

GENERAL DISPOSAL AUTHORITY FOR LOCAL GOVERNMENT RECORDS

State Records Office of Western Australia

**General Disposal Authority
for
Local Government Records
RD 2010046**

This GDALG supersedes the previous edition of the GDALG (RD 99004)

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INTRODUCTION

1. The General Disposal Authority for Local Government Records (the GDALG)

The GDALG (RD 2010046), having been approved by the State Records Commission on the recommendation of the State Records Advisory Committee, is the official and continuing authority for the disposal of local government records within Western Australia.

This GDALG covers records common to most local government authorities in Western Australia, thereby providing consistent disposal decisions throughout local government and eliminating the necessity for each local government to prepare a disposal authority for its records.

Under the *State Records Act 2000* (the Act), every State and local government organization must have a Recordkeeping Plan (RKP) approved by the State Records Commission. For local government authorities, including Regional Councils, this GDALG is the retention and disposal component of the RKP, as required under section 16(3) (a – c) of the Act.

1.1 Acknowledgements

The State Records Commission and the State Records Office would like to thank members of the General Disposal Authority for Local Government Records Working Group for their commitment to the review of the GDALG. The Working Group met throughout 2009/10 and contributed valuable knowledge and expertise to the development of the revised GDALG. Those who contributed were:

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Contributions to the 1999 version have been acknowledged in the introduction to that edition.

2 The GDALG

2.1 Purpose of the GDALG

This GDALG is a management tool for identifying and determining the retention and disposal of records created or received and managed by local government authorities, including Regional Councils. It contains valuable information and guidance to local governments with respect to the categories of records they manage. It is therefore an important business tool and assists to guide compliance with legal obligations.

The aims of the GDALG are to:

- Identify records which are worth preserving permanently as State archives and which will be transferred to the State Records Office of WA (the SRO);
- Prevent the premature destruction of records which need to be retained for a specific period to satisfy legal, financial and other requirements of public administration; and
- Authorize the destruction of those records not required for permanent retention.

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2.2 Scope of the GDALG

This GDALG supersedes the previous edition of the GDALG (RD 99004). Records sentenced under the previous GDALG which are still in the custody of a local government authority are NOT to be resentenced **unless the retention and disposal action has changed**. Please refer to the SRO Guideline *Resentencing Records* and Appendix A for a list of records that require resentencing.

The GDALG applies to records in all formats (see section 4 of the Introduction).

Any categories of records described in the GDALG created before 1920 should be referred to the SRO for further appraisal before any disposal action. State records should be appraised for their ongoing value in accordance with SRC Standard 3 – Appraisal of records.

2.3 Revision of the GDALG

The SRO, in conjunction with local government authorities, will review the structure, content and use of the GDALG within five years of its approval date.

If any record categories are found, for example arising from a new function or new record type, and are not referred to in the GDALG, **they must not be destroyed**. No such records are to be destroyed until approval is obtained from the State Records Commission to amend the GDALG. Any unauthorized destruction of records is an offence under section 78 of the Act.

3 Recordkeeping Environment

Local government authorities create, receive and maintain a variety of records to fulfil statutory, business and accountability requirements.

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3.1 Legislation

The retention and disposal of local government records falls primarily under the provisions of the Act. Local government authorities wholly or partly administer a range of legislation in the conduct of their business. Each local government authority's RKP is to contain details about legislation, including Local Laws, affecting recordkeeping.

3.2 Elected Members' Records

Records created or received in the course of Elected Members' local government duties that fall within the ambit of the State Records Commission Policy on Local Government Elected Members (2009) are government records and as such are subject to the same legislative requirements as any other government record. This policy is available at <http://www.sro.wa.gov.au/src/LGElectedMembersRecords.asp>

3.3 Freedom of Information (FOI)

The *Freedom of Information Act 1992* (FOI Act) prescribes rights and procedures for access to documents held by government organizations. If a request for access under the FOI Act has been lodged, all records relevant to the request must be identified and preserved until action on the request and on any subsequent reviews by the Information Commissioner or the Supreme Court are completed. This applies regardless of whether the records in question are due for destruction.

FOI requests that are identified as State archives must contain copies of the records that were the subject of the requests.

3.4 Investigations and Inquiries

If an Investigation or Inquiry is in progress (or likely or imminent), all records relevant to the Investigation or Inquiry must be identified and preserved until the action and subsequent actions are completed.

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3.5 Publications produced by local government authorities

Premier's Circular No. 2003/17, *Requirements for Western Australian Government Publications and Library Collections* requires that:

"Copies of all publications produced by public sector agencies and statutory authorities are to be deposited with the State Library of Western Australia and the National Library of Australia."

The Premier's Circular does not directly apply to local government authorities, however, for the collection of the published documentary heritage of WA, four (4) copies of local government authority publications should be sent to the State Library of Western Australia and one (1) copy to the National Library of Australia.

3.6 Records Relating to Aboriginal People

3.6.1 Premier's Circular 2003/02

The Premier's Circular to Ministers No. 2003/02 requires that:

"records relating to Indigenous individuals, families or communities or to any children, Indigenous or otherwise, removed from their families for any reason, whether held by government or non-government agencies, be brought to the attention of the Family Information Records Bureau (FIRB) and reflected in agency Recordkeeping Plans"

Local government authorities should identify whether they hold records that fall within the ambit of the Premier's Circular and notify the FIRB accordingly.

3.6.2 State Records Act 2000 – Section 76

Local government authorities are to identify whether they hold any records that fall under section 76 of the Act. If records are identified, or if clarification is required, the local government authority is to consult the SRO.

4 Organization's Records

4.1 Electronic Records

An electronic record is any record communicated and/or maintained by means of electronic equipment along with associated metadata (e.g. directory trees, indices, document properties, and software information such as executable files relating to the software and data files necessary in order to run the software program) to give meaning to the record.

Electronic records must be appraised in the same way as paper-based records. Electronic records are subject to the provisions of this GDALG in the same way as paper files, cards and microforms.

Depending on a local government's information technology framework, information held in electronic form may be kept on-line in the current database form, or in an electronic records and document management system, or on backup media such as magnetic tapes or disks. If there is no facility in place (such as an electronic records and document management system) to manage information held in electronic form, then electronic records are to be managed as hard copy records (*i.e.* printed out as necessary) and attached to appropriate files.

With the fragility of the media (magnetic tape, disks, optical disks etc) on which electronic records are stored, and the frequent introduction of new hardware and software, special care must be taken to ensure the preservation of the electronic records for as long as they are required. Local governments are responsible for ensuring that electronic records are accessible for the full retention period and for managing the migration process to new hardware and software platforms whenever these are upgraded. If electronic records have archival value, individual local governments are responsible for maintaining those records so that they will be accessible for all time.

Electronic records must be managed in accordance with *State Records Commission Standard 8: Digital Recordkeeping*.

State archives in electronic format must be retained by the local government in accordance with *Public Records Policy: 8 – Policy for the ongoing management of electronic records designated as having archival value*, until the SRO advises otherwise.

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4.1.1 Databases

Many local governments will create and manage databases for functional or administrative purposes. Generally such databases, particularly those employed for administrative purposes (including those used for financial management or accounting purposes), will be maintained with the intention of holding current data, with historical data being amended, overwritten or deleted.

If there is a business or evidential requirement for certain types of data to be retained within databases, then this data must be retained for as long as it is required in accordance with this GDALG. The data may either be retained in the database, or (if required for reasons of system or storage efficiency) in an alternative format, such as hard copy, magnetic storage, nearline storage or optical storage.

Local governments are to ensure that processes are in place (such as organization policies and procedures) to ensure data integrity and to regulate the retention and disposal of data in databases in accordance with the subject or transaction to which the data relates. Consequently, local governments will need to ensure the data is successfully migrated to new hardware and software platforms whenever these are upgraded. For further information please refer to *State Records Commission Standard 8: Digital Recordkeeping*.

4.1.2. Websites (Internet and Intranet)

Most local governments create and maintain web sites (internet or intranet sites), which can contain informational and/or transactional web pages. Local governments are to identify the components of websites and ensure that processes are in place to capture and maintain relevant records and associated metadata for as long as they are required, as well as providing adequate audit trails.

Various methods may be employed in accordance with the type of records, in capturing and preserving web-based resources and records of web-based activity. These include, but are not limited to:

- “snapshot” pictures taken at regular intervals;
- copying the website with each significant change;
- keeping copies of web pages that are new or have been changed; and
- maintaining a log of changes to the website.

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For further information on better practice management of government websites please see the Public Sector Commission's *Website Governance Framework*.

4.1.3 Web 2.0 Applications

Many organizations are now using 'web 2.0' applications to communicate with internal and external clients. Such technologies include blogs, instant messaging services, file sharing applications, collaborative tools and wikis, and social networking applications like Twitter, Facebook etc.

Government organizations must be aware that **all messages created on these applications are State records**, which must be captured, managed and disposed of in accordance with legislative requirements.

The capability to capture and preserve records must be considered when 'web 2.0' applications, or similar, are being used or proposed for use within an organization. Such applications must be integrated with recordkeeping programs to ensure that business records are captured. Refer to SRO Guideline: *Management of digital records* for additional information.

4.2 Photographs and Audiovisual Records

Audiovisual records (including photographs, videotapes, films, and audio tapes) are to be treated in the same manner as any other record format, and are to be sentenced in accordance with the subject matter to which they relate.

The content of audiovisual material must be identifiable. For example, people, places, events and dates depicted in photographs must be identified as far as possible.

The sentencing of audiovisual records must be considered in relation to:

- Their subject matter; and
- Documentary material that relates to their creation and use.

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A photograph, cassette tape or other audiovisual record should be viewed as part of a larger set of records, that is, those records that document why it was taken and how it was used. Disposition of audiovisual material must be consistent with these records.

Local governments should note that correct handling and care of audiovisual materials is necessary to preserve them for as long as they are required. The SRO may be contacted for advice on protecting and handling the various formats.

4.3 Reproductions of records

4.3.1 Duplicates or Copies of State Records

Duplicates or copies of records are defined as exact copies of original records, that is, where no annotations have been made and where the original record forms part of the local government's recordkeeping system. Such records may be destroyed once the originals have been captured into the recordkeeping system and when they are no longer needed for reference purposes.

Local governments may also choose to either microfilm or digitize records with a view to keeping the microfilm or digitised format as the master record.

Local governments are advised that backup tapes should be retained and re-used or destroyed in accordance with the local government's risk management policies, procedures and Recordkeeping Plan.

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4.3.2 Destruction of source records that have been successfully digitized

The *General Disposal Authority for Source Records* (GDAS) authorizes, under certain conditions, the destruction of source records that have been successfully digitized. Source records must be digitized in accordance with the digitization specifications set out within the GDAS. The digitised record must then be retained for the period specified in this GDALG. For more information refer to the *GDAS* http://www.sro.wa.gov.au/government/documents/GDA_SourceRecords.pdf.

4.3.3 Destruction of records that have been microfilmed

Local government archival value records that have been microfilmed by the SRO to approved ISO and Australian Standards may be destroyed in accordance with this GDALG. Local governments interested in this service must apply to the SRO, using the relevant form, available on the SRO website at <http://www.sro.wa.gov.au/pdfs/gaamp-appform.pdf>

Local governments may microfilm records which have a temporary value. However, a case-by-case series-based approval is required to destroy original records following microfilming if those original records are not to be retained for the minimum period specified in this GDALG.

4.4 Restricted Access Archives

A restricted access archive is “a *State archive that is a government record and to which access is restricted until it is of a certain age*”.

Local governments are to consult with the SRO if restricted access to State archives is being considered. If it is determined that certain categories of State archives are to be restricted, a local government is to identify these archives in its Recordkeeping Plan, including the reasons for restriction and the period of restriction. The State Records Commission is the approving body for restricted access applications. See *SRC Standard 4 – Restricted Access Archives* for further information.

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4.5 Transfer of State Archives

Section 32(1) of the Act requires that government organizations must transfer their State archives to the SRO when the archives become 25 years old, unless otherwise specified in their approved Recordkeeping Plan.

Local governments are to consult with the SRO if they intend to retain custody of archival records for longer than 25 years. If it is determined that certain State archives are not to be transferred, a local government is to identify these archives in its Recordkeeping Plan, including the reasons for not transferring, whether they will be transferred at another time or will never be transferred to the SRO. See *SRC Standard 5 – Compulsory Transfer of Archives* and *SRC Standard 7 – Storage of State archives retained by State organizations through an approved Recordkeeping Plan*.

4.6 Amalgamations and Separations of Local Governments

In the event of two or more local governments being amalgamated, it is vital that these organizations' records be maintained as evidence of their existence and accountable practices. To enable ease of access as well as maintain the integrity of those records, records of the subsumed organization or organizations (where the original organization will cease to exist) should be transferred into the custody of the new local government. The original series of records must be retained so that no alterations can be made, and should be retained as distinct from the records that document the ongoing activities of the new local government.

In cases where a local government is separated into two or more new organizations, the SRO should be contacted for advice on managing custody arrangements for the records of the original local government.

5 USE OF THE GDALG

5.1 Arrangement of the GDALG

This GDALG applies to local government records in all formats that are created or received by Western Australian local governments.

The GDALG has been divided into two parts:

Part A covers Ephemeral records.

Part B covers categories of records relating to activity based transactions.

Part B is divided into categories, or classes, of records relating to specific business activities. In contrast to the previous edition of this GDALG (RD99004), keywords have been used only where necessary to ensure that the GDALG focuses on the business activity and therefore has the broadest possible applicability across local government.

5.2 Significant Records

In this GDALG, each category of records has usually been assigned one Disposal Action (for example, “Archive” or “Destroy”). However, in several cases it has been considered appropriate to split a category of records into two, such that some of the records within a category are “Archive” and some are “Destroy”.

In these cases the term “Significant” has been used to identify records of archival value and the term “Other” has been used to identify records that may be destroyed.

The criteria for determining which records are “Significant” records (*i.e.* having archival value) within a category are:

- affect the whole-of-local government function; or
- concern or affect local government authority executive activity; or

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- concern major liabilities or obligations of the local government authority and/or the State; or
- relate to the development of legislation, regulations, local laws or policy; or
- otherwise (significantly) impact or affect the local government authority's functions or structure e.g. proposed changes to organizational functions, amalgamations of local governments; or
- were precedent setting; or
- involved substantial community debate or controversy; or
- generated wide community interest; or
- caused major changes to local government authority policy; or
- involved items or property considered to have cultural heritage significance; or
- relate to historical or major community events or occasions e.g. centenary.

The value of records may change over time. In assessing records that have reached their minimum retention period and are due for destruction, officers should consider those that may have potential business or historical value, for possible further retention or archiving. Records that appear to be of interest as archival records should be referred to the SRO for review and evaluation.

5.3 Disposal of State Records

Case by case authorization by the SRO for the destruction of local government records in accordance with this GDALG is not necessary.

This GDALG sets the **minimum** periods for the retention of local government records. Local governments must not destroy or otherwise dispose of government records earlier than indicated in this GDALG without prior approval of the State Records Commission.

Disposition of a record may take one of three forms:

Archive (denoted A) – is a record category identified as having archival value, that is to be transferred to the SRO for permanent retention as State archives, unless otherwise specified in their approved Recordkeeping Plan.

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Archive within Local Government – a record category identified as having archival value and will be retained within the local government. In the case of the local government ceasing to exist and no successor organization identified, the SRO will be consulted.

Destroy (denoted D) – is a record category identified as having temporary value and which ultimately will be destroyed.

Permanent within Local Government (denoted P) – is a record category which has been identified as not having State archival value, but will be retained permanently within a local government.

5.4 Retaining State Records for Longer Periods

Local governments may wish to retain records for longer than the stated minimum retention periods set out in this GDALG, either for administrative convenience or to provide a particular service to their clientele.

Temporary records may be retained for longer periods without reference to the SRO. If such decisions are taken, the local government should document why the longer retention periods were adopted.

5.5 Files Containing State Records with Differing Retention Periods or with Mixed Dispositions

Where files contain records with differing retention periods, the complete file must be retained for the longest retention period stated in this GDALG in order to comply with statutory requirements. For example, a file containing successful applications and unsuccessful applications for grant funding (with retention periods of six and two years respectively) must be retained for six years.

In instances where temporary and archival value records are kept on the same file, the complete file must be archived.

NB: in both cases, individual pages/documents must NOT be culled (removed) from files.

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5.6 Responsibility for Destruction of State Records

It is the responsibility of the principal officer of a local government to ensure that government records are not destroyed except in accordance with this GDALG.

Officers undertaking disposal are to refer lists of records due for destruction to the local government's Chief Executive Officer or an authorized senior officer (e.g. Chief Financial Officer) for review and authorization of destruction. A record of destroyed records and certificates of destruction must be retained.

Records should be reviewed periodically for potential historical interest and referral to the SRO.

See also section 5.2 of this Introduction, "Significant Records".

5.7 Recommended Methods of Destruction of State Records

The destruction of State records must be done completely so that no information is retrievable.

5.7.1 Hard Copy Records

Hard copy (paper) records should be destroyed by shredding, pulping or trommelling. Burning is not a recommended method of destruction, and should **only** be considered if there are no other destruction facilities available to the local government (such as in country or regional areas). Records should only be burned in accordance with appropriate environmental guidelines and local burning restrictions, and local governments should employ appropriate processes (e.g. use of incinerators) to ensure that records are completely destroyed.

Burying of State records is **not** an acceptable method of destruction.

5.7.2 Electronic Records

Electronic records should be destroyed either by physical destruction of the storage medium (e.g. cutting, smashing, or pulverising) or by such methods as digital file shredding. Destruction methods must ensure that information is unrecoverable. Rewriting, degaussing and reformatting can be used to scramble data which makes recovery more difficult, but organizations must be aware that data can still be retrieved after applying these methods.

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The use of the “delete” function in software packages is **not** sufficient to destroy electronic records stored on media such as floppy disks, hard disks and rewritable optical disks, as the information may still be recovered. For more information please see the SRO Guideline, *Sanitizing of Hard Discs and Magnetic Media*.

5.7.3 Microform and Tape Records

Where records are stored on microform, film or tape (audio or video), the storage medium should be physically destroyed, or the information overwritten, so that no information is retrievable. Shredding, cutting or chemical recycling are appropriate methods of destroying such records.

5.8 Definition of terms used in the GDALG

Except where otherwise described, terms used in common with the *State Records Act 2000* will have the meaning prescribed in that Act.

Council

The Council of a local government.

Disposal Action

The third column in this GDALG, which specifies the disposition of the government record. The final disposition is assigned according to whether or not the record is of archival value.

The disposition will be either Archive (A), Archive within Local Government, Destroy (D), or Permanent within local government (P) (see 5.3).

A (Archive) - A record category identified as having archival value, that is to be transferred to the SRO for permanent retention as State archives unless it will be retained by the organization as documented in their RKP.

Archive within Local Government – a record category identified as having archival value, which is in electronic format and will be retained within the local government. In the case of the local government ceasing to exist and no successor organization identified, the State Records Office will be consulted.

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D (Destroy) - A record category identified as having temporary value and which ultimately will be destroyed.

P (Permanent within local government) – A record category which has been identified as not having archival value, but will be retained permanently by the local government.

Disposition

The final decision which determines whether records will be archived or destroyed.

Government record

A record created or received by a government organization or a government organization employee in the course of the employee's work for the organization.

Last Action see Recommended Custody

Local Government

A local government or regional local government established under the *Local Government Act 1995*.

Metadata

“Data about data” or a description of information or documents which may contain data about their form and content. When used in the context of electronic records it includes the structure that supports the electronic record, e.g. directory tree or index and software information, such as appropriate executable files relating to the software, and data files necessary in order to run the software program.

Recommended Custody

The fourth column in this GDALG specifies the retention period for which records are to be retained and the action or trigger that begins the retention period.

Disposal triggers include “after last action”, which refers to the last date that a matter was noted on the record. This date is used to establish a date for closing the record and effecting the disposal action.

GENERAL DISPOSAL AUTHORITY FOR LOCAL GOVERNMENT RECORDS

Other disposal triggers include “after successful audit” (see “Successful Audit” in these Definitions), “when superseded”, and “after expiry of contract”.

Significant Record

See “Significant Records” in the Introduction, section 5.2.

State Record

Any record of information however recorded which has been created, received or kept by a State organization or a State organization employee in the course of the employee’s work for the organization.

State Organization

A government organization, as described in Schedules 1 and 3 of the *State Records Act 2000*, or a parliamentary department.

Successful Audit

Successful completion of the audit for the financial year to which the records in question apply.

Superseded

A superseded record is one that is replaced by the production of a new version or amendment.

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Ref No.	ACTIVITY Description of records	Disposal Action A – Archive D – Destroy P – Permanent	Recommended Custody
PART A	EPHEMERAL RECORDS		
1	EPHEMERAL RECORDS Ephemeral records have no continuing value to the organization and generally are only needed for a few hours or a few days. They may not need to be placed within the official recordkeeping system (e.g. brochures and fliers not produced by the organization).		
1.1	Duplicate (or extract) copies of records, documents, circulars, forms, etc. where no annotations have been made	D	Until reference ceases
1.2	Information material produced by other organizations (where not used to make business decisions). Examples include price lists, catalogues, advertising material and brochures	D	Until reference ceases
1.3	Reference sets of manuals (internal and external), directories, addresses and contact lists	D	Until reference ceases
1.4	Unsolicited letters or promotional material offering goods or services to the organization	D	Until reference ceases

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Ref No.	ACTIVITY Description of records	Disposal Action A – Archive D – Destroy P – Permanent	Recommended Custody
1.5	<p>Messages including voice mail, email, telephone messages or notes when the message does not relate to the business functions of the organization</p> <p>NB: Messages which do relate to the business functions of the organization must be documented, and allocated to the appropriate subject file. Once the message has been attached to file, the original message may then be destroyed.</p>	D	Until reference ceases
1.6	<p>Rough drafts of reports, correspondence, routine or rough calculations not circulated to other staff for comment / input, for which a final draft has been produced and placed on the appropriate subject file</p> <p>NB: Versions of drafts which contain major changes to content must be allocated to the appropriate subject file, e.g. internal policy.</p>	D	Until reference ceases
1.7	<p>Transitory messages giving minor instructions and of a routine instructional nature that are used to further some activity in either a paper-based or electronic format (e.g. corrections, requesting file creation or retrieval, filing a letter, formatting documents)</p>	D	Until reference ceases
1.8	<p>Letters or cards of appreciation, sympathy or greetings with no enduring value. Includes but is not limited to Christmas cards, condolences, thank you cards and letters and greeting cards.</p> <p>For letters of appreciation relating to functions of the local government, use PUBLIC REACTION</p>	D	Until reference ceases

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Ref No.	ACTIVITY Description of records	Disposal Action A – Archive D – Destroy P – Permanent	Recommended Custody
1.9	<p>Working papers, background notes and reference materials used to prepare or complete other documents (where these documents have been allocated to the appropriate subject file)</p> <p>NB: Working papers and background notes relating to the development of internal policy or high level strategic issues must be allocated to the appropriate subject file.</p> <p>Organizations must be mindful of the content of working papers and retain them as part of a subject file if deemed necessary.</p>	D	Until reference ceases
1.10	Computer test records (e.g. test data, test record forms)	D	Until reference ceases
1.11	Fax transmission reports	D	Until reference ceases
1.12	<p>After hours support call logs</p> <p>Detailed messages containing information not reproduced elsewhere should be allocated to the subject file to which they relate</p>	D	Until reference ceases
1.13	Recordings of telephone calls that are recorded for customer service training purposes	D	Until reference ceases

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Ref No.	ACTIVITY Description of records	Disposal Action A – Archive D – Destroy P – Permanent	Recommended Custody
PART B	ACTIVITIES		
2	<p>ABANDONMENTS</p> <p>Records relating to the handling of abandonments that are in breach of laws and regulations.</p> <p>For notices issued in relation to abandoned property and vehicles, use NOTIFICATIONS AND ORDERS For infringements relating to abandoned property and vehicles, use INFRINGEMENTS, LITIGATION AND PROSECUTIONS For rates payment write – offs (or ‘rates abandonments’), use DEBTORS For the disposal of confiscated vehicles and property, use ACQUISITION AND DISPOSAL</p>		
2.1	<p>Abandoned vehicles and property – including but not limited to:</p> <ul style="list-style-type: none"> • initial report/complaint; and • collection, impounding or removal. 	D	2 years after last action
3	<p>ACCOUNTING</p> <p>The activity of collecting, recording, classifying, summarising and analysing financial transactions.</p> <p>If the category you seek cannot be found here, please refer to BANKING, DEBTORS, CREDITORS, UNCLAIMED MONEY, FINANCIAL REPORTING, or REVENUE, FEES, CHARGES, LEVIES</p>		
3.1	Bonds / bank guarantees – held temporarily for security		Return to applicant or bank when matter finalized

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Ref No.	ACTIVITY Description of records	Disposal Action A – Archive D – Destroy P – Permanent	Recommended Custody
3.2	Bonds / bank guarantees – associated records of the holding and release of bonds and / or bank guarantees	D	7 years after bond / bank guarantee is returned
3.3	Accounting – records (including master records) relating to the evidence of payments and supporting documentation. Includes but is not limited to: <ul style="list-style-type: none"> • invoices; • cheques; • credit notes; • approvals; • purchase orders; • claims and payment vouchers; • cash books and journals; • sales tax records; • transaction records; • ex-gratia payments; • batch reports; and • trial balance reports 	D	6 years after successful audit
3.4	Reconciliation – records of account balances and reconciliations, including variations to published figures	D	6 years after successful audit
3.5	General or subsidiary journals, ledgers and ledger accounts in any format	D	6 years after successful audit
3.6	Accounting manuals – master copies	D	6 years after superseded

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Ref No.	ACTIVITY Description of records	Disposal Action A – Archive D – Destroy P – Permanent	Recommended Custody
3.7	Petty cash management records, including receipts, register, and vouchers (if attached to a receipt)	D	6 years after successful audit
3.8	Petty cash vouchers – where details are recorded in a register	D	1 year after successful audit
4	<p>ACQUISITION AND DISPOSAL</p> <p>The process associated with acquiring and disposing of property and other goods or services.</p> <p>For final signed documentation relating to acquisition and disposal, use AGREEMENTS, CONTRACTS, JOINT VENTURES, DEEDS</p> <p>For the management of stores and equipment, use STORES</p> <p>For financial records relating to the acquisition and disposal of property, use the relevant finance-related activity, such as BANKING, CREDITORS, or FINANCIAL REPORTING</p> <p>For the disposal of records, use RECORDS MANAGEMENT</p>		
4.1	<p>Acquisition and Disposal – significant</p> <p>Significant acquisitions of equipment, stores, fleet vehicles, property and other goods and services.</p> <p>Includes significant disposals of property (land or buildings), including those relating to Native Title</p> <p>See the definition of ‘Significant Records’ in the Introduction, section 5.2</p>	A	5 years after successful audit

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Ref No.	ACTIVITY Description of records	Disposal Action A – Archive D – Destroy P – Permanent	Recommended Custody
4.2	<p>Acquisitions - other</p> <p>Records that relate to acquisitions other than those under 4.1 or 4.3</p> <p>Other acquisitions may include, but are not limited to:</p> <ul style="list-style-type: none"> • property and buildings; • vehicles; • equipment and stores; • library and reference materials; • technology and telecommunications systems; and • software and hardware. 	D	6 years after successful audit
4.3	<p>Stationery – records relating to the purchase of office stationery, including but not limited to:</p> <ul style="list-style-type: none"> • enquiries; • correspondence; • determination of material; and • list of items to be purchased. 	D	2 years after last action
4.4	<p>Disposals – other than those under 4.1</p>	D	7 years after property disposed of, or expiry of relevant lease
4.5	<p>Acquisition and Disposal – cases cancelled or not proceeded with</p>	D	2 years after last action

