of applications used with equipment, use TECHNOLOGY & TELECOMMUNICATIONS.

Reporting - Continued

Entry	Description of records	Disposal action
17949	Final version of formal internal reports and reports made to external agencies relating to the scientific research function, and not dealing with significant issues.	Destroy 5 years after action completed or 5 years after liability ceases, whichever is the later
17950	Records documenting the development of reports. Records may include: <ul style="list-style-type: none">• background research documents• working papers• internal consultation/feedback• data analysis• major annotated drafts containing comments received.	Destroy when reference ceases

SCIENTIFIC RESEARCH

The function of investigating or enquiring into a subject or area of interest to discover facts and principles. Includes the development of projects, measurement standards and guidelines; international comparisons of measurement standards; liaison between scientists; meetings to discuss technical issues and unpublished technical papers; scientific conferences; and the design and construction of mechanical, technical and electronic equipment to support the organisation's business activities.

For the development of Documentary Standards, use METROLOGICAL COORDINATION.

For equipment hired or leased, use EQUIPMENT & STORES.

For the development and management of applications used with equipment, use TECHNOLOGY & TELECOMMUNICATIONS.

Research

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

For the validation of research methodologies, use SCIENTIFIC RESEARCH - Method Validation.

Entry	Description of records	Disposal action
17951	<p>Records relating to the conduct of significant research projects where the research made a major contribution, was controversial, subject to extensive debate or aroused wide interest, involved the use of major new or innovative techniques, or a 'first of a kind' process or product, or significantly improved an existing product or process.</p> <p>Includes:</p> <ul style="list-style-type: none"> • laboratory analyses • raw data and samples • processed or interpreted data • reports. <p>[For non-commercial collaborative research agreements, use SCIENTIFIC RESEARCH – Agreements.</p> <p>For commercial research agreements, use METROLOGICAL BUSINESS DEVELOPMENT - Agreements.</p> <p>For records documenting research grants received by the agency, use COMMUNITY RELATIONS – Grant Funding.</p> <p>For contract research services provided by the agency, use METROLOGICAL SERVICES - Research.]</p>	Retain as national archives
17952	<p>Records relating to the conduct of research projects that are not significant, groundbreaking or controversial. Includes</p> <ul style="list-style-type: none"> • laboratory analyses • raw data and samples • processed or interpreted data • reports. 	Destroy 10 years after submission of the research outcome or after project cessation, whichever is the later

SCIENTIFIC RESEARCH

The function of investigating or enquiring into a subject or area of interest to discover facts and principles. Includes the development of projects, measurement standards and guidelines; international comparisons of measurement standards; liaison between scientists; meetings to discuss technical issues and unpublished technical papers; scientific conferences; and the design and construction of mechanical, technical and electronic equipment to support the organisation's business activities.

For the development of Documentary Standards, use METROLOGICAL COORDINATION.

For equipment hired or leased, use EQUIPMENT & STORES.

For the development and management of applications used with equipment, use TECHNOLOGY & TELECOMMUNICATIONS.

Research Support

The activity of providing non-administrative support for scientific research. Includes technical services, and the management of collections of data or specimens for on-going research reference purposes.

Entry	Description of records	Disposal action
17953	<p>Records documenting the provision of non-administrative research support services, including the maintenance of standards and chemical reference materials. Includes:</p> <ul style="list-style-type: none"> • requests for technical services • working notes on the provision of services • acquisition of samples and specimens • results of data and specimen integrity checks • servicing records • written reports of equipment improvements, modifications, and increases in accuracy or purity. <p>[For records documenting the transfer and sale of chemical reference material, use SCIENTIFIC RESEARCH – Measurement Standards.]</p>	<p>Destroy 10 years after last action or when the measurement standard ceases to exist or is superseded, whichever is the later</p>

SPACE LICENSING AND SAFETY

The function of ensuring Australian (civilian) space activities are conducted in a safe and accountable manner. Includes legislative changes and recognition arrangements; administering space licences, launch permits, return authorisations and overseas launch certificates; monitoring the safety of space related activities; investigating accidents and incidents; and maintaining the Australian register of space objects.

For investigations relating to claims against space launches approved by the agency, use SPACE LICENSING AND SAFETY - Licensing.

For the agency's participation in government space committees, use INDUSTRY SUPPORT AND DEVELOPMENT - Committees.

For the development of aerospace industry action agenda, use INDUSTRY SUPPORT AND DEVELOPMENT – Program Development.

For the evaluation of space industry programs, use INDUSTRY SUPPORT AND DEVELOPMENT – Evaluation.

For overall reviews of the agency's programs and operations, use STRATEGIC MANAGEMENT – Reviewing.

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
17300	Final versions of addresses delivered in relation to space licensing and safety. [For final versions of presentations given by portfolio Ministers and agency heads at government occasions, use GOVERNMENT RELATIONS – Addresses (presentations). For final versions of presentations given by portfolio Ministers and agency heads at major public occasions, use COMMUNITY RELATIONS – Addresses (presentations). For published addresses, use PUBLICATION.]	Destroy 5 years after last action
17301	Records documenting the development of addresses, including drafts, and research and working papers.	Destroy when reference ceases

Advice

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

For advice received in relation to licensing, use SPACE LICENSING AND SAFETY - Licensing.

For guidance documentation provided to industry, use SPACE LICENSING AND SAFETY - Procedures

For formal rulings issued as subordinate legislation, use SPACE LICENSING AND SAFETY - Legislation

Entry	Description of records	Disposal action
17302	Records documenting internal advice such as that provided to management on ad hoc matters. Records may include requests for advice, associated background papers, annotated drafts and final version of advice. Excludes policy advice or program strategy advice provided to the Minister or government agencies.	Destroy 7 years after last action

SPACE LICENSING AND SAFETY

The function of ensuring Australian (civilian) space activities are conducted in a safe and accountable manner. Includes legislative changes and recognition arrangements; administering space licences, launch permits, return authorisations and overseas launch certificates; monitoring the safety of space related activities; investigating accidents and incidents; and maintaining the Australian register of space objects.

For investigations relating to claims against space launches approved by the agency, use SPACE LICENSING AND SAFETY - Licensing.

For the agency's participation in government space committees, use INDUSTRY SUPPORT AND DEVELOPMENT - Committees.

For the development of aerospace industry action agenda, use INDUSTRY SUPPORT AND DEVELOPMENT – Program Development.

For the evaluation of space industry programs, use INDUSTRY SUPPORT AND DEVELOPMENT – Evaluation.

For overall reviews of the agency's programs and operations, use STRATEGIC MANAGEMENT – Reviewing.

Advice - Continued

Entry	Description of records	Disposal action
18440	Records documenting the development or provision of policy advice or program strategy advice for the Minister or government agencies.	Retain as national archives

Agreements

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

For maintaining ongoing contact and sharing information in relation to intergovernmental agreements, use SPACE LICENSING AND SAFETY - Government liaison.

For maintaining ongoing contact and sharing information with non-government organisations, use SPACE LICENSING AND SAFETY - Liaison.

Entry	Description of records	Disposal action
17589	Records documenting the negotiation, management and review of agreements made between international organisations, national governments, the Commonwealth, States and Territories, such as space cooperation agreements, technical recognition agreements, bilateral agreements and intergovernmental agreements. Includes: <ul style="list-style-type: none"> • negotiations and consultations • meeting notes • recommendations and decisions • expert opinions • stakeholder comments • drafts • final agreements. 	Retain as national archives

SPACE LICENSING AND SAFETY

The function of ensuring Australian (civilian) space activities are conducted in a safe and accountable manner. Includes legislative changes and recognition arrangements; administering space licences, launch permits, return authorisations and overseas launch certificates; monitoring the safety of space related activities; investigating accidents and incidents; and maintaining the Australian register of space objects.

For investigations relating to claims against space launches approved by the agency, use SPACE LICENSING AND SAFETY - Licensing.

For the agency's participation in government space committees, use INDUSTRY SUPPORT AND DEVELOPMENT - Committees.

For the development of aerospace industry action agenda, use INDUSTRY SUPPORT AND DEVELOPMENT – Program Development.

For the evaluation of space industry programs, use INDUSTRY SUPPORT AND DEVELOPMENT – Evaluation.

For overall reviews of the agency's programs and operations, use STRATEGIC MANAGEMENT – Reviewing.

Agreements - Continued

Entry	Description of records	Disposal action
18689	Records documenting the negotiation, establishment, maintenance and review of routine agreements relating to the space licensing and safety function such as those made with service providers or consultants. Includes: <ul style="list-style-type: none"> • negotiations and consultations • meeting notes • expert opinions • recommendations and decisions • stakeholder comments • drafts • final signed agreements. 	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
17590	Records documenting the agency's involvement in appeals against decisions concerning space licences, launch permits, exemptions or other declarations or authorisations relating to space activities made to a tribunal, such as the Administrative Appeals Tribunal. Includes: <ul style="list-style-type: none"> • notices of appeal • correspondence with parties involved in the proceedings, including technical information provided by the agency • tribunal decisions. <p>[For records documenting internal reviews of decisions, use SPACE LICENSING AND SAFETY – Reviews (decisions).]</p>	Retain as national archives

SPACE LICENSING AND SAFETY

The function of ensuring Australian (civilian) space activities are conducted in a safe and accountable manner. Includes legislative changes and recognition arrangements; administering space licences, launch permits, return authorisations and overseas launch certificates; monitoring the safety of space related activities; investigating accidents and incidents; and maintaining the Australian register of space objects.