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Ref No.	ACTIVITY Description of records	Disposal Action A – Archive D – Destroy P – Permanent	Recommended Custody
5	<p>ADDRESSES, SPEECHES AND PRESENTATIONS</p> <p>Addresses, speeches and presentations delivered by the Mayor / President, Elected Members (Councillors) or local government officers. Includes multimedia presentations and transcripts (including master copies of transcripts).</p> <p>For publication of addresses / speeches / presentations, use PUBLICATIONS AND PRINTING For presentations delivered for training purposes, use TRAINING</p>		
5.1	<p>Addresses / speeches / presentations - significant - delivered by the Mayor / President, Elected Members, senior local government officers or invited dignitaries.</p> <p><i>e.g. Community centenary, state visit, opening of council chambers or new public building.</i></p> <p>See also the definition of ‘Significant Records’ in the Introduction, section 5.2</p>	A	5 years after last action
5.2	<p>Other addresses / speeches / presentations, not included in 5.1 above.</p> <p>Includes those delivered by Mayor / President, Elected Members or local government officers on a regular basis or on routine occasions.</p>	D	5 years after last action
5.3	<p>Addresses – preparatory and background material</p>	D	2 years after last action

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Ref No.	ACTIVITY Description of records	Disposal Action A – Archive D – Destroy P – Permanent	Recommended Custody
6	<p>ADVICE</p> <p>Advice received or provided by the local government authority. Includes legal advice obtained by the organization.</p> <p>For general enquiries, use ENQUIRIES</p>		
6.1	<p>Advice - significant</p> <p>Received or provided by the local government</p> <p>See the definition of ‘Significant Records’ in the Introduction, section 5.2</p>	A	5 years after last action
6.2	<p>Legal advice or opinion obtained by the local government from internal or external sources</p>	A	5 years after last action
6.3	<p>Advice – Other</p> <p>Received or provided by the local government, and which concerns general operational or administrative matters, and is not included in 6.1 or 6.2 above</p>	D	2 years after last action
7	<p>AGREEMENTS / CONTRACTS / JOINT VENTURES / DEEDS</p> <p>The establishment and management of ALL binding agreements including but not limited to:</p> <ul style="list-style-type: none"> • agreements (including service agreements); • contracts - standard, under seal or deed, or special contracts; • joint ventures; • memorandums of understanding; 		

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Ref No.	ACTIVITY Description of records	Disposal Action A – Archive D – Destroy P – Permanent	Recommended Custody
	<ul style="list-style-type: none"> • easements; and • deeds <p>established for any purpose, including, but not limited to:</p> <ul style="list-style-type: none"> • provision of services between local governments; • acquisition or disposal of local government property (including Native Title); • provision of services by external contractors / consultants; • performance of local government projects, programs and services by contractors or outsourced agents; • Caveats; • Vesting orders or (Reserve) Management Orders; • joint ventures between local governments or between local and state government organizations or between local governments and the private sector; • the use of internal or external bureau services; • enterprise bargaining and workplace agreements; and • employment contracts. <p>For tenders and the tendering process (not including the final signed documentation that is covered by this section), use TENDERING For bank guarantee and contract registers (where held separate to the contract), use REGISTERS For bonds and bank guarantees, use ACCOUNTING</p>		
7.1	<p>AGREEMENTS / JOINT VENTURES / CONTRACTS - Significant</p> <p>Records relating to the establishment, management, and finalization of significant agreements, joint ventures, contracts and memorandums of understanding.</p>	A	5 years after expiry of agreement

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Ref No.	<p style="text-align: center;">ACTIVITY</p> <p style="text-align: center;">Description of records</p>	<p style="text-align: center;">Disposal Action</p> <p style="text-align: center;">A – Archive D – Destroy P – Permanent</p>	<p style="text-align: center;">Recommended Custody</p>
	<p>See the definition of ‘Significant Records’ in the Introduction, section 5.2</p> <p>Also includes agreements that:</p> <ul style="list-style-type: none"> • relate to projects / programs of major local impact; • relate to major local government infrastructure; • relate to landmark structures; • relate to substantial transfer of local government responsibilities; • relate to the privatization of local government functions; • involve substantial Public Private Partnerships; • require Ministerial approval (of the contract); • relate to the appointment of a Chief Executive Officer of the local government 		
7.2	<p>AGREEMENTS / JOINT VENTURES / CONTRACTS - Under Seal or Deed</p> <p>Records relating to the establishment, management, and finalization of agreements, joint ventures, contracts, under seal or deed.</p>	D	21 years after expiry of agreement, and at end of defects liability period, if applicable
7.3	<p>AGREEMENTS / JOINT VENTURES / CONTRACTS - Other</p> <p>Records relating to the establishment, management, and finalization of all other agreements, joint ventures, contracts, leases and memorandums of understanding.</p>	D	7 years after expiry of agreement

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Ref No.	ACTIVITY Description of records	Disposal Action A – Archive D – Destroy P – Permanent	Recommended Custody
7.4	Vesting orders / (reserve) management orders placing control of reserved Crown Land with the local government (under the <i>Land Administration Act 1997</i>)	P	Permanent within local government
7.5	Vesting or re-vesting orders – due to the non-payment of debts	D	7 years after last action
7.6	Caveats and Withdrawal of Caveats	D	7 years after expiry of caveat
7.7	Contract files – individual files for each contract service containing documents pertinent to that service including associated correspondence, complaints, enquiries and copies of legal documentation Please refer to relevant category for contract (7.1, 7.2, or 7.3) and sentence accordingly		Please refer to relevant category for contract (7.1, 7.2, or 7.3) and sentence accordingly
7.8	Title deeds / Certificate of Title – for properties owned by the local government	D	7 years after disposal of property
7.9	Section 70A Notifications (notifications placed on a Certificate of Title under the <i>Transfer of Land Act</i>)	A	5 years after expiry
7.10	Easements – right of access to property	D	7 years after expiry of easement

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Ref No.	ACTIVITY Description of records	Disposal Action A – Archive D – Destroy P – Permanent	Recommended Custody
8	<p>AMALGAMATIONS AND BOUNDARIES</p> <p>The activities associated with policies, monitoring and review of the local government’s boundaries (federal, state and municipal) and proposals for amalgamation of administrations. Also includes proposing changes to the Electoral Commissioner and the Australian Statistician.</p> <p>For final signed documentation relating to amalgamations and boundary changes, see AGREEMENTS, JOINT VENTURES, CONTRACTS, DEEDS</p>		
8.1	<p>Plans - documenting changes in land use, boundaries and areas of responsibility over time</p>	A	5 years after last action
8.2	<p>Amalgamation, separation, creation and abolition of local governments – summary records and evaluations. This category covers all records relating to:</p> <ul style="list-style-type: none"> • amalgamations; • separations; • the abolition of a local government; and • the creation of a local government. <p>Includes records of Regional Transition Groups and Regional Cooperative Groups</p>	A	5 years after last action

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Ref No.	ACTIVITY Description of records	Disposal Action A – Archive D – Destroy P – Permanent	Recommended Custody
9	<p>ANIMAL MANAGEMENT</p> <p>The activity of managing the humane treatment and control of animals. Includes lost and stray animals and impounding procedures.</p> <p>For registers of premises on which pigs, pigeons, poultry and commercial animal lodgings are kept, use REGISTERS For infringements relating to animals (e.g. dangerous dogs), use INFRINGEMENTS, LITIGATION AND PROSECUTIONS</p>		
9.1	Native Animal Protection – records relating to the welfare of native animals and other wildlife	A	5 years after last action
9.2	<p>Impounding / collection records – including but not limited to:</p> <ul style="list-style-type: none"> • pound book; • receipts for animals impounded or released before impounding; and • authorization to sell / dispose of animals 	D	7 years after last action
9.3	Reports – mistreatment / neglect of animals. Includes reports regarding private animal owners and animal lodging establishments and evidence of animal mistreatment (<i>i.e.</i> photographs and footage)	D	7 years after last action
9.4	Animal registration material	D	7 years after last action
9.5	Death or disappearance of animal - correspondence	D	7 years after last action
9.6	Domestic animals, livestock, wildlife – management of strayed, lost and / or injured animals	D	2 years after last action

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Ref No.	ACTIVITY Description of records	Disposal Action A – Archive D – Destroy P – Permanent	Recommended Custody
9.7	Stray / unregistered animals – claims relating to sale or impounding	D	1 year after last action
9.8	Information material - relating to proper care of animals and birds, including brochures and other information published by other organizations (see also <i>Ephemeral Records</i>)	D	Until reference ceases
10	<p>APPEALS</p> <p>The activity of managing an appeal to reconsider a decision made by the local government. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • appeals against notices and infringements; and • appeals against the rejection of an application made to the local government. 		
10.1	<p>Appeals – significant, including successful planning and development appeals</p> <p>See the definition of ‘Significant Records’ in the Introduction, section 5.2</p>	A	5 years after last action
10.2	Appeals – other than those covered by 10.1, e.g. parking or lost library item infringement appeals not resulting in legal action that are not significant and unsuccessful planning and development appeals.	D	7 years after last action

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Ref No.	ACTIVITY Description of records	Disposal Action A – Archive D – Destroy P – Permanent	Recommended Custody
11	<p>APPLICATION DEVELOPMENT</p> <p>The development or modification of software and programming codes to perform business applications. Includes the development of websites.</p> <p>NB: Original software should only be discontinued / destroyed if data and associated metadata that needs to be retained has been successfully migrated, or can be read and/or manipulated by subsequent systems.</p> <p>For website capture and preservation, use PUBLICATIONS AND PRINTING</p>		
11.1	<p>Applications that become operational – development and design</p> <p>Original software should only be discontinued / destroyed if data and associated metadata that needs to be retained has been successfully migrated</p>	D	7 years after system replaced or decommissioned and data is successfully migrated
11.2	<p>Applications that do not become operational – development and design</p>	D	3 years after last action

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Ref No.	ACTIVITY Description of records	Disposal Action A – Archive D – Destroy P – Permanent	Recommended Custody
12	<p>APPLICATIONS, APPROVALS, LICENCES AND PERMITS</p> <p>The activity of managing applications for local government services, licences (including renewals), permits, registrations and other approvals. Includes, but is not limited to, applications and approvals for:</p> <ul style="list-style-type: none"> • alcohol (liquor licences) and gaming related licensing; • animal licensing; • animal lodgings; • burial on private property; • busking; • caravan parks and camping grounds; • clearing of native vegetation; • eating house / food business and other shop licences; • industrial trade waste into sewers; • itinerant food vendors and street vending vehicles / trading in public places; • lodging houses; • new roads and opening of closed roads; • offensive trades; • parking permits; • private car parks; • private works; • public premises related permits; • road and street services; • scaffolding / cranes / blasting; • septic or alternative treatment units; • signs, hoardings, banners and gantries; • storage of dangerous chemicals / hazardous substances; 		

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Ref No.	ACTIVITY Description of records	Disposal Action A – Archive D – Destroy P – Permanent	Recommended Custody
	<ul style="list-style-type: none"> • street and market stalls; • street parades; • temporary road closures; • vending machines; • waste services, fire breaks and burning off; and • water pumping supply and temporary water services. <p>For development, building and subdivision applications and approvals use DEVELOPMENT, BUILDING AND SUBDIVISION APPLICATIONS For registers of licences and permits issued, use REGISTERS For applications for local government sponsorships or grants, see SPONSORSHIPS, GRANTS AND DONATIONS For enrolment eligibility claims, use ELECTIONS For Section 51B forms, use ELECTIONS For applications for employment, use RECRUITMENT For applications to volunteer services to the local government, use VOLUNTEERING For Freedom of Information applications, use FREEDOM OF INFORMATION For animal registrations, use ANIMAL MANAGEMENT</p>		

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Ref No.	ACTIVITY Description of records	Disposal Action A – Archive D – Destroy P – Permanent	Recommended Custody
12.1	Applications and approvals – significant - for services, licences, permits, registrations See the definition of ‘Significant Records’ in the Introduction, section 5.2	A	5 years after last action
12.2	Applications and approvals – other - for services, licences, permits and registrations Also includes approval records	D	7 years after expiry of approval
12.3	Applications (referrals) – that are referred to the local government by another body for comment e.g. applications for extension of trading hours, grant or removal of liquor licence that has been referred by the relevant State authority	D	1 year after expiry of approval
12.4	Licences and permits – sought by the local government , e.g. fireworks permits for events organised by the local government	D	7 years after expiry of approval
12.5	Septic or Alternative Treatment Unit applications - including applications for decommissioning of septic systems and Department of Health approvals	P	Permanent within local government
12.6	Waste permits – held by the local government relating to: <ul style="list-style-type: none"> • management of waste and waste facilities; or • dumping of toxic waste, e.g. ‘waste tracking forms’ or waste transport certificates 	D	7 years after last action
12.7	Liquor / gaming permits relating to the use of local government facilities	D	7 years after date of function

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Ref No.	ACTIVITY Description of records	Disposal Action A – Archive D – Destroy P – Permanent	Recommended Custody
12.8	Duplicates of licences, permits and registrations issued	D	2 years after last action
13	<p>APPOINTMENTS</p> <p>The activity of appointing officers to provide services to the local government. Includes but is not limited to the appointment of fire control officers, State Emergency Service personnel, other emergency personnel and officers providing community health services (e.g. pharmacists).</p> <p>For records relating to the recruitment of local government staff, use RECRUITMENT For records relating to the appointment of Elected Members, use ELECTED MEMBERS For records relating to appointment books and diaries, use DIARIES</p>		
13.1	Appointments – visiting pharmacists and physicians for nursing homes and the community	D	25 years after expiry of appointment
13.2	Appointments – referees , including appointment papers	D	10 years after expiry of appointment
13.3	Appointments – consultants	D	10 years after expiry of appointment
13.4	Appointments – emergency personnel e.g. fire control, State Emergency Services	D	7 years after expiry of appointment
13.5	Appointments – occupational health and safety officers within the local government	D	7 years after expiry of appointment

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Ref No.	ACTIVITY Description of records	Disposal Action A – Archive D – Destroy P – Permanent	Recommended Custody
13.6	Appointments – auditors for internal and external audits	D	7 years after expiry of appointment
13.7	Appointments – fire wardens within the local government	D	5 years after expiry of appointment
14	<p>ARRANGEMENTS</p> <p>Activities associated with the administrative aspects of arranging local government events, functions, ceremonies, celebrations and staff catering (canteen). Arrangements can include, but are not limited to:</p> <ul style="list-style-type: none"> • invitations; • acceptances; • guest lists; • programmes; • accommodation; • catering; and • bookings <p>For non-administrative records of events, functions, ceremonies and celebrations, see CELEBRATIONS, CEREMONIES AND FUNCTIONS For records relating to travel arrangements, use TRAVEL</p>		
14.1	<p>Arrangements – significant events, functions etc.</p> <p>Records of administrative arrangements for significant local government activities.</p> <p>See the full definition of ‘Significant Records’ in the Introduction, section 5.2</p>	A	5 years after last action

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Ref No.	ACTIVITY Description of records	Disposal Action A – Archive D – Destroy P – Permanent	Recommended Custody
14.2	<p>Arrangements – other events, functions etc.</p> <p>Records of administrative arrangements for other local government activities not covered by 14.1</p>	D	7 years after last action
15	<p>AUDITING</p> <p>The official scrutiny of accounts, activities and items to ensure legislative and regulatory compliance.</p> <p>For appointments of auditors, use APPOINTMENTS</p>		
15.1	<p>Audits – significant. Records relating to internal or external audits that result in changes to policy or procedures. Includes audit reports and supporting papers.</p> <p>See also the definition of ‘Significant Records’ in the Introduction, section 5.2</p>	A	5 years after successful audit
15.2	<p>Audits – records relating to internal and external audits not resulting in changes to policy or procedures. Includes audit reports and supporting papers.</p>	D	7 years after successful audit

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Ref No.	ACTIVITY Description of records	Disposal Action A – Archive D – Destroy P – Permanent	Recommended Custody
16	<p>AUTHORIZATIONS AND DELEGATIONS</p> <p>The process of:</p> <ul style="list-style-type: none"> delegating the exercise of powers or the performance of duties; or authorizing persons or entities to undertake actions. <p>For delegation registers, use REGISTERS For authorized signatories, use BANKING For authorization of payments, use CREDITORS</p>		
16.1	<p>Authorizations – Council Seal</p> <p>Records of authorization for use of Council Seal</p>	A	5 years after last action
16.2	<p>Authorizations and delegations – Committees, CEO, Elected Members and employees</p> <p>The authorization and delegation of the exercise of powers or the performance of duties. Includes delegations:</p> <ul style="list-style-type: none"> by a local government to committees, including audit committees; by a local government to the Chief Executive Officer (CEO); by the CEO to any employee; or relating to Elected Members duties 	P	Permanent within local government

GENERAL DISPOSAL AUTHORITY FOR LOCAL GOVERNMENT RECORDS

Ref No.	ACTIVITY Description of records	Disposal Action A – Archive D – Destroy P – Permanent	Recommended Custody
17	<p>AWARDS, HONOURS AND PRIZES</p> <p>Records relating to awards, honours and prizes initiated or received by the local government. Includes but is not limited to:</p> <ul style="list-style-type: none"> • terms and conditions; • nominations; • judging; • names of winners / finalists; and • entries or photographs of entries (ensure entrant is aware their entry will be disposed as set out in the competition terms and conditions) <p>For industrial awards, use INDUSTRIAL RELATIONS For arrangements (e.g. catering) for award ceremonies use ARRANGEMENTS For enquiries regarding awards, use ENQUIRIES</p>		
17.1	<p>Awards / honours / prizes – significant</p> <p>See the definition of ‘Significant Records’ in the Introduction, section 5.2</p>	A	5 years after last action
17.2	<p>Staff recognition schemes – e.g. ‘Employee of the month’, ‘team of the year’ etc.</p>	P	Permanent within local government
17.3	<p>Awards / honours / prizes – other</p>	D	7 years after last action
18	<p>BANKING</p> <p>Records relating to the opening, maintenance and reconciliation of bank accounts and credit card accounts.</p>		

GENERAL DISPOSAL AUTHORITY FOR LOCAL GOVERNMENT RECORDS

Ref No.	ACTIVITY Description of records	Disposal Action A – Archive D – Destroy P – Permanent	Recommended Custody
18.1	Authorized signatories – bank accounts	D	7 years after authorization is superseded or revoked
18.2	Establishment of bank accounts	D	7 years after closure of account
18.3	Bank deposit records , including but not limited to: <ul style="list-style-type: none"> • deposit books, slips or butts; • receipts, e.g. bank receipts; • online banking correspondence (BPay etc); • lists of cheques lodged for collection; and • amounts banked and those recorded on bank abstracts 	D	6 years after successful audit
18.4	Bank statement and reconciliation records , including but not limited to: <ul style="list-style-type: none"> • statements or certificates of balance; • interest statements; • outstanding balances; • dividend statements; and • reconciliation statements 	D	6 years after successful audit
18.5	Credit card - bills and payments	D	6 years after successful audit
18.6	Credit card – guidelines for use	D	Until superseded

GENERAL DISPOSAL AUTHORITY FOR LOCAL GOVERNMENT RECORDS

Ref No.	ACTIVITY Description of records	Disposal Action A – Archive D – Destroy P – Permanent	Recommended Custody
19	<p>BUDGETING</p> <p>The activities associated with the management of expected income over a specified period of time.</p>		
19.1	<p>Annual Estimates and Budget Reviews – certified copy adopted by Council</p> <p>NB: These records will also be captured as part of the Council Minutes (official copy)</p>	D	6 years after successful audit
19.2	<p>Annual Estimates and Budget Reviews – drafts, calculations, costings and working papers</p>	D	2 years after successful audit
20	<p>CELEBRATIONS, CEREMONIES, FUNCTIONS AND EVENTS</p> <p>Records relating to celebrations, ceremonies, social functions and events hosted or attended by the local government to honour a particular event.</p> <p>For administrative arrangements (e.g. catering, guest lists, invitations) for celebrations, ceremonies and functions, use ARRANGEMENTS</p> <p>For addresses and speeches delivered at celebrations, ceremonies and functions, use ADDRESSES</p>		
20.1	<p>Celebrations, ceremonies and functions - significant</p> <p>See the definition of ‘Significant Records’ in the Introduction, section 5.2</p>	A	5 years after last action
20.2	<p>Celebrations, ceremonies and functions - other</p>	D	7 years after last action

GENERAL DISPOSAL AUTHORITY FOR LOCAL GOVERNMENT RECORDS

Ref No.	ACTIVITY Description of records	Disposal Action A – Archive D – Destroy P – Permanent	Recommended Custody
21	<p>CEMETERIES / CREMATORIA</p> <p>Records relating to the care, control and management of a cemetery or crematorium by a local government.</p> <p>For Local Laws relating to cemeteries use LEGISLATION</p>		
21.1	Cemeteries and crematoria – plans / maps / drawings	A	5 years after last action
21.2	<p>Declaration and closure of cemeteries</p> <p>Records relating to orders issued by the Governor under section 4 of the <i>Cemeteries Act 1986</i>, such as:</p> <ul style="list-style-type: none"> • declaring land to be a cemetery; • declaring a cemetery to be closed; • declaring burials to be discontinued. 	A	5 years after last action
21.3	<p>Vesting of management of a cemetery</p> <p>Records relating to the vesting (or transfer) of the management of a cemetery to or from a local government, under section 5 of the <i>Cemeteries Act 1986</i>.</p>	A	5 years after last action
21.4	Registers and indexes of approved burials, grants and interments	A	5 years after last action
21.5	Applications relating to cemeteries and crematoria, such as for burial, headstones and placement of ashes	D	7 years after closure of cemetery

GENERAL DISPOSAL AUTHORITY FOR LOCAL GOVERNMENT RECORDS

Ref No.	ACTIVITY Description of records	Disposal Action A – Archive D – Destroy P – Permanent	Recommended Custody
21.6	Burials – unapproved	D	2 years after last action
21.7	Licensing of funeral directors Records relating to the licensing of funeral directors under Part IV, Division 3 of the <i>Cemeteries Act 1986</i> . Includes, but is not limited to: <ul style="list-style-type: none"> • approval, refusal and renewal of licences; • suspension or cancellation of licence; and • records of reviews by the State Administrative Tribunal or predecessor agencies of local government decisions regarding suspensions and cancellations. 	D	7 years after expiry of licence
21.8	Permits – single funeral Single funeral permits issued under Part IV, Division 4 of the <i>Cemeteries Act 1986</i>	D	7 years after expiry of permit
22	CERTIFICATION Certification relating to local government operations or activities in accordance with legal or regulatory requirements.		
22.1	Water supply – certificate of polluted water supply	D	10 years after last action
22.2	Water supply – certification (non-polluted)	D	2 years after disconnection
22.3	Water board certificates These are often issued in relation to a subdivision and / or amalgamation	D	2 years after last action

GENERAL DISPOSAL AUTHORITY FOR LOCAL GOVERNMENT RECORDS

Ref No.	ACTIVITY Description of records	Disposal Action A – Archive D – Destroy P – Permanent	Recommended Custody
22.4	Noxious plant / pests – certificate stating that land is not subject to notice of noxious plants or pests	D	30 years after last action
22.5	Noxious plant / pest – certificate of authorization to destroy	D	2 years after last action
22.6	Installation – certificates relating to the installation of energy supply and telecommunications	D	2 years after disconnection
22.7	Eating house / food business certification – certification of sanitary food premises	D	7 years after date of expiry
22.8	Substandard buildings – certification that building is unfit for habitation	D	7 years after date of expiry
23	<p>CIRCULARS</p> <p>The receipt and circulation of notices created or received by the local government.</p>		
23.1	Circulars (produced by the local government) – relating to core business and local government policy	A	5 years after last action
23.2	Circulars (internal) – relating to local government administration and procedures	D	7 years after last action
23.3	Circulars – external	D	Until reference ceases

GENERAL DISPOSAL AUTHORITY FOR LOCAL GOVERNMENT RECORDS

Ref No.	ACTIVITY Description of records	Disposal Action A – Archive D – Destroy P – Permanent	Recommended Custody
24	<p>CLAIMS MANAGEMENT</p> <p>The activity of monitoring and investigating insurance / compensation claims made to and by the local government. Includes insurance policies.</p> <p>For internal policies and procedures relating to claims management, use POLICY or PROCEDURES For final signed agreements in relation to Native Title claims, use AGREEMENTS, CONTRACTS, JOINT VENTURES, DEEDS For industrial relations claims, use INDUSTRIAL RELATIONS</p>		
24.1	<p>Claims – significant claims and compensation cases including, but not limited to those that:</p> <ul style="list-style-type: none"> • were unusual or precedent setting; • involved substantial public debate; • relate to a contaminated site; • are Professional Indemnity claims; or • caused changes to organizational policy or procedure. <p>See also the full definition of ‘Significant Records’ in the Introduction, section 5.2</p>	A	5 years after last action

GENERAL DISPOSAL AUTHORITY FOR LOCAL GOVERNMENT RECORDS

Ref No.	ACTIVITY Description of records	Disposal Action A – Archive D – Destroy P – Permanent	Recommended Custody
24.2	Claims – workers compensation. Non – financial records e.g. injury management.	D	71 years after employee's date of birth or 7 years after retirement, whichever is later, or 7 years after death
24.3	Claims – public liability / personal injury	D	10 years after last action or, if a minor, until they reach 25 years of age
24.4	Claims – motor vehicle, property, fire, construction, industrial special risk or other assets	D	7 years after last action
24.5	Claims – not proceeded with	D	7 years after last action
24.6	Policies, liabilities and renewals – individual policies for buildings, property or significant assets	D	7 years after disposal of building, property or asset
24.7	Policies, liabilities and renewals – not related to buildings, property or assets	D	7 years after expiry of insurance policy

GENERAL DISPOSAL AUTHORITY FOR LOCAL GOVERNMENT RECORDS

Ref No.	ACTIVITY Description of records	Disposal Action A – Archive D – Destroy P – Permanent	Recommended Custody
25	<p>COMMITTEES</p> <p>Records associated with the management of committees established for functional or administrative purposes, and includes:</p> <ul style="list-style-type: none"> • committees / meetings of Council established under the <i>Local Government Act 1995</i>; • advisory or approval committees, or similar, established by the local government; • internal functional or administrative committees of the local government; and • external committees involving local government. <p>For meetings of groups / entities that are not considered 'formal' committees under this section (e.g. working groups, task forces), use MEETINGS For records of routine administrative arrangements for meetings, use ARRANGEMENTS</p>		
25.1	<p>MEETINGS OF COUNCIL</p> <p>All records pertaining to meetings of Council</p>		
25.1.1	<p>Master set of:</p> <ul style="list-style-type: none"> • agenda; • confirmed minutes; • business papers and reports; • notices of motion and questions; and • resolutions. 	A	5 years after last action
25.1.2	<p>Verbatim transcripts (if produced)</p>	A	5 years after last action

GENERAL DISPOSAL AUTHORITY FOR LOCAL GOVERNMENT RECORDS

Ref No.	ACTIVITY Description of records	Disposal Action A – Archive D – Destroy P – Permanent	Recommended Custody
25.1.3	Audio / visual recordings of meetings	D	1 year after minutes confirmed
25.1.4	Public notices of meeting Includes documents relating to the Council meeting made available for public inspection prior to the meeting	D	Until superseded
25.1.5	Unconfirmed minutes of Council meetings (available for public inspection)	D	When minutes confirmed
25.1.6	Duplicate sets of agendas and minutes	D	Until reference ceases
25.1.7	Public questions given with prior notice	D	2 years after last action
25.1.8	Petitions from ratepayers	D	30 years after date of last action
25.2	COMMITTEES OF COUNCIL Records pertaining to the establishment and management of committees of Council. Use ARRANGEMENTS for records of the routine administrative arrangements for committee meetings. Use AUTHORIZATIONS / DELEGATIONS for records of delegations of powers or duties to a Committee of Council.		

GENERAL DISPOSAL AUTHORITY FOR LOCAL GOVERNMENT RECORDS

Ref No.	ACTIVITY Description of records	Disposal Action A – Archive D – Destroy P – Permanent	Recommended Custody
25.2.1	Establishment of committee Records relating to the: <ul style="list-style-type: none"> • establishment of committee; • appointment of members; and • Terms of Reference. 	A	5 years after last action
25.2.2	Master set of: <ul style="list-style-type: none"> • agendas; • confirmed minutes; • business papers and reports submitted to committee; • resolutions; and • committee reports. 	A	5 years after last action
25.2.3	Verbatim transcripts (if produced)	A	5 years after last action
25.2.4	Audio / visual recordings of meetings	D	1 year after minutes confirmed
25.2.5	Non-financial records relating to fees or remuneration for committee members	D	6 years after last action
25.2.6	Unconfirmed minutes of committee meetings (available for public inspection)	D	When minutes confirmed
25.2.7	Duplicate sets of agendas and minutes	D	Until reference ceases

GENERAL DISPOSAL AUTHORITY FOR LOCAL GOVERNMENT RECORDS

Ref No.	ACTIVITY Description of records	Disposal Action A – Archive D – Destroy P – Permanent	Recommended Custody
25.3	<p>INTERNAL COMMITTEES OF LOCAL GOVERNMENT</p> <p>Records pertaining to the establishment and management of committees internal to a local government (excluding committees of Council).</p> <p>Use ARRANGEMENTS for records of the routine administrative arrangements for Committee meetings.</p>		
25.3.1	<p>Committees established for:</p> <ul style="list-style-type: none"> • local government planning and policy; • strategic and corporate management; • core business functions or operations; or • high-level community consultation. 		
25.3.1.1	<p>Establishment of committee</p> <p>Records relating to the:</p> <ul style="list-style-type: none"> • establishment of committee; • appointment of members; and • Terms of Reference. 	A	5 years after last action
25.3.1.2	<p>Master set of:</p> <ul style="list-style-type: none"> • agendas; • confirmed minutes; • business papers and reports submitted to committee; • resolutions; and • committee reports. 	A	5 years after last action

GENERAL DISPOSAL AUTHORITY FOR LOCAL GOVERNMENT RECORDS

Ref No.	ACTIVITY Description of records	Disposal Action A – Archive D – Destroy P – Permanent	Recommended Custody
25.3.1.3	Verbatim transcript (if produced)	A	5 years after last action
25.3.1.4	Audio / visual recordings of meetings	D	1 year after minutes confirmed
25.3.2	Committees established for: <ul style="list-style-type: none"> • local government administrative functions or activities; • branch/unit level management; or • non-core business activities. 		
25.3.2.1	Establishment of committee Records relating to the: <ul style="list-style-type: none"> • establishment of committee; • appointment of members; or • Terms of Reference. 	D	5 years after last action
25.3.2.2	Master set of: <ul style="list-style-type: none"> • agendas; • confirmed minutes; • business papers and reports submitted to committee; • resolutions; and • committee reports. 	D	5 years after last action
25.3.2.3	Audio / visual recordings of meetings	D	1 year after minutes confirmed

GENERAL DISPOSAL AUTHORITY FOR LOCAL GOVERNMENT RECORDS

Ref No.	<p style="text-align: center;">ACTIVITY</p> <p style="text-align: center;">Description of records</p>	<p style="text-align: center;">Disposal Action</p> <p style="text-align: center;">A – Archive D – Destroy P – Permanent</p>	<p style="text-align: center;">Recommended Custody</p>
25.3.2.4	<p>Transcripts (if produced)</p>	D	Once incorporated into official minutes
25.4	<p>EXTERNAL COMMITTEES</p> <p>Records pertaining to the participation by local government members or staff on committees external to the local government, convened by another government organization, private organization or association.</p> <p>Use ARRANGEMENTS for records of the routine administrative arrangements for committee meetings</p>		
25.4.1	<p>External Committees – where the local government has a coordinating or secretarial role</p>		
25.4.1.1	<p>Committees established for:</p> <ul style="list-style-type: none"> • local government planning and policy; • core business functions or operations; or • high-level community consultation <p>Agendas, minutes, business papers and reports submitted to committee, resolutions, and committee reports</p>	A	5 years after last action

GENERAL DISPOSAL AUTHORITY FOR LOCAL GOVERNMENT RECORDS

Ref No.	<p style="text-align: center;">ACTIVITY</p> <p style="text-align: center;">Description of records</p>	<p style="text-align: center;">Disposal Action</p> <p style="text-align: center;">A – Archive D – Destroy P – Permanent</p>	<p style="text-align: center;">Recommended Custody</p>
25.4.1.2	<p>Committees established for:</p> <ul style="list-style-type: none"> • facilitative functions or activities; • informative functions or activities; or • low-level community consultation <p>Agendas, minutes, business papers and reports submitted to committee and committee reports</p>	D	5 years after last action
25.4.1.3	<p>External Committees – where the local government has NO coordinating or secretarial role</p>		
25.4.1.4	<p>Committees established for:</p> <ul style="list-style-type: none"> • local government planning and policy; • core business functions or operations; or • high-level community consultation <p>Agendas, minutes, business papers and reports submitted to committee, resolutions, and committee reports.</p>	D	7 years after last action
25.4.1.5	<p>Committees established for:</p> <ul style="list-style-type: none"> • facilitative functions or activities; • informative functions or activities; or • low-level community consultation <p>Agendas, minutes, business papers and reports submitted to committee and committee reports</p>	D	2 years after last action

GENERAL DISPOSAL AUTHORITY FOR LOCAL GOVERNMENT RECORDS

Ref No.	ACTIVITY Description of records	Disposal Action A – Archive D – Destroy P – Permanent	Recommended Custody
26	<p>COMMUNITY CONSULTATION</p> <p>The activity of consulting the community to gather comments and feedback for consideration by the local government. This activity does not cover the release and submission of surveys.</p> <p>For surveys (including raw data) relating to the community consultation process, use SURVEYS For records relating to public meetings, see MEETINGS For reports relating to results of a community consultation process, use REPORTING For complaints regarding local government services, use PUBLIC REACTION</p>		
26.1	<p>Comments / feedback – received by the local government from members of the community relating to significant issues</p> <p>See the definition of ‘Significant Records’ in the Introduction, section 5.2</p>	A	5 years after last action
26.2	<p>Comments / feedback – received by the local government from members of the community relating to other issues</p>	D	7 years after last action
27	<p>COMPLIANCE</p> <p>Records associated with local government compliance with and breaches of statutory or legislative requirements; State, national, international or industry standards; fiscal or financial accountability; or quality standards.</p> <p>For records of breaches of Code of Conduct by Elected Members, use ELECTED MEMBERS For disciplinary action taken relating to staff breaches of Code of Conduct, use DISCIPLINE</p>		

GENERAL DISPOSAL AUTHORITY FOR LOCAL GOVERNMENT RECORDS

Ref No.	ACTIVITY Description of records	Disposal Action A – Archive D – Destroy P – Permanent	Recommended Custody
27.1	Breaches – Significant , including investigation and findings See the definition of ‘Significant Records’ in the Introduction, section 5.2	A	5 years after last action
27.2	Breaches – Other , including investigation and findings	D	7 years after last action
27.3	Evidence - records documenting proof of compliance by the local government	D	7 years after last action
27.4	Evidence - records documenting proof of compliance with the Australian Accounting Standards (AAS)	D	6 years after successful audit
27.5	Accreditations – compliance documentation for facilities managed by the local government that require accreditation. Examples include day care and nursing homes	D	10 years after cessation of accreditation or activity
27.6	Disclosure of Financial Interest / Annual Return / Primary Return	D	7 years after employee or Elected Member separates from the organization
27.7	Acknowledgement of receipt of disclosure of financial interest / annual return / primary return	D	7 years after employee or Elected Member separates from the organization

GENERAL DISPOSAL AUTHORITY FOR LOCAL GOVERNMENT RECORDS

Ref No.	ACTIVITY Description of records	Disposal Action A – Archive D – Destroy P – Permanent	Recommended Custody
28	<p>CONFERENCES AND SEMINARS</p> <p>Conferences or seminars arranged and presented by the local government or attended by employees and Elected Members.</p> <p>For records relating to training courses and attendance, use TRAINING AND DEVELOPMENT For speeches and addresses, use ADDRESSES, SPEECHES AND PRESENTATIONS For administrative arrangements (e.g. catering) relating to conferences or seminars, use ARRANGEMENTS</p>		
28.1	Conferences or seminars – coordinated wholly by the local government - unpublished proceedings. Including papers presented by staff or Elected Members	A	5 years after last action
28.2	Conferences or seminars coordinated wholly by the local government – published proceedings		Lodge 4 copies with State Library of WA (refer to section 3.5 of the Introduction)
28.3	Conferences - planning and development, reports, contents	D	10 years after last action
28.4	Seminars – planning and development, reports, contents	D	3 years after last action
28.5	Conferences or seminars – presented by other organizations – papers and published proceedings	D	2 years after last action

GENERAL DISPOSAL AUTHORITY FOR LOCAL GOVERNMENT RECORDS

Ref No.	ACTIVITY Description of records	Disposal Action A – Archive D – Destroy P – Permanent	Recommended Custody
29	<p>CONNECTION</p> <p>The activities associated with the connection of gas, sewerage, water supplies, drainage, telecommunications, electrical and other systems.</p> <p>For relevant policies (e.g. vegetation clearing policies of service providers), use POLICY For applications relating to connection (e.g. for temporary water service), use APPLICATIONS, APPROVALS, LICENCES AND PERMITS</p>		
29.1	Maps of all sewerage works	A	5 years after last action
29.2	Water Corporation plans	A	5 years after last action
29.3	<p>Reinstatement works – significant cases where the local government is responsible for damage to local government or private property, e.g. significant environmental reconstitution</p> <p>See the definition of ‘Significant Records’ in the Introduction, section 5.2</p>	A	5 years after date of last action
29.4	Reinstatement works – other cases where the local government is responsible for damage to local government or private property, (local government may undertake reinstatement works on arrangement)	D	7 years after last action
29.5	Cable locations – including current and defunct locations	P	Permanent within local government

GENERAL DISPOSAL AUTHORITY FOR LOCAL GOVERNMENT RECORDS

Ref No.	ACTIVITY Description of records	Disposal Action A – Archive D – Destroy P – Permanent	Recommended Custody
29.6	<p>Intended work – advice of intention to connect (or disconnect) sewerage, water supplies, drainage, gas, telecommunications, electrical or other systems. Includes but is not limited to:</p> <ul style="list-style-type: none"> • ‘Dial before you dig’ notices; • underground power; • location of intended works; and • ‘Notice of intention to carry out work’ notices. 	D	7 years after last action
29.7	Site preparation – records relating to site preparation prior to connection or intended works	D	7 years after last action
30	<p>CONTACTS</p> <p>The activity associated with managing lists of names and contact details of individuals and organizations for the purposes of performing local government functions.</p>		
30.1	Contacts – lists of names and contact details for government representatives and the public	D	Until reference ceases
30.2	Emergency and next of kin contacts – contact details, including emergency contacts, of local government staff and Elected Members	D	Until employee has left the organization or Elected Member no longer in office
30.3	Telephone directories - internal	D	When superseded

GENERAL DISPOSAL AUTHORITY FOR LOCAL GOVERNMENT RECORDS

Ref No.	ACTIVITY Description of records	Disposal Action A – Archive D – Destroy P – Permanent	Recommended Custody
30.4	Mailing lists and directories	D	When superseded
30.5	Lists of registered tradespersons and professionals (builders / plumbers / town planners / engineers / electricians)	D	When superseded
31	<p>CORPORATE STYLE</p> <p>Image or style requirements (e.g. writing style, graphic design) for the production of local government. Also includes records relating to regalia.</p>		
31.1	Chains of Office, crest / logo, mayoral robes, flag, Honour Boards - design and conservation	A	Archive within local government
31.2	Banners, corporate dress, and corporate style – design and instructions including style guides	P	Permanent within local government
31.3	Regalia – historical background, history of changes, conservation and context of individual items	A	Archive within local government
32	<p>CREDITORS</p> <p>The activity of managing payments to parties to which the local government owes money.</p> <p>For creditors ledger or register, use REGISTERS</p>		

GENERAL DISPOSAL AUTHORITY FOR LOCAL GOVERNMENT RECORDS

Ref No.	ACTIVITY Description of records	Disposal Action A – Archive D – Destroy P – Permanent	Recommended Custody
32.1	Invoices received by the local government and records relating to their payment, including: <ul style="list-style-type: none"> • checking of invoices; • issuing of cheques; and • payment of claims. 	D	6 years after successful audit
32.2	Reconciliations , including: <ul style="list-style-type: none"> • monthly statements, / payments due listings; • end of year reconciliations; and • sundry creditors listings 	D	2 years after successful audit
32.3	Statements – end of year	D	6 years after successful audit
32.4	Correspondence – including but not limited to: <ul style="list-style-type: none"> • individual creditor’s records; • requests for invoices; • queries regarding amounts; and • covering letters for payments 	D	6 years after successful audit
32.5	Disbursements – local government	D	6 years after successful audit
32.6	Payment authorizations	D	6 years after successful audit

GENERAL DISPOSAL AUTHORITY FOR LOCAL GOVERNMENT RECORDS

Ref No.	ACTIVITY Description of records	Disposal Action A – Archive D – Destroy P – Permanent	Recommended Custody
33	<p>DATA MANAGEMENT</p> <p>The activity of managing data and databases held within a system.</p> <p>For contracts associated with data management, use AGREEMENTS, CONTRACTS, JOINT VENTURES, DEEDS For the implementation of information technology programs and systems, use IMPLEMENTATION For maintenance and repair of data standards and systems, use MAINTENANCE For determining the suitability of data management systems, use EVALUATION For records relating to security of data (e.g. access restrictions), use SECURITY</p>		
33.1	Installation – installation of hardware or software	D	7 years after last action
33.2	Database development – modification and design, including requests for changes	D	7 years after system discontinued or superseded
33.3	Systems or applications investigated and purchased – studies, analysis	D	7 years after system discontinued or superseded
33.4	Audit trails of records - including information about who edited, accessed or viewed a record <i>etc.</i> – where copies of the audit trails are kept separate to the data management system	D	Life of the record (s) that is subject of the audit trail

GENERAL DISPOSAL AUTHORITY FOR LOCAL GOVERNMENT RECORDS

Ref No.	ACTIVITY Description of records	Disposal Action A – Archive D – Destroy P – Permanent	Recommended Custody
33.5	<p>System generated logs – containing data relating to specific incidents (e.g. security breaches, abuse of the system), including but not limited to:</p> <ul style="list-style-type: none"> • STMP send/receive logs; • agent logs; • routing table logs; • security logs; • transaction logs; • POP3 and IMAP4 protocols; and • certificate logs. 	D	7 years after last action
33.6	System generated logs – not relating to specific incidents	D	Retain and destroy in accordance with the local government's risk management procedures
33.7	PC logs - containing information such as hanging applications (<i>i.e.</i> frozen system) and remote logging into PC	D	Until PC disposed of
33.8	Manuals – including technical and user manuals	D	2 years after system replaced
33.9	User groups – records relating to user groups for systems	D	2 years after system replaced

GENERAL DISPOSAL AUTHORITY FOR LOCAL GOVERNMENT RECORDS

Ref No.	ACTIVITY Description of records	Disposal Action A – Archive D – Destroy P – Permanent	Recommended Custody
33.10	Metadata – allocation of metadata NB: This category refers to records about metadata, NOT the metadata itself.	D	2 years after last action
33.11	Systems or applications investigated but not purchased – studies, analysis	D	2 years after last action
33.12	Requests for assistance	D	1 year after last action
33.13	Backup tapes		Retain and re-use or destroy in accordance with the local government's risk management procedures
34	DEBTORS Records relating to parties that owe money to the local government For records relating to the payment of rates, use RATES PAYMENTS For prosecutions for non payment, use INFRINGEMENTS, LITIGATION AND PROSECUTIONS For irrecoverable revenue, use REVENUE, FEES, CHARGES AND LEVIES For vesting orders associated with non-payment of rates, use AGREEMENTS, CONTRACTS, JOINT VENTURES, DEEDS For debtors register / ledger, use REGISTERS		

GENERAL DISPOSAL AUTHORITY FOR LOCAL GOVERNMENT RECORDS

Ref No.	ACTIVITY Description of records	Disposal Action A – Archive D – Destroy P – Permanent	Recommended Custody
34.1	Bankruptcy proceedings and associated correspondence For records relating to rates payment debts, see 34.8	D	7 years after last action
34.2	Debtors – invoices (office copy) and source documentation used to raise invoices	D	6 years after successful audit
34.3	Debtors - sundry	D	6 years after successful audit
34.4	Debtors – correspondence, including complaints and queries on amounts due, recovery measures / debt collection and follow ups	D	6 years after successful audit
34.5	Reconciliations	D	6 years after successful audit
34.6	Write offs – records of amounts	D	6 years after successful audit
34.7	Debtors – listings, including payment history updates, arrears listings, transaction reports	D	2 years after last action
34.8	DEBTORS (RATES)		
34.8.1	Rates – write-offs. Minister’s approval and related correspondence.	A	5 years after last action
34.8.2	Rates – records relating to the sale of land for unpaid rates	A	5 years after last action
34.8.3	Rates – possession of land pending payment of rates in arrears	D	15 years after last action

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Ref No.	ACTIVITY Description of records	Disposal Action A – Archive D – Destroy P – Permanent	Recommended Custody
34.8.4	Rates – debtors balances, arrears book, debt collection, debtors interest calculations	D	7 years after last action
35	<p>DEPRECIATION</p> <p>The activity of managing a decrease in value of local government assets.</p> <p>For reporting on depreciations, use REPORTING For listings of assets, use REGISTERS</p>		
35.1	Depreciation schedules	D	6 years after successful audit
35.2	Depreciation expenses	D	6 years after successful audit
36	<p>DESIGN AND CONSTRUCTION</p> <p>The activity of designing, constructing and altering buildings and infrastructure by the local government within their jurisdiction. Also includes landscaping, traffic calming and dredging (including foreshore management)</p> <p>For permits relating to design and construction, use APPLICATIONS, APPROVALS, LICENCES AND PERMITS For maintenance of constructions, use MAINTENANCE</p>		

GENERAL DISPOSAL AUTHORITY FOR LOCAL GOVERNMENT RECORDS

Ref No.	ACTIVITY Description of records	Disposal Action A – Archive D – Destroy P – Permanent	Recommended Custody
36.1	<p>New constructions, alterations and renovations - plans, drawings and specifications associated with significant construction (can also include drafts)</p> <p>See the definition of ‘Significant Records’ in the Introduction, section 5.2</p>	A	5 years after last action
36.2	<p>New constructions, alterations and renovations – other</p> <p>Plans, drawings and specifications associated with other construction</p>	D	7 years after destruction or disposal of the construction
36.3	<p>Individual files for:</p> <ul style="list-style-type: none"> • roads (including footpaths / bike paths / cycle ways); • bridges / structures; and • crossovers <p>where not covered by 36.1</p>	P	Permanent within local government
36.4	<p>Public Buildings Files (transferred from Health Department of WA)</p>	D	Retain for the life of the building
36.5	<p>Traffic calming devices – including roundabouts, speed limits, chicanes, speed humps, dips and grids</p>	D	10 years after last action
36.6	<p>Traffic management – plans, associated with construction works</p> <p>For traffic management records relating to events, use CELEBRATIONS, CEREMONIES, FUNCTIONS AND EVENTS</p>	D	7 years after last action
36.7	<p>Level crossings / pedestrian crossings</p>	D	7 years after last action

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Ref No.	ACTIVITY Description of records	Disposal Action A – Archive D – Destroy P – Permanent	Recommended Custody
36.8	Materials analyses of asphalt, gravel, sand, bitumen and other construction materials	D	7 years after last action
36.9	Crossover subsidy – all related correspondence, including inspection and refund details	D	7 years after last action
36.10	Dredging, including foreshore management	D	7 years after last action
36.11	Parking zones – design of	D	2 years after superseded
36.12	Authorized vehicle stands	D	2 years after superseded
37	<p>DEVELOPMENT, BUILDING AND SUBDIVISION APPLICATIONS</p> <p>The activity of managing development, building and subdivision applications submitted to the local government. Includes but is not limited to applications and approvals (including supporting and superseded plans) for:</p> <ul style="list-style-type: none"> • single or multiple dwellings; • mixed-use dwellings; • subdivisions; • extensions; • alterations to existing dwellings; • mobile telephone towers; • change of use; • home occupations; • garden sheds; • patios; 		

GENERAL DISPOSAL AUTHORITY FOR LOCAL GOVERNMENT RECORDS

Ref No.	ACTIVITY Description of records	Disposal Action A – Archive D – Destroy P – Permanent	Recommended Custody
	<ul style="list-style-type: none"> • demolitions; and • extractive industries. <p>For approval and permit registers, see REGISTERS</p> <p><u>Building Licence Files</u></p> <p>Each application or BUILDING LICENCE FILE may contain all documentation relevant to the procedures and work associated with that application, including:</p> <ul style="list-style-type: none"> • application; • drawings, plans, specifications; • structural calculations; • cost estimates/receipts for fees paid; • licences; • deposit of building material on street; • notice to builder – plans not approved; • notice to local government of intention to commence work; • Certificate of Classification; • inspections relating to the approval process, including Form 7: • applications for building approval certificate; • compaction certificates; and • housing indemnity insurance certificates. <p>Note: Building Regulations 1989 Regulation 12 (1) states: ‘one copy of every drawing, plan, specification or calculation shall remain in the office of the building surveyor as a permanent record’.</p>		

GENERAL DISPOSAL AUTHORITY FOR LOCAL GOVERNMENT RECORDS

Ref No.	ACTIVITY Description of records	Disposal Action A – Archive D – Destroy P – Permanent	Recommended Custody
37.1	DEVELOPMENT APPLICATIONS , including but not limited to application form, plans, superseded plans, objections, approvals and other supporting documentation.		
37.1.1	<p>Development Applications - approved - significant, including but not limited to those that:</p> <ul style="list-style-type: none"> • concern major changes to a heritage listed property; • are connected with major objection campaigns; • are controversial developments; • set a legal or design precedent; • uniquely demonstrate historical land use in the area; • were the subject of legal action; and / or • relate to building in seismic zones. <p>See also the definition of ‘Significant Records’ in the Introduction, section 5.2</p>	A	5 years after last action
37.1.2	Development Applications - approved – other development applications that are not deemed significant	D	30 years after last action
37.1.3	<p>Development Applications - unapproved at all levels – significant For guidance on what may constitute a significant application, see 37.1.1 and section 5.2 of the Introduction</p>	A	5 years after last action
37.1.4	Development Applications - unapproved – other unapproved applications not included in 37.1.3	D	7 years after last action

GENERAL DISPOSAL AUTHORITY FOR LOCAL GOVERNMENT RECORDS

Ref No.	ACTIVITY Description of records	Disposal Action A – Archive D – Destroy P – Permanent	Recommended Custody
37.1.5	<p>3D Models – Physical or computer-generated</p> <p>Physical or computer-generated 3D model submitted as part of the Development Application and used as a visual aid to assist the decision-making process.</p>		
37.1.5.1	<p>Cases where the model or aspects of it lead to a motion to modify the recommendations presented</p> <ul style="list-style-type: none"> - photograph or snapshot of 3D image (whether by a series of screen shots or video) 	<p>Retain photograph or snapshot of 3D model in accordance with 37.1.1, 37.1.2, 37.1.3 or 37.1.4</p> <p>Destroy digital model when reference ceases or return physical model to creator</p>	
37.1.5.2	<p>Cases where the model or aspects of it do not lead to any motion to modify</p>		<p>Destroy digital model when reference ceases or return physical model to creator</p>
37.1.6	<p>Photographic record of buildings before demolition where held separate to the development application.</p> <p>These are sometimes required as part of an application to demolish</p>	A	5 years after last action
37.1.7	<p>Development Applications - cancelled</p>	D	2 years after last action
37.2	<p>BUILDING LICENCE APPLICATIONS including but not limited to application forms, plans, superseded plans, approvals, objections, specifications and other supporting documentation.</p>		

GENERAL DISPOSAL AUTHORITY FOR LOCAL GOVERNMENT RECORDS

Ref No.	ACTIVITY Description of records	Disposal Action A – Archive D – Destroy P – Permanent	Recommended Custody
37.2.1	Building Licence Applications - approved – significant For guidance on what may constitute a significant application, see 37.1.1 and section 5.2 of the Introduction	A	5 years after last action
37.2.2	Building Licence Applications - approved – other approved applications not included in 37.2.1	P	Permanent within local government
37.2.3	Building Licence Applications - unapproved at all levels – significant For guidance on what may constitute a significant application, see 37.1.1 and section 5.2 of the Introduction	A	5 years after last action
37.2.4	Building Licence Applications - unapproved at all levels – Other unapproved applications not included in 37.2.3	D	7 years after last action
37.2.5	Photographic record of buildings before demolition where held separate to the building licence application. These are sometimes required as part of a building application to demolish.	A	5 years after last action
37.2.6	Building Licence Applications – cancelled	D	2 years after last action
37.3	SUBDIVISION APPLICATIONS Including but not limited to application form, plans, approval, comments and supporting documentation.		
37.3.1	Subdivision applications – approved, concerning major land subdivisions	P	Permanent within local government
37.3.2	Subdivision / strata subdivision applications – approved – other	D	20 years after date of last action

GENERAL DISPOSAL AUTHORITY FOR LOCAL GOVERNMENT RECORDS

Ref No.	ACTIVITY Description of records	Disposal Action A – Archive D – Destroy P – Permanent	Recommended Custody
37.3.3	Subdivision / strata subdivision applications - unapproved at all levels	D	7 years after last action
37.3.4	Subdivision applications - cancelled	D	2 years after last action
38	DIARIES Diaries and appointment books of local government staff and Elected Members		
38.1	Appointment books / diaries – CEOs, Senior Executives and Elected Members - containing significant information not recorded elsewhere See the definition of ‘Significant Records’ in the Introduction, section 5.2	A	5 years after last action
38.2	Appointment books / diaries – authorized officers that deal with the public – containing detailed information not recorded elsewhere	D	7 years after last action
38.3	Appointment books / diaries – other staff – containing basic information (e.g. dates, times)	D	Until superseded