For investigations relating to claims against space launches approved by the agency, use SPACE LICENSING AND SAFETY - Licensing.

For the agency's participation in government space committees, use INDUSTRY SUPPORT AND DEVELOPMENT - Committees.

For the development of aerospace industry action agenda, use INDUSTRY SUPPORT AND DEVELOPMENT – Program Development.

For the evaluation of space industry programs, use INDUSTRY SUPPORT AND DEVELOPMENT – Evaluation.

For overall reviews of the agency's programs and operations, use STRATEGIC MANAGEMENT – Reviewing.

Government Liaison

The activities associated with maintaining regular general contact between the organisation and other government agencies. Includes sharing informal advice and discussions and collaborating on projects that are not joint ventures.

For policy advice or program strategy advice provided to the Minister or government agencies, use SPACE LICENSING AND SAFETY – Advice.

For liaison with non-government agencies, use SPACE LICENSING AND SAFETY - Liaison.

For advice and information provided to support the licensing process, use SPACE LICENSING AND SAFETY - Licensing.

Entry	Description of records	Disposal action
17591	<p>Records documenting routine liaison with other government agencies. Includes records of contact such as file notes, correspondence containing routine information and contact lists.</p> <p>[For records documenting advice, other than policy advice or program strategy advice, to government agencies, use GOVERNMENT RELATIONS - Advice.</p> <p>For records documenting liaison with government agencies in relation to the management of agreements, use SPACE LICENSING AND SAFETY – Agreements.</p> <p>For records documenting liaison with government agencies in relation to appeals, use SPACE LICENSING AND SAFETY – Appeals (decisions).</p> <p>For records documenting liaison with government agencies in relation to licensing matters, use SPACE LICENSING AND SAFETY – Licensing.</p> <p>For records documenting liaison with government agencies in relation to the development of legislation, use SPACE LICENSING AND SAFETY – Legislation.</p> <p>For records documenting the notification of government agencies concerning space object registration, use SPACE LICENSING AND SAFETY – Register Maintenance.</p> <p>For periodic and statistical reports provided to government agencies in relation to space licensing and safety matters, use SPACE LICENSING AND SAFETY – Reporting.</p> <p>For records documenting government relations that are NOT regular ongoing contact covered by other functions, use GOVERNMENT RELATIONS.]</p>	Destroy 5 years after last action

SPACE LICENSING AND SAFETY

The function of ensuring Australian (civilian) space activities are conducted in a safe and accountable manner. Includes legislative changes and recognition arrangements; administering space licences, launch permits, return authorisations and overseas launch certificates; monitoring the safety of space related activities; investigating accidents and incidents; and maintaining the Australian register of space objects.

For investigations relating to claims against space launches approved by the agency, use SPACE LICENSING AND SAFETY - Licensing.

For the agency's participation in government space committees, use INDUSTRY SUPPORT AND DEVELOPMENT - Committees.

For the development of aerospace industry action agenda, use INDUSTRY SUPPORT AND DEVELOPMENT – Program Development.

For the evaluation of space industry programs, use INDUSTRY SUPPORT AND DEVELOPMENT – Evaluation.

For overall reviews of the agency's programs and operations, use STRATEGIC MANAGEMENT – Reviewing.

Legislation

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

Entry	Description of records	Disposal action
17592	<p>Records documenting the development and amendment of legislation, including subsidiary regulations and rulings, for space licensing and safety. Includes:</p> <ul style="list-style-type: none"> • proposals • external stakeholder consultation • regulatory impact statements • final draft amendments. <p>[For records supporting the preparation and passage of agency legislation through Parliament, including drafting instructions, use GOVERNMENT RELATIONS – Legislation.]</p>	Retain as national archives
17593	<p>Records documenting the initial internal preparation of legislation related to space licensing and safety. Records include:</p> <ul style="list-style-type: none"> • working papers • background research • rough drafts • internal commentary. 	Destroy 10 years after action completed

SPACE LICENSING AND SAFETY

The function of ensuring Australian (civilian) space activities are conducted in a safe and accountable manner. Includes legislative changes and recognition arrangements; administering space licences, launch permits, return authorisations and overseas launch certificates; monitoring the safety of space related activities; investigating accidents and incidents; and maintaining the Australian register of space objects.

For investigations relating to claims against space launches approved by the agency, use SPACE LICENSING AND SAFETY - Licensing.

For the agency's participation in government space committees, use INDUSTRY SUPPORT AND DEVELOPMENT - Committees.

For the development of aerospace industry action agenda, use INDUSTRY SUPPORT AND DEVELOPMENT – Program Development.

For the evaluation of space industry programs, use INDUSTRY SUPPORT AND DEVELOPMENT – Evaluation.

For overall reviews of the agency's programs and operations, use STRATEGIC MANAGEMENT – Reviewing.

Liaison

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

For liaison with government agencies, use SPACE LICENSING AND SAFETY - Government liaison.

For the provision of formal advice, use SPACE LICENSING AND SAFETY - Advice.

Entry	Description of records	Disposal action
17594	Records documenting liaison with space industry stakeholders. Includes records of contact such as file notes and correspondence and contact lists. [For records documenting liaison with industry stakeholders in relation to the management of agreements, use SPACE LICENSING AND SAFETY – Agreements. For records documenting liaison with industry stakeholders in relation to appeals, use SPACE LICENSING AND SAFETY – Appeals (decisions). For records documenting liaison with industry stakeholders in relation to licensing matters, use SPACE LICENSING AND SAFETY – Licensing. For records documenting liaison with industry stakeholders in relation to the development of legislation, use SPACE LICENSING AND SAFETY – Legislation. For records documenting the notification of industry stakeholders concerning space object registration, use SPACE LICENSING AND SAFETY – Register Maintenance. For periodic and statistical reports provided to industry stakeholders in relation to space licensing and safety matters, use SPACE LICENSING AND SAFETY – Reporting.]	Destroy 10 years after last action

SPACE LICENSING AND SAFETY

The function of ensuring Australian (civilian) space activities are conducted in a safe and accountable manner. Includes legislative changes and recognition arrangements; administering space licences, launch permits, return authorisations and overseas launch certificates; monitoring the safety of space related activities; investigating accidents and incidents; and maintaining the Australian register of space objects.

For investigations relating to claims against space launches approved by the agency, use SPACE LICENSING AND SAFETY - Licensing.

For the agency's participation in government space committees, use INDUSTRY SUPPORT AND DEVELOPMENT - Committees.

For the development of aerospace industry action agenda, use INDUSTRY SUPPORT AND DEVELOPMENT – Program Development.

For the evaluation of space industry programs, use INDUSTRY SUPPORT AND DEVELOPMENT – Evaluation.

For overall reviews of the agency's programs and operations, use STRATEGIC MANAGEMENT – Reviewing.

Licensing

The activities associated with issuing a document, contract or agreement giving permission for an individual or entity to do something, or to apply something, with the objective of commercial gain. Includes the revoking or transferring of licences and the maintenance of a register of titles and authorities.

Entry	Description of records	Disposal action
17595	<p>Records documenting the granting, transfer, variation, suspension or revocation of space licences, launch permits, overseas launch certificates and authorisations of the return of overseas-launched space objects. Records include:</p> <ul style="list-style-type: none"> • applications • assessment of applications • agency advice/recommendations to the Minister • notifications of launch safety officers • written notices which vary or revoke (the terms of) licences, permits, certificates or authorisations • industry submissions • terms and conditions of the licence, permit, certificate or authorisation • annual review reports. 	Retain as national archives
17596	<p>Records documenting the internal development of documentation relating to space licences, launch and return permits, overseas launch certificates, exemption certificates and authorisations. Records include:</p> <ul style="list-style-type: none"> • background research • working papers • internal reviews of documentation • internal comments on draft documentation. 	Destroy 10 years after the expiry or other termination of the licence, permit, certificate or authorisation

SPACE LICENSING AND SAFETY

The function of ensuring Australian (civilian) space activities are conducted in a safe and accountable manner. Includes legislative changes and recognition arrangements; administering space licences, launch permits, return authorisations and overseas launch certificates; monitoring the safety of space related activities; investigating accidents and incidents; and maintaining the Australian register of space objects.

For investigations relating to claims against space launches approved by the agency, use SPACE LICENSING AND SAFETY - Licensing.

For the agency's participation in government space committees, use INDUSTRY SUPPORT AND DEVELOPMENT - Committees.

For the development of aerospace industry action agenda, use INDUSTRY SUPPORT AND DEVELOPMENT – Program Development.

For the evaluation of space industry programs, use INDUSTRY SUPPORT AND DEVELOPMENT – Evaluation.

For overall reviews of the agency's programs and operations, use STRATEGIC MANAGEMENT – Reviewing.

Licensing - Continued

Entry	Description of records	Disposal action
17597	Records documenting the investigation into safety accidents and incidents. Records include: <ul style="list-style-type: none"> • notification of the accident and incident • recommendations and notification of investigation officer appointment • information gathered • investigation report. 	Retain as national archives

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.

For the development of government policy relating to the space industry and activities, including space licensing, and excluding policy advice or program strategy advice provided to the Minister or government agencies, use INDUSTRY SUPPORT AND DEVELOPMENT – Industry Policy.

For policy advice or program strategy advice provided to the Minister or government agencies, use SPACE LICENSING AND SAFETY - Advice.