GENERAL DISPOSAL AUTHORITY FOR LOCAL GOVERNMENT RECORDS

Ref No.	ACTIVITY Description of records	Disposal Action A – Archive D – Destroy P – Permanent	Recommended Custody
39	<p>DISCIPLINE</p> <p>The activities associated with the disciplinary process concerning local government staff. Including but not limited to investigation, charges, warnings, punishment and appeals.</p> <p>For disciplinary action procedures and policy, use PROCEDURES or POLICY For grievances registered by local government employees, use GRIEVANCES For breaches of code of conduct by Elected Members, use ELECTED MEMBERS</p>		
39.1	<p>Discipline – records (if kept separate to Personal File) relating to disciplinary actions taken against employees including allegations, investigations, charges, warnings, punishment and appeals. Also includes disciplinary action relating to breaches of Code of Conduct.</p>	D	If kept separate to personal file, 7 years after last action
40	<p>EDUCATION</p> <p>The provision of community information and education programs to increase understanding and awareness of community issues.</p>		
40.1	<p>Significant education programs – including but not limited to environmental and conservation issues</p> <p>See the definition of ‘Significant Records’ in the Introduction, section 5.2</p>	A	5 years after last action
40.2	<p>Education – other, provided in the interests of community service. Includes development, operation and implementation records.</p>	D	7 years after last action

GENERAL DISPOSAL AUTHORITY FOR LOCAL GOVERNMENT RECORDS

Ref No.	ACTIVITY Description of records	Disposal Action A – Archive D – Destroy P – Permanent	Recommended Custody
41	<p>ELECTED MEMBERS</p> <p>For delegation of powers / authority, use AUTHORIZATIONS AND DELEGATIONS For records relating to elections, see ELECTIONS For ‘swearing-in’ ceremonies, use CELEBRATIONS, CEREMONIES, FUNCTIONS AND EVENTS For expired financial returns register, use REGISTERS For complaints of minor breaches register, use REGISTERS</p>		
41.1	<p>Declarations, Oaths, and Affirmations (including Form 5, Form 6 and Form 7) made by an Elected Member</p>	A	5 years after last action
41.2	<p>Leave of absence</p>	A	5 years after last action
41.3	<p>Photographic history of Elected Members of the local government</p>	A	5 years after last action
41.4	<p>Profiles of Elected Members</p>	A	5 years after last action
41.5	<p>Elected Members – resignations</p>	A	5 years after last action
41.6	<p>Elected Members’ Code of Conduct, including development and amendments</p>	A	5 years after last action
41.7	<p>Breaches of Code of Conduct by Elected Members – significant</p> <p>See the definition of ‘Significant Records’ in the Introduction, section 5.2</p> <p>For breaches of Code of Conduct by staff, use DISCIPLINE</p>	A	5 years after last action

GENERAL DISPOSAL AUTHORITY FOR LOCAL GOVERNMENT RECORDS

Ref No.	ACTIVITY Description of records	Disposal Action A – Archive D – Destroy P – Permanent	Recommended Custody
41.8	Breaches of Code of Conduct by Elected Members - other	D	7 years after Elected Member leaves office
41.9	Rules of Conduct – complaints of breaches that result in an order For Complaints Registers, use REGISTERS	A	5 years after last action
41.10	Rules of Conduct – complaints of breaches that do not result in an order	D	7 years after last action
41.11	Financial Interests – register	P	Permanent within local government
41.12	Disclosure of gifts – register	D	30 years after last action
41.13	Appointments – records relating to Elected Members’ appointment conditions	D	7 years after Elected Member leaves office
41.14	Appointments – notices of the appointment of an Elected Member	D	7 years after last action
41.15	Allowances / benefits – provided to Elected Members	D	7 years after last action
41.16	Information / induction / training / briefing sessions and workshops - conducted by the local government for Elected Members	D	7 years after last action
41.17	Official engagements, conferences, seminars, and course arrangements , including travel arrangements and invitations – for Elected Members	D	2 years after last action

GENERAL DISPOSAL AUTHORITY FOR LOCAL GOVERNMENT RECORDS

Ref No.	ACTIVITY Description of records	Disposal Action A – Archive D – Destroy P – Permanent	Recommended Custody
42	<p>ELECTIONS</p> <p>The activities associated with conducting public elections to select local government Elected Members. Also includes records associated with preparing the electoral roll.</p> <p>For records relating to internal and external procedures for conducting local government elections, use PROCEDURES For advertising of local government elections, see MARKETING, PROMOTIONS AND CAMPAIGNS For appeals against the rejection or expiry of enrolment eligibility claim forms, use APPEALS For register of decisions (enrolment eligibility claims) use REGISTERS</p>		
42.1	Elections - Returning officer's declaration of outcome	A	5 years after last action
42.2	Election of Council President / Deputy or Mayor, including elections by other Elected Members	A	5 years after last action
42.3	Elections – photographic history	A	5 years after last action
42.4	Electoral roll – Returning Officer's copy	D	30 years after last action
42.5	Electoral roll – office copies	D	1 year after last action
42.6	Enrolment Eligibility Claim forms – accepted	D	2 years after claim expires (expiry occurs when property changes ownership)

GENERAL DISPOSAL AUTHORITY FOR LOCAL GOVERNMENT RECORDS

Ref No.	ACTIVITY Description of records	Disposal Action A – Archive D – Destroy P – Permanent	Recommended Custody
42.7	Enrolment Eligibility Claim forms - rejected	D	2 years after claim rejected
42.8	Section 51B forms – requests for details to be removed from Electoral Roll, concerning: <ul style="list-style-type: none"> • property owners; and • property occupiers 	D	2 years after claim expires
42.9	Elections – records relating to the coordination of local government elections, including: <ul style="list-style-type: none"> • ballot papers (complete and incomplete); • correspondence relating to voting and postal voting, including replacement postal voting; • nomination forms / candidate details; • selection of scrutineer; • election re-counts; • polling booths; and • appeals. 	D	4 years after election result announced
42.10	Non-local government elections in which the local government is involved. Includes records relating to the election of members of the Water Board by the local government under Section 9 of the <i>Water Boards Act 1904</i>	D	7 years after last action
42.11	Objections and claims to electoral roll	D	2 years after last action

GENERAL DISPOSAL AUTHORITY FOR LOCAL GOVERNMENT RECORDS

Ref No.	ACTIVITY Description of records	Disposal Action A – Archive D – Destroy P – Permanent	Recommended Custody
43	<p>EMPLOYEE WELFARE</p> <p>The activity of managing the provision of support and counselling services to employees.</p> <p>For records relating to welfare and counselling services to the community, use SERVICE PROVISION</p>		
43.1	Counselling – records relating to counselling schemes to assist staff	D	7 years after last action
43.2	Counselling – records of counselling provided to individual staff	D	Retain on personal file or 7 years after last action
44	<p>EMPLOYMENT CONDITIONS AND EQUAL EMPLOYMENT OPPORTUNITY</p> <p>The activities associated with managing the general conditions of employment for all staff (permanent, temporary or contract) and the management of equal employment opportunity.</p> <p>For records relating to industrial relations matters, use INDUSTRIAL RELATIONS For policies and procedures relating to employment matters, use POLICY or PROCEDURES For records relating to the recruitment of staff, use RECRUITMENT For employee allowances, use PAYROLL For records relating to discipline of staff, use DISCIPLINE For performance appraisals for individual staff, use PERFORMANCE APPRAISAL For staff grievances, use GRIEVANCES For occupational health and safety, use OCCUPATIONAL HEALTH AND SAFETY For staff training, use TRAINING AND DEVELOPMENT For workers compensation, use CLAIMS MANAGEMENT</p>		

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Ref No.	ACTIVITY Description of records	Disposal Action A – Archive D – Destroy P – Permanent	Recommended Custody
44.1	Increment, promotion and probation records	D	Personal File
44.2	Equal Employment Opportunity initiatives and case files	D	7 years after last action
44.3	Clothing, including records relating to uniforms, badges and protective clothing	D	7 years after last action
44.4	Salary sacrifice schemes / arrangements for staff	D	7 years after last action
44.5	Officer exchange or secondment programs – determination of conditions	D	5 years after program ends
44.6	Working hours - complaints	D	7 years after last action
44.7	Working hours – requests and / or directions	D	2 years after last action
44.8	Working hours - rosters	D	1 year after superseded
44.9	Requests for the provision of staff amenities	D	2 years after last action
44.10	Car parking – staff	D	Until superseded
45	<p>ENQUIRIES</p> <p>Requests for information from members of the public and other organizations (including the media).</p> <p>For official inquiries use INQUIRIES For enquiries register use REGISTERS</p>		

GENERAL DISPOSAL AUTHORITY FOR LOCAL GOVERNMENT RECORDS

Ref No.	ACTIVITY Description of records	Disposal Action A – Archive D – Destroy P – Permanent	Recommended Custody
45.1	<p>Enquiries – significant. These enquiries will usually involve a lengthy and detailed response to an enquiry relating to a significant issue for the local government. Includes enquiries from the media.</p> <p>See the definition of ‘Significant Records’ in the Introduction, section 5.2</p>	A	5 years after last action
45.2	<p>Enquiries – basic or routine information</p>	D	2 years after last action
46	<p>ESTABLISHMENT</p> <p>The activity of managing positions, duties and reporting relationships between staff.</p> <p>For Personal Files, use RECRUITMENT</p>		
46.1	<p>Position files – including determination of duty statements, required qualifications, reclassifications. Not to be confused with personal files.</p>	D	2 years after position abolished
46.2	<p>Reclassification requests</p>	D	2 years after position abolished

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Ref No.	ACTIVITY Description of records	Disposal Action A – Archive D – Destroy P – Permanent	Recommended Custody
47	<p>EVALUATION</p> <p>The activity of assessing and / or appraising a program or service within the local government. Includes but is not limited to the evaluation of:</p> <ul style="list-style-type: none"> • equipment; • information systems; • strategic management; • feasibility studies; • technology; • policy and procedures; and • programs and projects. <p>For reports relating to or arising from the evaluation process, use REPORTING</p>		
47.1	<p>Evaluations - significant programs Evaluations of significant programs or services that are precedent setting and / or result in major organizational change</p> <p>See the definition of ‘Significant Records’ in the Introduction, section 5.2</p>	A	5 years after last action
47.2	<p>Evaluations – other programs</p>	D	5 years after last action
48	<p>FINANCIAL REPORTING</p> <p>The activity of preparing reports and summaries of financial transactions.</p>		

GENERAL DISPOSAL AUTHORITY FOR LOCAL GOVERNMENT RECORDS

Ref No.	ACTIVITY Description of records	Disposal Action A – Archive D – Destroy P – Permanent	Recommended Custody
48.1	Annual Financial Statements	D	6 years after successful audit
48.2	Financial statements – monthly, quarterly or tri-annually	D	6 years after successful audit
48.3	Transaction and input forms – includes documents concerned with updating financial information, including: <ul style="list-style-type: none"> • remittances to bank; • journal/batch headers; • payment vouchers (or equivalent); and • supporting documents. 	D	6 years after successful audit
48.4	Management reports - produced regularly by accounting or financial systems and used for: <ul style="list-style-type: none"> • creating output for updating ledgers; • reports for GST compliance; • preparation of financial statements; • preparation of accounts receivable; and • calculation of accounts payable, including cheque details and management reports 	D	6 years after successful audit
48.5	General processing records , including: <ul style="list-style-type: none"> • banking summaries; and • debit and credit batch registers 	D	6 years after successful audit

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Ref No.	ACTIVITY Description of records	Disposal Action A – Archive D – Destroy P – Permanent	Recommended Custody
48.6	<p>System reports – checking and control Daily, weekly or other batch, error control or transaction reports used for control purposes, including:</p> <ul style="list-style-type: none"> • advice of journal credits; • audit logs; • batch completion reports; • consolidated outstanding suspended postings reports; • lists of postings; and • stale cheques reports. 	D	6 years after successful audit
48.7	Financial reports to Council	D	1 year after date of audit
49	<p>FLEET MANAGEMENT</p> <p>The management of the local government’s vehicle fleet, including heavy or light commercial vehicles.</p> <p>For acquisition or disposal of a fleet vehicle, use ACQUISITION AND DISPOSAL For tenders relating to the purchase of fleet vehicles, use TENDERING AND QUOTATIONS For maintenance and repair of a fleet vehicle, use MAINTENANCE For infringements incurred by staff using fleet vehicles, use INFRINGEMENTS, LITIGATION AND PROSECUTIONS For insurance claims and policies relating to fleet vehicles, use CLAIMS MANAGEMENT</p>		
49.1	Applications – successful applications for the use of fleet vehicles	D	7 years after last action
49.2	Applications – unsuccessful applications for the use of fleet vehicles	D	3 years after last action

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Ref No.	ACTIVITY Description of records	Disposal Action A – Archive D – Destroy P – Permanent	Recommended Custody
49.3	Lease back vehicles – accounting and salary deduction	D	7 years after last action
49.4	Log books – for local government fleet vehicles	D	6 years after successful audit
49.5	Fuel cards and associated correspondence	D	6 years after successful audit
49.6	Allocation – management of fleet vehicle allocation	D	3 years after last action
49.7	Booking records – for local government fleet vehicles	D	3 years after last action
49.8	Parking and garaging of fleet vehicles / vehicle parking allocations	D	3 years after last action
49.9	Vehicle registrations / licensing	D	7 years after expiry of registration
49.10	Warranties and guarantees – fleet vehicles	D	Until vehicle disposed
50	<p>FREEDOM OF INFORMATION</p> <p>Requests / applications for information from the local government made in accordance with the <i>Freedom of Information Act 1992</i>.</p> <p>For register of Freedom of Information (FOI) applications, use REGISTERS For published FOI Statements, use PUBLICATIONS For advice from the Information Commissioner, use ADVICE</p>		

GENERAL DISPOSAL AUTHORITY FOR LOCAL GOVERNMENT RECORDS

Ref No.	ACTIVITY Description of records	Disposal Action A – Archive D – Destroy P – Permanent	Recommended Custody
50.1	<p>Applications / requests under Freedom of Information that:</p> <ul style="list-style-type: none"> • set a precedent; • lead to changes in organizational policy; • are of considerable public interest; or • are submitted to external review conducted by the Supreme Court. <p>Includes all records relating to the request, including copies of released records, notice of decision etc.</p> <p>NB: Archived requests must include copies of documents that are the subject of the request</p>	A	5 years after last action
50.2	<p>Other applications / requests under Freedom of Information, including those that are:</p> <ul style="list-style-type: none"> • routine; • submitted to external review conducted by the Information Commissioner; and • submitted to internal review conducted by the organization. 	D	7 years after last action
51	<p>GEOGRAPHICAL LAND INFORMATION</p> <p>The activity of managing land and environmental information that includes property information, environmental data and house numbering.</p> <p>For the naming of roads, streets, parks, reserves and suburbs, use NAMING For systems management, use DATA MANAGEMENT</p>		

GENERAL DISPOSAL AUTHORITY FOR LOCAL GOVERNMENT RECORDS

Ref No.	ACTIVITY Description of records	Disposal Action A – Archive D – Destroy P – Permanent	Recommended Custody
51.1	House numbering – master record that documents original house / lot numbering and subsequent changes	A	5 years after superseded
51.2	House numbering – other records relating to the numbering or renumbering of houses or lots in the local government area. Can include but is not limited to: <ul style="list-style-type: none"> • notices to residents; • requests for house or lot number changes; • plans showing house or lot numbers; and • local government consultation records 	A	5 years after last action
51.3	Aerial photography commissioned and purchased by the local government (including supporting documentation) where kept separate to the subject file to which they relate	D	7 years after last action
51.4	Land information certificates – requests and correspondence	D	6 years after last action
52	<p>GREETINGS, GIFTS AND INVITATIONS</p> <p>Greetings (e.g. cards) and gifts sent and received by the local government. Also includes invitations received by local government staff.</p> <p>For cards received that do not have enduring value, use EPHEMERAL RECORDS For disclosure of gift registers, use REGISTERS</p>		

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Ref No.	ACTIVITY Description of records	Disposal Action A – Archive D – Destroy P – Permanent	Recommended Custody
52.1	Gifts – records of significant gifts sent or received (excludes gift registers) See the definition of ‘Significant Records’ in the Introduction, section 5.2	A	5 years after last action
52.2	Gifts – records of other gifts sent or received (excludes gift registers)	D	7 years after last action
52.3	Greetings (e.g. Christmas cards, condolences, congratulations) – preparation and sending (including address lists)	D	1 year after last action
52.4	Invitations received by the local government, where not held on a relevant subject file	D	1 year after last action
53	<p>GRIEVANCES</p> <p>The activities associated with the management and resolution of grievances and complaints reported within the local government amongst employees.</p>		
53.1	Formal grievances (not held on personal file) lodged by employees, including discrimination or harassment. Includes investigation records and final decisions and actions.	D	20 years after last action
53.2	Grievances (not held on personal file) about occupational health and safety matters that include complaints/objections to: <ul style="list-style-type: none"> • undertaking hazardous duties; and • working environment hazards, including noise, dust, chemicals, heat etc. 	D	50 years after last action

GENERAL DISPOSAL AUTHORITY FOR LOCAL GOVERNMENT RECORDS

Ref No.	ACTIVITY Description of records	Disposal Action A – Archive D – Destroy P – Permanent	Recommended Custody
53.3	Other grievances (not held on personal file) lodged by employees not resulting in formal proceedings, including discrimination and harassment. Includes complaints, investigation records and final decisions and actions.	D	7 years after last action
54	<p>HORTICULTURAL SERVICES</p> <p>Activities associated with the major landscaping of parks and reserves including reconstruction and remodelling of gardens, parks, playing fields and reserves (including water bodies located within the park or reserve). Also includes the provision of horticultural services to the community.</p> <p>For the design and construction of parks and reserves (e.g. landscaping), use DESIGN AND CONSTRUCTION For maintenance of parks and reserves (including play equipment and reticulation), use MAINTENANCE For usage and bookings / hire of parks and reserves, use USAGE For permits to clear native vegetation (and any other associated permits), use APPLICATIONS, APPROVALS, LICENCES AND PERMITS</p>		
54.1	<p>Significant parks and reserves projects and programs (including protection programs) – development, plans, specifications and implementation</p> <p>See the definition of ‘Significant Records’ in the Introduction, section 5.2</p>	A	5 years after last action

GENERAL DISPOSAL AUTHORITY FOR LOCAL GOVERNMENT RECORDS

Ref No.	ACTIVITY Description of records	Disposal Action A – Archive D – Destroy P – Permanent	Recommended Custody
54.2	<p>Parks and reserves management projects and programs – other - including but not limited to:</p> <ul style="list-style-type: none"> • provision of plants and materials; • paving; • road reserves; • roundabout vegetation; • minor landscaping projects; and • irrigation. <p>For design and construction records, please use DESIGN AND CONSTRUCTION</p>	D	7 years after last action
54.3	<p>Chemical usage - noxious plants or pests, including:</p> <ul style="list-style-type: none"> • properties sprayed or affected by sprays; • types of poison used; • concentrations; • precautions taken; and • effects of spraying on waterways and environment 	A	5 years after last action
54.4	Street or verge trees – preservation orders, including arboricultural reports	A	5 years after last action
54.5	Street or verge trees / free trees – disbursement records	D	7 years after last action
54.6	Street or verge trees / free trees – requests. Can include requests for new or replacement trees	D	2 years after last action

GENERAL DISPOSAL AUTHORITY FOR LOCAL GOVERNMENT RECORDS

Ref No.	ACTIVITY Description of records	Disposal Action A – Archive D – Destroy P – Permanent	Recommended Custody
54.7	Street or verge trees / free trees – lists of trees or plants available for distribution, including planting instructions	D	1 year after last action
54.8	Lighting – provision of lighting to parks and reserves	D	7 years after last action
54.9	Requests for access to parks and reserves	D	2 years after last action
54.10	Noxious plants or pests – requests for eradication	D	2 years after last action
54.11	Reticulation – plans / drawings / specifications	D	2 years after superseded
55	<p>IMPLEMENTATION</p> <p>Records relating to the process of putting information technology systems into operation at the local government.</p> <p>For final implementation reports, see REPORTING</p>		
55.1	Implementation of information technology systems	D	7 years after system defunct
56	<p>INDUSTRIAL RELATIONS</p> <p>The activity of managing an agreed set of employment conditions and levels of payment.</p> <p>For other employment conditions, use EMPLOYMENT CONDITIONS AND EQUAL EMPLOYMENT OPPORTUNITY</p>		
56.1	Claims – industrial relations	A	5 years after last action

GENERAL DISPOSAL AUTHORITY FOR LOCAL GOVERNMENT RECORDS

Ref No.	ACTIVITY Description of records	Disposal Action A – Archive D – Destroy P – Permanent	Recommended Custody
56.2	Negotiations – major, with unions and / or employees, including industrial action	A	5 years after last action
56.3	Enterprise bargaining - records relating to industrial (enterprise) agreements applying to the local government: <ul style="list-style-type: none"> • setting a precedent; • affecting a majority of the local government’s employees; or • which make an innovative / contentious change to working conditions. 	A	5 years after last action
56.4	Enterprise bargaining not resulting in an industrial agreement	D	5 years after last action
56.5	Industrial Commission (or similar body) – determinations and hearings specific to the local government	D	30 years after last action
56.6	Agreements and awards – master copy (including salary scales)	D	30 years after last action
56.7	Negotiations – minor, including threatened industrial action which does not eventuate	D	10 years after last action
56.8	Union correspondence	D	10 years after last action
56.9	Industrial Relations – ballots and ballot papers	D	4 years after last action

GENERAL DISPOSAL AUTHORITY FOR LOCAL GOVERNMENT RECORDS

Ref No.	ACTIVITY Description of records	Disposal Action A – Archive D – Destroy P – Permanent	Recommended Custody
57	<p>INDUSTRIES</p> <p>The activity of developing strategies for the promotion of local industries such as agriculture, mining and tourism. Includes economic development strategies.</p> <p>For functions run by the local government to promote industries, use CELEBRATIONS, CEREMONIES, FUNCTIONS AND EVENTS For photographs, films and other material produced by the local government to promote local industry, use MARKETING, PROMOTIONS AND CAMPAIGNS For records of research into local industries not forming the basis for a publication, use RESEARCH</p>		
57.1	Industries – significant projects and programs concerning development and promotion of local industries	A	5 years after last action
57.2	Industries – other projects and strategies concerning the development of local industries	D	7 years after last action

GENERAL DISPOSAL AUTHORITY FOR LOCAL GOVERNMENT RECORDS

Ref No.	ACTIVITY Description of records	Disposal Action A – Archive D – Destroy P – Permanent	Recommended Custody
58	<p>INFRINGEMENTS, LITIGATION, AND PROSECUTIONS</p> <p>Infringements (penalties): Activities associated with handling breaches of rules and laws. Includes, but is not limited to minor offences under animal and traffic regulations, fire prevention, occupancy, Building Regulations, restrictions on keeping animals and restrictions on animals in public places, and penalties for waste dumped illegally in streets and public places.</p> <p>Litigation: The activities involved in managing lawsuits or legal proceedings between the local government and other parties.</p> <p>Prosecutions: The activities involved in managing lawsuits or legal proceedings between the local government and other parties, where there is a dispute over notices, infringements <i>etc.</i></p> <p>For records of formal investigations, use INQUIRIES For financial records associated with the payment of infringements, use REVENUE, FEES, CHARGES AND LEVIES For records relating to notifications / notices, use NOTIFICATIONS AND ORDERS For inspections relating to infringements, use INSPECTIONS For legal advice, see ADVICE For register of infringements and prosecutions, use REGISTERS</p>		
58.1	<p>Litigation and prosecutions - significant</p> <p>See the definition of 'Significant Records' in the Introduction, section 5.2</p>	A	5 years after case completed

GENERAL DISPOSAL AUTHORITY FOR LOCAL GOVERNMENT RECORDS

Ref No.	ACTIVITY Description of records	Disposal Action A – Archive D – Destroy P – Permanent	Recommended Custody
58.2	Litigation and prosecutions – records of minor prosecutions	D	7 years after case completed or expiry of statute of limitation period, whichever is later
58.3	<p>Infringements – infringements for minor offences where no legal action results, including but not limited to infringements for:</p> <ul style="list-style-type: none"> • unregistered animals; • backyard burning; • bicycles on footpaths; • graffiti; • light traffic thoroughfares; • Ordinance 30 breaches; • Food Act breaches; • littering; • noise controls; • parking offences; • posters - unauthorized display; • rubbish dumping; • skateboarding; • traffic and transport; • unauthorized tree removal; • vandalism; and • weed control. 	D	7 years after last action

GENERAL DISPOSAL AUTHORITY FOR LOCAL GOVERNMENT RECORDS

Ref No.	ACTIVITY Description of records	Disposal Action A – Archive D – Destroy P – Permanent	Recommended Custody
58.4	Infringements – Records relating to traffic infringements incurred by council staff including parking and speeding fines	D	2 years after last action
58.5	Public information – Complaints / reports / information received from the public regarding a possible offence, whether legitimate or unjustified	D	7 years after last action
58.6	Used infringement books where the information is not transferred elsewhere	D	7 years after last action
58.7	Used infringements books where the information has been transferred elsewhere	D	6 months after last action
58.8	Subpoenas / discovery orders / Writ of Summons	D	2 years after last action
59	<p>INQUIRIES</p> <p>Formal investigations carried out by persons or bodies authorized to inquire and report on a subject, such as Royal Commissions, the Parliamentary Commissioner for Administrative Investigations (the Ombudsman), the Commissioner for Public Sector Standards (Public Interest Disclosures) or the Corruption and Crime Commission (CCC).</p> <p>Includes the local government’s participation in the inquiry by providing evidence in the form of submissions, statements, reports etc, whether by official request or voluntarily.</p>		
59.1	Inquiries related to the local government’s administration, functions, programs or services, and requiring substantial organizational input in the form of submissions, statements, reports etc. Also includes notice of decision.	A	5 years after last action
59.2	Inquiries not relating to the local government’s administration or requiring little or no action or response from the local government	D	3 years after last action

GENERAL DISPOSAL AUTHORITY FOR LOCAL GOVERNMENT RECORDS

Ref No.	ACTIVITY Description of records	Disposal Action A – Archive D – Destroy P – Permanent	Recommended Custody
59.3	Implementation of any inquiry recommendations	A	5 years after last action
60	<p>INSPECTIONS</p> <p>The process of official examinations to ensure compliance with agreed standards and objectives.</p> <p>For prosecutions resulting from inspections, use INFRINGEMENTS, LITIGATION AND PROSECUTIONS For inspections relating to Occupational Health and Safety, use OCCUPATIONAL HEALTH AND SAFETY For inspections relating to a building licence, use DEVELOPMENT, BUILDING AND SUBDIVISION APPLICATIONS</p>		
60.1	<p>Inspections – significant cases, including precedent setting cases and matters involving major controversy or infringements. Includes inspection forms, analysis of findings and final decisions.</p> <p>See the definition of ‘Significant Records’ in the Introduction, section 5.2</p>	A	5 years after last action
60.2	Inspections – Septic or alternative treatment units. These inspections often relate to decommissioning.	P	Permanent within local government
60.3	Inspections – other routine inspection records relating to public health (e.g. pool inspections, septic quarterly maintenance reports, eating house / food business, camping ground inspection records). Includes inspection forms, analysis of findings and final decisions.	D	10 years after last action
60.4	Inspections – records / cards / books providing a record of inspections completed for building licences issued (where kept separate to licence / application file)	D	2 years after last action