Entry	Description of records	Disposal action
17598	Final version of internal agency policies supporting the space licensing and safety function. Includes policy approvals/ratification.	Destroy 7 years after policy is superseded
17599	Records documenting the development or amendment of policies. Includes: <ul style="list-style-type: none"> • project plans • background research documents • internal consultation documents • stakeholder needs analysis • draft policies with annotated comments • reviews of drafts • amended policy documents. 	Destroy 1 year after policy is approved and released

SPACE LICENSING AND SAFETY

The function of ensuring Australian (civilian) space activities are conducted in a safe and accountable manner. Includes legislative changes and recognition arrangements; administering space licences, launch permits, return authorisations and overseas launch certificates; monitoring the safety of space related activities; investigating accidents and incidents; and maintaining the Australian register of space objects.

For investigations relating to claims against space launches approved by the agency, use SPACE LICENSING AND SAFETY - Licensing.

For the agency's participation in government space committees, use INDUSTRY SUPPORT AND DEVELOPMENT - Committees.

For the development of aerospace industry action agenda, use INDUSTRY SUPPORT AND DEVELOPMENT – Program Development.

For the evaluation of space industry programs, use INDUSTRY SUPPORT AND DEVELOPMENT – Evaluation.

For overall reviews of the agency's programs and operations, use STRATEGIC MANAGEMENT – Reviewing.

Procedures

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

Entry	Description of records	Disposal action
17600	Final versions of guidelines developed to advise and instruct industry such as those covering overseas launch certificates and the authorisation of the return of overseas launched space objects. [For formally published guidelines, use PUBLICATION. For guidelines produced as subsidiary legislation, use SPACE LICENSING AND SAFETY – Legislation.]	Destroy 7 years after the procedure is superseded
17601	Final version of internal operational procedures supporting the space licensing and safety function.	Destroy 7 years after the procedure is superseded
17602	Records documenting the development of procedures. Includes: <ul style="list-style-type: none"> • project plans • background research documents, eg information gathered on statutory requirements, standards, professional codes of practice and guidelines • stakeholder consultation documents • draft procedures and associated comments • approvals for procedures. 	Destroy 1 year after policy is approved and released

Register Maintenance

The activities involved in maintaining a register. Includes entering details of new entries, and maintaining accurate details of all entries throughout their active life vis: processing ad hoc amendments, making corrections and recording assignments and claimed interests. Also includes recording when an entry ceases to have effect and providing extracts from a register.

Entry	Description of records	Disposal action
17603	Register of space objects.	Retain as national archives

SPACE LICENSING AND SAFETY

The function of ensuring Australian (civilian) space activities are conducted in a safe and accountable manner. Includes legislative changes and recognition arrangements; administering space licences, launch permits, return authorisations and overseas launch certificates; monitoring the safety of space related activities; investigating accidents and incidents; and maintaining the Australian register of space objects.

For investigations relating to claims against space launches approved by the agency, use SPACE LICENSING AND SAFETY - Licensing.

For the agency's participation in government space committees, use INDUSTRY SUPPORT AND DEVELOPMENT - Committees.

For the development of aerospace industry action agenda, use INDUSTRY SUPPORT AND DEVELOPMENT – Program Development.

For the evaluation of space industry programs, use INDUSTRY SUPPORT AND DEVELOPMENT – Evaluation.

For overall reviews of the agency's programs and operations, use STRATEGIC MANAGEMENT – Reviewing.

Register Maintenance - Continued

Entry	Description of records	Disposal action
17604	Records documenting the notification of agencies regarding space objects to enable national and international registration.	Destroy 10 years after last action

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
17605	<p>Final versions of the agency's strategic periodical and statistical reports such as those relating to progress with the implementation of space licensing and safety regulations. Includes:</p> <ul style="list-style-type: none"> regular reports to the Minister, space related committees and groups, and other government agencies ad hoc reports to Parliament (eg for senate estimates). <p>[For annual licensing review reports, use SPACE LICENSING AND SAFETY – Licensing.</p> <p>For reporting to the Minister and government agencies on matters that are not specifically covered by other functions, use GOVERNMENT RELATIONS – Reporting.</p> <p>For corporate administration reports such as business unit performance reports, use STRATEGIC MANAGEMENT – Reporting.]</p>	Destroy 10 years after last action
17606	Final versions of routine operational reports such as internal monthly reports.	Destroy 1 year after last action
17607	Records documenting the development of periodic reports. Includes working papers.	Destroy when reference ceases

SPACE LICENSING AND SAFETY

The function of ensuring Australian (civilian) space activities are conducted in a safe and accountable manner. Includes legislative changes and recognition arrangements; administering space licences, launch permits, return authorisations and overseas launch certificates; monitoring the safety of space related activities; investigating accidents and incidents; and maintaining the Australian register of space objects.

For investigations relating to claims against space launches approved by the agency, use SPACE LICENSING AND SAFETY - Licensing.

For the agency's participation in government space committees, use INDUSTRY SUPPORT AND DEVELOPMENT - Committees.

For the development of aerospace industry action agenda, use INDUSTRY SUPPORT AND DEVELOPMENT – Program Development.

For the evaluation of space industry programs, use INDUSTRY SUPPORT AND DEVELOPMENT – Evaluation.

For overall reviews of the agency's programs and operations, use STRATEGIC MANAGEMENT – Reviewing.

Reviews (decisions)

The activities involved in the process of reviewing actions both by an agency, or an external body. Includes reviews of promotion decisions.

Entry	Description of records	Disposal action
17608	Records documenting the process of reviewing departmental decisions relating to the space licensing and safety function. Includes: <ul style="list-style-type: none"> • written notifications for review of decision • referrals • determinations • written notifications to applicants • advice • decisions/recommendations. 	Destroy 7 years after finalisation of review
	[For records documenting reviews of decisions that are escalated to a higher authority, use SPACE LICENSING AND SAFETY – Appeals (decisions)]	

SPACE WEATHER PREDICTION

The function of producing predictions of space weather based on observations of the sun, the ionosphere and the earth. Includes: solar, ionospheric and geomagnetic observation; space weather predictions based on those observations; the giving of advice and external training to people, bodies and organisations that use high frequency (HF) radio systems; the development, promotion and sale of software; international collaboration; and external consulting services for the management of radio, geophysical and space systems.

For the development of specialised equipment and devices, use SCIENTIFIC RESEARCH.

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
17693	Final versions of addresses delivered to promote or provide information in relation to space weather prediction services. [For final versions of presentations given by portfolio Ministers and agency heads at government occasions, use GOVERNMENT RELATIONS – Addresses (presentations). For final versions of presentations given by portfolio Ministers and agency heads at other major public occasions, use COMMUNITY RELATIONS – Addresses (presentations).]	Destroy 5 years after last action
17694	Records documenting the development of addresses, including drafts, research papers, working papers, etc.	Destroy when reference ceases

Advice

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

For legal advice, use LEGAL SERVICES – Advice.

For prediction advice, including alerts and warnings, use SPACE WEATHER PREDICTION – Prediction Services.

For advice provided as part of an external consultancy service, use SPACE WEATHER PREDICTION – External Consulting Services.

Entry	Description of records	Disposal action
18441	Records documenting the development or provision of policy advice or program strategy advice for the Minister or government agencies.	Retain as national archives
17695	Records documenting specialised space weather prediction advice given to support strategic activities such as security and defence services undertaken by other government agencies.	Retain as national archives
17696	Records documenting the provision or receipt of routine advice concerning space weather prediction services. Excludes policy advice or program strategy advice provided to the Minister or government agencies.	Destroy 5 years after last action

SPACE WEATHER PREDICTION

The function of producing predictions of space weather based on observations of the sun, the ionosphere and the earth. Includes: solar, ionospheric and geomagnetic observation; space weather predictions based on those observations; the giving of advice and external training to people, bodies and organisations that use high frequency (HF) radio systems; the development, promotion and sale of software; international collaboration; and external consulting services for the management of radio, geophysical and space systems.

For the development of specialised equipment and devices, use SCIENTIFIC RESEARCH.

Agreements

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

Entry	Description of records	Disposal action
17697	Records documenting the establishment, maintenance, review and negotiation of significant, high-level or controversial agreements that are precedent setting in nature, receive national or international media attention or have a major impact on policies, procedures, processes or services relating to space weather prediction services. Includes agreements for the hosting of scientific equipment in overseas countries, provision of specialist services to support national and international security and defence activities, and for the international exchange of data.	Retain as national archives
17698	Records documenting the negotiation, establishment, maintenance and review of routine agreements such as those relating to the routine sharing of data with other Australian government agencies. Includes final versions of the agreements.	Destroy 7 years after expiry or other termination of the agreement

Application Development

The activities associated with developing software and programming codes to run business applications. Includes specifications, testing, pilots, prototyping and metadata requirements.

Entry	Description of records	Disposal action
17699	Records relating to the development of specific applications to meet business needs that become operational, such as the Advanced Stand Alone Prediction System (ASAPS) and the Ground Wave Prediction System (GWPS). Includes: <ul style="list-style-type: none"> • feasibility studies • pilot studies • data collected from consultation with stakeholders • system tests • final versions of system documentation • user and technical guides and manuals • system specifications. 	Destroy 7 years after the application is superseded or destroyed and any data is migrated or destroyed

SPACE WEATHER PREDICTION

The function of producing predictions of space weather based on observations of the sun, the ionosphere and the earth. Includes: solar, ionospheric and geomagnetic observation; space weather predictions based on those observations; the giving of advice and external training to people, bodies and organisations that use high frequency (HF) radio systems; the development, promotion and sale of software; international collaboration; and external consulting services for the management of radio, geophysical and space systems.

For the development of specialised equipment and devices, use SCIENTIFIC RESEARCH.