GENERAL DISPOSAL AUTHORITY FOR LOCAL GOVERNMENT RECORDS

Ref No.	ACTIVITY Description of records	Disposal Action A – Archive D – Destroy P – Permanent	Recommended Custody
61	<p>INTELLECTUAL PROPERTY</p> <p>Records relating to intellectual property held or maintained by the local government, including copyright, patents and trademarks.</p> <p>For copyright infringements, use INFRINGEMENTS, LITIGATION AND PROSECUTIONS</p>		
61.1	Copyright / patents / trademarks – held, administered and registered by the local government	D	7 years after expiry
61.2	Requests to reproduce material (where the copyright is held by the local government)	D	7 years after last action
61.3	Requests to reproduce material (where the copyright is held by another party)	D	7 years after last action
61.4	Royalties – received by the local government	D	6 years after successful audit
62	<p>INTERNATIONAL RELATIONS</p> <p>The activity of managing relations with other countries, including Sister City arrangements.</p> <p>For records of agreements and contracts with other countries, use AGREEMENTS, CONTRACTS, JOINT VENTURES, DEEDS</p> <p>For records relating to visits to and from Sister Cities, use VISITS</p> <p>For records relating to travel arrangements, use TRAVEL</p>		

GENERAL DISPOSAL AUTHORITY FOR LOCAL GOVERNMENT RECORDS

Ref No.	ACTIVITY Description of records	Disposal Action A – Archive D – Destroy P – Permanent	Recommended Custody
62.1	<p>Sister Cities and other international relations – records relating to significant cultural, work, economic or other information exchange</p> <p>See the definition of ‘Significant Records’ in the Introduction, section 5.2</p>	A	5 years after last action
62.2	<p>Sister Cities and other international relations - routine correspondence and promotional material</p>	D	7 years after last action
63	<p>INVESTMENTS</p> <p>The activity of managing monetary resources invested by the local government.</p> <p>For investments register, use REGISTERS</p>		
63.1	<p>Investments – full details, establishment and management. Includes but is not limited to:</p> <ul style="list-style-type: none"> • passbooks; • receipts; • certificates; • dividend statements; • correspondence; and • working papers 	D	7 years after investment has liquidated or matured
63.2	<p>Investments – dividend statements</p>	D	6 years after successful audit
63.3	<p>Investments – proposals that do not eventuate in an investment</p>	D	2 years after last action

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Ref No.	ACTIVITY Description of records	Disposal Action A – Archive D – Destroy P – Permanent	Recommended Custody
64	<p>LEASING</p> <p>The activity of leasing to and leasing out by the local government.</p> <p>For final signed lease agreements, use AGREEMENTS, CONTRACTS, JOINT VENTURES, DEEDS For maintenance requests from tenants and other records relating to the maintenance of local government owned property and land, use MAINTENANCE For records of rent money collected, use REVENUE</p>		
64.1	Leasing – successful requests and applications to lease local government owned land and property	D	7 years after expiry of lease
64.2	Leasing – conditions and terms	D	7 years after expiry of lease
64.3	Leasing – research conducted on applicants	D	7 years after expiry of lease
64.4	Leasing – unsuccessful requests and applications to lease a local government owned property	D	2 years after last action
65	<p>LEAVE</p> <p>The management of leave for staff throughout the local government.</p> <p>For Elected Members' leave of absence, use ELECTED MEMBERS</p>		
65.1	Leave – applications, listings, updates, associated correspondence and instructions	D	7 years after last action

GENERAL DISPOSAL AUTHORITY FOR LOCAL GOVERNMENT RECORDS

Ref No.	ACTIVITY Description of records	Disposal Action A – Archive D – Destroy P – Permanent	Recommended Custody
66	<p>LEGISLATION (including Local Laws)</p> <p>The development and amendment of legislation (Acts and Regulations) and Local Laws (By-laws).</p> <p>For advice sought or provided in relation to legislation, use ADVICE For register of local laws, use REGISTERS For copies (not annotated) of legislation, use EPHEMERAL RECORDS</p>		
66.1	<p>Local laws - development, amendment, submission and approval of Local Laws. Includes legal advice and opinion.</p>	A	5 years after last action
66.2	<p>Legislation - developing or amending legislation directly related to the local government's administration, functions or services</p> <p>Submissions, reports, proposals, annotated copies etc. where the local government has provided input or comment</p>	A	5 years after last action
66.3	<p>Other legislation - development of or amendment to legislation indirectly or not related to the operations and functions of the local government</p>	D	2 years after last action

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Ref No.	ACTIVITY Description of records	Disposal Action A – Archive D – Destroy P – Permanent	Recommended Custody
67	<p>LIAISON</p> <p>Records relating to regular ongoing contact between the local government and external bodies, including intergovernmental relations.</p> <p>For international relations, including Sister City relations, see INTERNATIONAL RELATIONS For records of liaison with local industries, use INDUSTRIES</p>		
67.1	<p>Liaison - significant - with industry, professional and customer associations on matters of major public interest or controversy or significant issues</p> <p>See the definition of ‘Significant Records’ in the Introduction, section 5.2</p>	A	5 years after last action
67.2	<p>Liaison – other liaison with industry, professional and customer associations</p>	D	7 years after last action
67.3	<p>Professional and industry associations – memberships and participation in activities</p>	D	5 years after last action
67.4	<p>Intergovernmental Relations – relating to matters such as the division of functions, intergovernmental initiatives, relationships and resource sharing</p> <p>Including federal, state and local governments, correspondence, not covered by 67.1</p>	D	7 years after last action
67.5	<p>Professional and industry associations – invitations to join, promotional material</p>	D	Until reference ceases

GENERAL DISPOSAL AUTHORITY FOR LOCAL GOVERNMENT RECORDS

Ref No.	ACTIVITY Description of records	Disposal Action A – Archive D – Destroy P – Permanent	Recommended Custody
68	<p>LIBRARY AND INFORMATION ACCESS</p> <p>The activity of providing libraries and public access to information. Includes promoting library activities, collection management, corporate libraries, providing access to computers and the internet, mobile library services, reference services and toy libraries.</p> <p>For photo consent forms or media release forms, use PRIVACY For collection development policies, use POLICY For acquisitions, use ACQUISITION AND DISPOSAL For marketing strategies relating to the library, use MARKETING, PROMOTIONS AND CAMPAIGNS For payment of fines for lost and damaged items, use REVENUE, FEES, CHARGES AND LEVIES</p>		
68.1	<p>Library programs – including, but not limited to:</p> <ul style="list-style-type: none"> • mobile library service; • services for children; • local studies; • literacy programmes; and • outreach programmes. <p>For records of donations to local studies collections, use SPONSORSHIPS, GRANTS, DONATIONS & SUBSIDIES</p>	D	7 years after last action
68.2	Collection maintenance records	D	7 years after last action
68.3	Library catalogues (hard copy or electronic) – individual catalogue entries	D	Until reference ceases

GENERAL DISPOSAL AUTHORITY FOR LOCAL GOVERNMENT RECORDS

Ref No.	ACTIVITY Description of records	Disposal Action A – Archive D – Destroy P – Permanent	Recommended Custody
68.4	Library catalogues / book stock register (hard copy or electronic) – entire catalogue	D	Until catalogue discontinued or superseded
68.5	Library services administrative records – including but not limited to: <ul style="list-style-type: none"> • membership forms; • subscriptions; • loan requests (including inter-library loans); • holdings; and • renewal records. 	D	2 years after last action
68.6	Library services – photocopying records	D	2 years after last action
68.7	Library services – overdue notices and follow up	D	1 year after last action
68.8	Membership Register	D	Until membership expires
69	<p>LOANS</p> <p>The activity of borrowing money to enable the local government to carry out its functions.</p> <p>For records of agreements relating to loans, use AGREEMENTS, CONTRACTS, JOINT VENTURES, DEEDS For loans register, use REGISTERS</p>		
69.1	Loans – details relating to each loan	D	Duration of loan plus 7 years

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Ref No.	ACTIVITY Description of records	Disposal Action A – Archive D – Destroy P – Permanent	Recommended Custody
70	<p>MAINTENANCE</p> <p>Maintenance, repairs or refurbishment carried out on local government property and systems, including but not limited to:</p> <ul style="list-style-type: none"> • buildings and structures; • roads and bridges; • local government owned land, including parks and reserves; and • equipment (including technology and communications systems). <p>Also includes requests for maintenance, checklists, warranties and guarantees.</p> <p>For maintenance contracts or service agreements, use AGREEMENTS, CONTRACTS, JOINT VENTURES, DEEDS For complaints regarding maintenance, use PUBLIC REACTION For enquiries regarding maintenance, use ENQUIRIES For septic quarterly maintenance reports (this is not carried out by local governments), use INSPECTIONS</p>		
70.1	<p>Maintenance / Repairs – significant maintenance and conservation work carried out by the local government. Includes but is not limited to:</p> <ul style="list-style-type: none"> • maintenance of land, buildings, equipment, and structures of local, state or national significance; • maintenance / restoration of property that is heritage listed; • maintenance that is necessitated by disasters (e.g. floods, fire); and • maintenance that is necessitated by contamination (e.g. asbestos, other contaminated site remediation). <p>See also the definition of ‘Significant Records’ in the Introduction, section 5.2</p>	A	5 years after last action

GENERAL DISPOSAL AUTHORITY FOR LOCAL GOVERNMENT RECORDS

Ref No.	ACTIVITY Description of records	Disposal Action A – Archive D – Destroy P – Permanent	Recommended Custody
70.2	Maintenance / Repairs – all other requests and programs , including minor or routine maintenance programs (e.g. public toilets, street lighting, graffiti). Also includes checklists, warranties and guarantees.	D	7 years after last action
71	<p>MARKETING, PROMOTIONS AND CAMPAIGNS</p> <p>Records relating to the marketing and promotion of the local government, its programs and services, and the area. Includes records relating to campaigns conducted by the local government to raise awareness of issues or special programs. Also includes, but is not limited to:</p> <ul style="list-style-type: none"> • advertising on local government property; • advertising of local government services; • statutory advertising; • advertising on signs; • advertising of tenders; and • advertising of local government elections. <p>For job / recruitment advertisements, see RECRUITMENT For media releases and other records relating to liaison with the media, see MEDIA LIAISON AND MEDIA RELATIONS For all publications by the local government, use PUBLICATIONS AND PRINTING For marketing plans, use PLANNING</p>		

GENERAL DISPOSAL AUTHORITY FOR LOCAL GOVERNMENT RECORDS

Ref No.	<p style="text-align: center;">ACTIVITY</p> <p style="text-align: center;">Description of records</p>	<p style="text-align: center;">Disposal Action</p> <p style="text-align: center;">A – Archive D – Destroy P – Permanent</p>	<p style="text-align: center;">Recommended Custody</p>
71.1	<p>Marketing / promotions / campaigns – significant</p> <p>Records of significant marketing programs, promotions, awareness raising, education and publicity campaigns, which relate to issues in the area, such as:</p> <ul style="list-style-type: none"> • matters of major community interest or controversy; • new or substantial changes to existing local government policies, programs or services; • projects or programs of major local impact; • construction of major local landmarks or structures; • major health, environmental or conservation issues in the area <p>See also the definition of ‘Significant Records’ in the Introduction, section 5.2</p>	A	5 years after last action
71.2	<p>Marketing / promotions / campaigns – other</p> <p>Records relating to the establishment and coordination of other marketing programs, promotions, awareness raising, education and publicity campaigns other than those under 71.1</p>	D	5 years after last action
71.3	<p>Advertisements (all media) – master copy</p>	D	7 years after last action
71.4	<p>Local government elections – advertisements – where developed and published by the local government rather than the relevant State government organization</p>		4 copies to State Library of WA on publication (see section 3.5 of the Introduction)

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Ref No.	ACTIVITY Description of records	Disposal Action A – Archive D – Destroy P – Permanent	Recommended Custody
71.5	Local government elections – advertisements – working papers/drafts/artwork	D	5 years after last action
71.6	Advertisements – working papers relating to the placement of advertisements	D	3 years after last action
72	<p>MEDIA LIAISON / MEDIA RELATIONS</p> <p>Records relating to the local government liaising with the media. Includes managing media contacts, authorizing and issuing news articles, press releases and briefings, and organizing media interviews.</p> <p>For records of enquiries from the media, use ENQUIRIES For publications, use PUBLICATIONS AND PRINTING For advertising and marketing records, use MARKETING, PROMOTIONS AND CAMPAIGNS For photo consent forms, use PRIVACY</p>		
72.1	<p>Media Releases – where not lodged with the State Library of WA</p> <p>See PUBLICATIONS AND PRINTING for media releases that are lodged with SLWA</p>	A	5 years after last action
72.2	<p>Media releases</p> <p>Received from other organizations</p>	D	Until reference ceases

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Ref No.	ACTIVITY Description of records	Disposal Action A – Archive D – Destroy P – Permanent	Recommended Custody
72.3	<p>Press Cuttings Press cuttings (if the local government chooses to collect cuttings in a separate file) on or about the local government and its activities – where held on a separate file</p> <p>Where press cuttings are held on a relevant subject file – sentence according to that subject</p>	A	5 years after last action
72.4	Media filming access requests and authorizations	D	7 years after last action
72.5	<p>Media relationships Records relating to the management of the local government’s relationship with the media e.g. arrangements for speaking to the media</p>	D	3 years after last action
73	<p>MEETINGS</p> <p>Records of meetings, convened for functional or administrative purposes, of groups within the local government or external meetings attended by local government staff and / or Elected Members. Includes public meetings.</p> <p>Refers to meetings of groups / entities that are not considered to be committees, such as working groups, task forces, etc.</p> <p>For records of meetings of Council, Committees of Council, other internal and external committees, use COMMITTEES For records of the routine administrative arrangements for meetings (i.e. catering, room bookings), use ARRANGEMENTS</p>		

GENERAL DISPOSAL AUTHORITY FOR LOCAL GOVERNMENT RECORDS

Ref No.	ACTIVITY Description of records	Disposal Action A – Archive D – Destroy P – Permanent	Recommended Custody
73.1	<p>High-level internal meetings held to discuss / resolve matters relating to, but not limited to:</p> <ul style="list-style-type: none"> • local government planning and policy; • strategic and corporate management; • core business functions or operations; or • community consultation relating to significant issues. <p>Includes agendas, minutes, supporting papers and reports.</p>	A	5 years after last action
73.2	<p>Other internal meetings held to discuss / resolve matters relating to, but not limited to:</p> <ul style="list-style-type: none"> • local government non-core business activities; • mid to low-level administrative activities; • facilitative functions or activities; • informative functions or activities; and • low-level community consultation. <p>Includes agendas, minutes, supporting papers and reports.</p>	D	7 years after last action

GENERAL DISPOSAL AUTHORITY FOR LOCAL GOVERNMENT RECORDS

Ref No.	ACTIVITY Description of records	Disposal Action A – Archive D – Destroy P – Permanent	Recommended Custody
73.3	<p>External meetings, where the local government has a coordinating or secretarial role, held to discuss / resolve matters relating to, but not limited to:</p> <ul style="list-style-type: none"> • local government planning and policy; • strategic and corporate management; • core business functions or operations; • appointment of referees; or • high-level community consultation. <p>Agendas, minutes, supporting papers and reports.</p>	A	5 years after last action
73.4	<p>External Meetings, where the local government has a coordinating or secretarial role, held to discuss / resolve matters relating to, but not limited to:</p> <ul style="list-style-type: none"> • local government non-core business activities; • mid to low-level administrative activities; • facilitative functions or activities; • informative functions or activities; or • low-level community consultation. <p>Agendas, minutes, business papers and reports.</p>	D	7 years after last action
73.5	<p>External Meetings, where the local government has NO coordinating or secretarial role.</p>	D	2 years after last action

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Ref No.	ACTIVITY Description of records	Disposal Action A – Archive D – Destroy P – Permanent	Recommended Custody
73.6	<p>PUBLIC MEETINGS held to discuss / resolve matters relating to, but not limited to:</p> <ul style="list-style-type: none"> • local government planning and policy; • strategic and corporate management; • core business functions or operations; or • high-level community consultation. <p>Discussion papers, questions on notice, feedback and reports.</p>	A	5 years after last action
73.7	<p>PUBLIC MEETINGS held to discuss / resolve matters relating to, but not limited to:</p> <ul style="list-style-type: none"> • local government non-core business activities; • mid to low-level administrative activities; • facilitative functions or activities; • informative functions or activities; or • low-level community consultation. <p>Discussion papers, questions on notice, feedback and reports.</p>	D	7 years after last action
73.8	Recordings of meetings	D	Once transcribed and accepted by relevant person(s) or authority

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Ref No.	ACTIVITY Description of records	Disposal Action A – Archive D – Destroy P – Permanent	Recommended Custody
74	<p>MEMORIALS</p> <p>Records relating to the concept, design, collection of information, suggestions and concepts for memorials such as commemorative plaques, statues, clocks, park benches, time capsules etc.</p> <p>For construction records, use DESIGN AND CONSTRUCTION For maintenance of memorials, use MAINTENANCE</p>		
74.1	<p>Memorial design, site register, correspondence, reports (including conservation reports)</p>	A	5 years after last action
74.2	<p>Requests, proposals, nominations or suggestions for memorials</p>	D	7 years after last action
75	<p>MONITORING</p> <p>The activity of monitoring the operations and effects of various systems and situations within the local government and its jurisdiction, for reasons such as environmental, public and employee health and safety (e.g. food and water sampling) and the efficiency of local government services. Includes but is not limited to the monitoring of:</p> <ul style="list-style-type: none"> • car park daily operating reports; • effluent discharge; • extractive industries; • flood locations; • foods / drugs; • meter testing; • noise; • plant materials analysis; 		

GENERAL DISPOSAL AUTHORITY FOR LOCAL GOVERNMENT RECORDS

Ref No.	ACTIVITY Description of records	Disposal Action A – Archive D – Destroy P – Permanent	Recommended Custody
	<ul style="list-style-type: none"> • pollution / air quality; • traffic volume / traffic count data; • waste management; • water quality (e.g. dams, waterways, swimming pools); and • weather data <p>For reports relating to monitoring results, use REPORTING For notices relating to monitoring, use NOTIFICATIONS AND ORDERS</p>		
75.1	<p>Monitoring – significant - records relating to monitoring where there may be potential long term impacts on public health and safety</p> <p>See the definition of ‘Significant Records’ in the Introduction, section 5.2</p>	A	5 years after last action
75.2	<p>Monitoring – other – records relating to monitoring of environmental and other systems and factors where there is little long term impact on public health and safety</p>	D	10 years after last action
75.3	<p>Maps of floodplain / flood zones / flood level records</p>	A	5 years after last action

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Ref No.	ACTIVITY Description of records	Disposal Action A – Archive D – Destroy P – Permanent	Recommended Custody
76	<p>MUSEUM AND GALLERIES MANAGEMENT</p> <p>The operation of museums and galleries. Includes the development and management of collections, exhibitions and public programs.</p> <p>For awards presented by the local government, use AWARDS For records relating to the hire of a museum or gallery, use USAGE For records relating to the maintenance and cleaning of a museum or gallery, use MAINTENANCE</p>		
76.1	<p>Exhibitions and programs – significant - including but not limited to objectives, layouts and records of loaned items</p> <p>See the definition of ‘Significant Records’ in the Introduction, section 5.2</p>	A	5 years after last action
76.2	<p>Exhibitions and programs – other</p>	D	7 years after last action
76.3	<p>Board of Trustees (or equivalent body) – establishment and maintenance</p>	A	5 years after last action
76.4	<p>Collections management – acquisition and documentation of objects acquired</p>	A	5 years after last action
77	<p>NAMING</p> <p>The activity associated with managing and approving titles by which a road, park, reserve, bridge or suburb is known.</p> <p>For records related to the numbering of roads, use GEOGRAPHICAL LAND INFORMATION</p>		

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Ref No.	ACTIVITY Description of records	Disposal Action A – Archive D – Destroy P – Permanent	Recommended Custody
77.1	<p>Naming -- master record and other records that document original naming and subsequent changes to:</p> <ul style="list-style-type: none"> • streets or roads; • suburbs or localities; • parks or reserves; or • bridges. <p>Includes proposals for names that are forwarded to the Minister under Section 26A (3) of the <i>Land Administration Act 1997</i>.</p>	A	5 years after last action
78	<p>NOTIFICATIONS AND ORDERS</p> <p>Notices and orders issued relating to offences under local and other laws, and instructions for rectification and remediation. Notices (including prohibition and works specification notices) and orders may be associated with such matters as:</p> <ul style="list-style-type: none"> • abandoned animals, property and vehicles; • breach of Planning or Building approval conditions; • conservation orders; • contravention of an Act; • dangerous and / or neglected buildings; • dangerous dogs; • demolition orders and demolition prevention orders; • dogs / cats; • fire hazards; • heritage orders (historic buildings, National Trust); • impounding / seizures (can include animals and vehicles); 		

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Ref No.	ACTIVITY Description of records	Disposal Action A – Archive D – Destroy P – Permanent	Recommended Custody
	<ul style="list-style-type: none"> • impounding of property; • leach drains; • pests / rodents; • private swimming pools; • public and environmental health hazards; • septic systems; • shopping trolleys; and • unlawful works. <p>This activity also includes complaints and reports from the public in relation to offences (actual or false), such as noise complaints, food poisoning complaints etc.</p> <p>For heritage registers / municipal inventories, use REGISTERS For infectious disease registers, use REGISTERS For records relating to infringements, use INFRINGEMENTS, LITIGATION AND PROSECUTIONS For Management Orders / Vesting Orders, see AGREEMENTS, CONTRACTS, JOINT VENTURES, DEEDS For septic quarterly maintenance reports, use INSPECTIONS</p>		
78.1	Conservation orders / 'stop work orders'	A	5 years after last action
78.2	Notices and orders – relating to significant offences resulting in legal action See the definition of 'Significant Records' in the Introduction, section 5.2	A	5 years after last action
78.3	Notices and orders – relating to other offences not included in 78.2	D	10 years after last action

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Ref No.	ACTIVITY Description of records	Disposal Action A – Archive D – Destroy P – Permanent	Recommended Custody
78.4	Infectious disease notifications - received from Department of Health (sometimes known as 'notifiable disease notices')	D	5 years after date of last action
78.5	Notices and orders – National Trust classifications and Heritage Orders listings	D	Retain for life of the building
78.6	Notices of entry to inspect – routine	D	2 years after last action
78.7	Public information – complaints / reports / information received from the public regarding a possible offence, whether legitimate or otherwise	D	7 years after last action
78.8	Public Information – notifying the public about prohibited and permissible activities, e.g. prohibited burning-off periods or variations to burning-off periods	D	1 year after last action
79	<p>OCCUPATIONAL HEALTH AND SAFETY</p> <p>The activity of implementing and co-ordinating occupational health and safety (OH & S) and the associated legislation throughout the local government.</p> <p>For asbestos registers, use REGISTERS For policy and procedures relating to Occupational Health and Safety, use POLICY and PROCEDURES For OH & S risk assessments, use RISK ASSESSMENT For records of OH & S training conducted by the local government or attended by local government staff (including contractors), use TRAINING For appointments of health and safety officers and fire wardens, use APPOINTMENTS For workers compensation claims, use CLAIMS MANAGEMENT</p>		

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Ref No.	ACTIVITY Description of records	Disposal Action A – Archive D – Destroy P – Permanent	Recommended Custody
79.1	Asbestos – includes but is not limited to: <ul style="list-style-type: none"> • use, presence, neutralization and removal of asbestos from buildings, plant and workplaces; • safety precautions; and • advice on health risks 	A	5 years after last action
79.2	Asbestos – personal history - records documenting exposure or potential exposure of staff to asbestos	D	71 years after date of birth or 7 years after retirement, whichever is later, or 7 years after death
79.3	Hazardous materials (other than asbestos) – includes but is not limited to: <ul style="list-style-type: none"> • use, presence, neutralization, and removal of hazardous materials; • safety precautions; and • advice on health risks 	D	30 years after action completed (if not on personal file)
79.4	Accident notification / reports (staff) – records providing proof of an accident or hazardous situation	D	50 years after last action
79.5	Investigations – significant accidents, incidents and hazards identified at the workplace See the definition of ‘Significant Records’ in the Introduction, section 5.2	A	5 years after last action

GENERAL DISPOSAL AUTHORITY FOR LOCAL GOVERNMENT RECORDS

Ref No.	ACTIVITY Description of records	Disposal Action A – Archive D – Destroy P – Permanent	Recommended Custody
79.6	Investigations – minor hazards, where no workers compensation claim has been made. Includes remedial action taken to minimise risk of injury	D	7 years after last action
79.7	Complaints – from staff regarding OH & S issues	D	50 years after last action (if not on personal file)
79.8	Medical and / or dental records of staff not held on personal file	D	71 years after date of birth or 7 years after retirement, whichever is later, or 7 years after death
79.9	Rehabilitation of staff following a workplace accident	D	71 years after date of birth or 7 years after retirement, whichever is later, or 7 years after death
79.10	Inspections undertaken for the purposes of occupational health and safety	D	7 years after last action
79.11	Wellness / ergonomic / healthy lifestyle programs for local government staff	D	7 years after last action
79.12	Staff awareness programs – blood donations, health programs <i>etc.</i>	D	7 years after last action

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Ref No.	ACTIVITY Description of records	Disposal Action A – Archive D – Destroy P – Permanent	Recommended Custody
80	<p>PAYROLL</p> <p>The activities associated with managing the local government’s payroll.</p> <p>For earnings registers, use REGISTERS For group certificates, use TAXATION For statistics provided to external agencies, use SURVEYS</p>		
80.1	Employee earnings – records of staff salaries / earnings and allowances, including shift work, on call, telephone, vehicle expenses, including listings	D	7 years after date of successful audit
80.2	Attendance records , including flexi-sheets, timecards, attendance books	D	7 years after last action
80.3	Payroll – taxation payment records	D	6 years after last audit
80.4	Salary deductions and adjustments	D	6 years after last audit
80.5	Termination payment calculations	D	7 years after termination
80.6	Overtime requests / directions	D	2 years after last action
80.7	Control / errors / amendment reports, including salary under and overpayments, variations listings	D	2 years after last action
80.8	Staff listings – including addresses and changes of address	D	1 year after last action
80.9	Pay collection records	D	1 year after last action

GENERAL DISPOSAL AUTHORITY FOR LOCAL GOVERNMENT RECORDS

Ref No.	ACTIVITY Description of records	Disposal Action A – Archive D – Destroy P – Permanent	Recommended Custody
80.10	Payroll and acquittal sheets	D	1 year after last action
80.11	Pay data input forms for staff (or equivalent)	D	Until reference ceases
81	<p>PERFORMANCE APPRAISAL</p> <p>The activity of evaluating the performance of staff and their achievements in relation to set goals.</p> <p>For records relating to the performance of the local government (e.g. key performance indicators) use PERFORMANCE MANAGEMENT</p>		
81.1	Substandard performance – where formal action is taken relating to a poor performance investigation. Includes records of investigation.	D	71 years after date of birth or 7 years after retirement, whichever is later, or 7 years after death
81.2	<p>Appraisals (if not on personal file) – including but not limited to:</p> <ul style="list-style-type: none"> • staff assessment reports; • action to be taken; • counselling on work performance; and • records of other discussions relating to appraisal. 	D	5 years after last action
81.3	Appraisal Programs (i.e. Staff Development Systems) – working papers	D	2 years after last action