Application Development - Continued

Entry	Description of records	Disposal action
17700	Records relating to the development of specific applications to meet business needs that do not become operational. Includes: <ul style="list-style-type: none"> • feasibility studies • pilot studies • data collected from consultation with stakeholders • system tests • final versions of system documentation • user and technical guides and manuals • system specifications. 	Destroy 2 years after last action

Committees

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

For audit committees use STRATEGIC MANAGEMENT - Committees.

For conferences relating to space weather prediction, use SPACE WEATHER PREDICTION - Conferences.

Entry	Description of records	Disposal action
17701	Records of committees relating to the space weather prediction function where the agency provides the secretariat, is the main government or Australian representative, or plays a significant role. Includes: <ul style="list-style-type: none"> • documents establishing the committee • membership nomination, appointment and resignation records • agendas • minutes • reports and supporting documents. 	Retain as national archives
17702	Records of committees relating to the space weather prediction function where the agency does not provide the secretariat, is not the main government or Australian representative, or does not play a significant role. Includes: <ul style="list-style-type: none"> • agendas • minutes • reports and supporting documents. 	Destroy 7 years after last action

SPACE WEATHER PREDICTION

The function of producing predictions of space weather based on observations of the sun, the ionosphere and the earth. Includes: solar, ionospheric and geomagnetic observation; space weather predictions based on those observations; the giving of advice and external training to people, bodies and organisations that use high frequency (HF) radio systems; the development, promotion and sale of software; international collaboration; and external consulting services for the management of radio, geophysical and space systems.

For the development of specialised equipment and devices, use SCIENTIFIC RESEARCH.

Committees - Continued

Entry	Description of records	Disposal action
17703	Records documenting the administrative support of committees. Includes: <ul style="list-style-type: none"> • draft agenda • room bookings • notices of meetings • distribution lists • draft minutes • working papers. [For snapshots of websites hosted on behalf of external committees and working parties, use PUBLICATION – Production.]	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.

For national and international committees and working groups concerned with ionospheric radio communications and associated phenomena, use SPACE WEATHER PREDICTION - Committees.

Entry	Description of records	Disposal action
17704	Final proceedings and papers of conferences hosted by the agency. [For published conference proceedings and papers, use PUBLICATION - Production.]	Retain as national archives
17705	Records documenting the arrangement and coordination of conferences managed or hosted by the organisation. Includes: <ul style="list-style-type: none"> • program development records • speakers details and briefs • liaison records with sponsors and advertisers • presentation packages • registration forms • venue bookings • catering arrangements. 	Destroy 7 years after action completed
17706	Participants' reports on attendance at conferences arranged by other organisations.	Destroy 3 years after action completed

SPACE WEATHER PREDICTION

The function of producing predictions of space weather based on observations of the sun, the ionosphere and the earth. Includes: solar, ionospheric and geomagnetic observation; space weather predictions based on those observations; the giving of advice and external training to people, bodies and organisations that use high frequency (HF) radio systems; the development, promotion and sale of software; international collaboration; and external consulting services for the management of radio, geophysical and space systems.

For the development of specialised equipment and devices, use SCIENTIFIC RESEARCH.

Conferences - Continued

Entry	Description of records	Disposal action
17707	Records documenting the attendance of staff at conferences managed and hosted by external organisations or parties. Includes: <ul style="list-style-type: none"> • completed registration forms • conference proceedings and promotional material. 	Destroy when reference ceases

Customer Service

The activities associated with the planning, monitoring and evaluation of services provided to customers by the organisation.

For the planned evaluation of space weather prediction services, use SPACE WEATHER PREDICTION – Evaluation.

For the evaluation of training courses provided to agency clients, use SPACE WEATHER PREDICTION – Training Services.

Entry	Description of records	Disposal action
17711	Records documenting the management and handling of customer queries and monitoring feedback (eg via online customer feedback forms), response times and performance.	Destroy 5 years after last action
17712	Records documenting the development of customer service charters relating to the space weather prediction function. Includes data collected from consultation with stakeholders, draft and final versions of customer service charters.	Destroy 2 years after the service charter is superseded

Data Acquisition

The processes associated with gathering scientific or technical data (either manual or automated), including data capture, identification and validation. Includes acquisition of data for later use in research projects.

Entry	Description of records	Disposal action
17713	Raw scientific or technical data acquired directly via collecting stations or through external sources.	Retain as national archives
17714	Records documenting the administration of data exchanges between national and international sources, including those for the World Data Centre. Includes: <ul style="list-style-type: none"> • data requests • consultations with organisation requesting data • records documenting proof of dispatch and receipt. <p>[For records documenting agreements governing the administration of data exchanges, use SPACE WEATHER PREDICTION - Agreements.]</p>	Destroy 7 years after last action

SPACE WEATHER PREDICTION

The function of producing predictions of space weather based on observations of the sun, the ionosphere and the earth. Includes: solar, ionospheric and geomagnetic observation; space weather predictions based on those observations; the giving of advice and external training to people, bodies and organisations that use high frequency (HF) radio systems; the development, promotion and sale of software; international collaboration; and external consulting services for the management of radio, geophysical and space systems.

For the development of specialised equipment and devices, use SCIENTIFIC RESEARCH.

Data Analysis

The activities associated with analysing scientific or technical data. Includes interpretation and modelling.

For the publication of analysis, including on the internet, use PUBLICATION - Production.

Entry	Description of records	Disposal action
17716	Records documenting the analysis of scientific and technical data supporting the space weather prediction function. Includes records documenting the interpretation of data, development of analytical models and associated analytical reports.	Retain as national archives

Enquiries

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

Entry	Description of records	Disposal action
17717	Records documenting receiving and responding to routine enquiries relating to the space weather prediction function. Includes help desk enquiries and responses.	Destroy 5 years after last action

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.

For the evaluation of training courses provided to agency clients, use SPACE WEATHER PREDICTION – Training Services.

Entry	Description of records	Disposal action
17718	Records documenting the evaluation of the agency's space weather prediction activities and services. Includes: <ul style="list-style-type: none"> • project plans • evaluation criteria • results of stakeholder consultation • final evaluation reports. <p>[For records documenting the evaluation of space industry programs and policies, use INDUSTRY SUPPORT AND DEVELOPMENT – Evaluation.]</p>	Destroy 5 years after action completed

SPACE WEATHER PREDICTION

The function of producing predictions of space weather based on observations of the sun, the ionosphere and the earth. Includes: solar, ionospheric and geomagnetic observation; space weather predictions based on those observations; the giving of advice and external training to people, bodies and organisations that use high frequency (HF) radio systems; the development, promotion and sale of software; international collaboration; and external consulting services for the management of radio, geophysical and space systems.

For the development of specialised equipment and devices, use SCIENTIFIC RESEARCH.

External Consulting Services

The activities associated with arranging and providing scientific or technical consulting services on matters relating to or managed by the organisation.

Entry	Description of records	Disposal action
17719	Final reports of consultancy services provided by the agency such as those relating to the design of new high frequency radio systems and networks or the reconfiguration of existing systems.	Destroy 20 years after last action
17720	Records documenting the planning and conduct of external consulting services relating to the space weather prediction function. Includes: <ul style="list-style-type: none"> • initial consultancy enquiries • scope of works • quotations • client consultation and ongoing liaison records • background research and working papers. 	Destroy 7 years after last action

Geomagnetic Observation

The activity of measuring and analysing the strength of magnetic fields using specialised equipment.

For the development of predictions based on the observations, including alerts and warnings, use SPACE WEATHER PREDICTION - Prediction services.

For periodic summary and forecast reports, use SPACE WEATHER PREDICTION – Reporting.

For the analysis of data, use SPACE WEATHER PREDICTION – Data Analysis.

For the acquisition of data, use SPACE WEATHER PREDICTION – Data Acquisition.

Entry	Description of records	Disposal action
17721	Records documenting the measurement and recording of geomagnetic data. Includes: <ul style="list-style-type: none"> • collated data • field strength measurements • observation and condition reports, including magnetograms, indices, maps and cosmic rays. 	Retain as national archives

SPACE WEATHER PREDICTION

The function of producing predictions of space weather based on observations of the sun, the ionosphere and the earth. Includes: solar, ionospheric and geomagnetic observation; space weather predictions based on those observations; the giving of advice and external training to people, bodies and organisations that use high frequency (HF) radio systems; the development, promotion and sale of software; international collaboration; and external consulting services for the management of radio, geophysical and space systems.

For the development of specialised equipment and devices, use SCIENTIFIC RESEARCH.

Government Liaison

The activities associated with maintaining regular general contact between the organisation and other government agencies. Includes sharing informal advice and discussions and collaborating on projects that are not joint ventures.

For policy advice or program strategy advice provided to the Minister or government agencies, use SPACE WEATHER PREDICTION – Advice.

Entry	Description of records	Disposal action
17722	<p>Records documenting routine liaison with other government agencies and relating to the space weather prediction function. Includes records of contact such as file notes on informal advice and discussions, routine correspondence and contact lists.</p> <p>[For records documenting advice, other than policy advice or program strategy advice, to government agencies, use GOVERNMENT RELATIONS – Advice.</p> <p>For records of committees, use SPACE WEATHER PREDICTION – Committees.</p> <p>For records documenting liaison with government agencies in relation to the management of agreements, use SPACE WEATHER PREDICTION – Agreements.</p> <p>For records documenting liaison with government agencies in relation to data acquisition matters, use SPACE WEATHER PREDICTION – Data Acquisition.</p> <p>For periodic and statistical reports provided to government agencies in relation to space weather prediction matters, use SPACE WEATHER PREDICTION – Reporting.</p> <p>For records documenting government relations that are NOT regular ongoing contact covered by other functions, use GOVERNMENT RELATIONS.]</p>	Destroy 5 years after last action

SPACE WEATHER PREDICTION

The function of producing predictions of space weather based on observations of the sun, the ionosphere and the earth. Includes: solar, ionospheric and geomagnetic observation; space weather predictions based on those observations; the giving of advice and external training to people, bodies and organisations that use high frequency (HF) radio systems; the development, promotion and sale of software; international collaboration; and external consulting services for the management of radio, geophysical and space systems.