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Ref No.	ACTIVITY Description of records	Disposal Action A – Archive D – Destroy P – Permanent	Recommended Custody
82	<p>PERFORMANCE MANAGEMENT</p> <p>Activities relating to the strategic-level development of practices for identifying and scrutinizing the local government's performance.</p> <p>For performance appraisal processes for individual local government staff, use PERFORMANCE APPRAISAL For the evaluation of programs or services of the local government, use EVALUATION For formal investigations by third parties relating to performance, use INQUIRIES</p>		
82.1	<p>Performance management practices – development and implementation, including but not limited to:</p> <ul style="list-style-type: none"> • key performance indicators; • benchmarking; • performance targets, including missed targets; • national competitiveness; and • continuous improvement programs. 	D	5 years after last action
83	<p>PLANNING</p> <p>Activities involved in the broad systematic management planning of the local government, and activities related to long term strategic and managerial objectives. Includes but is not limited to business plans, planning in response to legislative requirements, operational plans, financial planning, mission statements, organization structures.</p> <p>For records relating to town / city planning, use (depending on the activity) BUILDING, DEVELOPMENT AND SUBDIVISION APPLICATIONS, DESIGN AND CONSTRUCTION, URBAN DESIGN or ZONING.</p>		

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Ref No.	ACTIVITY Description of records	Disposal Action A – Archive D – Destroy P – Permanent	Recommended Custody
83.1	<p>Records related to organization-wide strategic planning, including but not limited to:</p> <ul style="list-style-type: none"> • action plans; • business plans; • corporate management plans; • development of business units; • services plans; • financial planning / financial forecasting; • strategy plans; • risk management plans; • organizational structure planning; and • 'Forward planning'. <p>Records can include comments, major drafts and revisions, and implementation.</p>	A	5 years after last action
83.2	<p>Planning - significant projects and programs operated by the local government, including community and cultural projects</p> <p>See the definition of 'Significant Records' in the Introduction, section 5.2</p>	A	5 years after last action
83.3	<p>Operational / administrative plans or other project / program plans not included in 83.1 or 83.2, including sectional or unit plans derived from organization-wide plans. Includes development, final plan and implementation.</p>	D	5 years after superseded or last action, whichever is later
83.4	<p>Disaster Planning / Emergency Management Plans (including disaster recovery) – development, final copy and implementation</p>	D	7 years after superseded

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Ref No.	ACTIVITY Description of records	Disposal Action A – Archive D – Destroy P – Permanent	Recommended Custody
83.5	Disaster Planning / Emergency Management Plans – implementation of plan following serious incidents	A	5 years after last action
83.6	Disaster Planning / Emergency Management Plans – implementation of plan following other incidents	D	5 years after last action
83.7	Disability access and inclusion planning	D	7 years after last action OR destroy 7 years after destruction or disposal of the relevant building, facilities, infrastructure or equipment, whichever is later
84	<p>POLICY</p> <p>The development and implementation of policies that affect the local government. Also includes code of conduct and code of practice.</p> <p>For circulars relating to internal or whole of local government policies, use CIRCULARS</p>		

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Ref No.	ACTIVITY Description of records	Disposal Action A – Archive D – Destroy P – Permanent	Recommended Custody
84.1	<p>Policies developed by the local government (internal) – drafts, final policy and implementation</p> <p>NB: This category refers to policies developed for internal use in the organization.</p>	A	5 years after superseded
84.2	<p>Whole-of-local government or other policies - major input from the local government</p>	A	5 years after superseded
84.3	<p>Whole-of-local government or other policies - minor or no input from the local government</p>	D	3 years after superseded
85	<p>PRIVACY</p> <p>The activities associated with applying the principles of privacy to local government business.</p> <p>For records of agreements related to privacy, use AGREEMENTS, CONTRACTS, JOINT VENTURES, DEEDS For cases resulting in legal action, use INFRINGEMENTS, LITIGATION AND PROSECUTIONS</p>		
85.1	<p>Privacy cases – not resulting in legal action</p> <p>For cases resulting in legal action, use INFRINGEMENTS, LITIGATION AND PROSECUTIONS</p>	D	7 years after last action
85.2	<p>Media release forms or photo consent forms – to authorize the use of a member of the public’s photograph within a publication. These are often used for promotional purposes or for articles in the local newspaper</p>	D	7 years after date of publication

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Ref No.	ACTIVITY Description of records	Disposal Action A – Archive D – Destroy P – Permanent	Recommended Custody
86	<p>PROCEDURES</p> <p>Procedures and procedure manuals used by the local government, whether internal or externally produced.</p> <p>For master copies of circulars relating to procedures, use CIRCULARS</p>		
86.1	<p>Internal procedures (including drafts and working papers) relating to the core business activities and functions of the local government – master sets</p>	A	5 years after superseded
86.2	<p>Internal procedures relating to other administrative activities within the local government that do not form part of its core business activities and functions</p>	D	7 years after superseded
86.3	<p>Externally produced procedures (including whole of local government procedures)</p>	D	Until reference ceases
87	<p>PROPOSALS</p> <p>The activity of putting forward a plan for consideration.</p> <p>For successful proposals, refer to the relevant activity to which the proposal relates.</p> <p>For quotations, use TENDERING AND QUOTATIONS</p> <p>For records of proposals regarding the amalgamations of administrations and changes to boundaries, use AMALGAMATIONS AND BOUNDARIES</p>		
87.1	<p>Proposals that are unsuccessful and therefore do not become a project</p>	D	7 years after last action

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Ref No.	ACTIVITY Description of records	Disposal Action A – Archive D – Destroy P – Permanent	Recommended Custody
88	<p>PUBLIC REACTION</p> <p>Correspondence relating to complaints, appreciation, general comments or suggestions received from members of the public.</p> <p>For requests for information, use ENQUIRIES For complaints register, use REGISTERS For greetings and gifts, use GREETINGS AND GIFTS</p>		
88.1	<p>Public reaction or suggestions - significant – setting a precedent, raising legal issues or leading to a change in policy or procedures</p> <p>See also the definition of ‘Significant Records’ in the Introduction, section 5.2</p>	A	5 years after last action
88.2	<p>Public reaction or suggestions – other - requiring investigation or a specific response</p>	D	7 years after last action
88.3	<p>Public reaction or suggestions requiring a routine response, requiring no response, or regarding a minor administrative matter</p>	D	2 years after last action

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Ref No.	ACTIVITY Description of records	Disposal Action A – Archive D – Destroy P – Permanent	Recommended Custody
89	<p>PUBLICATIONS AND PRINTING</p> <p>Works in all media, developed by or for the local government, issued for distribution or sale. Includes the drafting, production, supply and distribution of publications.</p> <p>For records relating to copyright issues, use INTELLECTUAL PROPERTY For photo consent forms, use PRIVACY For press cuttings where held together on a separate file, use MEDIA RELEASES / MEDIA LIAISON For local government advertisements placed in external publications, use MARKETING, PROMOTIONS AND CAMPAIGNS</p> <p>NB: The Premier’s Circular does not directly apply to local government authorities, however, for the collection of the published documentary heritage of WA, four (4) copies of local government authority publications should be sent to the State Library of Western Australia and one (1) copy to the National Library of Australia.</p> <p>In Premier’s Circular 2003/17, a work is deemed to have been published if reproductions of the work or edition have been made available (whether by sale or otherwise) to the public.</p>		
89.1	<p>All publications produced by or for the local government (e.g. Annual Report and Community Services Directory)</p>		<p>4 copies to State Library of WA and 1 copy to the National Library of Australia on publication (see section 3.5 of the Introduction)</p>

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Ref No.	ACTIVITY Description of records	Disposal Action A – Archive D – Destroy P – Permanent	Recommended Custody
89.2	Articles , prepared by the local government, incorporated into external publications – master copies	A	5 years after last action
89.3	Website – records of the local government’s website. Can include but is not limited to: <ul style="list-style-type: none"> • ‘snapshots’ taken at regular intervals; • copies of the website taken at each significant change; and • copies taken of web pages that are new or have been changed. NB: Transactions generated through websites (e.g. payments, lodgements) are to be sentenced in accordance with their subject matter as identified elsewhere in this GDALG	A	Archive within local government
89.4	Website – logs of changes made to the local government’s website	D	7 years after last action
89.5	Newsletters and brochures (e.g. maps of cycle paths, heritage trails) – provided to community		4 copies to State Library of WA and 1 copy to the National Library of Australia on publication (see section 3.5 of the Introduction)

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Ref No.	ACTIVITY Description of records	Disposal Action A – Archive D – Destroy P – Permanent	Recommended Custody
89.6	Maps of permitted or prohibited areas – for community information, such as off-road vehicle areas		4 copies to State Library of WA and 1 copy to the National Library of Australia on publication (see section 3.5 of the Introduction)
89.7	Staff newsletters and directories – in house	D	7 years after last action
89.8	Legal deposit arrangements	D	7 years after last action
89.9	Production of publications , including: <ul style="list-style-type: none"> • working papers and drafts; • binding, desktop publishing, design, printing, layout <i>etc</i>; • approvals to publish; and • distribution lists. 	D	2 years after last action
89.10	External publications – created by other organizations, such as technical literature, Government Gazettes, standards, professional papers and reference material	D	Until reference ceases

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Ref No.	ACTIVITY Description of records	Disposal Action A – Archive D – Destroy P – Permanent	Recommended Custody
90	<p>RATES PAYMENTS</p> <p>The activity of coordinating and collecting rates payments made to the local government.</p> <p>For valuations, use VALUATIONS For levies included in rates payments, use REVENUE, FEES AND CHARGES, LEVIES For debt recovery and write-offs regarding unpaid rates, use DEBTORS For complaints relating to rates payments, use PUBLIC REACTION</p>		
90.1	<p>Rate Record: original record to be maintained</p>		
90.1.1	<p>Rate books or cards up to and including 1910</p> <p>Original rate books or cards up to and including 1910 must be maintained in their original format. This period may be extended in consultation with the SRO to ensure that at least 5 volumes of the earliest rate books for each Road Board are preserved in their original form.</p>	A	5 years after last action
90.1.2	<p>Rate books or cards 1911 onwards</p> <p>Original rate books or cards 1911 onwards must be:</p> <ul style="list-style-type: none"> • maintained in original format; or • copied onto archival quality microfilm. <p>Once an archival quality microfilm has been produced, the original copy may be destroyed</p>	A	5 years after last action

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Ref No.	ACTIVITY Description of records	Disposal Action A – Archive D – Destroy P – Permanent	Recommended Custody
90.1.3	<p>Databases</p> <p>Rate records held in a database as the only format are considered to be archives. However, these records will remain under the control of the individual local government. Such records must be kept in accessible, understandable and readable form for the length of time required to meet archival requirements.</p> <p>NB: Individual local governments are responsible for maintaining these records so that they will be accessible for all time and for managing the migration process to new hardware and software platforms whenever these are upgraded.</p>	A	Archive within local government
90.1.4	<p>Copies (all formats)</p>	D	Until reference ceases
90.2	<p>Rate classifications / differential rates – significant and precedent setting cases</p> <p>Determinations of rating status and the classification of land for rating purposes, including:</p> <ul style="list-style-type: none"> • farmlands and rural; • non-rateable; • industrial; • residential; and • commercial use <p>See the definition of ‘Significant Records’ in the Introduction, section 5.2</p>	A	5 years after last action

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Ref No.	ACTIVITY Description of records	Disposal Action A – Archive D – Destroy P – Permanent	Recommended Custody
90.3	Rate classifications / differential rates – all other cases, changes and requests for a change of classification status, whether successful or unsuccessful not included under 90.2.	D	7 years after last action
90.4	Rates exemptions – correspondence and applications from parties requesting exemption from rates payments	D	30 years after last action
90.5	Rates ledger	D	30 years after last action
90.6	Long term rates listings – includes lists of unknown owners and rateable properties	D	20 years after last action
90.7	Payment installments and alternative payment arrangements – requests and correspondence	D	7 years after last action
90.8	Pensioner rebates, other rebates and deferrals	D	7 years after last action
90.9	Rates payments - receipts	D	7 years after last action
90.10	Urban farmland rates – associated correspondence	D	7 years after last action
90.11	Payment incentive schemes	D	7 years after last action
90.12	Land information certificates / orders and requisitions – for rates purposes, detailing information such as work orders, outstanding rates or other encumbrances on a property	D	7 years after last action

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Ref No.	ACTIVITY Description of records	Disposal Action A – Archive D – Destroy P – Permanent	Recommended Custody
90.13	Electronic Advice of Sale (EAS) or equivalent – notices and account enquiries	D	7 years after last action
90.14	Rates notices – copy of rates notice sent to ratepayer	D	6 years after successful audit
90.15	Mining tenement rates – associated correspondence	D	2 years after last action
90.16	Change of postal address / change of ownership notifications for rates notices	D	2 years after last action
90.17	Payment history – requests for information regarding payment history, or for copies of previous rates notices	D	6 months after last action
90.18	Superseded rates listings – includes non-rateable properties listings, rate paying leases listings, rural rating listings and strata assessment listings	D	When superseded
91	<p>RECORDS MANAGEMENT</p> <p>The activities associated with the management of records created or received by the local government. Can include, but is not limited to, activities such as the registration, classification, indexing, storage, retrieval and disposal of records.</p> <p>For records management policies and procedures, use POLICY or PROCEDURES For freedom of information, use FREEDOM OF INFORMATION For records relating to the security of sensitive data, use SECURITY For internal records management training and inductions, use TRAINING AND DEVELOPMENT For library catalogues, use LIBRARY AND INFORMATION ACCESS For registers relating to records management, use REGISTERS For disaster recovery planning, use PLANNING</p>		

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Ref No.	ACTIVITY Description of records	Disposal Action A – Archive D – Destroy P – Permanent	Recommended Custody
91.1	Vital records – program	P	Permanent within local government
91.2	Thesaurus, classification schemes or lists of authorized subject headings Also includes records of changes made to the thesaurus	P	Permanent within local government
91.3	File plans	P	Permanent within local government
91.4	Scanning conversion certificates	P	Permanent within local government
91.5	Knowledge Management Records created as part of knowledge management practices, e.g. transcripts of interviews with employees, collections of frequently asked questions	P	Permanent within local government
91.6	Recordkeeping Plan – current authorized version, including supporting documentation and reviews	P	Permanent within local government
91.7	Recordkeeping Plan – superseded , including supporting documentation	P	Permanent within local government
91.8	Recordkeeping Plan – development	D	5 years after last action
91.9	Recordkeeping systems – development and implementation	D	7 years after system superseded
91.10	Records / Information Management customer service programs (e.g. help desk) – development, management and implementation	D	5 years after last action

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Ref No.	ACTIVITY Description of records	Disposal Action A – Archive D – Destroy P – Permanent	Recommended Custody
91.11	Forms control – management and review of forms	D	2 years after last action
91.12	Sensitive / restricted records – appraisal of records	D	While relevant records exist
91.13	Control records – minor, including file creation forms, movement of records forms, processing forms	D	Until reference ceases
91.14	Mail processing records – including receipts, postage stamp registers, and mail lodgement books	D	6 years after last action
91.15	Bulk mailouts – details and listings	D	3 years after last action
91.16	DISPOSAL		
91.16.1	Transfer – lists of records transferred to the State Records Office as archives	P	Permanent within local government
91.16.2	Transfer – lists of archival transfers supplied by State Records Office	P	Permanent within local government
91.16.3	Lists of records transferred to or from another organization	P	Permanent within local government
91.16.4	Destruction – lists and certificates of records destroyed	P	Permanent within local government
91.16.5	Disposal Authorities developed by the local government (Ad Hoc Disposal Schedules, disposal lists), including development and review	P	Permanent within local government
91.16.6	Disposal – arrangements	D	5 years after last action

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Ref No.	ACTIVITY Description of records	Disposal Action A – Archive D – Destroy P – Permanent	Recommended Custody
91.17	STORAGE		
91.17.1	Onsite and offsite storage areas , including but not limited to: <ul style="list-style-type: none"> • usage; • selection; • transfers; • retrievals; • reviews; and • security. 	D	5 years after last action
91.17.2	Retrieval requests (internal)	D	Until reference ceases
92	RECRUITMENT The process of employing suitable staff to fill positions within the local government. For agreements and contracts related to recruitment, use AGREEMENTS, CONTRACTS, JOINT VENTURES, DEEDS For records relating to volunteers, use VOLUNTEERS For records relating to work experience, use WORK EXPERIENCE		

GENERAL DISPOSAL AUTHORITY FOR LOCAL GOVERNMENT RECORDS

Ref No.	ACTIVITY Description of records	Disposal Action A – Archive D – Destroy P – Permanent	Recommended Custody
92.1	<p>PERSONAL FILES</p> <p>Personal data is kept on a Personal File for each permanent, temporary and contract employee of the local government.</p> <p>Records kept on Personal Files include, but are not limited to:</p> <ul style="list-style-type: none"> • application for employment; • term of employment; • complaints relating to Occupational Health and Safety; • confirmation of employment; • copies of qualifications and references; • counselling or disciplinary instructions; • date of commencement of employment and current position; • description of position and duty statement; • dismissal particulars; • exit interview; • gratuities and allowances details; • group certificate; • higher duties instructions; • increment / promotion / probation records; • industrial award or agreement under which employee is employed; • letter of resignation; • leave records; • long service leave certificates; • medical reports; • notification of transfer of superannuation; • performance appraisals and review; • record of interview at termination of employment; • redeployment; • references or statement of service supplied by local government; • superannuation authorities; and • training course assessments or reports <p>For Chief Executive Officer final signed contracts, use AGREEMENTS, CONTRACTS, JOINT VENTURES, DEEDS</p>		

GENERAL DISPOSAL AUTHORITY FOR LOCAL GOVERNMENT RECORDS

Ref No.	ACTIVITY Description of records	Disposal Action A – Archive D – Destroy P – Permanent	Recommended Custody
92.1.1	Personal Files for Chief Executive Officers, Deputy CEOs, Executive Managers and those who have achieved fame or notoriety	A	5 years after last action
92.1.2	Personal Files for other staff	D	71 years after date of birth or 7 years after date of retirement, whichever is later, or 7 years after death
92.1.3	Personal Files for employment scheme participants	D	7 years after leaving the local government
92.2	Personal History Cards or Personal Summary Information – records relating to appointment, classification, leave, superannuation, award coverage, qualifications <i>etc.</i>	A	5 years after action completed
92.3	Chief Executive Officers – recruitment records, including advertisements, interview notes and reports and final appointment	A	5 years after last action
92.4	Other staff – recruitment records, including advertising, interview records, applications (unsuccessful), selection criteria and shortlists	D	1 year after last action

GENERAL DISPOSAL AUTHORITY FOR LOCAL GOVERNMENT RECORDS

Ref No.	ACTIVITY Description of records	Disposal Action A – Archive D – Destroy P – Permanent	Recommended Custody
92.5	Applications – successful applications for advertised positions For CEO recruitment records, use 92.3	D	71 years after date of birth or 7 years after retirement, whichever is later, or 7 years after death
92.6	Applications – unsolicited	D	6 months after last action
92.7	Medical examinations – certificates for pre-employment medicals	D	71 years after date of birth or 7 years after retirement, whichever is later, or 6 years after death
92.8	Police clearances	D	7 years after last action (if not on personal file)
92.9	Employment Schemes – including correspondence with and submissions to employment agencies / funding / selection of participants	D	5 years after last action
92.10	Acting arrangements – records relating to the arrangement of acting positions	D	3 years after last action
92.11	Examinations to certify competency	D	2 years after action completed (results recorded separately on personal file)

GENERAL DISPOSAL AUTHORITY FOR LOCAL GOVERNMENT RECORDS

Ref No.	ACTIVITY Description of records	Disposal Action A – Archive D – Destroy P – Permanent	Recommended Custody
92.12	Student vacation employment records	D	2 years after last action
93	<p>REGISTERS</p> <p>Registers created within the local government for the purpose of listing, cataloguing or creating an inventory <i>i.e.</i> heritage / municipal inventory / register.</p> <p>For licensing of funeral directors and permits for conducting funerals, use CEMETERIES AND CREMATORIA For applications and approvals for licences, permits and registrations use APPLICATIONS AND APPROVALS For annual returns (not the register) use COMPLIANCE For visitors book, use VISITS</p>		
93.1	<p>Registers – master copy of a local government register that:</p> <ul style="list-style-type: none"> • concerns significant matters (e.g. Municipal Heritage Inventory, sacred sites register, contaminated sites register); or • is required to be kept by an Act of Parliament <p>See the definition of ‘Significant Records’ in the Introduction, section 5.2</p>	A	5 years after last action
93.2	ASSET REGISTERS		
93.2.1	Asset Register – all property (including buildings) owned by the local government	P	Permanent within local government
93.2.2	Asset Register – local government artworks, historical and gift collections	P	Permanent within local government

GENERAL DISPOSAL AUTHORITY FOR LOCAL GOVERNMENT RECORDS

Ref No.	ACTIVITY Description of records	Disposal Action A – Archive D – Destroy P – Permanent	Recommended Custody
93.2.3	Asset Register – including: <ul style="list-style-type: none"> • office furniture and equipment; • fleet; and • plant 	D	7 years after disposal of asset
93.2.4	Supporting details of each asset – kept with the Asset Register until asset is sold or written off	D	7 years after last action
93.3	OTHER REGISTERS		
93.3.1	Asbestos registers	A	5 years after last action
93.3.2	Complaints register , including registers of complaints of breaches	A	5 years after last action
93.3.3	Contracts and bank guarantee registers – where created separately to the contract	A	5 years after last action
93.3.4	Hazardous substances register	A	5 years after last action
93.3.5	Immunization register – record of date, name of immunized, and type of inoculation given	A	5 years after last action
93.3.6	Infectious Disease (notifiable disease) register	A	5 years after last action
93.3.7	Investments - register	A	5 years after last action

GENERAL DISPOSAL AUTHORITY FOR LOCAL GOVERNMENT RECORDS

Ref No.	ACTIVITY Description of records	Disposal Action A – Archive D – Destroy P – Permanent	Recommended Custody
93.3.8	Leases – register	A	5 years after last action
93.3.9	Licences and permits / approvals register	A	5 years after last action
93.3.10	Lodging houses (including subsidised lodging houses) – register	A	5 years after last action
93.3.11	Prosecutions for infringements of Acts, Regulations and by-laws / Local Laws - registers	A	5 years after last action
93.3.12	Register of Orders	A	5 years after last action
93.3.13	Subdivision register and accession indexes	A	5 years after last action
93.3.14	Valuation register	A	5 years after last action
93.3.15	Volunteer Fire Brigades Register or equivalent	A	5 years after last action
93.3.16	Zoning Register - register of zoning areas, such as residential, industrial, mixed-use, districts	A	5 years after last action
93.3.17	Registers or indexes of records held	P	Permanent within local government
93.3.18	Primary / Annual / Financial Returns Register – current staff and Elected Members NB: When staff and Elected Members separate from the local government, their return must be moved to the ‘expired’ returns	P	Permanent within local government

GENERAL DISPOSAL AUTHORITY FOR LOCAL GOVERNMENT RECORDS

Ref No.	ACTIVITY Description of records	Disposal Action A – Archive D – Destroy P – Permanent	Recommended Custody
93.3.19	Vital records – register	P	Permanent within local government
93.3.20	Disclosure of gifts – register	D	30 years after last action
93.3.21	Register or Index of Local Laws produced by the local government	D	30 years after last action
93.3.22	Development (Planning / Building) works and completions registers	D	30 years after last action
93.3.23	Delegation – registers Registers of delegations, includes: <ul style="list-style-type: none"> • register of delegations to committees; and • register of delegations to the CEO and to employees 	D	7 years after delegation expires or last action, whichever is later
93.3.24	Enquiries - registers	D	7 years after last action
93.3.25	Primary / Annual / Financial Returns Register – expired	D	7 years after employee or Elected Member separates from the organization
93.3.26	Freedom of Information – register of requests / register of applications	D	7 years after last action
93.3.27	Mail correspondence register	D	7 years after last action
93.3.28	Security card / pass holder register	D	7 years after last action

GENERAL DISPOSAL AUTHORITY FOR LOCAL GOVERNMENT RECORDS

Ref No.	ACTIVITY Description of records	Disposal Action A – Archive D – Destroy P – Permanent	Recommended Custody
93.3.29	Emergency officer register	D	7 years after last action
93.3.30	Animal lodgings register - premises on which pigs, pigeons, poultry and other animals are kept	D	7 years after last action
93.3.31	Register of decisions - Enrolment Eligibility Claim forms	D	7 years after last action
93.3.32	Lost property register	D	7 years after last action
93.3.33	Tender Register	D	7 years after expiry of contract
93.3.34	Debtors / creditors ledgers or registers	D	6 years after successful audit
93.3.35	Postal remittance register	D	6 years after successful audit
93.3.36	Loans register	D	6 years after last action or after duration of loan, whichever is later
93.3.37	Trusts - register of trust deposits	D	6 years after successful audit
93.3.38	Year to date earnings registers	D	6 years after successful audit
93.3.39	Plant hire register	D	6 years after successful audit

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Ref No.	ACTIVITY Description of records	Disposal Action A – Archive D – Destroy P – Permanent	Recommended Custody
93.3.40	Sensitive / restricted records – register, including registers of authorized persons to view records	D	While the relevant records exist
93.3.41	Business names – register	D	2 years after expiry or renewal of name, whichever is the later
93.3.42	Bookings register – kept for each facility / premises available for use	D	2 years after last action
93.3.43	Parking permits register	D	2 years after last action
94	<p>REPORTING</p> <p>Records relating to formal or informal reporting against:</p> <ul style="list-style-type: none"> • organization business, corporate or strategic plans; • inter-organizational plans; • day-to-day business activities; and • low-level operational activities. <p>For records relating to local government Annual Reports or other published reports, use PUBLICATIONS For records relating to financial reports, use FINANCIAL REPORTING</p>		
94.1	<p>Reporting – reports compiled in relation to a significant issue for the local government. Also includes working papers and comments.</p> <p>See the definition of ‘Significant Records’ in the Introduction, section 5.2</p>	A	5 years after last action

GENERAL DISPOSAL AUTHORITY FOR LOCAL GOVERNMENT RECORDS

Ref No.	ACTIVITY Description of records	Disposal Action A – Archive D – Destroy P – Permanent	Recommended Custody
94.2	Statutory Reporting – as required under statutory reporting requirements, such as: <ul style="list-style-type: none"> • Local Government Act; • Environmental Protection; • Emergency Services; and • for the Department of Local Government 	A	5 years after last action
94.3	Reporting – functional activities , not reproduced elsewhere. Also includes reports to other organizations.	A	5 years after last action
94.4	Reporting – functional activities , reproduced elsewhere (e.g. in the Annual Report)	D	7 years after last action
94.5	Reporting – day to day administrative or operational activities and regular reporting to other organizations	D	5 years after last action
95	RESEARCH The activities associated with investigating or enquiring into a subject or area to discover and present information. For publications arising from undertaking research, use PUBLICATIONS AND PRINTING		
95.1	Research concerning strategic direction , significant or local government wide issues. Includes data relating to the research. See the definition of ‘Significant Records’ in the Introduction, section 5.2	A	5 years after last action

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Ref No.	ACTIVITY Description of records	Disposal Action A – Archive D – Destroy P – Permanent	Recommended Custody
95.2	Research – concerning administrative issues	D	3 years after last action
95.3	Routine research , such as library queries or literature searches, not conducted to form the basis of a report and/or publication	D	1 year after last action
96	<p>REVENUE, FEES AND CHARGES, LEVIES</p> <p>The activity of generating and managing income received from the sale of goods and charging for services. Also includes the collection of rent.</p> <p>For records relating to debtors, use DEBTORS For records relating to the payment of rates, use RATES PAYMENTS For banking records, use BANKING For financial reporting, use FINANCIAL REPORTING</p>		
96.1	REVENUE		
96.1.1	<p>Misappropriation, theft or other financial losses - significant, including irrecoverable revenue, write-offs and overpayments</p> <p>See the definition of ‘Significant Records’ in the Introduction, section 5.2</p>	A	5 years after last action
96.1.2	Misappropriation, theft or other financial losses and irrecoverable revenue – other	D	6 years after successful audit