For the development of specialised equipment and devices, use SCIENTIFIC RESEARCH.

Ionospheric Observation

The activity of observing and analysing the ionosphere using specialised equipment such as ionosondes. Includes soundings measuring heights of ionospheric layers versus frequency in the form of ionograms.

For the development of predictions based on the observations, including alerts and warnings, use SPACE WEATHER PREDICTION - Prediction services.

For periodic summary and forecast reports, use SPACE WEATHER PREDICTION – Reporting.

For the analysis of data, use SPACE WEATHER PREDICTION – Data Analysis.

For the acquisition of data, use SPACE WEATHER PREDICTION – Data Acquisition.

Entry	Description of records	Disposal action
17724	Records documenting the observation and recording of ionospheric data. Includes: <ul style="list-style-type: none"> • collated data • observation and condition reports including ionograms, forecasts, maps and comparisons. 	Retain as national archives

Liaison

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

For the provision of formal advice, use SPACE WEATHER PREDICTION - Advice.

Entry	Description of records	Disposal action
17727	Records documenting routine liaison with external stakeholders relating to the space weather prediction function. Includes records of contact such as file notes, correspondence, listserv messages and contact lists. [For records documenting routine liaison with other government agencies, use SPACE WEATHER PREDICTION – Government Liaison. For records of committees, use SPACE WEATHER PREDICTION – Committees. For records documenting liaison with stakeholders in relation to space weather prediction services, use SPACE WEATHER PREDICTION – Prediction Services. For records documenting liaison with stakeholders in relation to external consulting services, use SPACE WEATHER PREDICTION – External Consulting Services. For records documenting liaison with stakeholders in relation to training services, use SPACE WEATHER PREDICTION – Training Services.]	Destroy 5 years after last action

SPACE WEATHER PREDICTION

The function of producing predictions of space weather based on observations of the sun, the ionosphere and the earth. Includes: solar, ionospheric and geomagnetic observation; space weather predictions based on those observations; the giving of advice and external training to people, bodies and organisations that use high frequency (HF) radio systems; the development, promotion and sale of software; international collaboration; and external consulting services for the management of radio, geophysical and space systems.

For the development of specialised equipment and devices, use SCIENTIFIC RESEARCH.

Marketing

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

For the development of products that are sold, use SPACE WEATHER PREDICTION - Application Development.

Entry	Description of records	Disposal action
17728	Records documenting the development and management of the agency's marketing plans relating to the space weather prediction function.	Destroy 5 years after the plan is superseded

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
17731	Final versions of agency plans that are likely to have widespread impact on space weather prediction activities and services. Includes proposals for reforms in scientific methods and consultation in relation to the proposals.	Retain as national archives
17732	Final versions of routine operational plans relating to the space weather prediction function. Includes work plans.	Destroy 1 year after last action
17733	Records documenting the development of plans, including drafts, comments and background research.	Destroy when reference ceases

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.

For the development of government policy relating to space weather prediction, excluding policy advice or program strategy advice provided to the Minister or government agencies, use INDUSTRY SUPPORT AND DEVELOPMENT - Industry Policy.

For policy advice or program strategy advice provided to the Minister or government agencies, use SPACE WEATHER PREDICTION - Advice.

Entry	Description of records	Disposal action
17734	Final versions of internal policies supporting the space weather prediction function.	Destroy 7 years after policy is superseded

SPACE WEATHER PREDICTION

The function of producing predictions of space weather based on observations of the sun, the ionosphere and the earth. Includes: solar, ionospheric and geomagnetic observation; space weather predictions based on those observations; the giving of advice and external training to people, bodies and organisations that use high frequency (HF) radio systems; the development, promotion and sale of software; international collaboration; and external consulting services for the management of radio, geophysical and space systems.

For the development of specialised equipment and devices, use SCIENTIFIC RESEARCH.

Policy - Continued

Entry	Description of records	Disposal action
17735	Records documenting the development of internal policies. Includes: <ul style="list-style-type: none"> • project plans • background research documents • data collected from consultation with stakeholders • draft policies and associated comments. 	Destroy once policy is approved and released

Prediction Services

The activity of producing predictions of space weather based on data received through solar observations, ionospheric observations and geomagnetic field measurements. Includes the production of warnings.

For published space weather predictions and snapshots of the agency's public website, use PUBLICATION – Production.

For specialised space weather prediction advice given to government agencies, use SPACE WEATHER PREDICTION - Advice.

For the validation/verification of geomagnetic data used in predictions, use SPACE WEATHER PREDICTION – Geomagnetic Observation.

For the validation/verification of ionospheric data used in predictions, use SPACE WEATHER PREDICTION – Ionospheric Observation.

For the validation/verification of solar data used in predictions, use SPACE WEATHER PREDICTION – Solar Observation.

Entry	Description of records	Disposal action
17715	Significant unpublished space weather activity alerts and warnings produced by the agency. Includes those that have major social, economic, environmental or safety consequences.	Retain as national archives
17736	Final periodic prediction reports produced in relation to solar, geomagnetic and ionospheric activity. Includes: <ul style="list-style-type: none"> • daily and weekly summaries and forecasts • monthly solar and geophysical reports. 	Destroy 5 years after action completed
17737	Records documenting the development of prediction reports. Includes records relating to the application of prediction methods and procedures as well as the development of draft forecasts and associated alerts and warnings.	Destroy 1 year after action completed

SPACE WEATHER PREDICTION

The function of producing predictions of space weather based on observations of the sun, the ionosphere and the earth. Includes: solar, ionospheric and geomagnetic observation; space weather predictions based on those observations; the giving of advice and external training to people, bodies and organisations that use high frequency (HF) radio systems; the development, promotion and sale of software; international collaboration; and external consulting services for the management of radio, geophysical and space systems.

For the development of specialised equipment and devices, use SCIENTIFIC RESEARCH.

Procedures

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

Entry	Description of records	Disposal action
17738	Final versions of procedures supporting the space weather prediction function.	Destroy 7 years after the procedure is superseded
17739	Records documenting the development of procedures. Includes: <ul style="list-style-type: none"> • data collected from consultation with stakeholders • background research documents • draft procedures and associated comments. 	Destroy once procedures are approved and released

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
17740	Final versions of formal reports made to external scientific bodies such as the World Data Centre. [For periodic administrative reporting in relation to the agency's activities and performance, use STRATEGIC MANAGEMENT – Reporting. For consultancy reports, use SPACE WEATHER PREDICTION – External Consulting Services. For research reports, use SPACE WEATHER PREDICTION – Research.]	Retain as national archives
17741	Records documenting the development of all reports. Includes working papers, drafts and comments received.	Destroy when reference ceases

SPACE WEATHER PREDICTION

The function of producing predictions of space weather based on observations of the sun, the ionosphere and the earth. Includes: solar, ionospheric and geomagnetic observation; space weather predictions based on those observations; the giving of advice and external training to people, bodies and organisations that use high frequency (HF) radio systems; the development, promotion and sale of software; international collaboration; and external consulting services for the management of radio, geophysical and space systems.

For the development of specialised equipment and devices, use SCIENTIFIC RESEARCH.

Research

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

For the publication of research reports, use PUBLICATION – Production.

Entry	Description of records	Disposal action
17742	Records documenting the conduct of scientific research projects relating to space weather prediction. Includes proposals, findings and reports of research conducted or commissioned by the agency or undertaken in collaboration with other organisations. Also includes the Bray and Loughhead research project collection of records.	Retain as national archives

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
17743	Records documenting the review of standards, programs, processes or procedures relating to space weather prediction services. Includes: <ul style="list-style-type: none"> • documents establishing the review • findings • stakeholder comments on draft reports • final review reports. 	Destroy 5 years after last action

Solar Observation

The activity of conducting continuous optical and radio observations of the sun, collecting data, and analysing the data. Includes the recording of films showing the whole disc of the sun.

For the development of predictions based on the observations, including alerts and warnings, use SPACE WEATHER PREDICTION - Prediction services.

For periodic summary and forecast reports, use SPACE WEATHER PREDICTION – Reporting.

For the analysis of data, use SPACE WEATHER PREDICTION – Data Analysis.

For the acquisition of data, use SPACE WEATHER PREDICTION – Data Acquisition.

Entry	Description of records	Disposal action
17744	Records documenting the observation and recording of data relating to solar activity. Includes: <ul style="list-style-type: none"> • collated data • spectrographs • film recordings of the sun. 	Retain as national archives

SPACE WEATHER PREDICTION

The function of producing predictions of space weather based on observations of the sun, the ionosphere and the earth. Includes: solar, ionospheric and geomagnetic observation; space weather predictions based on those observations; the giving of advice and external training to people, bodies and organisations that use high frequency (HF) radio systems; the development, promotion and sale of software; international collaboration; and external consulting services for the management of radio, geophysical and space systems.

For the development of specialised equipment and devices, use SCIENTIFIC RESEARCH.

Training Services

The activities associated with providing external training by staff of the organisation to others. Includes education campaigns, lectures, courses, seminars and workshops.

For internal staff training use STAFF DEVELOPMENT - Training.

Entry	Description of records	Disposal action
17745	<p>Master sets of training material used for the delivery of training courses relating to the space weather prediction function.</p> <p>Includes:</p> <ul style="list-style-type: none"> • session plans • lecture notes • presentation material • participant handouts. <p>[For published training material, use PUBLICATION - Production.]</p>	Destroy 3 years after superseded
17746	<p>Records documenting the development of external training courses. Includes:</p> <ul style="list-style-type: none"> • consultations with requesting individual or organisation • draft versions of training material • research and background documents. 	Destroy 1 year after course completed
17747	<p>Records documenting administrative arrangements for the conduct and delivery of external training courses. Includes:</p> <ul style="list-style-type: none"> • training requests • participant registration forms • training confirmations • venue bookings • catering arrangements • equipment hire and set up. 	Destroy 7 years after last action
17748	<p>Records documenting the evaluation and assessment of training courses by participants, including feedback forms and surveys.</p>	Destroy 2 years after last action

SPACE WEATHER PREDICTION

The function of producing predictions of space weather based on observations of the sun, the ionosphere and the earth. Includes: solar, ionospheric and geomagnetic observation; space weather predictions based on those observations; the giving of advice and external training to people, bodies and organisations that use high frequency (HF) radio systems; the development, promotion and sale of software; international collaboration; and external consulting services for the management of radio, geophysical and space systems.

For the development of specialised equipment and devices, use SCIENTIFIC RESEARCH.

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.

For records documenting visits to the agency by important community representatives or by agency staff to community organisations to promote the image or services of the agency, use COMMUNITY RELATIONS – Visits.

For records documenting visits made by the Minister within Australia or overseas, by government officials to the agency or by agency staff to other government agencies, use GOVERNMENT RELATIONS – Visits.

Entry	Description of records	Disposal action
17725	Records documenting visits of international scientists or specialists to the agency in relation to the space weather prediction function. Includes: <ul style="list-style-type: none"> • invitations • approvals • itineraries and programs • acceptances • reports on visit outcomes • correspondence. 	Retain as national archives
17749	Records documenting the planning and coordination of other visits by external organisations or industry representatives to the agency or visits by agency staff to other organisations in relation to the space weather prediction function. Includes: <ul style="list-style-type: none"> • invitations • approvals • itineraries and programs • security arrangements • acceptances • information packs • appointment details • travel and accommodation arrangements • reports on visit outcomes • visit reports • correspondence. 	Destroy 7 years after last action

TOURISM

The function of developing policies and programs to foster the development of the tourism industry. Includes the development and implementation of long term strategies for tourism development; encouraging Australian and international partnerships and coordinating initiatives to optimise tourism employment and create a favourable environment for investment; the coordination across jurisdictions on tourism projects; the recognition of excellence in the tourism industry; and the provision of grants, sponsorships and funding.

Excludes the marketing of Australia overseas; the development of strategies to promote growth in the domestic tourism industry and encourage regional dispersal of international visitors; the attraction of major events to Australia; the growth of business tourism; the conduct of an expanded range of tourism research and analysis; and the analysis and dissemination of information on trends in global and domestic tourism.

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
17792	Final version of addresses relating to the tourism function made by the portfolio Minister or senior agency officers at major occasions such as peak industry association meetings or events to announce significant program initiatives. [For final versions of presentations given by portfolio Ministers and agency heads at government occasions, use GOVERNMENT RELATIONS – Addresses (presentations). For final versions of presentations given by portfolio Ministers and agency heads at other major public occasions, use COMMUNITY RELATIONS – Addresses (presentations).]	Retain as national archives
17793	Final versions of addresses delivered by the portfolio Minister or senior agency officers at minor occasions or of a minor nature, or addresses by other agency staff to promote or provide information relating to the tourism function.	Destroy 7 years after the presentation

Advice

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

For legal advice, use LEGAL SERVICES – Advice.

For advice on funding and grants, use TOURISM - Financial Assistance (Grants and Funding).

Entry	Description of records	Disposal action
17794	Records documenting the development or provision of policy advice or program strategy advice for the Minister or government agencies.	Retain as national archives

TOURISM

The function of developing policies and programs to foster the development of the tourism industry. Includes the development and implementation of long term strategies for tourism development; encouraging Australian and international partnerships and coordinating initiatives to optimise tourism employment and create a favourable environment for investment; the coordination across jurisdictions on tourism projects; the recognition of excellence in the tourism industry; and the provision of grants, sponsorships and funding.

Excludes the marketing of Australia overseas; the development of strategies to promote growth in the domestic tourism industry and encourage regional dispersal of international visitors; the attraction of major events to Australia; the growth of business tourism; the conduct of an expanded range of tourism research and analysis; and the analysis and dissemination of information on trends in global and domestic tourism.

Advice - Continued

Entry	Description of records	Disposal action
18439	<p>Records documenting routine advice that is not of a controversial nature for the agency or industry. Such advice would include routine clarification of program requirements to industry. Includes:</p> <ul style="list-style-type: none"> • requests for advice • background information • annotated drafts • final version of advice. <p>Excludes policy advice or program strategy advice provided to the Minister or government agencies.</p>	Destroy 7 years after action completed

Agreements

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

For grant and funding agreements, use TOURISM – Financial Assistance (Grants and Funding).

Entry	Description of records	Disposal action
17795	<p>Records documenting the negotiation, establishment, maintenance and review of significant, high-level or controversial agreements made between the Commonwealth and States, Territories, private domestic or international parties and relating to the tourism function. Includes:</p> <ul style="list-style-type: none"> • negotiations and consultations • meeting notes • expert opinions • recommendations and decisions • stakeholder comments • drafts • final signed agreements. 	Retain as national archives

TOURISM

The function of developing policies and programs to foster the development of the tourism industry. Includes the development and implementation of long term strategies for tourism development; encouraging Australian and international partnerships and coordinating initiatives to optimise tourism employment and create a favourable environment for investment; the coordination across jurisdictions on tourism projects; the recognition of excellence in the tourism industry; and the provision of grants, sponsorships and funding.

Excludes the marketing of Australia overseas; the development of strategies to promote growth in the domestic tourism industry and encourage regional dispersal of international visitors; the attraction of major events to Australia; the growth of business tourism; the conduct of an expanded range of tourism research and analysis; and the analysis and dissemination of information on trends in global and domestic tourism.

Agreements - Continued

Entry	Description of records	Disposal action
17796	Records documenting the negotiation, establishment, maintenance and review of routine agreements relating to the tourism function such as memorandum of understanding for the joint coordination of events. Includes: <ul style="list-style-type: none"> • negotiations and consultations • meeting notes • expert opinions • recommendations and decisions • stakeholder comments • drafts • final signed agreements. 	Destroy 7 years after expiry or other termination of the agreement

Committees

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

For audit committees, use STRATEGIC MANAGEMENT - Committees.

Entry	Description of records	Disposal action
17797	Records of committees, including task forces and ministerial councils, relating to the tourism function, where the agency provides Secretariat support or is the Commonwealth's main representative such as: <ul style="list-style-type: none"> • those established by the Minister with strategic industry leadership participation to oversee action agenda development and implementation; • State, Territory or private sector run committees on which the agency is the main Commonwealth/government representative, or plays a significant role. Includes: <ul style="list-style-type: none"> • documents establishing the committee • agendas • final versions of minutes • reports and supporting documentation. 	Retain as national archives

TOURISM

The function of developing policies and programs to foster the development of the tourism industry. Includes the development and implementation of long term strategies for tourism development; encouraging Australian and international partnerships and coordinating initiatives to optimise tourism employment and create a favourable environment for investment; the coordination across jurisdictions on tourism projects; the recognition of excellence in the tourism industry; and the provision of grants, sponsorships and funding.

Excludes the marketing of Australia overseas; the development of strategies to promote growth in the domestic tourism industry and encourage regional dispersal of international visitors; the attraction of major events to Australia; the growth of business tourism; the conduct of an expanded range of tourism research and analysis; and the analysis and dissemination of information on trends in global and domestic tourism.

Committees - Continued

Entry	Description of records	Disposal action
17798	Records of committees relating to the tourism function where the agency does not provide the Secretariat, is not the Commonwealth's main representative, or does not play a significant role. Includes: <ul style="list-style-type: none"> • agendas • minutes • reports and supporting documents. 	Destroy 7 years after action completed
17799	Records documenting the administration of committees relating to the tourism function. Includes: <ul style="list-style-type: none"> • notice of meetings • draft minutes • venue bookings • catering arrangements • details of member remuneration. [For financial transaction records associated with committee administration, use FINANCIAL MANAGEMENT.]	Destroy 7 years after action completed

Conferences

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

Entry	Description of records	Disposal action
17800	Final versions of the programs, proceedings, and presentations for industry conferences organised by the agency. Includes conferences organised to discuss industry reform. [For published agency conference proceedings, use PUBLICATION.]	Destroy 15 years after action completed
17801	Records documenting the administrative arrangements for industry conferences organised by the agency. Includes: <ul style="list-style-type: none"> • publicity, advertising and sponsorship • speaker arrangements • registrations • venue, catering and equipment bookings. 	Destroy 7 years after action completed
17802	Participants' reports on attendance at conferences arranged by other organisations.	Destroy 3 years after action completed

TOURISM

The function of developing policies and programs to foster the development of the tourism industry. Includes the development and implementation of long term strategies for tourism development; encouraging Australian and international partnerships and coordinating initiatives to optimise tourism employment and create a favourable environment for investment; the coordination across jurisdictions on tourism projects; the recognition of excellence in the tourism industry; and the provision of grants, sponsorships and funding.