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Ref No.	ACTIVITY Description of records	Disposal Action A – Archive D – Destroy P – Permanent	Recommended Custody
96.1.3	Revenue and receipts – office copies of: <ul style="list-style-type: none"> • official receipts; • payment receipts; • refunds; • other money forms; • daily income summaries or daily income statements; and • cash receipts summaries 	D	6 years after successful audit, last form issued, action completed, last reading, whichever is later
96.1.4	Receipts records , including: <ul style="list-style-type: none"> • revenue cash books; • direct credits; and • statements of estimated revenue collections 	D	6 years after successful audit
96.2	FEES AND CHARGES The management of payment for items, services, fines, facilities and infrastructure provided by the local government.		
96.2.1	Fees and charges – development, management and related correspondence	D	6 years after successful audit
96.2.2	Payment records for fees and charges (including those relating to the payment of fines)	D	6 years after successful audit
96.2.3	Lists of regulatory fees and charges	D	2 years after superseded

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Ref No.	ACTIVITY Description of records	Disposal Action A – Archive D – Destroy P – Permanent	Recommended Custody
96.3	<p>LEVIES</p> <p>The activity of obtaining and managing money raised for the imposition of a charge on a service.</p>		
96.3.1	Levying of rates – imposition of rates levying	A	5 years after last action
96.3.2	Levies – records of money raised	D	6 years after successful audit
97	<p>REVIEWING</p> <p>The activities involved in re-evaluating or re-examining in order to determine success or effectiveness. Includes but is not limited to the review of:</p> <ul style="list-style-type: none"> • organizational structures; • policies and procedures; • processes; • projects and programs; • strategic plans; • staffing positions; and • technology and communications 		
97.1	<p>Reviews – significant reviews of the local government’s operations and business processes that recommend and / or result in large scale changes</p> <p>See the definition of ‘Significant Records’ in the Introduction, section 5.2</p>	A	5 years after last action

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Ref No.	ACTIVITY Description of records	Disposal Action A – Archive D – Destroy P – Permanent	Recommended Custody
97.2	Reviews – organizational level reviews of local government operations and business processes	D	20 years after last action
97.3	Reviews – unit level reviews	D	10 years after last action
98	<p>RISK ASSESSMENT</p> <p>The activity of assessing and analysing potential risks and the development of prevention and recovery measures.</p> <p>For Risk Management Plans and Disaster Management Plans, use PLANNING</p>		
98.1	Risk analysis – studies undertaken to analyse or assess risks in relation to the operations of the local government, not included in a Risk Management Plan	D	7 years after last action
99	<p>ROAD AND STREET MANAGEMENT</p> <p>The activity of managing the opening and closure (including partial closure) of roads and streets within the local government.</p> <p>For construction of roads and streets, use DESIGN AND CONSTRUCTION For maintenance of roads and streets, use MAINTENANCE For the naming of roads and streets, use NAMING For traffic and street signs, use SIGNS</p>		

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Ref No.	ACTIVITY Description of records	Disposal Action A – Archive D – Destroy P – Permanent	Recommended Custody
99.1	<p>Closure of road / track / laneway / path / public access way (PAW) – permanent. Records relating to the process of permanently closing a road or street. Includes but is not limited to:</p> <ul style="list-style-type: none"> • notices of road closure; • alternative traffic arrangements; • correspondence with relevant State Government authority; and • correspondence with nearby residents 	A	5 years after last action
99.2	<p>Closure of road / track / laneway / path / public access way (PAW) – temporary. Records relating to the process of temporarily closing a road, whether requested by the local government or a third party</p>	D	7 years after last action
99.3	<p>Opening of road / track / laneway / path / public access way (PAW) - significant. Records relating to the process of opening a new road that is deemed significant. Includes but is not limited to:</p> <ul style="list-style-type: none"> • traffic arrangements; • correspondence with relevant State government authority; and • correspondence with nearby residents <p>See the definition of ‘Significant Records’ in the Introduction, section 5.2</p>	A	5 years after last
99.4	<p>Opening of road / track / laneway / path / public access way (PAW) – other than those under 99.3</p>	P	Permanent within local government
99.5	<p>Road classifications / hierarchy – records relating to the classification of roads as highways, primary distributor roads, district distributor roads etc. This classification influences how the road is managed.</p>	D	20 years after classification is superseded

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Ref No.	ACTIVITY Description of records	Disposal Action A – Archive D – Destroy P – Permanent	Recommended Custody
100	SECURITY Records relating to security arrangements for the local government and the jurisdiction.		
100.1	Summaries of entries / exits to buildings	D	7 years after last action
100.2	Security breach reports and investigations, including illegal entry to property whether or not resulting in damage or theft	D	7 years after last action
100.3	Security patrols and associated records	D	7 years after last action
100.4	Surveillance / CCTV footage REQUIRED for investigations and / or court proceedings NB: If a tape forms part of a case file, it should be sentenced in accordance with the related case records.	D	7 years after investigation and / or court proceedings completed, whichever is later
100.5	Surveillance / CCTV footage NOT REQUIRED for investigations		
100.5.1	Surveillance / CCTV footage taken from fixed cameras around public open spaces and public access areas	D	Destroy or re-use tape 30 days after footage taken
100.5.2	Surveillance / CCTV footage taken by mobile cameras or car-based cameras	D	Destroy or re-use tape 7 days after footage taken
100.5.3	Surveillance / CCTV footage taken from fixed cameras around local government buildings and assets with staff in attendance on a regular basis	D	Destroy or re-use tape 7 days after footage taken

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Ref No.	ACTIVITY Description of records	Disposal Action A – Archive D – Destroy P – Permanent	Recommended Custody
100.6	Security / access arrangements , including: <ul style="list-style-type: none"> • issue of passes or keys; • storage; • locks; and • surveillance 	D	5 years after system or procedures revoked or superseded
100.7	Access restrictions – technology and communications, including but not limited to the management of security of data (including sensitive records), user IDs, passwords and codes	D	5 years after last action
100.8	Photo identification records of staff	D	2 years after superseded or person has left organization
100.9	Emergency services – arrangements for provision, including emergency and first aid officers	D	2 years after last action
101	SEPARATIONS The activity of managing the departure of employees from the local government due to resignation, retirement, redeployment, redundancy or termination. For separations relating to Elected Members, use ELECTED MEMBERS For records relating to the dismissal of a local government employee, use DISCIPLINE For termination payment calculations, use PAYROLL		

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Ref No.	ACTIVITY Description of records	Disposal Action A – Archive D – Destroy P – Permanent	Recommended Custody
101.1	Exit interviews	D	7 years after last action
101.2	Resignations and terminations, including resignation letters	D	7 years after resignation
101.3	Retirement notices	D	7 years after retirement
101.4	Redundancy / redeployment / severance and retirement packages / schemes, including lists of staff offered redundancy	D	7 years after last action
102	<p>SERVICE PROVIDERS</p> <p>The activity of managing relations with organizations that provide services to the local community in association with the local government. Can include the provision of community services, energy supply and telecommunications, sewerage and drainage, traffic and transport and water supply. Also includes services provided by the local government on behalf of the service provider.</p> <p>For records of agreements, contracts or joint ventures with service providers, use AGREEMENTS, CONTRACTS, JOINT VENTURES, DEEDS</p>		
102.1	<p>Service Providers – records of major negotiations with organizations that provide services in association with the local government, including correspondence</p> <p>For contracts / agreements with service providers, use AGREEMENTS, CONTRACTS, JOINT VENTURES, DEEDS</p>	D	7 years after expiry of agreement or contract

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Ref No.	ACTIVITY Description of records	Disposal Action A – Archive D – Destroy P – Permanent	Recommended Custody
102.2	<p>Service Providers – records relating to services performed on behalf of other agencies where records are created (e.g. Australia Post, licence renewal on behalf of a State government organization)</p> <p>For contracts / agreements with service providers, use AGREEMENTS, CONTRACTS, JOINT VENTURES, DEEDS</p>	D	2 years after expiry of agreement of contract
103	<p>SERVICE PROVISION</p> <p>Records relating to the provision of services to the community by the local government.</p> <p>For library services, use LIBRARY AND INFORMATION ACCESS For records of the provision of services performed on behalf of other organizations, use SERVICE PROVIDERS For appointments of physicians and pharmacists, use APPOINTMENTS For immunization registers, use REGISTERS For planning of projects and programs, use PLANNING</p>		
103.1	CLIENTS		
103.1.1	<p>Clients – personal details of clients, including but not limited to those concerning:</p> <ul style="list-style-type: none"> • baby health centre client records; • domestic violence service records; • social worker client records; • child care client records / child history cards; • medical records (including podiatry and dental); • nursing home / senior services clients; 	D	20 years after last action or, if a minor, until they reach 25 years of age, whichever is later

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Ref No.	ACTIVITY Description of records	Disposal Action A – Archive D – Destroy P – Permanent	Recommended Custody
	<ul style="list-style-type: none"> • welfare and community care records; • counselling records; • Family Day Care or other child care client records; and • disabled client records. <p>For administrative records relating to these services (not including personal information), use 103.2.3</p>		
103.1.2	<p>Memberships / enrolments (excluding child care services)</p> <p>Membership and renewal forms for services provided by the local government, including but not limited to memberships for:</p> <ul style="list-style-type: none"> • gym; • swimming pool; • leisure / recreation centres; • sporting clubs; • cultural institutions; • courses; and • community groups. <p>For child care memberships, refer to 103.2.3</p>	D	7 years after date of expiry
103.1.3	<p>Accident reports for accidents occurring at community service centres (e.g. child care centres, recreation centres) that require follow up.</p> <p>For minor accidents not requiring follow up, use USAGE</p>	D	20 years after last action or, if a minor, until they reach 25 years of age, whichever is later

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Ref No.	ACTIVITY Description of records	Disposal Action A – Archive D – Destroy P – Permanent	Recommended Custody
103.1.4	Referrals e.g. alcohol and drug referrals, containing personal information	D	20 years after last action or, if a minor, until they reach 25 years of age, whichever is later
103.1.5	Referrals – not containing personal information	D	2 years after last action
103.1.6	Case files for clients accessing services provided by the local government. These files will usually contain personal information relating to the client	D	20 years after last action or, if a minor, until they reach 25 years of age, whichever is later
103.1.7	Social worker’s diaries or equivalent (not containing client information) If the diaries contain client information not captured elsewhere, sentence according to ‘Case Files’ under 103.1.6	D	7 years after last action
103.1.8	Immunization record cards – minors	D	10 years after last attendance or after date or last access (provided the client has attained the age of 25 years)
103.1.9	Immunization record cards – adults	D	Destroy 10 years after last attendance or last access

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Ref No.	ACTIVITY Description of records	Disposal Action A – Archive D – Destroy P – Permanent	Recommended Custody
103.2	<p>PROGRAMS AND SERVICES</p> <p>Services include, but are not limited to:</p> <ul style="list-style-type: none"> • counselling; • podiatry; • 'Meals on Wheels'; • community transport programs; • medical services; • legal and financial counselling; • nursing homes; • unemployment programs; • disability programs; • subsidized lodging houses; • multicultural services; • refuges / safe houses; • youth programs; • crime prevention programs; • health and wellbeing programs; • burning-off programs; • gym; • swimming pool; • leisure / recreation centres; • sporting clubs; • courses; and • community groups. 		

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Ref No.	<p style="text-align: center;">ACTIVITY</p> <p style="text-align: center;">Description of records</p>	<p style="text-align: center;">Disposal Action</p> <p style="text-align: center;">A – Archive D – Destroy P – Permanent</p>	<p style="text-align: center;">Recommended Custody</p>
103.2.1	Aged housing donor subsidy schemes	A	5 years after last action
103.2.2	<p>Administration – of community services (excluding child care and waste services) provided by the local government, including but not limited to:</p> <ul style="list-style-type: none"> • rosters; • timetables; • equipment; • correspondence with other health organizations; • selection of carers; and • activities. <p>Please refer to the ‘Clients’ section of this activity for records containing personal information of clients.</p>	D	7 years after last action
103.2.3	<p>Child Care services / children’s leisure activities – administration</p> <p>Records relating to the administration of child care services and children’s leisure activities provided by the local government including:</p> <ul style="list-style-type: none"> • licence to operate a child care service; • records of attendance for each child; • statements prepared or obtained by the service; • certificates given by the child care service under the Family Assistance law; • copies of reports; • attendance records; • memberships; • information provided to clients; • nominations; 	D	7 years after the end of the year in which the care was provided

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Ref No.	ACTIVITY Description of records	Disposal Action A – Archive D – Destroy P – Permanent	Recommended Custody
	<ul style="list-style-type: none"> • copies of receipts issued to those who paid child care fees; • enrolment forms (includes swimming lessons and other leisure activities and classes); • notes of absence; • selection of carers; • insurance policies; • accounting records; and • agreements <p>For client records containing personal / sensitive information, use 103.1.1 (Clients) or Client files</p>		
103.2.4	Fitness appraisals conducted at recreation centres	D	2 years after last action or expiry of membership, whichever is later
103.2.5	Attendance / participation records (excluding child care) relating to services provided by the local government to the community	D	2 years after last action
103.3	<p>SERVICE PROVISION - WASTE MANAGEMENT</p> <p>For records relating to the monitoring of waste sites and hazardous waste, including their impact on the environment, health and safety (e.g. landfill sites, recycling facilities) use MONITORING For waste permits, use APPLICATIONS, APPROVALS, LICENCES AND PERMITS</p>		
103.3.1	Waste management services – maps and plans showing site locations (including special use sites and closure of sites)	A	5 years after last action

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Ref No.	ACTIVITY Description of records	Disposal Action A – Archive D – Destroy P – Permanent	Recommended Custody
103.3.2	Waste management services – requests for bins (garbage, recycling, other)	D	2 years after last action
103.3.3	Waste management services – special collections (bulk waste, greenwaste, poisons etc)	D	2 years after last action
103.3.4	Waste management services – crew instructions / street cleaning coordination / water returns and trade waste receipts	D	1 year after last action
103.3.5	Waste landfill sites – individual files	D	7 years after last action
103.3.6	Waste landfill sites – scavenging	D	2 years after last action
103.3.7	Waste transfer stations – individual files	D	7 years after last action

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Ref No.	ACTIVITY Description of records	Disposal Action A – Archive D – Destroy P – Permanent	Recommended Custody
103.3.8	<p>Resource Recovery Facility / Refuse Recovery Plant – operation of the facility / plant</p> <p>For agreements and contracts relating to recycling facilities, use AGREEMENTS, CONTRACTS, JOINT VENTURES, DEEDS</p> <p>For policies and procedures relating to recycling facilities, use POLICY or PROCEDURES</p> <p>For financial records relating to recycling facilities, use the relevant finance-related activity (e.g. ACCOUNTING, CREDITORS)</p> <p>For design and construction records, use DESIGN AND CONSTRUCTION</p> <p>For maintenance records, use MAINTENANCE</p>	D	7 years after last action
103.4	Emergency Relief	D	7 years after last action
103.5	Customer service programs and facilities – development, implementation and management	D	5 years after last action

GENERAL DISPOSAL AUTHORITY FOR LOCAL GOVERNMENT RECORDS

Ref No.	ACTIVITY Description of records	Disposal Action A – Archive D – Destroy P – Permanent	Recommended Custody
104	<p>SIGNS</p> <p>The activity of regulating signs banners and hoardings within the local government. Signs, banners and hoardings within a local government need to comply with relevant legislation and town planning policies. Includes records relating to:</p> <ul style="list-style-type: none"> • traffic signs; • advertising signs; • banners; • parking signs; • tourism signs; • welcome signs; • entry statements; • street signs; • community direction signs; and • regulatory and warning signs. <p>For the design and construction of local government signs, use DESIGN AND CONSTRUCTION For applications for licence or renewal of signs, use APPLICATIONS AND APPROVALS For records relating to the maintenance of signs, use MAINTENANCE</p>		
104.1	Requests – records relating to the removal or installation of signs. Also includes missing or stolen signs	D	2 years after last action
104.2	Impounding – records relating to the impounding of signs	D	2 years after last action

GENERAL DISPOSAL AUTHORITY FOR LOCAL GOVERNMENT RECORDS

Ref No.	ACTIVITY Description of records	Disposal Action A – Archive D – Destroy P – Permanent	Recommended Custody
105	<p>SPONSORSHIPS, GRANTS, DONATIONS AND SUBSIDIES</p> <p>The activity of providing financial assistance to another individual or organization to encourage benefits for one or both parties. Includes sponsorships, grants and subsidies coordinated or accessed by the local government.</p> <p>For agreements relating to sponsorships, use AGREEMENTS, CONTRACTS, JOINT VENTURES, DEEDS For advertisements relating to sponsorships, use MARKETING, PROMOTIONS AND CAMPAIGNS</p>		
105.1	<p>Sponsorships / grants / donations / subsidies – significant programs</p> <p>Significant sponsorships / grants / donations / subsidies, including those that:</p> <ul style="list-style-type: none"> • are precedent setting or unique; or • involve substantial public debate or public interest. <p>Includes applications and acquittals.</p> <p>See also the definition of ‘Significant Records’ in the Introduction, section 5.2</p>	A	5 years after last action
105.2	<p>Sponsorship / grant / subsidy programs – other successful applications and nominations from individuals or organizations. Includes acquittals.</p>	D	7 years after last action or 6 years after successful audit, whichever is later
105.3	<p>Unsuccessful applications and nominations for sponsorships, grants and subsidies</p>	D	2 years after last action

GENERAL DISPOSAL AUTHORITY FOR LOCAL GOVERNMENT RECORDS

Ref No.	ACTIVITY Description of records	Disposal Action A – Archive D – Destroy P – Permanent	Recommended Custody
105.4	Sponsorships / grants / subsidies – internal program administration (e.g. application packages, information for applicants, determination of selection criteria)	D	7 years after last action
105.5	Donations – non-significant – accepted	D	6 years after successful audit
105.6	Donations – refused	D	1 year after last action
106	<p>SUGGESTION SCHEMES</p> <p>Suggestions from staff to improve the services and facilities of the local government.</p>		
106.1	Suggestions submitted by staff, on an ad-hoc basis or via a suggestion scheme, staff questionnaire or suggestion box	D	2 years after last action
107	<p>STORES</p> <p>The activity of managing the stores, plant and equipment owned by the local government.</p> <p>For maintenance of equipment, plant and stores, use MAINTENANCE For auditing of stores, plant and equipment, use AUDITING For the purchase of equipment, plant and stores (not involving tenders) use ACQUISITION AND DISPOSAL For the purchase of equipment, plant and stores through a tendering process, use TENDERING AND QUOTATIONS</p>		
107.1	Plant cost ledger – annual records for items of equipment, plant and stores	D	7 years after date of disposal of plant or equipment

GENERAL DISPOSAL AUTHORITY FOR LOCAL GOVERNMENT RECORDS

Ref No.	ACTIVITY Description of records	Disposal Action A – Archive D – Destroy P – Permanent	Recommended Custody
107.2	Lost property – receipts for returned property	D	7 years after last action
107.3	Stock take – inventories of equipment, plant and stores	D	6 years after successful audit
107.4	Costing records / job ledger	D	6 years after successful audit
107.5	Works cost ledger – if this is maintained separately from the General Ledger	D	6 years after successful audit
107.6	Stock take – worksheets, data input forms, tally sheets, stock cards and working instructions	D	2 years after last action
107.7	Plant statements	D	2 years after last action
107.8	Stores - stock cards	D	2 years after last action
107.9	Stores, plant and equipment – issued / distributed and returned	D	2 years after last action
107.10	Hire – records relating to the hire of local government equipment, plant and stores	D	2 years after last action
107.11	Telephones / two-way radios, intercoms, mobile telephones / facsimile machines	D	2 years after last action
107.12	Plant in use reports	D	1 year after last action
107.13	Delivery instructions for goods dispatched and received	D	2 months after last action

GENERAL DISPOSAL AUTHORITY FOR LOCAL GOVERNMENT RECORDS

Ref No.	ACTIVITY Description of records	Disposal Action A – Archive D – Destroy P – Permanent	Recommended Custody
108	<p>SUBMISSIONS The preparation of a formal statement by the local government or other organization, which is submitted to or by the local government.</p> <p>Records can include:</p> <ul style="list-style-type: none"> • submissions from the community concerning local issues (e.g. a proposed development) in which the local government is involved; and • submissions from the local government to another organization relating to local government functions. <p>For petitions from ratepayers, use COMMITTEES For the Municipal Heritage Inventory, use REGISTERS</p>		
108.1	<p>Heritage submissions and assessments – to or from the Heritage Council regarding buildings / sites / structures recommended for listing.</p> <p>For the Municipal Heritage Inventory, please use REGISTERS (significant)</p>	P	Permanent within local government
108.2	<p>Significant submissions – including:</p> <ul style="list-style-type: none"> • significant submissions to the local government from the community; and • significant submissions made directly by the local government to other organizations <p>See the definition of ‘Significant Records’ in the Introduction, section 5.2</p>	A	5 years after last action
108.3	<p>Submissions – other than those in 108.1 or 108.2</p>	D	7 years after last action

GENERAL DISPOSAL AUTHORITY FOR LOCAL GOVERNMENT RECORDS

Ref No.	ACTIVITY Description of records	Disposal Action A – Archive D – Destroy P – Permanent	Recommended Custody
108.4	Whole-of-local-government submissions to other organizations, co-ordinated by a central organization – local government comments or contributions	D	5 years after last action
109	SUPERANNUATION The activity of managing the administration of employee superannuation entitlements and contributions.		
109.1	Superannuation – remittances, summaries and returns of payments made	D	6 years after successful audit
109.2	Superannuation – routine correspondence including promotional material <i>etc.</i>	D	2 years after last action
109.3	Notification of transfer of superannuation, including transfer authorization	D	6 years after successful audit
109.4	Superannuation – general information not specific to a fund / plan	D	1 year after superseded
110	SURVEYS Surveys, statistics, studies and questionnaires developed or completed by the local government (includes returns collection, collation and analysis) For reports relating to survey results, see REPORTING For geographical surveys, use GEOGRAPHICAL LAND INFORMATION For community consultation records that are not surveys, use COMMUNITY CONSULTATION		

GENERAL DISPOSAL AUTHORITY FOR LOCAL GOVERNMENT RECORDS

Ref No.	ACTIVITY Description of records	Disposal Action A – Archive D – Destroy P – Permanent	Recommended Custody
110.1	Surveys conducted by the local government – incorporated into annual report or otherwise (including results, arrangements for collection, collation or analysis). Includes master copy of questionnaire or feedback form sent.	D	5 years after last action
110.2	Surveys conducted by other organizations (information provided by local government)	D	2 years after last action
110.3	Returns – raw data	D	2 years after last action
111	<p>TAXATION</p> <p>The activity of managing the payment of tax to the government.</p> <p>For audits relating to tax, use AUDITING For vehicle log books, use FLEET MANAGEMENT</p>		
111.1	Fringe benefits tax – calculations and payments	D	6 years after successful audit
111.2	Payroll and PAYG tax - records of payment	D	6 years after successful audit
111.3	Group certificates – employer’s copy	D	6 years after successful audit
111.4	Stamp duty	D	6 years after successful audit
111.5	Prescribed payments tax system	D	6 years after successful audit

GENERAL DISPOSAL AUTHORITY FOR LOCAL GOVERNMENT RECORDS

Ref No.	ACTIVITY Description of records	Disposal Action A – Archive D – Destroy P – Permanent	Recommended Custody
111.6	Goods and services tax - (GST) – assessment and payment records, including Business Activity Statements (BAS) and tax invoices	D	6 years after successful audit
111.7	Australian Business Number (ABN) applications, registration and administration	D	6 years after successful audit
111.8	Tax calculations and payments – for other taxes	D	6 years after successful audit
111.9	Income tax – declarations, including staff tax file numbers	D	2 years after employee separates from the local government
112	<p>TENDERING AND QUOTATIONS</p> <p>Records relating to the receipt and assessment of tenders, quotations and expressions of interest (EOIs).</p> <p>For the advertising of tenders and requests for quotation, see MARKETING, PROMOTIONS AND CAMPAIGNS</p> <p>For contracts arising from successful tenders, use AGREEMENTS, CONTRACTS, JOINT VENTURES, DEEDS</p> <p>For tender register, use REGISTERS</p>		

GENERAL DISPOSAL AUTHORITY FOR LOCAL GOVERNMENT RECORDS

Ref No.	ACTIVITY Description of records	Disposal Action A – Archive D – Destroy P – Permanent	Recommended Custody
112.1	<p>Successful tenders – significant</p> <p>Successful tender submissions – includes all tender documents provided in response to an invitation to tender and associated administrative records.</p> <p>Significant tenders include those that:</p> <ul style="list-style-type: none"> • relate to major local projects and programs which impact the community; • relate to major local government infrastructure; • relate to landmark structures; • relate to substantial transfer of local government responsibilities; • relate to the privatization of local government functions; • involve substantial Public Private Partnerships; • require Ministerial approval (of the contract); • otherwise (significantly) impact on the organization’s functions; • set a contractual precedent for the local government; or • relate to matters of major community interest or controversy. <p>See the full definition of ‘Significant Records’ in the Introduction, section 5.2</p>	A	5 years after expiry of contract
112.2	<p>Successful tenders – where subsequent contract is under seal or deed</p> <p>Successful tender submissions, where not included in 112.1 – includes all tender documents provided in response to an invitation to tender and associated administrative records.</p>	D	21 years after expiry of relevant contract, and at end of defects liability period, if applicable

GENERAL DISPOSAL AUTHORITY FOR LOCAL GOVERNMENT RECORDS

Ref No.	ACTIVITY Description of records	Disposal Action A – Archive D – Destroy P – Permanent	Recommended Custody
112.3	Successful tenders – other Successful tender submissions not included in 112.1 and 112.2.	D	7 years after expiry of contract
112.4	Tenders - unsuccessful	D	2 years after contract is let or project has been discarded
112.5	Tender documentation and specifications – development Includes development of expression of interest, request for proposal and request for tender	D	7 years after contract is let or project is discarded
112.6	Duplicates / copies of tender submissions and specifications produced by the local government for distribution	D	Until reference ceases
112.7	Quotations - significant (or quotations provided in response to a Request for Quotation - RFQs) – successful See the definition of ‘Significant Records’ in the Introduction, section 5.2	A	5 years after expiry of contract or last action, whichever is later
112.8	Quotations – other, that are successful	D	6 years after expiry of contract or last action, whichever is later
112.9	Quotations – unsuccessful or cancelled	D	2 years after last action

GENERAL DISPOSAL AUTHORITY FOR LOCAL GOVERNMENT RECORDS

Ref No.	ACTIVITY Description of records	Disposal Action A – Archive D – Destroy P – Permanent	Recommended Custody
113	<p>TRAINING AND DEVELOPMENT</p> <p>The activity of training (including inductions), developing and improving staff of the local government.</p> <p>For conferences and seminars, use CONFERENCES AND SEMINARS For training for Elected Members, use ELECTED MEMBERS For arrangements for training courses run by the local government, use ARRANGEMENTS For training of volunteers, use VOLUNTEERS For the evaluation of training programs run by the local government, use EVALUATION For travel undertaken by local government staff to attend a training course, use TRAVEL</p>		
113.1	Apprenticeships and traineeships – awards, subsidy records and notifications from educational institutions	D	10 years after last action
113.2	<p>Training courses – course information - includes records such as:</p> <ul style="list-style-type: none"> • staff attendance records; • notifications of course details; and • examinations and assessments to certify competency of staff and assessments. 	D	7 years after last action
113.3	Training – exam results and copies of certificates awarded to staff	D	5 years after last action, if not on personal file
113.4	Training courses – planning and development , including needs analysis and course materials	D	5 years after last action