Excludes the marketing of Australia overseas; the development of strategies to promote growth in the domestic tourism industry and encourage regional dispersal of international visitors; the attraction of major events to Australia; the growth of business tourism; the conduct of an expanded range of tourism research and analysis; and the analysis and dissemination of information on trends in global and domestic tourism.

Conferences - Continued

Entry	Description of records	Disposal action
17803	Records documenting the attendance of staff at conferences arranged by other organisations. Includes the completed conference registration forms, programs and conference promotion material.	Destroy when reference ceases

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
17804	Final reports documenting the outcomes of evaluation, analysis and assessment of potential or existing initiatives, programs and services relating to the tourism function. Includes action agenda evaluation reports and program performance statements.	Retain as national archives
17805	Records documenting the planning and conduct of evaluation into initiatives, programs and services relating to the tourism function. Includes: <ul style="list-style-type: none"> • project plans • evaluation criteria • survey instruments • data collected from consultation with stakeholders • data/systems analysis • draft reports containing associated comments and evaluation results. 	Destroy 10 years after last action

TOURISM

The function of developing policies and programs to foster the development of the tourism industry. Includes the development and implementation of long term strategies for tourism development; encouraging Australian and international partnerships and coordinating initiatives to optimise tourism employment and create a favourable environment for investment; the coordination across jurisdictions on tourism projects; the recognition of excellence in the tourism industry; and the provision of grants, sponsorships and funding.

Excludes the marketing of Australia overseas; the development of strategies to promote growth in the domestic tourism industry and encourage regional dispersal of international visitors; the attraction of major events to Australia; the growth of business tourism; the conduct of an expanded range of tourism research and analysis; and the analysis and dissemination of information on trends in global and domestic tourism.

Financial Assistance (Grants and Funding)

The activity of providing financial assistance to other organisations. Includes the provision of grants to support designated activities and achieve aims and objectives that are consistent with Government policy and funding, including subsidies, given or otherwise provided as part of a State or Territory and Commonwealth funding agreement. Also includes the evaluation of applications and the preparation of agreements relating to the provision of the grants and funds.

For the development of the agency's tourism grants program, use TOURISM – Planning.

For the development of inter-agency memorandum of understanding in relation to jointly fund programs, use TOURISM - Agreements.

For the handling of complaints in relation to tourism grant and funding decisions, use TOURISM – Public Reaction.

Entry	Description of records	Disposal action
17806	<p>Records documenting the receipt, assessment and approval of successful grant and funding applications relating to the tourism function that have far-reaching social, health, industry, economic, national or international implications or have been the subject of widespread public debate or controversy.</p> <p>Records include:</p> <ul style="list-style-type: none"> • initial inquiry forms and advice regarding grants and financial assistance • applications • letters of commitment • assessment reports and recommendations • authorisations • progress reports from recipients • final acquittal reports • financial statements • correspondence • grant/funding agreement/contract • compliance audit/visit reports. 	Retain as national archives

TOURISM

The function of developing policies and programs to foster the development of the tourism industry. Includes the development and implementation of long term strategies for tourism development; encouraging Australian and international partnerships and coordinating initiatives to optimise tourism employment and create a favourable environment for investment; the coordination across jurisdictions on tourism projects; the recognition of excellence in the tourism industry; and the provision of grants, sponsorships and funding.

Excludes the marketing of Australia overseas; the development of strategies to promote growth in the domestic tourism industry and encourage regional dispersal of international visitors; the attraction of major events to Australia; the growth of business tourism; the conduct of an expanded range of tourism research and analysis; and the analysis and dissemination of information on trends in global and domestic tourism.

Financial Assistance (Grants and Funding) - Continued

Entry	Description of records	Disposal action
17807	<p>Records documenting the receipt, assessment and approval of successful applications for financial assistance relating to the tourism function that DO NOT have far-reaching social, health, industry, economic, national or international implications and have NOT been the subject of widespread public debate or controversy. Records include:</p> <ul style="list-style-type: none"> • initial inquiry forms and advice regarding grants • applications • letters of commitment • assessment reports and recommendations • authorisations • progress reports from recipients • final acquittal reports • financial statements • correspondence • grant/funding agreement/contract • compliance audit/visit reports. <p>[For records documenting the development of the agency's grants program, TOURISM – Planning.</p> <p>For records documenting inter-agency memorandum of understanding to jointly fund programs, use TOURISM - Agreements.]</p>	Destroy 10 years after last action
17808	Records documenting the receipt and assessment of unsuccessful grant applications relating to the tourism function. Includes withdrawn applications.	Destroy 7 years after last action

TOURISM

The function of developing policies and programs to foster the development of the tourism industry. Includes the development and implementation of long term strategies for tourism development; encouraging Australian and international partnerships and coordinating initiatives to optimise tourism employment and create a favourable environment for investment; the coordination across jurisdictions on tourism projects; the recognition of excellence in the tourism industry; and the provision of grants, sponsorships and funding.

Excludes the marketing of Australia overseas; the development of strategies to promote growth in the domestic tourism industry and encourage regional dispersal of international visitors; the attraction of major events to Australia; the growth of business tourism; the conduct of an expanded range of tourism research and analysis; and the analysis and dissemination of information on trends in global and domestic tourism.

Government Liaison

The activities associated with maintaining regular general contact between the organisation and other government agencies. Includes sharing informal advice and discussions and collaborating on projects that are not joint ventures.

For policy advice or program strategy advice provided to the Minister or government agencies, use TOURISM – Advice.

For liaison with non-government agencies, use TOURISM - Liaison.

Entry	Description of records	Disposal action
17809	<p>Records documenting routine liaison with other government agencies and relating to the tourism function. Includes records of contact such as file notes on informal advice and discussions, routine correspondence, and contact lists.</p> <p>[For records documenting advice, other than policy advice or program strategy advice, to government agencies, use GOVERNMENT RELATIONS – Advice.</p> <p>For records of government committees, use TOURISM – Committees.</p> <p>For records documenting liaison with government agencies in relation to the management of agreements, use TOURISM – Agreements.</p> <p>For records documenting liaison with government agencies in relation to program development matters, use TOURISM – Planning.</p> <p>For records documenting liaison with government agencies in relation to the development of legislation, use TOURISM – Legislation.</p> <p>For periodic and statistical reports provided to government agencies in relation to tourism matters, use TOURISM – Reporting.</p> <p>For records documenting government relations that are NOT regular ongoing contact covered by other functions, use GOVERNMENT RELATIONS.]</p>	Destroy 7 years after last action

TOURISM

The function of developing policies and programs to foster the development of the tourism industry. Includes the development and implementation of long term strategies for tourism development; encouraging Australian and international partnerships and coordinating initiatives to optimise tourism employment and create a favourable environment for investment; the coordination across jurisdictions on tourism projects; the recognition of excellence in the tourism industry; and the provision of grants, sponsorships and funding.

Excludes the marketing of Australia overseas; the development of strategies to promote growth in the domestic tourism industry and encourage regional dispersal of international visitors; the attraction of major events to Australia; the growth of business tourism; the conduct of an expanded range of tourism research and analysis; and the analysis and dissemination of information on trends in global and domestic tourism.

Industry Policy

The activities associated with developing and establishing decisions, directions, and precedents to support and facilitate the development and growth of, and innovation in, Australian industry and small business.

For the development of internal policies, use TOURISM - Policy.

For policy advice or program strategy advice provided to the Minister, or Parliament, or government agencies, use TOURISM - Advice.

For the planning of tourism programs resulting from adopted industry policies, use TOURISM - Planning.

Entry	Description of records	Disposal action
17810	<p>Records documenting the development of tourism industry policies and program strategies by the agency. Includes:</p> <ul style="list-style-type: none"> • new policy proposals • national strategies and statements such as the tourism white paper and national tourism strategy • consultation with external stakeholders undertaken during the development of policy. <p>[For records documenting formal industry research that could impact on the development of new policies and programs, use TOURISM – Research.</p> <p>For records documenting the development of industry risk response strategies, use TOURISM – Risk Management.]</p>	Retain as national archives

Legislation

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

For the preparation and passage of legislation through Parliament, including drafting instructions, use GOVERNMENT RELATIONS – Legislation.

Entry	Description of records	Disposal action
17811	<p>Records documenting the development and amendment of legislation, including subsidiary regulations and disallowable instruments, for the tourism function. Includes:</p> <ul style="list-style-type: none"> • proposals • external stakeholder consultation • risk assessments • regulatory impact statements • final draft amendments. 	Retain as national archives

TOURISM

The function of developing policies and programs to foster the development of the tourism industry. Includes the development and implementation of long term strategies for tourism development; encouraging Australian and international partnerships and coordinating initiatives to optimise tourism employment and create a favourable environment for investment; the coordination across jurisdictions on tourism projects; the recognition of excellence in the tourism industry; and the provision of grants, sponsorships and funding.

Excludes the marketing of Australia overseas; the development of strategies to promote growth in the domestic tourism industry and encourage regional dispersal of international visitors; the attraction of major events to Australia; the growth of business tourism; the conduct of an expanded range of tourism research and analysis; and the analysis and dissemination of information on trends in global and domestic tourism.