GENERAL DISPOSAL AUTHORITY FOR LOCAL GOVERNMENT RECORDS

Ref No.	ACTIVITY Description of records	Disposal Action A – Archive D – Destroy P – Permanent	Recommended Custody
113.5	Apprenticeships and traineeships – assessment reports, course results and related correspondence	D	5 years after last action
113.6	Fellowships	D	5 years after last action
113.7	Training materials (external) – to support information delivered in an external training program	D	Until reference ceases
114	<p>TRAVEL</p> <p>The activity of managing staff travel within Australia and overseas for various purposes, such as conferences, training and Sister City liaison.</p> <p>For records relating to travel arrangements for Elected Members, use ELECTED MEMBERS</p>		
114.1	Travel arrangements – such as airline, hotel, hire car bookings	D	6 years after last action
115	<p>TRUSTS</p> <p>The activities associated with managing trusts.</p> <p>For register of trust deposits, use REGISTERS</p>		
115.1	Trust accounts – administration	D	6 years after successful audit

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Ref No.	ACTIVITY Description of records	Disposal Action A – Archive D – Destroy P – Permanent	Recommended Custody
116	<p>UNCLAIMED MONEY</p> <p>The activity of managing money that has been unclaimed.</p>		
116.1	<p>Unclaimed money – registration, administration and lodgement with relevant organization</p>	D	6 years after successful audit
117	<p>URBAN DESIGN</p> <p>The activities associated with the planning and design of urban spaces to create attractive, safe, and sustainable environments. This category also includes, but is not limited to public artwork initiatives, streetscape beautification, laneway activation, liaison with redevelopment authorities on urban design / renewal plans and strategies.</p> <p>For the design and construction of buildings and infrastructure, use DESIGN AND CONSTRUCTION</p>		
117.1	<p>Urban design plans / drawings – depicting significant initiatives / urban design proposals for public spaces within the local government</p> <p>See the definition of ‘Significant Records’ in the Introduction, section 5.2</p>	A	5 years after last action
117.2	<p>Urban design plans / drawings – depicting other concepts and designs other than those under 117.1</p>	D	10 years after last action
117.3	<p>Urban design – concept drafts and working papers</p>	D	10 years after last action

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Ref No.	ACTIVITY Description of records	Disposal Action A – Archive D – Destroy P – Permanent	Recommended Custody
118	<p>USAGE</p> <p>The management of usage and hire of local government owned facilities, parks, reserves and properties. This activity includes but is not limited to:</p> <ul style="list-style-type: none"> • booking records; • key allocations; • usage and hire terms and conditions; • occupancy rates; and • accident reports. <p>For records relating to the leasing out of local government owned property and facilities, see LEASING For bookings register, use REGISTERS For reports of accidents (requiring follow up) involving the public, use SERVICE PROVISION</p>		
118.1	<p>Hiring of facilities and equipment</p> <p>For bookings register, use REGISTERS</p>	D	7 years after last action
118.2	<p>Occupancy information for facilities and premises available for hire</p>	D	7 years after last action
118.3	<p>Key allocation records</p>	D	2 years after last action
118.4	<p>Terms and conditions – usage and hire, including the determination of terms and conditions</p>	D	2 years after last action

GENERAL DISPOSAL AUTHORITY FOR LOCAL GOVERNMENT RECORDS

Ref No.	ACTIVITY Description of records	Disposal Action A – Archive D – Destroy P – Permanent	Recommended Custody
118.5	Accident reports – minor, not requiring follow up For major accidents requiring follow up, use SERVICE PROVISION	D	2 years after last action
119	USER SUPPORT The activity of providing information technology related support to end users (staff) within the local government to resolve problems.		
119.1	Help desk – support and services, includes after hours support, fault reports and coordination	D	2 years after last action
119.2	User groups – lists	D	2 years after last action
120	VALUATIONS The activities associated with valuing land for various local government functions, including the determination of rates and the sale or purchase of local government owned land. For valuation registers, use REGISTERS		
120.1	Valuations – objections. Can include (but is not limited to) objections to a valuation of a property	D	10 years after last action
120.2	Valuations – conducted by licensed valuer	D	6 years after successful audit

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Ref No.	ACTIVITY Description of records	Disposal Action A – Archive D – Destroy P – Permanent	Recommended Custody
120.3	Information / reports provided to the Valuer General – Under Section 37 of the <i>Valuation of Land Act 1978</i>	D	6 years after last action
120.4	Valuations – requests for revaluation	D	2 years after last action
120.5	Valuations – amendments	D	1 year after last action
120.6	Interim valuation reports for properties within the local government	D	1 year after last action
121	<p>VISITS AND TOURS</p> <p>Records relating to visits to the local government by members of the public, students or other organizations, for public awareness, public relations, Sister City relations or educational programs. Also includes staff visits to other organizations on educational or promotional business.</p> <p>For functions associated with visits and tours, use CELEBRATIONS, CEREMONIES AND FUNCTIONS For administrative arrangements associated with visits and tours, use ARRANGEMENTS For travel arrangements, use TRAVEL</p>		
121.1	Official visits to the local government by dignitaries or delegations from other government organizations or Sister Cities	A	5 years after last action
121.2	Official visits by local government staff to other government organizations or Sister Cities	A	5 years after last action

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Ref No.	ACTIVITY Description of records	Disposal Action A – Archive D – Destroy P – Permanent	Recommended Custody
121.3	Visits to the local government – by members of the public, government and non-government organizations, or casual groups, e.g. schools	D	7 years after last action
121.4	Visitors books – significant Visitors books relating to a significant occasion / specific event, visits by notable persons (e.g. head of state), visits to major new site / development. See the definition of ‘Significant Records’ in the Introduction, section 5.2	A	5 years after last action
121.5	Visitors books – other than those under 121.4	D	7 years after last action
121.6	Staff visits (non-official) to other organizations. Includes summaries of visits	D	7 years after last action
121.7	Requests for visits	D	1 year after last action
122	VOLUNTEERING Records relating to the coordination, recruitment and welfare of volunteers within the local government. For volunteer fire brigade register, use REGISTERS For appointments of volunteer fire control officers, use APPOINTMENTS		
122.1	Volunteers – State Emergency Services – coordination, including accident claim forms that are forwarded to relevant State government organization for action	D	10 years after last action

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Ref No.	ACTIVITY Description of records	Disposal Action A – Archive D – Destroy P – Permanent	Recommended Custody
122.2	Volunteers – recruitment , including applications to volunteer	D	7 years after last action
122.3	Volunteers – working dates	D	7 years after last action
122.4	Volunteers – training provided	D	7 years after last action
123	<p>WORK EXPERIENCE</p> <p>The activity of managing those undertaking unpaid work within the local government for the purpose of gaining experience.</p> <p>For enquiries relating to work experience, use ENQUIRIES</p>		
123.1	<p>Work experience – management and coordination, including:</p> <ul style="list-style-type: none"> • timetables and/or schedules for work experience programs; • participant details; and • details of modules completed 	D	2 years after last action

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Ref No.	ACTIVITY Description of records	Disposal Action A – Archive D – Destroy P – Permanent	Recommended Custody
124	<p>ZONING</p> <p>Records of the management of the classification (zoning) of land in the local government area. Examples include the demarcation of residential, industrial, mixed-use and other land. This activity also includes the identification of contaminated sites.</p> <p>For development and subdivision applications use DEVELOPMENT, BUILDING AND SUBDIVISION APPLICATIONS For Local Laws use LEGISLATION For zoning register, use REGISTERS</p>		
124.1	<p>REGION SCHEMES</p> <p>Using a set of maps and scheme text, Region Schemes define the future use of land, dividing it into broad zones and reservations. These currently consist of the Metropolitan Region Scheme, the Peel Region Scheme and the Greater Bunbury Region Scheme. They provide the legal basis for planning in WA.</p>		
124.1.1	<p>Region Schemes – proposed amendments, including advertising and requests for comment from the local government</p>	D	7 years after last action
124.1.2	<p>Region Schemes – maps and scheme text provided by the State government authority</p>	D	2 years after superseded
124.1.3	<p>Region Schemes – final notice of amendment</p>	D	2 years after superseded

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Ref No.	ACTIVITY Description of records	Disposal Action A – Archive D – Destroy P – Permanent	Recommended Custody
124.2	<p>TOWN PLANNING SCHEMES</p> <p>These set out the way land is to be used and developed, classify areas for land use, and include provisions to coordinate infrastructure and development within the local government jurisdiction.</p>		
124.2.1	Town Planning Scheme (TPS) – master copy	P	Permanent within local government
124.2.2	TPS – development of TPS and approval process	A	5 years after last action
124.2.3	TPS amendments – approved - including documentation, major drafts, submissions / objections and master that is signed and approved by Council or Minister	A	5 years after last action
124.2.4	TPS amendments – not approved	P	Permanent within local government
124.2.5	TPS amendments – Ministerial approvals to advertise	D	30 years after last action
124.2.6	TPS amendments – certified copy of TPS and amendments	D	30 years after last action
124.2.7	TPS amendments – advertising submissions	D	6 years after last action
124.2.8	TPS amendments – comments from Council and external stakeholders	D	6 years after last action
124.2.9	TPS amendments – compensation or cash in lieu	D	10 years after last action

GENERAL DISPOSAL AUTHORITY FOR LOCAL GOVERNMENT RECORDS

Ref No.	ACTIVITY Description of records	Disposal Action A – Archive D – Destroy P – Permanent	Recommended Custody
124.3	STRUCTURE PLANS		
124.3.1	District Structure Plans These identify future urban development over large areas by depicting infrastructure such as main roads, commercial nodes and open space	A	5 years after last action
124.3.2	Local Structure Plans These identify the patterns of development by depicting specific matters such as the location of all roads, densities, commercial land and pedestrian/cycle networks	A	5 years after last action
124.4	ENVIRONMENTAL SCHEMES		
124.4.1	Local Environmental Schemes – certified Plan and accompanying submissions	A	5 years after last action
124.4.2	Local Environmental Schemes – scheme report, including notices of exhibitions and working papers	D	30 years after last action
124.4.3	Regional Environmental Schemes – including consultations, submissions and copy of Scheme	D	30 years after last action
124.5	Contaminated Site Memorials lodged and issued to the local government by the relevant State Government authority if land is classified as contaminated	A	5 years after last action
124.6	Zoning – official map / residential districts	A	5 years after last action

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Ref No.	ACTIVITY Description of records	Disposal Action A – Archive D – Destroy P – Permanent	Recommended Custody
124.7	Tax maps – local government copy	D	30 years after last action
124.8	Zoning – breaches, investigations and associated correspondence	D	10 years after last action
124.9	Zoning – certificates	D	7 years after last action
124.10	Electronic Advice of Sale (EAS) – notices and account enquiries	D	7 years after last action
124.11	Income and Expenditure records – town planning and land development schemes as defined in Sections 46 and 47 of the <i>Local Government (Financial Management) Regulations 1996</i>	D	6 years after successful audit
124.12	Residential design codes (R-Codes) – provided by WA Government	D	1 year after superseded

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GENERAL DISPOSAL AUTHORITY FOR LOCAL GOVERNMENT RECORDS

Appendix A

Exceptions Table: records to be resentenced in accordance with the fully revised General Disposal Authority for Local Government Records (RD 2010046)

1. Green	1. Major change to retention and disposal action – increased retention period is greater than 2 years
2. Light Green	2. Minor change to retention and disposal action - increased retention period is 2 years or less
3. Purple	3. Sentences that require consideration as to whether they are significant or other

Previous R & D Action	Records	New Ref. No	New R & D Action	Code
COMMON ACTIVITIES (<i>i.e. these records were duplicated in the previous GDALG under key words</i>)				
D/ 6 years after last action	Complaints - significant	88.1	A/5 (if significant)	3
D/ 6 months after last action	Enquiries / provision of information - significant	45.1	A/5 (if significant)	3

D = Destroy **P** = Permanent within local government
A = Archive
R & D = Retention and Disposal
Significant = Refer to section 5.2 of the Introduction to revised GDA
Other = Refer to section 5.2 of the Introduction to revised GDA

GENERAL DISPOSAL AUTHORITY FOR LOCAL GOVERNMENT RECORDS

D/ 6 months after last action	Enquiries / provision of information – basic and/or routine	45.2	D/2 after last action	2
D/2 – D/6 years after last action	Maintenance records – significant maintenance projects	70.1	A/5 (if significant)	3
D/2 – D/7 years after last action	Applications (excludes planning, development, building and subdivision applications) / approvals / permits / licences - significant	12.1	A/5 (if significant)	3
D/6 years after last action	Contracts - significant	7.1	A/5 (if significant)	3
D/6 years after last action	Contract – under seal or deed	7.2	D/ 21 years after expiry of agreement, and at end of defects liability period, if applicable	1

1.0 ADMINISTRATION

Previous Ref. No.	Previous R & D Action	Records	New Ref. No.	New R & D Action	Code
1.0.3	D/ 2	Administration – catering services	14.2	D/7 after last action	1
1.0.6 (d)	Permanent within LG	Final conservation reports (artworks, historical collections, memorials and sculptures)	70.1 & 74.1 (memorials)	A	1
1.0.8	D/6	Lost property	93.3.31 & 93.3.32	D/7 after last action	2
1.0.9 (e)	D/2	Lists of items to be purchased (office equipment)	4.2	D/6 years after successful audit	1
1.0.10 (b)	D/1	Lists of items to be purchased (stationery)	4.3	D/2 after last action	1
1.0.9 (f) & 1.0.10 (c)	Destroy 3 months	Unsuccessful quotes	112.13	D/2 after last action	1
1.0.11 (b)	D/1	Stocktake – data input, worksheets <i>etc.</i>	107.6	D/2 after last action	2

D = Destroy **P** = Permanent within local government
A = Archive
R & D = Retention and Disposal
Significant = Refer to section 5.2 of the Introduction to revised GDA
Other = Refer to section 5.2 of the Introduction to revised GDA

GENERAL DISPOSAL AUTHORITY FOR LOCAL GOVERNMENT RECORDS

Previous Ref. No.	Previous R & D Action	Records	New Ref. No.	New R & D Action	Code
1.1 (f)	A	Corporate benchmarking	82.1	D/5 after last action	1
1.1 (i)	A	Delegations	16.2	D/7 years after delegation is exercised or last action	1
1.2 (b)	D/1	PC management – manuals	33.8	D/2 years after system replaced	1
1.2.2 (c)	D/ when system superseded	Software – development & design – applications that become operational	11.1	D/7 after system replaced	1
1.2.2 (c)	D/ when system superseded	Software – development & design – applications that do not become operational	11.2	D/3 after last action	1
1.4 (p)	D/30	Solicitor's opinions / reports	6.2	A	1
1.4(q)	D/2	Vehicle registrations	49.9	D/7 after expiry	1
1.4 (u)	D/6	Other legal procedures	58.2	D/7 after case completed or expiry of limitation period	2
1.4.3 (c)	D/6	Decisions of the Ombudsman - significant	59.1	A (if significant)	3
1.4.4 (d)	D/2	Freedom of Information applications (routine)	50.2	D/7 after last action	1
1.5 (d)	A	Heritage Council submissions	108.1	P	1
1.5.1 (a)	D/7	Demolition prevention notices	78.1	A	1
1.5.2 (d)	D/1	Heritage orders listings	78.5	Retain for life of building	1
1.6.1 (f)	D/6	Minor education programmes	40.2	D/7 after last action	2
1.6.5 (a)	A	Corporate Image (e.g. style guides)	31.2	P	1
1.6.6 (d)	D/2	Local government events – non significant	20.2	D/7 after last action	1

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1.6.9	D/1	Press cuttings (where kept together on separate file)	72.3	A	1
1.6.12 (a)	D/2	Submissions from the public	108.3	D/7	1
1.7.1 (c & d)	D/ until superseded	Disaster plan	83.4	D/7 after superseded	1
1.10 (b)	D/6	Diaries by authorised officers who deal with public – information not recorded elsewhere	38.2	D/7 after last action	2
2.0 BUILDING					
2.1.1	D/2	Building applications (unapproved) relating to building in seismic zones	37.1.3	A	1
2.1.3 (e)	D/30	Building applications (unapproved) - significant	37.2.3	A (if significant)	3
2.2 (b)	D/2	Appeals to minister (non-significant)	10.4	D/7 after last action	1
3.0 COMMUNITY SERVICES					
3.1.1	D/2 – D/7	Welfare / community care	103.2.2	D/7 (for non-client records e.g. administration)	2
3.1.2 (j)	D/2	Child care attendance / notes of absence / enrolments / absentee	103.2.3	D/7 after final year of care provided	1
3.1.4(d)	D/10	Appointments of visiting physicians and pharmacists	13.1	D/25 after expiry of appointment	1
3.1.12 (f, l & p)	D/2	Child care – after school centres administration, staff rosters etc.	103.2.3	D/7 after final year of care provided	1

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3.2.3 (d)	D/1	Library book stock register	68.4	D/ when catalogue discontinued or superseded	1
3.2.5 (d)	D/6	Emergency relief	103.4	D/7 after last action	2
3.3.3 (a)	D/6	Accident reports occurring in local government owned buildings - major	103.1.3	D/ 20 or if victim is under 18, until they reach 25 years of age	1
3.3.5 (d)	D/2	Vacation swimming programme records	103.2.3	D/7 after year of program	1
3.3.6 (c)	D/2	Recreation equipment and furniture	4.2	D/6 after successful audit	1
3.4.3 (c)	D/6	Animal lodgings – register of premises for keeping animals	93.3.30	D/7 after last action	2
3.4.3 (i)	D/2	Animal control – authorization to sell / destroy of animals	9.2	D/7 after last action	1
3.4.3 (j)	D/6	Animal registration material	9.4	D/7 after last action	2
3.4.4 (b)	D/1	Stray animals - impounding	9.2	D/7 after last action	1
3.4.4 (e & f)	D/6	Stray animals – receipts	9.2	D/7 after last action	2
4.0 COUNCIL					
4.2 (a)	D/6	Elected members - allowances	41.13	D/7 after last action	2
4.2.2 (c)	D/30	Financial interests register	41.9	P	1
4.3.2 (e)	D/6	Elections – enrolment eligibility claims – accepted	42.6	D/2 after claim expires	1

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4.3.2 (d)	D/2	Elections – enrolment eligibility claims – rejected	42.7	D/2 after claim rejected	1
4.3.2 (k & l)	D/2	Elections – incomplete ballot papers and nomination forms	42.9	D/4 after result announced	2
4.4 (j)	D/30	Committees – meeting recordings	25.1.3	D/ 1 year after minutes confirmed	1
5.0 ENGINEERING, CONSTRUCTION AND TRANSPORT					
5.0.1	D/6	Engineering / construction – materials analysis	75.2	D/10 after last action	1
5.2 (h)	D/30	Road closures – temporary	99.2	D/7 after last action	1
5.2.3 (e-i)	D/30	Individual files for roads, bridges and crossovers	36.3	P	1
5.2.4 (d)	D/2	Dredging – foreshore management	36.10	D/7 after last action	1
5.3.5 (e)	D/ until superseded	Parking – authorized vehicle stands	36.12	D/2 after superseded	2
5.3.7 (c)	D/1	Traffic management plans	12.2 & 36.6	D/7 after last action	1
5.3.12	D/2 – D/6	Vehicular crossings	36.7	D/7 after last action	2
6.0 FINANCE AND ACCOUNTING					
6.2	D/30	Annual financial statements	48.1	D/6 after last action	1
6.3 (a)	D/6	Asset register – furniture and equipment, fleet plant	93.2.3	D/7 after disposal	2
6.4 (a)	D/6	Auditors reports	15.2	D/7 after audit	1
6.4 (c)	D/6	Appointment of auditor	13.6	D/7 after last action	2

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6.5.1 (a, b, g, h, i)	D/2	Banking – books, butts, counterfoils, cheques, bank deposits, reconciliations, statements etc	18.3 ,18.4, 18.5, 18.6	D/6 after audit	1
6.7.1 (a)	D/30	Annual estimates	19.1	D/ 6 after audit	1
6.7.2	D/2	Budget reviews	19.1	D/6 after audit	1
6.10 (f)	D/2	Creditors - correspondence	32.4	D/6 after last action	1
6.15	D/1	Monthly, quarterly or tri-annual statements to Council	48.2	D/6 after audit	1
6.17 (c)	D/6	Insurance policies	24	D/7 after last action	2
6.17 (g)	D/10	Public liability claims	24.3	D/ 10 years after last action, or if claimant is under 18, until they reach 25 years of age	1
6.29 (a)	A	Tender registers	93.3.33	D/7 after expiry of contract	1
6.29 (c)	D/6	Successful tenders - significant	112.1	A (if significant)	3
6.29(c)	D/6	Successful tenders – under seal or deed	112.2	D/21	1
7.0 RATING AND VALUATION					
7.1.1(b)	D/2	Account enquiries – no fee charged	90.13	D/7 after last action	1
7.1.4	D/7	Differential rates - significant	90.2	A (if significant)	3
8.0 ENVIRONMENTAL HEALTH					
8.1.2 (j)	D/6	Landfill – individual files	103.3.5	D/7 after last action	2
8.1.2(l)	D/6	Waste transfer stations – individual files	103.3.7	D/7 after last action	2

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Previous Ref. No.	Previous R & D Action	Records	New Ref. No.	New R & D Action	Code
8.1.4 (b)	D/2	Septic tanks - notices	78.3	D/10 after last action	1
8.2.3(f)	D/6	Inspection and enforcement – minor prosecutions	58.2	D/7 after case completed or expiry of limitation period, whichever is later	2
8.2.3 (h)	D/6	Inspection and enforcement - diaries	38.2	D/7 after last action	2
8.2.3 (j & l)	D/6 & D/7	Inspection and enforcement – notices and demolition orders	78.3	D/10 after last action	1
8.2.5 (l)	D/6	Liquor permits	12.7	D/7 after date of function	2
8.4 (g & h)	D/2	Water analysis – swimming pools, water tanks	75.2	D/10	1
8.4 (k,l,m & n)	D/1 & D/2	Notices - pollution	78.3	D/10 after last action	1
9.0 PARKS AND RESERVES					
9.0.2 (b)	D/2	Minor landscaping projects	54.2	D/7 after last action	1
9.0.2 (c)	D/2	Provision of plants / materials	54.2	D/7 after last action	1
9.0.2 (e)	D/2	Provision of lighting	54.9	D/7 after last action	1
9.0.4 (b)	D/ duration of structure	Fountains – construction of	36.2	D/7 after destruction	1
10.0 STAFF					
10.1 (g)	D/10	Enterprise bargaining - significant	56.3	A (if significant)	3
10.2 (c)	D/6	Staff - allowances	80.1	D/7 after audit	2
10.2 (d)	D/6	Attendance records	80.2	D/7 after last action	2
10.2 (e)	D/6	Authorizations / police clearances	16.2 & 92.8	D/7 after last action	2
10.2 (f)	D/6	Clothing	44.3	D/7 after last action	2
10.2 (m)	D/6	Grievances	53.1	D/7 after last action	2

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10.2 (n)	D/5	Staff honours	17.3	D/7 after last action	2
10.2 (r)	D/2	Photo identification of staff	100.10	D/2 after superseded	2
10.2 (w)	D/2	Earnings / salaries listings	80.1	D/7 after audit	1
10.2.4 (c)	D/6	Equal employment opportunity - initiatives	44.2	D/7 after last action	2
10.2.7 (a)	D/6	Redundancy schemes	101.4	D/7 after last action	2
10.2.8 (a)	D/ until superseded	Rosters	44.7	D/1 after superseded	2
10.2.10	D/ 6 months	Employee surveys – raw data	110.3	D/2 after last action	2
10.3 (j)	D/6	Investigations – minor hazards	79.6	D/7 after last action	2
10.3 (m)	D/5	Appointments – health and safety officers	13.5	D/7 after expiry of appointment	1
10.5.3	D/6	Training courses – course details, correspondence	113.2	D/7 after last action	2
10.5.4	D/6	Staff awareness programs – blood donations etc	79.12	D/7 after last action	2
10.6 (d)	D/6	Staff injury reports – not resulting in claim	79.6	D/7 after last action	2
11.0 PLANT AND STORES					
11.1.1(f)	D/2	Lease back vehicles, purchased vehicles	49.3	D/7 after last action	1
11.1.1 (g)	D/1	Disposal of fleet vehicles	4.4	D/7 after disposal	1
11.1.1 (h)	D/1	Fleet vehicle use requests	49.7	D/3 after last action	1
11.1.2 (b)	D/2	Theft of fleet vehicles - report	96.1.2	D/6 after audit	1
11.2 (e)	D/2	Stores – orders	4.2	D/6 after audit	1

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11.2.1 (b)	D/2	Theft of stores – not resulting in legal action	96.1.2	D/6 after audit	1
12.0 PUBLIC UTILITIES					
12.0 (c)	D/6	Public utilities – intention to carry out works	29.6	D/7 after last action	2
12.0 (d)	D/6	Reinstatement works - significant	29.3	A (if significant)	3
12.1 (a)	D/6	Gas – intention to carry out work	29.6	D/ after last action	2
12.2 (a)	A	Electricity cable locations	29.5	P	1
12.2 (b)	D/6	Electricity – intended works	29.6	D/7 after last action	2
12.4 (a)	D/6	Telecommunications – intended works	29.6	D/7 after last action	2
12.4 (b)	A	Telecommunications – cable locations	29.5	P	1
13.0 PROPERTY FILES					
13.2 (c)	A	Subdivision applications and approval – concerning major land subdivisions	37.3.1	P	1
13.2 (c)	A	Subdivision applications and approval - other	37.3.2	D/20 after last action	1
13.3 (c)	P	Subdivision applications – not approved	37.3.3	D/7 after last action	1
13.6 (f)	D/7	Public health - notices	78.3	D/10 after last action	1
13.6 (j)	D/6	Demolition orders	78.3	D/10 after last action	1
13.7 (c)	D/6	Land information certificates – applications	90.12	D/7 after last action	2

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13.7 (d)	D/1 after system or building demolished	Septic tank applications, permit, plans, decommissioning	12.5	P	1
14.0 PLANNING AND DEVELOPMENT					
14.0.4 (a)	D/30	Temporary road closure	99.2	D/7 after last action	1
14.5 (d)	P	Land acquisition documentation - significant	4.1	A (if significant)	3
14.6.1 (a)	A	Land subdivisions (significant) – approved applications	37.3.1	P	1
14.6.1 (c & f)	A/5 (significant) or D/6	Land subdivisions – unapproved (including those setting precedent)	37.3.3	D/7 after last action	2
14.6.2 (b)	D/2	Strata subdivision - unapproved	37.3.3	D/7 after last action	1
14.7.5 (b)	D/2	Mining leases – notices and grants	64.1	D/7 after expiry	1
15.0 INTERGOVERNMENTAL RELATIONS					
15.0.1(b & d)	D/2	Intergovernmental relations – other correspondence	67.4	D/7 after last action	1

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