Legislation - Continued

Entry	Description of records	Disposal action
17812	Records documenting the initial internal preparation of legislation related to the tourism function. Records include: <ul style="list-style-type: none"> • working papers • background research • rough drafts • internal commentary. 	Destroy 10 years after last action

Liaison

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

For the provision of formal advice, use TOURISM - Advice.

Entry	Description of records	Disposal action
17813	Records documenting routine liaison with external stakeholders relating to the tourism function. Includes records of contact such as file notes and correspondence and contact lists. [For liaison with government agencies, use TOURISM - Government Liaison. For records documenting liaison with stakeholders during tourism industry policy development, use TOURISM – Industry Policy. For records documenting liaison with stakeholders in relation to program development matters, use TOURISM – Planning. For records documenting liaison with stakeholders in relation to the development of legislation, use TOURISM – Legislation.]	Destroy 7 years after action completed

TOURISM

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Licensing

The activities associated with issuing a document, contract or agreement giving permission for an individual or entity to do something, or to apply something, with the objective of commercial gain. Includes the revoking or transferring of licences and the maintenance of a register of titles and authorities.

For agreements relating to tourism programs, including international memorandum of understanding, use TOURISM – Agreements.

Entry	Description of records	Disposal action
17814	Records documenting the development, review and amendment of tourism codes and standards including the licensing and monitoring of approved destination operators. Includes: <ul style="list-style-type: none"> • feedback from stakeholders • approvals • final versions. 	Retain as national archives
17815	Records documenting the review, development and amendment of tourism codes and standards. Includes proposals, drafts and working papers.	Destroy 2 years after the release of the final version
17816	Records documenting the licensing of tour operators in relation to approved destination schemes. Includes: <ul style="list-style-type: none"> • applications • recommendations to the Minister and industry consultative groups • Minister's final recommendation • notification to applicants regarding outcomes, including grounds for refusal of licences • outcomes of compliance monitoring • records of action taken in relation to breaches (eg licence suspensions). 	Destroy 7 years after last action

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Planning

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

For tourism industry policy and strategy development and review, use TOURISM – Industry Policy.

Entry	Description of records	Disposal action
17817	<p>Records documenting the design, development, and establishment of programs and schemes relating to the tourism function that have far-reaching social, health, industry, economic, national or international implications or have been the subject of widespread public debate or controversy. Includes:</p> <ul style="list-style-type: none"> • background research and information • consultations with stakeholders • submissions from stakeholders • assessment and selection of action agenda • draft program outlines and objectives • evaluation of program pilots • risk assessments • feedback and comments • final versions of programs and schemes • program participants' contact details • program reports • program implementation action plans. <p>[For action agenda annual status reports and implementation progress reports, use TOURISM– Reporting.</p> <p>For strategic advice provided to the Minister or government on action agendas use TOURISM – Advice.</p> <p>For records documenting the development of industry guidelines, use TOURISM - Procedures.</p> <p>For records documenting the development of industry risk response strategies, use TOURISM – Risk Management.</p> <p>For records documenting the evaluation of programs to determine their performance and ongoing viability, including recommendations to terminate programs, use TOURISM – Evaluation.</p> <p>For records documenting legislative amendments affecting industry program, use TOURISM – Legislation.</p> <p>For records documenting inter-agency memorandum of understanding to jointly fund programs, use TOURISM - Agreements.]</p>	Retain as national archives

TOURISM

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Planning - Continued

Entry	Description of records	Disposal action
17818	<p>Records documenting the design, development, and establishment of programs and schemes relating to the tourism function that DO NOT have far-reaching social, health, industry, economic, national or international implications and have NOT been the subject of widespread public debate or controversy. Includes:</p> <ul style="list-style-type: none"> • background research and information • consultations with stakeholders • submissions from stakeholders • assessment and selection of action agenda • draft program outlines and objectives • evaluation of program pilots • risk assessments • feedback and comments • final versions of programs and schemes • program participants' contact details • program reports. 	<p>Destroy 10 years after termination of the program (including all predecessor or successor names of the program) or after all obligations associated with the program are fulfilled, whichever is the later</p>
17819	<p>Final versions of routine work plans relating to the tourism function.</p>	<p>Destroy 1 year after last action</p>
17820	<p>Records documenting the development of plans, including drafts, comments and background research.</p>	<p>Destroy when reference ceases</p>

TOURISM

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Policy

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

For the development and establishment of decisions, directions, and precedents to support and facilitate the development and growth of the Australian tourism industry, use TOURISM - Industry Policy.

For the development of government industry policy, excluding policy advice or program strategy advice provided to the Minister or government agencies, use TOURISM - Industry Policy.

For policy advice or program strategy advice provided to the Minister or government agencies, use TOURISM - Advice.

Entry	Description of records	Disposal action
17821	Final versions of the agency's internal policies relating to the tourism function	Destroy 2 years after the policy is superseded
17822	Records documenting the development of the agency's internal policies, including drafts, comments and background research.	Destroy when reference ceases

Procedures

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

For records documenting the production and dissemination of published industry procedures and guidelines, use PUBLICATION - Production.

For records documenting the development of industry guidelines that are regarded as disallowable instruments under legislation, use TOURISM - Legislation.

Entry	Description of records	Disposal action
17823	Final version of program procedures and guidelines relating to the tourism function.	Destroy 7 years after procedures are superseded

TOURISM

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Procedures - Continued

Entry	Description of records	Disposal action
17824	Records documenting the development of program procedures and guidelines relating to the tourism function. Includes: <ul style="list-style-type: none"> • procedure requirements, including scope, and jurisdiction • project plan • background research papers, eg information gathered on statutory requirements, standards, professional codes of practice and guidelines • stakeholder consultation notes • draft procedures and associated feedback/comments • approval for procedures. 	Destroy 7 years after procedures are approved and released
17825	Final versions of other internal operational procedures.	Destroy 2 years after the procedures are superseded
17826	Records documenting the development of internal operational procedures.	Destroy when reference ceases

Public Reaction

The process of handling public reaction to an organisation's policies or services. Includes anonymous letters, letters of complaint and letters of congratulations or appreciation received from the public.

For records documenting the handling of complaints through Ministerial representations, use GOVERNMENT RELATIONS – Representations.

For records documenting public complaints regarding the agency in general, use COMMUNITY RELATIONS – Public Reaction.

Entry	Description of records	Disposal action
17827	Records documenting public reaction to strategies, programs, decisions and policies relating to the tourism function. Includes agency responses.	Destroy 7 years after last action

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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 formal reporting to Cabinet on the implementation of government initiatives such as industry programs, use GOVERNMENT RELATIONS - Reporting.

For reports of research conducted or commissioned by the agency, use TOURISM - Research.

For published reports, use PUBLICATIONS - Production.

For corporate administration reports such as business unit performance reports, use STRATEGIC MANAGEMENT - Reporting.

Entry	Description of records	Disposal action
17828	Final version of reports made to external bodies such as tourism industry councils. Includes annual progress reporting against industry strategies and white papers.	Retain as national archives
17829	Final version of internal reports relating to the tourism function.	Destroy 7 years after action completed
17830	Records documenting the development of reports. Includes: <ul style="list-style-type: none"> • background research documents • internal consultation/feedback • major annotated drafts containing comments received. 	Destroy 7 years after report finalised

TOURISM

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Research

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

For the establishment and maintenance of co-operative research partnership agreements, use TOURISM – Agreements.

For the publication of research reports, use PUBLICATION.

For research undertaken as part of legislation development and amendment of legislation, use TOURISM – Legislation.

For research undertaken to evaluate programs and services, use TOURISM – Evaluation.

For research undertaken during the development of industry policy, use TOURISM – Industry Policy.

Entry	Description of records	Disposal action
17831	Records documenting the conduct of formal research projects either conducted or commissioned by the agency or undertaken in collaboration with other organisations, relating to the tourism function. Includes: <ul style="list-style-type: none"> • analyses and interpretation of findings • proposals • final reports. 	Retain as national archives
18679	Records documenting the management of formal research projects relating to the tourism function. Includes: <ul style="list-style-type: none"> • approvals • resource allocation • raw data or survey results collected by the agency • processed or interpreted data. 	Destroy 7 years after last action

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Risk Management

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

For risk assessments of industry policy, use TOURISM – Industry Policy.

For risk assessments of legislation, use TOURISM – Legislation.

For risk assessments of programs, use TOURISM – Planning.

Entry	Description of records	Disposal action
17832	Records documenting the assessment of major risks such as terrorism, viruses, and economic downturns that could have significant consequences for the tourism industry in Australia. Includes research into risks and final risk management and response plans.	Retain as national archives

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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.

For customer visits undertaken in relation to the administration of grants, use TOURISM – Financial Assistance (Grants and Funding).

Entry	Description of records	Disposal action
17833	<p>Records documenting visits to the agency by officials, and visits by the Minister and agency staff undertaken in relation to the tourism function. Includes:</p> <ul style="list-style-type: none"> • visit plans and itineraries • timetables and programs • security arrangements • appointment details • liaison with relevant stakeholders • post-visit report. <p>[For records documenting visits to the agency by important community representatives or by agency staff to community organisations to promote the image or services of the agency, use COMMUNITY RELATIONS – Visits.</p> <p>For records documenting visits made by the Minister within Australia or overseas, by government VIPs to the agency or by agency staff to other government agencies, use GOVERNMENT RELATIONS – Visits.</p> <p>For records of attendance at conferences, use TOURISM - Conferences.</p> <p>For records of staff travel arrangements, use PERSONNEL – Arrangements.]</p>	Destroy 7 years after last action